

Resolution No. 17936

RESOLUTION TO ADOPT RECORD RETENTION AND DISPOSAL
SCHEDULE NO. 8 FOR THE CITY OF WYOMING AND SCHEDULE NO.
13 FOR DISTRICT COURT 62A

WHEREAS, State statute prohibits disposal of public records unless a Record Retention and Disposal Schedule has been adopted by the local governing body and approved by the Michigan Department Of State - Archives Unit, and

WHEREAS, The City of Wyoming does not have an adopted Record Retention and Disposal Schedule and,

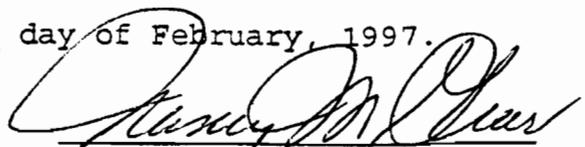
WHEREAS, The City wishes to provide for and ensure the protection of all the permanent records of the City,

NOW, THEREFORE, BE IT RESOLVED, That the City Council of the City of Wyoming hereby adopts General Retention and Disposal Schedule No. 8 for the City of Wyoming and General Retention and Disposal Schedule No. 13 for the 62A District Court and that the General Retention and disposal Schedules as adopted be submitted to the Michigan Department of State, Archives Unit for approval.

Councilmember Sheets moved, seconded by Councilmember Dykstra that the above Resolution be adopted.

Motion carried: 7 Yeas, 0 Nays

I hereby certify the foregoing Resolution was adopted by the City Council of the City of Wyoming, Michigan, at a regular session held on the 17th day of February, 1997.


NANCY M. GIAR
Wyoming City Clerk

MN-43
REV 3/84

**STATE ARCHIVES
BUREAU OF MICHIGAN HISTORY
DEPARTMENT OF STATE
LANSING, MI 48918-1837**

CERTIFIED RETENTION AND DISPOSAL SCHEDULE

**APPROVALS
(Signatures)**

NOTE: RECORD SERIES NOTED "TRANSFER TO STATE ARCHIVES" MUST BE TRANSFERRED TO THE DEPARTMENT OF STATE/STATE ARCHIVES.

CHECK ALL APPLICABLE: COUNTY CITY/VILLAGE COURT
 TOWNSHIP AUTHORITY OTHER

GOVERNMENT UNIT NAME

CITY OF WYOMING

AGENCY/OFFICE

DIVISION

BUREAU OF MICHIGAN HISTORY

DATE

Sandra J Clark

3/6/97

STATE ADMINISTRATIVE BOARD

DATE

APPROVED

3-18-97

THE RECORDS SCHEDULED FOR DESTRUCTION AS THEY REACH THE AGE SPECIFIED HEREIN ARE CERTIFIED TO BE NO LONGER REQUIRED FOR THE EFFECTIVE OPERATION OF THE AGENCY; TO HAVE NO FURTHER LEGAL, ADMINISTRATIVE, OR FISCAL VALUE TO THE AGENCY, AND ARE NO LONGER REQUIRED TO PROTECT THE RIGHTS OF THE INDIVIDUAL OR THE PUBLIC. LEGAL COUNSEL HAS ADVISED THE AGENCY AS TO LEGAL VALUE.

INSTRUCTIONS:

1. PREPARE AND SIGN THE SCHEDULE
2. MAIL TO STATE ARCHIVES AT ADDRESS PRINTED AT THE TOP LEFT SIDE OF THIS FORM.

DISTRIBUTION: APPROVED SCHEDULES

1. ORIGINAL - STATE ARCHIVES
2. COPIES - STATE ADMINISTRATIVE BOARD; LOCAL AUDIT; ORIGINATING UNIT.

DIRECTING AUTHORITY: Signature *Nancy M. Giar* Date 2/25/1997
City Clerk

ITEM NO.	RECORD(S) SERIES TITLE AND DESCRIPTION: LIST EACH RECORD SERIES, BY TITLE, AS A SEPARATE ITEM. DESCRIBE RECORD(S) SERIES FUNCTION AND CONTENT. CITE THE STATUTORY BASIS FOR THE RECORD(S) SERIES.	RETENTION PERIOD (MONTHS OR YEARS)	FOR USE BY APPROVING AGENCIES
	See attached.		

CITY OF WYOMING

RECORDS RETENTION AND

DISPOSAL SCHEDULE

1997

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NAME OF DEPARTMENT:**ASSESSOR**

RECORD SERIES	MINIMUM RETENTION PERIOD
Appraisals	5 Yrs
Appraisals - City Property	Permanent
Assessment Rolls - Real & Personal Property	20 Yrs
Certification of Assessed Values, Tax Levy, and Tax Spread	20 Yrs
Assessor's Cross Index	Current
Board of Review Minutes and Records - Copy	Until Completion of Appeal Process + 3 Yrs
Hardship Exemption	3 Yrs
Special Adapted Housing-Veterans	3 Yrs
Other Exempt Property Data	3 Yrs
Building Permit Applications	Current
Building Plans - Commercial & Residential (copies)	Current
Commercial & Industrial Facilities Exemption Certificate	2 Yrs after Expiration
Equalization Records:	
Notice of Change	3 Yrs
Equalization Study, Factor & Reports	5 Yrs
Support Data	Current
Maps and Indexes	10 Yrs - Permanent - County Mapping & Description Department
Permanent Parcel Number Assignment Files	10 Yrs - Permanent - County Mapping & Description Department
Plat Books & Indexes	10 Yrs - Permanent - County Mapping & Description Department
Personal Property Cards	Permanent
Personal Property Affidavits	Current + 7 Yrs
Personal Property Field Check & Audit	Current + 7 Yrs
Pollution Control Exemptions	Life of Exemption
Property Transfer Notices	Current + 3 Yrs

Street Index - Master File	Permanent
Tax Tribunal Records	5 Yrs
Valuation Records	20 Yrs
Property Classification	
Zoning	
Land estimate - Measurements, Base & Appraisal Value	
Building Information	
Utilities	
Deed Location	

DEPARTMENT:**ATTORNEY**

RECORD SERIES	MINIMUM RETENTION PERIOD
Real Property Acquisition Cases:	
Indexes	Permanent
Case Files	Permanent
Negligence Cases:	
Indexes	Permanent
Case Files	5 Yrs after final action Circuit Court 10 Yrs after final action
Labor Relations Cases:	
Case Files	Permanent
Taxation Cases:	
Indexes	5 Yrs after final action
Case Files	5 Yrs after final action
Worker Compensation Cases:	
Indexes	Permanent
Case Files	30 Yrs after final action
Opinions	6 Yrs
Warrants:	
Issued	10 Yrs
No Action List	1 Yr

NAME OF DEPARTMENT: BUILDING AND ZONING DEPARTMENT

RECORD SERIES	MINIMUM RETENTION PERIOD
Permit Applications	Permanent
Permits:	
Building	Permanent
Plumbing, Mechanical, Electrical	
Sign	Permanent
Permit Inspection Log Cards	Permanent
Daily Reports	Current + 2 Yrs
Building Plans:	
Commercial Buildings	Life of Structure
Non-Commercial	10 Yrs
Commercial Postings	Permanent
Housing Posting List	Current
Citizen Complaints	Current + 5 Yrs
Contractor Licensing Record	Current + 10 Yrs
Variances	Current + 4 Yrs
Zoning Appeal Board Minutes - Copy	Current + 1 Yr
Zoning Appeal Records	Current + 5 Yr
Housing Appeals Minutes - Copy	Current + 1 Yr
Housing Appeals Records	Current + 5 Yrs
Construction Board of Appeals Minutes - Copy	
	Current + 1Yr
Construction Board of Appeals Records	Current + 5 Yrs

NAME OF DEPARTMENT:

CITY MANAGER

RECORD SERIES	MINIMUM RETENTION PERIOD
Annual Budget	Permanent
Annual Budget Work Papers	Current + 1 Yr
Annual Report/Message	Permanent
Complaint Files	1 Yr or until settled
Correspondence - Memoranda	
Routine	2 Yrs
Policy	Permanent
Emergency Plan - Civil Defense	Current
Labor Agreements	Permanent
Opinions - Legal Advisor	Permanent
Organization Charts	Permanent

NAME OF DEPARTMENT:**CLERK**

RECORD SERIES	MINIMUM RETENTION PERIOD
Licenses:	
Liquor License Applications	Active + 7 Yr
Business License Applications	Active + 1 Yr
Licensing Bonds and Records	Active + 1 Yr
Annual Reports - All	Permanent
City Budget - Official	Permanent
City Charter - Official	Permanent
Code of Ordinances and Index - Official	Permanent
City Council Meeting Minutes Includes all documents placed before the Council for action or consideration.	Permanent
City Council Work Sessions/ Committee of the Whole Minutes	Permanent
Minutes of All City Boards, Commissions, Committees and Other Official Groups	Permanent
Legal Notices & Affidavit of Publication	Permanent
Legal Opinions	Permanent
Contracts and Agreements - All City Contractor's Bonds & Insurance Policies	Active + 7 Yrs Active + 7 Yrs
Labor Agreements	Permanent
Cemetery Records: (non-city owned cemeteries) Deeds, Grave Records, Internment & Disinterment Orders, Burial Permits	Permanent
Easements and Leases	Permanent

Real Estate Files and Deeds for City Owned Property	Permanent
Community Development Land Contracts - Liens - Mortgages - Restrictive Covenants	Permanent
Oath of Office - All City Officials	Permanent
Vehicle Titles (city owned)	Life of vehicle
Request for Public Records (FOIA)	Current + 1 Yr
Water Agreements, Street & Sidewalk Improvements, Sewer & Water Permits, Special Assessment Notices	Permanent
Police Citation Book Receipts	Audit + 1 Yr
Economic Development Corporation Records: Commercial & Industrial Development Districts	Permanent
Commercial & Industrial Facilities Exemptions Certificates - copy	2 Yrs after expiration
Election Materials: Absentee Ballot Envelopes (opened & un-opened) Absentee Voter List Certificates of Attendance at Inspector Training Sessions Change of Address Poll Books for City Elections Returned non-deliverable Voter Registration Cards Special Election Material Statement of Votes Voted Ballots	Current Election + 22 months
Election Materials: Application for Ballot Application for Absentee Ballot	Current Election + 4 Yrs
Election Notices & Affidavit of Publication	Permanent

**RECORDS RETENTION SCHEDULE
-- ELECTIONS CONDUCTED IN CITIES, TOWNSHIPS AND VILLAGES --**

Keep

Election records and materials must be kept by election officials as follows:

Absentee Ballot Envelopes (Opened and Sealed)	Current Election + 2 Years
Absentee Voter List	Current Election + 2 Years
Applications for Absentee Ballot	Current Election + 2 Years (Gubernatorial General only) Current Election + 4 Years
Application for Ballot	Current Election + 2 Years (Gubernatorial General only) Current Election + 4 Years
Nominating Petitions	January 1 Following Election (Returned to candidate or destroyed as requested by candidate)
Nominating Petition Record	Permanent
Election Commission Minutes	Permanent
Poll Books	Current Election + 2 Years
Returned Non-Deliverable Voter Identification Cards (1)	Current Election + 2 Years
Special Election Materials	Current Election + 2 Years
Tally Sheets (Books)	Current Election + 2 Years
Election Records Supporting Bond Issues	Consult Your Attorney
Election Records Supporting Millage	Permanent
Municipal Bond or Note Transcript	Permanent

Cancelled Voter Registration Cards:

Cancelled Duplicated Cards	2 Years
Cancelled Original Cards	10 Years
Deceased File	10 Years

Ballots - 30 days or 7?

Nominating Petitions	January 1 following Election
Board of Canvassers Minutes	Permanent
Certified Election Results	Permanent
Election Commission Member List	Permanent
Election Commission Minutes	Permanent
Voter Registration Records:	
Active	Permanent
Canceled	10 Yrs following cancellation
Deceased	10 Yrs following death of voter
Special Note:	
Election Records Supporting Bond Issues	11 Yrs after bonds mature
Election Records Supporting Millages	Expiration of millage + 6 Yrs
Municipal Bond or Note Transcript	Permanent

NAME OF DEPARTMENT:

DATA PROCESSING

RECORD SERIES

MINIMUM RETENTION PERIOD

Program Documentation

Until superseded + 6 Yrs

Custom Designed Software:

Description in detail of every phase of the programming cycle and specific facts for converting the program from/to readable information to encoded data. Detail specification of input data required by application and output data generated by application.

Vendor Provided Software Systems:

Documentation for each system including documentation of data used in testing, availability of source code and depository of same.

Master Files:

Network Design (physical layer)

Permanent until updated

Processing Files

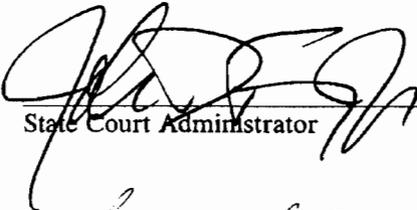
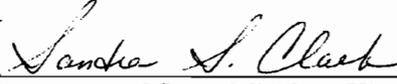
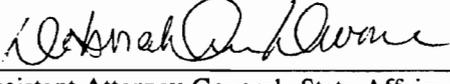
Permanent until updated

Raw data input files used to create and update master files

Permanent

**GENERAL SCHEDULE NO. 16
RECORDS RETENTION AND DISPOSAL
SCHEDULE FOR MICHIGAN TRIAL COURTS**

This schedule provides for the retention and disposition of many records created and/or maintained by Michigan trial courts. The public officials concerned may destroy or transfer these records upon expiration of the retention period assigned. It will still be necessary to notify the Department of State, Michigan Historical Center - State Archives and the Department of Treasury prior to destroying original court records by filing a Certificate of Records Disposal. Any record not contained on this list or not having a statutory retention period may not be disposed of without submitting a list or schedule required by MCL 399.5; MSA 15.1805, or securing an amendment to this schedule.

Date: <u>6/6/00</u>	(Signed)	APPROVED _____ State Administrative Board Secretary
Date: <u>3/1/00</u>	(Signed)	 _____ State Court Administrator
Date: <u>3/16/00</u>	(Signed)	 _____ Department of State, Michigan Historical Center
Date: <u>4/24/00</u>	(Signed)	 _____ Treasury Department, Local Audit Division
Date: <u>5/18/00</u>	(Signed)	 _____ Assistant Attorney General, State Affairs Division

GENERAL SCHEDULE NO. 16
RECORDS RETENTION AND DISPOSAL
SCHEDULE FOR MICHIGAN TRIAL COURTS

(rev. 2/00)

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(rev. 2/00)

GENERAL SCHEDULE NO. 16
RECORDS RETENTION AND DISPOSAL
SCHEDULE FOR MICHIGAN TRIAL COURTS

GENERAL NOTES

Retention of Records. This General Schedule No. 16 Records Retention and Disposal Schedule, which replaces General Schedules 12, 13, 14, and 15, outlines the minimum (and in some cases the minimum and maximum) periods for the retention of trial court records. The record on a matter is either the original record or suitable duplicate record. The retention periods listed apply to the existence of a record, irrespective of whether the record is in original or suitable-duplicate form. In many instances it is possible to destroy an original record prior to the end of the retention period if (1) proper notification is made to State Archives and to Treasury (see “Disposal of Original Records” below) and (2) a suitable duplicate record is created and maintained.

Retention of Original Records. In general, original court records must be retained at least six (6) years from the time the record is filed or created. MCLA §§ 600.2137(1), 691.1101. Exceptions to this general statutory requirement are specifically noted where appropriate.

Disposal of Original Records. Whenever an original record is sought to be destroyed, a court must notify State Archives at the Michigan Historical Center by filing a Certificate of Records Disposal (Form MH 38). MCLA §399.5(2). Notifications, as well as requests for forms or information, should be directed to:

Department of State
Michigan Historical Center – State Archives
717 W. Allegan
Lansing, MI 48918-1837
(517) 373-1400

The State Archives will respond within 30 days of receipt of a Form MH-38 if there are original court records it wishes to retain for historical purposes.

In planning to dispose of original records, a court must also notify the Local Government Audit Division of the Michigan Department of Treasury so that a financial and legal compliance audit may be conducted prior to any records destruction. Such notification is made by filing a Form MH-38 with the Local Government Audit Division, located at the following address:

Department of Treasury
Local Government Audit Division
Treasury Building, 4th Floor
Lansing, MI 48922

GENERAL NOTES (continued)

(rev. 2/00)

Treasury will respond within 30 days of receipt of Form MH-38 if there are original court records it wishes to retain for audit purposes.

If a court has not received a request for preservation from either State Archives or Treasury after 30 days from filing Form MH-38 with both offices, the court may destroy the original records sought to be destroyed.

Creation of Suitable Duplicate Records. A suitable duplicate record is an accurate copy of an original record (or of an earlier created suitable duplicate record) created pursuant to the Records Media Act [MCLA §§ 24.401-403], being either

- (a) a photograph,
- (b) a photocopy,
- (c) a microcopy, or
- (d) an optical storage disc.

The creation of microcopies must conform to relevant State Microfilm Standards (R18.101-113). The creation of an optical storage disc must conform to the relevant Rules for Optical Imaging Systems (R24.401-419). In accordance with the Rules for Optical Imaging Systems, if a record has a retention period in excess of 10 years and is put onto an optical storage disc, then a court must also maintain a human-readable copy (microfilm or paper) of the record.

Retention Period. Unless otherwise specified, the retention period for a record is to be counted in the following manner. For Administrative & Fiscal Records, the retention period begins at the time the record is created. For Case Records, the retention period begins upon the latest filing of a document in the case file (unless the records are stenographic notes, tapes, or recordings, in which case the retention period begins at the time the record is created).

Case File Records. Retention periods for the various types of case file records are listed in the Retention Schedule. Any record placed in a case file (with the exception of the Register of Actions) becomes a record of that case and is to be retained for the retention period for that case type.

Non-Record Material. Non-Record Material is listed at the end of the Retention Schedule. Such material does not have a required period of retention and may be disposed of at the convenience of the court and without notification to State Archives or to Treasury.

Municipal Courts. Municipal Courts should follow the retention periods applicable to District Courts.

GENERAL NOTES **(continued)**

(rev. 2/00)

Subschedules and Notes. This Records Retention and Disposal Schedule is divided into two main subschedules—one concerning Administrative & Fiscal Records, and one concerning Case Records. Several entries in each subschedule are given explanatory notes. Where a note exists for a particular entry, there will be direction at that entry to see the relevant note; the actual notes for the entries in either subschedule are listed immediately after the subschedule. By way of example, the first note in the General section of the Administrative & Fiscal Records Subschedules is numbered “AG-1,” at the relevant entry in the subschedule there is a direction to “see AG-1,” and in the Administrative & Fiscal Records Notes the actual AG-1 note will appear.

RECORDS RETENTION AND DISPOSAL SCHEDULE FOR TRIAL COURTS

(rev. 2/00)

ADMINISTRATIVE & FISCAL RECORDS

Item #	Records Title and Description	Retention Period
GENERAL		
1.	Accounting records [see AG-1] a. Circuit Court b. District and Probate Courts	a. 6 years or after audit b. 6 years
2.	Bank statements [see AG-2] a. Friend of the Court b. Courts i. Circuit Court ii. District and Probate Courts	a. 1 year after state audit b. i. 6 years or after audit ii. 6 years
3.	Bond records a. Circuit Court b. District and Probate Courts	a. 6 years or after audit b. 6 years
4.	Checkbooks and canceled checks a. Friend of the Court b. Courts i. Circuit Court ii. District and Probate Courts	a. 6 years after state audit b. i. 6 years or after audit ii. 6 years
5.	Personnel files a. Circuit Court b. District and Probate Courts	a. 5 years after inactive [see AG-3] b. 6 years after employment ends [see AG-3]
6.	Personnel - job applications (hired and not hired)	3 years after filling position
7.	Requisitions - all categories a. Circuit Court b. District and Probate Courts	a. 1 year or after audit b. 6 years, or 3 years after compliance audit [see AG-4]
8.	Vouchers a. Friend of the Court b. Courts i. Circuit Court ii. District and Probate Courts	a. 1 year after state audit b. i. 6 years or after audit ii. 6 years

ADMINISTRATIVE & FISCAL RECORDS
(continued)

(rev. 2/00)

Item #	Records Title and Description	Retention Period
9.	Judicial Assignment records a. Circuit Court b. District and Probate Courts	a. 7 years after completion of assignment b. 1 year after completion of assignment
10.	Jury lists	3 years
11.	Record of jurors	Permanent
12.	Time book of jurors	1 year
13.	Statistical reports, court daily calendars, and general correspondence	1 year
CIRCUIT COURT		
Civil Division		
14.	Naturalization proceeding records	50 years [see AC-1]
Family Division		
15.	Foster home files	7 years or after audit
Friend of the Court		
16.	Record of alimony paid	10 years after audit
17.	Receipts (copy)	6 years after audit
DISTRICT COURT		
18.	Magistrate daily/quarterly dockets and reports [see AD-1]	1 year
19.	Marriage records book	6 years
PROBATE COURT		
20.	Inventory of safe deposit box	Permanent
21.	Audits	6 years
22.	Abstract of Taxable Inheritance	Destroy immediately

ADMINISTRATIVE & FISCAL RECORDS NOTES

(rev. 2/00)

- AG-1 Accounting records include accounting-related books, ledgers, and journals.
- AG-2 Bank records include bank statements, bank reconciliations, deposit slips, etc.
- AG-3 Review files before destruction to ensure that no work-related injuries occurred while the person was employed by the court.
- AG-4 A financial and legal compliance audit is a review and test of the accounting, reporting, legal compliance, and internal control structure (and related procedures) performed by court personnel when completing their duties as required by state statute. The audit scope must include the court's accounting and reporting of all collections and deposits.
- AC-1 It is especially important that, in the event a court desires to dispose of original naturalization proceedings records, the court make a timely and detailed notification to State Archives and to Treasury.
- AD-1 Pursuant to MCR 8.205(A), a District Court magistrate is to submit (1) a certified copy of a docket of magisterial action to the clerk at the end of every calendar year and (2) a report on magisterial action to the Chief Judge every three months.

CASE RECORDS

(rev. 2/00)

Item #	Records Title and Description	Retention Period
GENERAL		
31.	Registers of actions [see CG-1]	Permanent, unless for a small claims case [see CG-2]
32.	Stenographic notes, tapes, recordings, and videotapes	
	a. Untranscribed	a.
	i. Circuit and Probate Courts	i. 15 years from date of creation if a felony case; 10 years for any other case [MCL 600.2137(3)] or longer [see CG-3]
	ii. District Court	ii. 10 years after date of recording if a criminal case; 5 years after date of recording if a civil case
	iii. Video - Duplicate Copy	iii. 5 years after date of recording
	b. Transcribed	b. 1 year after the transcript has been filed with the court [MCL 600.2137(3)]
33.	Indices [see CG-4]	Permanent
CIRCUIT COURT [see CC-1]		
Civil and Criminal Divisions		
41.	Case files	25 years after last activity
42.	Final judgments and orders	Permanent
Family Division		
51.	Domestic relations proceedings files [see CC-2]	25 years after last activity
52.	Adoption-related records [see CC-3]	Permanent
53.	Change-of-name records	Permanent
54.	Emancipation-of-minors files	Permanent
55.	Infectious disease files [see CC-4]	Permanent
56.	Files concerning a waiver of parental consent to obtain an abortion	6 years after last activity, or 2 years after minor has reached majority, whichever is longer [MCR 5.783(B)(4)] [see CC-5]

CASE RECORDS
(continued)

(rev. 2/00)

Item #	Records Title and Description	Retention Period
57.	Legal and social files of delinquency proceedings [see CC-6] <ul style="list-style-type: none"> a. Diversion records b. Records of cases where adjudication was set aside c. Records of cases where adjudication was not set aside <ul style="list-style-type: none"> i. Records concerning an offense which (a) if committed by an adult, would be a felony for which the maximum punishment is life in prison, (b) if committed by an adult, would be a criminal traffic violation, or (c) is a reportable juvenile offense ii. All other records 	<ul style="list-style-type: none"> a. Until minor reaches age of 17, and nor more than 28 days after that date; or sooner if there is good cause [MCR 5.925(E)(2)(a), (b)] b. Expunge upon entry of order setting aside adjudication [MCR 5.925(E)(3)(c)] c. <ul style="list-style-type: none"> i. Permanent ii. Until, and not beyond when, the minor becomes 30; or sooner if there is good cause [MCR 5.925(E)(2)(a), (b)]
58.	Legal and social files of child protective proceedings [see CC-6]	At least, and not more than, 25 years after court's jurisdiction over the last child in the family ends; or sooner if there is good cause [MCR 5.925(E)(2)(a),(c)]
Friend of the Court		
71.	Permanent alimony	10 years after termination of permanent alimony as established by judgment of divorce
72.	Child support	10 years after the youngest child attains the age of 18

CASE RECORDS
(continued)

(rev. 2/00)

Item #	Records Title and Description	Retention Period
DISTRICT COURT [see CD-1]		
81.	Civil infraction cases, including parking, in which a judgment was rendered and satisfied or dismissed [see CD-2 and CD-3]	1 year from date of final judgment or dismissal if an audit is conducted; otherwise, 6 years
82.	Unsatisfied civil infraction judgments [see CD-2 and CD-3]	7 years from date of judgment [MCL 257.321a; MSA 9.2021(1)]
83.	Misdemeanor cases arising under state law, charter, or ordinance payable through a traffic bureau or magistrate	3 years from date of final judgment of sentence, acquittal, or dismissal if an audit is conducted; otherwise, 6 years
84.	All other cases arising under charter or ordinance	6 years from date of final judgment of sentence, acquittal, or dismissal
85.	Cases arising under state law not payable through a traffic bureau or magistrate	10 years from date of final judgment of sentence, acquittal, or dismissal
86.	General civil cases	10 years from date of final judgment or dismissal
87.	Summary proceedings and landlord/tenant cases	6 years from date of final judgment or dismissal
88.	Small claims cases	6 years from date of final judgment or dismissal [see CD-4]
89.	Search warrants	10 years
90.	Probation files and presentence reports	3 years after discharge from probation

CASE RECORDS
(continued)

(rev. 2/00)

Item #	Records Title and Description	Retention Period
PROBATE COURT [see CP-1 and CP-2]		
101.	Conservatorship files	Permanent
102.	Estates files	Permanent
103.	Guardianship files, developmentally disabled persons	Permanent [see CP-3]
104.	Guardianship files, legally incapacitated persons	Permanent [see CP-3]
105.	Guardianship files, minors	Permanent [see CP-3]
106.	Marriage ceremony files	Permanent
107.	Secret marriage files	Permanent
108.	Mental illness files	Permanent [see CP-4]
109.	Trusts files, testamentary and inter vivos	Permanent
110.	Wills filed for safekeeping	Permanent [see CP-5]
111.	Miscellaneous proceedings files [see CP-6]	Permanent
112.	Acknowledgment of Paternity [see CP-7]	Permanent
113.	Libers of Orders [see CP-7]	Permanent
114.	Condemnation Proceedings Files [see CP-7]	Permanent

CASE RECORDS NOTES

(rev. 2/00)

- CG-1 A Register of Actions (formerly called “docket” or “journal”) is a chronological list of events in the life of a case, and is required for all cases except civil infractions in District Court. MCL 600.8344; MCR 8.203.
- CG-2 For small claims cases, a Register of Actions is required; however, it need not be retained after the disposal of the small claims case file. There may be some value to retaining a Register of Actions in such cases beyond the life of the case file.
- For all case files other than small claims cases, if the Register of Actions is maintained in or on the case file, and if the case file has a retention period less than permanent, then, when disposing of the record of the case, care must be taken to ensure that the Register of Actions is retained.
- CG-3 Concerning a hearing for the admission of any person to a hospital or other place of detention as a mentally ill or developmentally disabled person, or as a person with a contagious disease, untranscribed court reporter and recorder notes shall be retained for at least 10 years or for as long as the person is in the relevant hospital or facility, whichever is longer. [MCLA 600.859(3)] Transcripts are to be retained in their original form for the entire retention period.
- CG-4 Courts must create and maintain two types of indices – an alphabetical index and a numerical index. The alphabetical index will list names of parties to cases in alphabetical order, with a case number (or numbers) corresponding to each name. The numerical index will list case numbers in numerical order, with party names corresponding to each number. All cases, except District Court civil infraction cases, must be indexed.
- CC-1 The following record types are obsolete and are removed from the Circuit Court Retention Subschedule and may be disposed of, after proper notification of State Archives and Treasury, at the discretion of the court:
- blotter
 - common rule book
 - minute books
- CC-2 These are files which are given a domestic relations case-type code per MCR 8.117(B)(4).
- CC-3 Adoption-related records include both records concerning adoption proceedings and records concerning requests for adoption information.
- CC-4 Proceedings involving infectious diseases are covered in MCLA 333.5204-5.
- CC-5 Files concerning waivers of parental consent to obtain an abortion are not to be microfilmed or otherwise copied. MCR 5.783(B)(4).

CASE RECORDS NOTES
(continued)

(rev. 2/00)

CC-6 Even though the legal and social file in any given juvenile delinquency or neglect/abuse case will have identical retention periods, it is important to maintain the files in such a way as to preserve the social file's confidentiality. A legal file will typically include the following:

- petitions, requests for counsel, for appeal, etc.
- notices, summons, subpoenas, service of process
- calendars, hearing records
- statistical cards
- detention/shelter admission forms and release forms (delinquency)
- police reports (delinquency)
- findings and recommendations of the Foster Care Review Board (neglect/abuse)

A social file will typically include the following:

- reports (dispositional, investigative, laboratory, medical, observation, psychological, psychiatric, progress, treatment, etc.)
- Family Independence Agency records
- correspondence
- victim statements
- testimony from closed proceedings
- diversion records (delinquency)
- required fingerprinting material regarding reportable juvenile offenses (delinquency)
- other court materials or records the court determines to be confidential

CD-1 The following record types are removed from the District Court Retention Sub-Schedule and may be disposed of, after proper notification of State Archives and Treasury, at the discretion of the court:

- Case files (excluding dockets) created prior to January 1, 1969

CD-2 A civil infraction is "an act or omission that is prohibited by a law and is not a crime under that law or that is prohibited by an ordinance and is not a crime under that ordinance, and for which civil sanctions may be ordered." MCL 600.113(1)(a). Civil infraction include, among other things, violations of the Michigan Vehicle Code, violations of relevant non-traffic state laws, and violations of relevant city, township, or village ordinances.

CD-3 A Register of Actions is not required for civil infraction cases. If a Register of Actions happens to be maintained for such a case, it may be disposed of at the same time the case file is disposed of. However, there may be some value to retaining a Register of Actions in such cases beyond the life of the case file.

CD-4 This is the retention period for the Register of Actions in this case as well.

CASE RECORDS NOTES
(continued)

(rev. 2/00)

- CP-1 “Original orders and letters of authority, after being recorded, must be placed in the files of the court. For security purposes, testamentary documents of deceased persons, bonds, orders, and such other documents as the court directs must be copied by microfilming or other means promptly after filing or issuance and preserved in the records of the court separately from the files.” MCR 8.302.
- CP-2 The following record types are removed from the Probate Court Retention Sub-Schedule and may be disposed of, after proper notification to State Archives and Treasury, at the discretion of the court:
- abstracts of taxable inheritance
 - afflicted adults files
 - records concerning crippled or afflicted children
 - custodian files
 - mothers’ pension files
 - power of attorney records
 - sterilization files
- CP-3 These files must be retained in original form for 6 years or for 2 years after the date of discharge or administrative closure, whichever is longer.
- CP-4 These files must be retained in original form for 6 years or for 2 years after the expiration of the last order, whichever is longer.
- CP-5 Wills filed for safekeeping are to be retained in original form for at least 82 years.
- CP-6 “Miscellaneous proceedings files” include, for example, those proceedings concerning the Soldiers and Sailors Relief Commission, the Tax Allocation Board, the State Boundary Commission, the Poor Persons Act, Bonds for Railway Survey, the Election Commission, filling of vacancies in certain offices, lost instruments, kidney donations, the Uniform Gift to Minors Act, appeals of denial of delayed registration of birth, appeals of adoption subsidy determination, appeals of financial liability redetermination by Mental Health, and appeals in drain proceedings.
- CP-7 These records are no longer processed in the Probate Court. However, it is necessary for Probate Courts to retain their old records permanently.

NON-RECORD MATERIALS

(rev. 2/00)

121. Extra copies of correspondence and other documents preserved only for convenience of reference:
- a. "reading file", "tickler file", "follow-up file", etc.
 - b. identical copies of all documents maintained in the same office
 - c. outdated copies of printed or processed materials of which official copies have been retained for record purposes

122. Materials neither made nor received pursuant to a statutory requirement nor in connection with the functional responsibilities of the office:
- a. privately purchased material kept at the office for convenience
 - b. correspondence of a personal nature kept at the office for convenience
 - c. notice of employee meetings, credit union affairs, community affairs, etc.

Note: Prior to disposing of this type of material, contact the local historical society, library, or nearest university or college history department for advice as to its research value. If any items are deemed to be of value, transfer them to the advisory agency or notify the Michigan Historical Commission of their existence.

123. Preliminary drafts of letters, reports, and memoranda which do not represent significant basic steps in preparation of record documents
124. Routing and other inter-departmental records which do not add any significant information about the activity concerned

NAME OF DEPARTMENT: DISTRICT COURT

RECORD SERIES	MINIMUM RETENTION PERIOD
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RECORD RETENTION & DISPOSAL SCHEDULE # 13 FOR DISTRICT COURTS

Case Records

All case files, excluding dockets, created prior to January 1, 1969 (see Notes A,C and D)	Dispose of immediately; MCL 600.9924a; MSA 27A.9924(1)
Dockets, Journals, Register of Actions and Indices (see Notes B and D)	Permanent (includes microfilm meeting DMB regulations)
Traffic civil infraction cases in which a judgment was rendered and satisfied or dismissed	6 Yrs from date of judgment or dismissal or 1 Yr if a compliance audit is conducted, whichever is first (see Note H)
Parking Citations in which a judgment was rendered and satisfied or dismissed	1 Yr from date of judgment or dismissal
Unsatisfied traffic civil infraction judgments (Including Register of Actions) (see Note B)	7 Yrs; MCL 257.321a; MSA 9.2021(1)
Misdemeanor cases arising under state law, charter or ordinance payable through a traffic bureau or magistrate	6 Yrs from date of final judgment of sentence, acquittal or dismissal or 3 Yrs if a compliance audit is conducted, whichever is first (see Note H)
All other cases arising under charter or ordinance	6 Yrs from date of final judgment of sentence, acquittal or dismissal
Cases arising under state law not payable through a traffic bureau or magistrate	10 Yrs from date of final judgment of sentence, acquittal or dismissal
General Civil cases (see Notes A, B and D)	10 Yrs from date of final judgment or dismissal
Summary Proceedings/Landlord Tenant cases (see Notes A, B and D)	6 Yrs from date of final judgment or dismissal

Small Claims cases (Including Register of Actions (see Notes A, B, D and J)	6 Yrs from date of final judgment or dismissal
Untranscribed court recorder/reporter notes, tapes and recordings for all criminal cases	10 Yrs after date of recording
Untranscribed court recorder/reporter notes, tapes and recordings for all civil cases	5 Yrs after date of recording
Transcribed court reporter/recorder notes, tapes and recordings (Does not include videotapes)	1 Yr after being transcribed and filed with the court
Search Warrants	10 Yrs
Probation files and Presentence Reports	3 Yrs after discharge from probation

Administrative and Fiscal Records

Checkbooks and canceled checks	6 Yrs
Accounting records including books, ledgers, journals, etc.	6 Yrs
Bank statements, reconciliations, deposit slips, etc.	6 Yrs
Bond records	6 Yrs
Vouchers - all categories	6 Yrs
Requisitions - all categories	6 Yrs or 3 Yrs if a compliance audit is conducted, whichever is first (see Note H)
Judicial Assignment records	1 Yr after completion of assignment
Jury lists	3 Yrs
Personnel files	6 Yrs after employment is discontinued

Personnel - job applications (Hired or not)	3 Yrs after filling the position
Statistical reports, court daily calendars and general correspondence	1 Yr
Magistrate Daily/Quarterly Dockets and Reports (MCR 8.205)	1 Yr
Marriage Records Book	10 Yrs then transfer to State Register Office and Center for Health Statistics (see Note M)

Non Record Material (See Note L)

Extra copies of correspondence and other documents preserved only for convenience of reference:

- a. "Reading file", "Tickler file", "Follow up file", etc.
- b. Identical copies of all documents maintained in the same office.
- c. Outdated copies of printed or processed materials of which official copies have been retained for record purposes.

Materials neither made nor received pursuant to a statutory requirement nor in connection with the functional responsibilities of the office:

- a. Privately purchased material kept at the office for convenience.
- b. Correspondence of a personal nature kept at the office for convenience.
- c. Notice of employee meetings, credit union affairs, community affairs, etc.

Note: Prior to the disposing of this type of material, request the local historical society, library, or nearest university or college history department for advice as to its

research value. If any items are deemed to be of value, transfer them to the advisory agency or notify the Michigan Historical Commission of their existence.

Preliminary drafts of letters, reports, and memoranda which do not represent significant basic steps in preparation of record documents.

Routing and other inter-departmental records which do not add any significant material to the activity concerned.

NOTES FOR RECORDS RETENTION AND DISPOSAL SCHEDULE 13 FOR DISTRICT COURT

- A. "Case" refers to the complete official court file including all materials pertaining to a particular case or subject except shorthand notes, steno tapes, and mechanical recordings.
- B. The Register of Actions (formerly called Dockets or Journals) as defined by MCR 8.203 applies to all cases **except civil infraction traffic cases** and must contain all case identification information on the alphabetical index as well as a chronological record of fees paid, papers filed, process issued and returned, and court actions, orders, judgments, and verdicts pertaining to the case noted. If the Register of Actions (or docket) is the front of the file folder, it must be separated and microfilmed or otherwise retained permanently. The rest of the file can be destroyed.
- C. Although General Schedule 13 takes the place of the complete listing of records to be retained or destroyed as required by MCL 399.5; MSA 15.1805, it will still be necessary to notify the Department of State, Bureau of History - State Archives prior to destroying original court records by filing a Certificate of Records Disposal (Form MH 38). The Historical Commission has agreed to respond within 30 days of receipt of Form MH 38 if there are original court records they wish to retain for historical purposes. Form MH 38 can be used as a record of all court records destroyed by referring to Schedule 13 for record descriptions and item numbers and by noting inclusive dates of records; it is not necessary to identify each case file by name or file number if the records are on Schedule 13. Instructions and retention and disposal forms may be obtained from the Department of State, Bureau of History - State Archives, 717 W. Allegan, Lansing, Michigan 48918, (517) 373-1408.
- D. Although the records of civil actions, including summary proceedings, can be destroyed after 6 years under MCL 600.83444; MSA 27A.8344, Schedule 13 requires civil cases to be retained for 10 years to accommodate the statute of limitations (MCL 600.5809; MSA 27A.5809).

In order to effectively manage this difference in retention periods, it may be necessary to establish a filing system which separates summary proceedings cases from other civil cases.

Justice of the Peace Dockets may become eligible for destruction by filing the MH 43 Certified Retention Disposal form with State Archives. The records must be maintained until State Archives sends notice that they may be destroyed.

- E. If a warrant is issued on a parking ticket, the case is to be treated in the same way as non-parking ordinance violations.
- F. MCL 691.1101; MSA 3.993 (1) requires records to “have been in the custody of the court for at least 6 years” before being destroyed. This means that the “hard copy” or “original” record of a case may not be destroyed for six years, even though it has been microfilmed. Parking violations, satisfied civil infraction or misdemeanor cases payable through a traffic bureau of magistrate are not included.
- G. The number of years stated on the schedule as the minimum retention period applies whether or not an audit has been performed during that period of time. If an appeal results in a new judgment or a dismissal being entered in the original case, the retention period for the case will run from the date of the new judgment or dismissal order.

Sound fiscal policy requires that a financial and legal compliance audit be conducted before the destruction of any court records [see Note H]. The Michigan Department of Treasury, Local Government Audit Division must be notified 30 days prior to the destruction of records by submitting a copy of the MH 38 form so that an audit can be performed if necessary. The MH 38 form may be sent to the Michigan Department of Treasury, Local Government Audit Division, 2nd Floor Treasury Building, Lansing, Michigan 48922.
- H. A “Financial and Legal Compliance Audit” is defined as a review and test of the accounting, reporting, legal compliance and internal control structure and related procedures performed by court personnel when completing their duties as required by state statute. The audit scope must include the court’s accounting and reporting of all collections, depositing with the local control unit, the State, the collections and disposition of trust money (surety bonds, restitution, etc.) and legal compliance.
- I. Computer records are the work product of the courts and are to be treated in the same manner as other applicable items on the retention schedule.
- J. MCL 600.8344; MSA 27A.8344 states that the docket need not be preserved in small claims cases after destruction of the file; however, it is advisable to keep a microfilm copy of the Register of Actions for reference.

- K. Schedules 13 should be used for all records generated by municipal courts after January 1, 1969.
- L. Non-record material listed as items 30 through 33, and items such as blank forms (excluding unused pre-numbered checks and receipt forms), books which are outdated, or publications and processed documents preserved for supply purposes only, may be destroyed at the convenience of the court without complying with the disposal as required under MCL 399.5; MSA 15.1805.
- M. After the minimum period of retention of Marriage Records, the documents may be transferred to the Office of State Registrar and Center of Health Statistics, Department of Public Health, 4323 N. Logan, PO Box 30195, Lansing, Michigan 48909.

DEPARTMENT:

FEDERAL GRANTS

RECORD SERIES

MINIMUM RETENTION PERIOD

Codification of Certain Government wide Grants Requirements by Department & Agency.
Grants Management Common Rule (State & Local Governments)

Department/Agency:

Health & Human Services	45 CFR 92
Housing & Urban Development	24 CFR 85
Justice	28 CFR 66
Labor	29 CFR 97
Transportation	49 CFR 18

NAME OF DEPARTMENT:**FINANCE**

RECORD SERIES	MINIMUM RETENTION PERIOD
Annual Budget	Permanent
Supporting Documents	Current
Annual Audit Report & Financial Statement	Permanent
Budget Amendments	10 Yrs
General Accounting Records:	
General Journal	20 Yrs
General Ledger	20 Yrs
Annual Appropriations Ledger	10 yrs
Accounts Receivable Ledger	10 Yrs
Construction Cost Ledger	10 Yrs
Payroll Journal	10 Yrs
Receipts	6 Yrs
Check Registers	6 Yrs
Vouchers and Invoices	6 Yrs
Vouchers and Invoices - Capital Outlay	2 Yrs after disposal of property 6 Yrs after purchase whichever is later
Payroll Records:	
Employee Earnings Record	50 Yrs
Employee Retirement Record	Permanent
Garnishments	Current + 2 yrs
Time Cards	3 Yrs
Daily & Summary Time Reports	3 Yrs
Purchase Orders	6 Yrs
Insurance Records:	
City Property & Fleet Property	Permanent
After Disposal by City	7 Yrs
Accident & Workman Compensation Reports	50 Yrs
Canceled Bonds and Coupons	Disposal as provided under MCL 129.124
Certificate of Cremation	Permanent

Permanent Asset & Equipment Record	Permanent
Record of Equipment Disposed of	Audit
Equipment Inventory Record	Audit
Equipment Auction Record	Audit
Bank Records:	
Bank Statements	6 Yrs
Bank Deposit Slips	Audit
Bank Account Signature Cards	Current
Canceled Checks	6 Yrs

NAME OF DEPARTMENT: FIRE DEPARTMENT

RECORD SERIES	MINIMUM RETENTION PERIOD
Annual Report	Permanent
Apparatus, Equipment Record Apparatus File - Specifications	Current Life of vehicle
Building Inspection Reports - Fire Safety: Report of Investigation Violation Notices	10 Yrs Life of structure
Chief's Record - State Required Form	10 Yrs
Company Run Report	3 Yrs
Daily Fire Log	Permanent
Work Schedule Daily Time Sheets	Audit Audit
Dispatcher's Log	Audit
Fire Alarm Card Index	Permanent
Paramedic Reports	10 Yrs
Training Records	Audit + 7 Yrs
Uniform Allowance Records	Audit
Medical Records Exposure Reports	30 Yrs after retirement 30 Yrs after retirement

NAME OF DEPARTMENT:**HUMAN RESOURCES**

<u>RECORD SERIES</u>	<u>MINIMUM RETENTION PERIOD</u>
Accident Reports	Active + 6 Yrs unless there is Worker Compensation Claim
Worker Compensation Case Files	30 Yrs after close
Applications for Employment	3 Yrs
Beneficiary Designations:	
Active Employee	Permanent
Separated Employee	Current
Decease Employee	Audit
Employee Folders:	
Current Employee	Permanent
Separated Employee	Permanent
Deduction Authorization Cards	Current
Leave Authorizations	3 Yrs
Tax Withholding Card	Current
Job Descriptions and Salary Schedules	Current
Classification Studies	Current + 5 Yrs
Job Announcements	Current + 2 Yrs
Position Requests	Current + 2 Yrs
Labor Contracts	Permanent
Grievance Files	Settlement + 10 Yrs
Seniority List	Current + 1 Yr
Service Ratings	3 Yrs
Sick & Annual Leave Records	

Active Employee	Permanent
Separated Employee	3 Yrs after Audit
Retirement - Application for Refund	Payment + Audit
Retirement - Membership - Enrollment Card	Life of Member + Audit
Photographic Records:	
Prints	Current
Negatives	Current
Unemployment Compensation Material	Current

NAME OF DEPARTMENT: PARKS AND RECREATION DEPARTMENT

RECORD SERIES	MINIMUM RETENTION PERIOD
Activity & Program records:	
Attendance records	Current
Contract Cards - Teams & Players	Current
Facility Rental Register	Audit
Equipment Use Distribution Summary	Audit
Membership Lists - Index	Current
Schedules	Current
Federal Grant Program Records	Audit + 3 Yrs (45 CFR 92)
Tree Planting & Removal Records	Current + 1 Yr
Administration Records:	
Accident Reports - Copy	2 Yrs
Activity Reports	10 Yrs
Annual Report	Permanent
Budget - Department copy	2 Yrs
Budget Support Data	Current
Capital Improvement Program	2 Yrs
Plans & Drawings	Current + 10 Yrs

NAME OF DEPARTMENT: PLANNING AND DEVELOPMENT

RECORD SERIES	MINIMUM RETENTION PERIOD
Annexation Record	Permanent
Census Data	Permanent
Citizen Complaints	Current + 5 Yrs
Community Development Block Grant Records	Audit + 3 Yrs (24 CFR 85)
Land Use Survey	Permanent
Maps, Plans, Indexes	Permanent
Master Plans	Permanent
Plat Book	Permanent
Subdivision Plans & Plats	Permanent
Minutes:	
Historic Commission - Copy	Current + 1 Yr
Planning Commission - Copy	Current + 1 Yr
Zoning Appeal Board - Copy	Current + 1 Yr
Rezoning Applications	Current + 5 Yrs
Zoning Appeal Records	Completion of Appeal Process + 5 Yrs
Economic Development Corporation :	
Minutes - Copy	Current + 1 Yr
Project Files	Current + 5 Yrs
Commercial & Industrial Facilities Exemptions	2 Yrs after Expiration

NAME OF DEPARTMENT: POLICE DEPARTMENT

RECORD SERIES	MINIMUM RETENTION PERIOD
Abandoned Car Notices	2 Yrs
Accident Reports	7 Yrs
Accident Report Logs	7 Yrs
Administrative Investigation - Citizen Complaint	10 Yrs
Administrative Investigation - Internal	10 Yrs
Annual Report - Department	Permanent
Annual Report - Divisions	Permanent
Monthly Report - Division	2 Yrs
Arrest Log	10 Yrs
Bicycle Registration	5 Yrs
Breathalyser Logs	7 Yrs
Breath Test - UD-80 - Subject	25 Yrs *
Breath Test - UD-80 - Simulator	Current + 1 Yr *
Breath Test - UD-33 - Evidence Log	Current + 7 Yrs *
Budget - Annual	5 Yrs
Budget - Data	Current
Building Information - Plans, Prints	Permanent
Building Information - Key Charts	Permanent
Cab License	Current + 1 Yr
Citation Book Receipts Ledger	Audit + 1 Yr (Clerk)
Complaints - Misdemeanor & Non-Criminal	7 Yrs
Complaints - Felony	25 Yrs
Complaint Logs	2 Yrs
Concealed Weapons Permits	6 Yrs
Daily Activity Logs/Reports	2 Yrs

Equipment Records	Permanent
Equipment Records - Disposed of	Audit
Evidence Cards	Permanent
Federal Grant Program Records	Audit + 3 Yrs (28 CFR 66)
Fingerprint Files - Convicted	Death + 15 Yrs
Fingerprint Files - Non-Convicted	1 Yr
General Orders	Permanent
Special Orders	Permanent
Staff Meeting Minutes	Permanent
Gun Purchase Permit	6 Yrs
Gun Registration	Permanent
Incident Reports - Misdemeanor	7 Yrs
Incident Reports - Felony	25 Yrs
Jail Logs (booking records)	Current + 10 Yrs
Juvenile Records	Until age 17
Liquor Establishment Files	Cancellation or transfer
Lost & Found Register	7 Yrs
Master Criminal File	Death + 75 Yrs
Negatives - Accident related	7 Yrs
Negatives - Crime Related	75 Yrs
Parole & Probation Records	3 Yrs
Pawn Shop Tickets	3 Yrs
Radar Logs (calibration)	7 Yrs
Radio Logs	1 Yr
Stolen Gun Record	Until recovery
Stolen Property Record	Current + 5 Yrs

Teletype - Lien Messages	1 Yr
Traffic Violations - Moving	5 Yrs
Traffic Violations - Non-moving	Audit
Uniform Allowance Records	Audit
Uniform Crime Reports	Current + 5 Yrs
Unoccupied Building Reports	6 Months
Vehicle Impound Log	3 Yrs
Warrants	Current + 2 Yrs
Wrecker Logs	3 Yrs

* Addendum to Schedule 8

NAME OF DEPARTMENT: PUBLIC WORKS

RECORD SERIES	MINIMUM RETENTION PERIOD
Aerial Photo & Surveys	Permanent
Annual Report - Copy	Current + 1 Yr
Bench Mark Records	Permanent
Citizen Complaints	Settlement + 2 Yrs
Contract Record & Index	Permanent
Driveway Plans	Current + 5 Yrs
Curb Cuts	Current + 5 Yrs
Culverts	Current + 5 Yrs
Excavations	Current + 5 Yrs
Excavation Permits	2 Yrs
Fire Hydrant - Location & Description	Active
Garbage, Grass Cutting & Trash Removal	
Log Sheets	Audit
Weight Tickets	Audit
Summary Reports	Audit
Maps, Photos, Plans, Drawings, Blueprints	Permanent
Michigan State Highway Act 51 Records	Current + 5 Yrs
Sanitary Sewer Survey, Construction & Maintenance Records	Permanent
Soil Borings & Compactor Results and Indexes	Permanent
Survey Records	Permanent
Sign Ledger File	Current
Special Assessment Ledgers	Current + 10 Yrs
Special Assessment Preliminary Work Files	Current + 3 Yrs

Special Assessment Rolls
Street/Utility Permits

Life of Assessment + 5 Yrs
Current + 5 Yrs

Work Orders

Audit

Vehicle Repair Records

Life of vehicle + Audit

NAME OF DEPARTMENT: PURCHASING

RECORD SERIES	MINIMUM RETENTION PERIOD
Maintenance records - City owned buildings	Current
Bid Packets	6 Yrs
Requisitions	6 Yrs
Purchase Orders	6 Yrs

NAME OF DEPARTMENT: TREASURER AND UTILITY BILLING

RECORD SERIES	MINIMUM RETENTION PERIOD
Accounts Receivable Ledger	6 Yrs
Bank Deposit Records	Audit
Cash Receipts Ledger	Current + 5 Yrs
Receipt Books	Current + 5 Yrs
Cash Register Tapes	Current + 5 Yrs
Daily Report of Collections	Audit
Duplicate Payment Refund Record	Audit
Invoices - Original	Current + 5 Yrs
Jeopardies	2 Yrs.
Bankruptcy Mortgage Notices to Creditors	Current
Part Pay Write Off	Audit + 5 Yrs
Personal Property Card	10 Yrs
Cancellation of Personal Property Record	1 Yr after Circuit Court cancellation
Sewer Permit & Special Assessment Payment Records	Current + 5 Yrs
Tax History Card	10 Yrs
Tax Bill - Original Receipts	Current + 3 Yrs
Tax Notices - Undeliverable	Current + 4 Yrs
Tax Receipts - Customer Copy	Current + 1 Yr
Tax Sale Certificate & Discharge	Permanent
Tax Sale Redemption Certificates	Permanent
Tax Sale Foreclosure File	5 Yrs
Tax Rolls:	
Real & Personal Property	20 Yrs
Delinquent Property	20 Yrs
Special Rolls	Active + 10 Yrs

Trailer Court Fee Receipts	6 Yrs
Utility Billing:	
Meter Reader Sheets	Audit + 1 Yr
Meter Location Cards	Active
Customer Records:	
Application for Service	Termination + 1 Yr
Deposit Receipt	Termination
Complaints	1 Yr
Paid Bills/Stubs	6 Yrs
Ledger of Account Sheets	Audit + 6 Yrs

NAME OF DEPARTMENT: UTILITIES DEPARTMENT

RECORD SERIES	MINIMUM RETENTION PERIOD
Supplement # 28 - Michigan Administrative Code PP. 14-44 Public Service Commission Schedule	**
Agreements & Contracts	Termination + 6 Yrs
Maps, Plans, Tracings of System:	
Master Original	Permanent
Duplicates	Current
Water Pumping Station Records:	
Daily Log Sheets	1 Month
Monthly Summary Sheets	2 Yrs
Annual Summary Sheets	10 Yrs
Water Treatment Plant Records:	
Daily Log Sheets	1 Month
Monthly Report to Michigan of Health	2 Yrs
Records Charts	1 Yr
Sewage Treatment Plant Records:	
Daily Operations Log	Current + 5 Yrs
Flow Records	Current + 5 Yrs
Influent Sheets	Current + 5 Yrs
Laboratory Sheets	Current + 5 Yrs
Precipitation Records	Permanent
Plans, Specifications, Drawings	50 Yrs
Reports:	
Monthly to Michigan Department of Health	2 Yrs
Annual Summary to Michigan Department of Health	10 Yrs

** Currently under revision