


GENERAL SCHEDULE #30 – Local Government Information Technology


This Retention and Disposal Schedule covers records that are commonly found in the **Information Technology** offices of counties, cities, townships, villages, public schools, local authorities, public colleges and public universities. The records that are described on the attached pages are deemed necessary (1) for the continued effective operation of Michigan government, (2) to constitute an adequate and proper recording of its activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.



Judy Rumps, President
Michigan Chapter of Government Management Information Sciences (Mi-GMIS) 10/1/09
(Date)



Debra Gearhart, Director
Department of History, Arts and Libraries, Records Management Services 11/04/09
(Date)



Mark Harvey, State Archivist
Department of History, Arts and Libraries, Archives of Michigan 11/18/09
(Date)

APPROVED

State Administrative Board 12/1/09
(Date)

GENERAL RETENTION SCHEDULE #30 INFORMATION TECHNOLOGY—LOCAL GOVERNMENT

INTRODUCTION

Public Records

The Michigan Freedom of Information Act (FOIA) ([MCL 15.231-15.246](#)) defines public records as recorded information “prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.”

Retention and Disposal Schedules

Michigan law (MCL [399.811](#) and [750.491](#)) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies the minimum amount of time that records must be kept to satisfy administrative, legal, fiscal and historical needs. Local situations may require retention beyond the periods listed, and nothing prevents an office from retaining records longer than the specified period of time. Schedules also identify when records may be destroyed, and when certain records can be sent to the Archives of Michigan for permanent preservation. *Records cannot be destroyed unless their disposition is authorized by an approved Retention and Disposal Schedule.* All schedules are approved by the Records Management Services, the Archives of Michigan and the State Administrative Board. There are two types of schedules that government agencies may use:

- A “general schedule” will cover records that are common to a particular type of government agency, such as an information technology department. General schedules may not address every single record that a particular office may have in its possession. *General schedules do not mandate that any of the records listed on the schedule be created.* However, if they are created in the normal course of business, the schedule establishes a minimum retention period for them.
- Any record that is not covered by a general schedule must be listed on an “agency-specific schedule” that will address records that are unique to a particular government agency. Agency-specific schedules always supersede general schedules. Agency-specific schedules only address the records of the agency named on the schedule, and may not be used by another agency.

Please note: The clerk is usually the official record keeper for land and contract records. These records are covered by General Schedules #6, #24 and #25. The local government’s human resources office is usually the official record keeper for all personnel records. These records are covered by General Schedule #26. The local government’s business/finance office is usually the official record keeper for all financial records. These records are covered by General Schedule #31. As a result, the information technology department is not required to retain most of these types of records, because their copies are duplicates that are used for reference purposes only

(see General Schedule #1). If the information technology department is the official record keeper, it should follow the retention periods listed on the schedules mentioned in this paragraph.

Unofficial Documents

General Schedule #1 addresses the retention of “nonrecord” materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Government agencies need to identify the “office of record” when multiple offices possess copies of the same record. The “office of record” is responsible for following the retention period that is specified, duplicates do not need to be retained. A more comprehensive definition of “nonrecords” can be found in the approved schedule (available online at https://www.michigan.gov/documents/dtmb/RMS_GS1_640192_7.pdf).

Record Maintenance

Records can exist in a wide variety of formats, including paper, maps, photographs, microfilm, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule do not specify the format that the record may exist in, because each government agency that adopts this schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that all of their records (regardless of format) are properly retained and remain accessible during this entire retention period. All records need to be stored in a secure and stable environment that will protect them from tampering, damage and degradation. Electronic records are dependent upon specific hardware and software to be accessed and used. It is important to understand that the original technology that is used to create electronic records will eventually become obsolete. As a result, government agencies should work with their information technology staff to develop preservation plans for retaining electronic records with long-term (more than 10 years) retention requirements. Various laws (including the Records Reproduction Act, [MCL 24.401-24.406](#)) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

Suspending Destruction

Government agencies must immediately cease the destruction of all relevant records (even if destruction is authorized by an approved Retention and Disposal Schedule) if they receive a FOIA request, if they believe that an investigation or litigation is imminent, or if they are notified that an audit, investigation or litigation has commenced. Relevant records may exist in electronic formats (such as e-mail, digital images, word processed documents, databases, backup tapes, etc.). Failure to cease the destruction of relevant records could result in penalties.

Additional Assistance is Available

The State of Michigan Records Management Services is available to assist government agencies with their questions about record retention and acceptable recording media. Agencies may contact the Records Management Services at (517) 335-9132. Additional information is also available from the Records Management Services' website <http://www.michigan.gov/recordsmanagement/>, including records management manuals, general schedules, e-mail retention guidelines, microfilming standards and digital imaging standards, etc.

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Item #	Series Title	Series Description	Retention Period	Approval Date
Information Technology Records				
100	Technology Inventory	This record may be used to inventory equipment, software, telephones, etc. It may contain the tag number, location, serial number, price, account source, etc.	RETAIN UNTIL: Item is disposed of PLUS: 2 years THEN: Destroy	12/1/2009
101	Communications Assignments	Some staff are issued 2-way radios, cell phones, pagers, etc. to facilitate communication. These files contain service contracts, employee contracts, FCC licenses, distribution lists, etc.	RETAIN UNTIL: Equipment is returned by the staff or disposed of or until the phone number assignment changes PLUS: 2 years THEN: Destroy	12/1/2009
102	Contracts, Licenses and Agreements	These records cover hardware, software, services, maintenance, hosting, leases, etc. The information technology office is generally not the office of record for the official legal document, but still needs to maintain these records to administer the terms.	RETAIN UNTIL: Expiration PLUS: 6 years THEN: Destroy	12/1/2009
103	Pre-Approved Vendors	Technology vendors may be pre-approved for a designated timeframe to provide hardware and software to the local government, so newly purchased equipment is standardized. These records document which vendors and equipment are pre-approved. They may include a request for quote (RFQ), request for proposal (RFP), invitation to bid (ITB), bid responses, sole source justifications, copies of contracts (not the official version), etc.	RETAIN UNTIL: While the vendor/equipment is approved THEN: Destroy	12/1/2009
104	User Access Policies/Agreement	The records are used to generate user accounts for employees and to assign permissions. They may define the terms of use and access of specific computer systems, general information technology resources, network access, etc. They may document who is authorized to make requests. They may be submitted by authorized supervisors, and they may be signed by employees. Records may also be generated to document that permissions/access have been removed for employees. The Human Resources Department may maintain a copy of these records in the employee's personnel file.	RETAIN UNTIL: Superseded by a new document, or individual is no longer a user PLUS: 2 years THEN: Destroy	12/1/2009
105	Project Files	These files document the development of new computer systems for departments, upgrades and maintenance activities. These files may include correspondence, notes, systems documentation, source codes, objects codes, code definitions, system layout, testing, maintenance work, project plans and timelines, operational procedures, data conversion, system migration, etc. Reference copies of requests for proposals, vendor bids and contracts may also be retained, but are not subject to this retention period. <i>Note: select documents that are not needed for ongoing maintenance and operation of the system may be purged 1 year after implementation is completed.</i>	RETAIN UNTIL: System is no longer in use PLUS: 5 years THEN: Destroy	12/1/2009

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106	Change Control	These records document changes to production systems for routine maintenance, upgrades, enhancements, emergencies, etc. They may include authorizations, activity assignments, activity descriptions, backout/recovery plans, test runs, etc. <i>Note: select documents that are not needed for ongoing maintenance and operation of the system may be purged 1 year after the above-mentioned activity is completed.</i>	RETAIN UNTIL: System is no longer in use PLUS: 5 years THEN: Destroy	12/1/2009
107	Technology Service Requests	This record documents problems with accounts and equipment and requests for new services. It is used to initiate new projects and to generate repair tickets. It may contain the user name, a description of the problem or project, the location of the equipment, the date/time the request was received and resolved, etc.	RETAIN UNTIL: Fiscal year ends PLUS: 5 years THEN: Destroy	12/1/2009
108	Work Orders	These records document each employee's daily activities. They identify the type of activity, time spent, customer, account code, description of work done, etc.	RETAIN UNTIL: Fiscal year ends PLUS: 2 years THEN: Destroy	12/1/2009
109	Technology Network Maps and Documents	These records are used to map and define the technology infrastructure and the wiring of voice and data lines. They may include security information, identification numbers, passwords, configurations, IP schemas, etc.	RETAIN UNTIL: Superseded by newer documents THEN: Destroy	12/1/2009
110	Server and Operations Logs	These logs are generated on an on-going basis by file and network servers, backup systems, security systems, user logins, etc. They document transactions or activity within the system. <i>Note: different types of logs collect data at different intervals, and are used for different purposes. As a result, the volume of data generated will vary, as will the capacity of the system to store the data. Each IT department must adopt a written data retention policy to define how long it will retain data for each log they generate. If they do not, it will be difficult for the IT department to defend their practices in court, if the records are needed as evidence.</i>	RETAIN UNTIL: No longer required according to IT department's data retention policy (see note) THEN: Destroy	12/1/2009
111	Call Detail	These records are received from the service carrier. They identify when calls or messages were made or received on devices issued to employees. They may be received with the bill from the service carrier, which is forwarded to the Finance Department for payment and official retention after the accuracy of the charges are verified. Information found in these records may include the device tag number, phone number, date and time of the communication, length of communication, phone number of the other party, etc. These records do not contain the content of voice or text messages. Carriers may or may not retain the content of these communications. Employees are responsible for retaining the content of recorded communications per their agency's Retention and Disposal Schedule, if the communication complies with the definition of a public record.	RETAIN UNTIL: Fiscal year ends PLUS: 2 years THEN: Destroy	12/1/2009

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Item #	Series Title	Series Description	Retention Period	Approval Date
112	Disaster Plans	These plans define potential emergencies, and how the staff should respond to each type of incident.	RETAIN UNTIL: Superseded by a new plan THEN: Destroy	12/1/2009
113	Internet Site Content	The local government's website is an interface to presenting information to the public about programs, events and activities. This record includes the content and layout of the website. Internet technology may be capable of storing inactive web content, but it is not designed to support the preservation of information as technology evolves. Official records that are posted on the website, and are not retained elsewhere, still need to be retained in accordance with an approved Retention and Disposal Schedule.	RETAIN UNTIL: No longer published online THEN: Destroy	12/1/2009
114	Technology Training	The information technology staff may conduct training about the use of computer software or equipment for employees. These files contain the curricula materials.	RETAIN UNTIL: Course materials are superseded by a new version, or the course is dropped entirely from the training curriculum THEN: Destroy	12/1/2009
115	Training Registration	These records document which employees have attended training conducted or coordinated by the Information Technology Department. They may contain the employee's name, department, training date, course title, accounting information, etc.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	12/1/2009
116	Universal Service Fund (USF)	The USF, also known as "e-rate," is a federal fund that provides discounts on telecommunications and internet access to public libraries and school districts. These files document the amount of the discount that is awarded and how the allocation was computed. All applicants and service providers are required to retain receipt and delivery records relating to the technology plans, pre-bidding, bidding, contracts, application process, invoices, provision of services, and other matters relating to the administration of the Universal Service Fund. The suggested list of documents to be retained can be found in Paragraphs 45-50 in the FCC's 5th Report and Order (FCC 04-190).	RETAIN UNTIL: Last service date PLUS: 5 years THEN: Destroy	12/1/2009
General Administrative Records				
200	Subject Files	These records are used to support administrative analysis, program and project planning, procedure development, and programmatic activities. <i>Subject files are generally organized alphabetically by topic.</i> Document types may include periodic activity reports (narrative and statistical), special reports, topical correspondence (including electronic mail), research materials, project planning notes, organizational charts, etc. Subject files do NOT include files related to individual projects. For topics of continuing interest, files may be segmented into annual files.	RETAIN UNTIL: Topic is no longer of interest for ongoing administration PLUS: 5 years THEN: Destroy	12/1/2009

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Item #	Series Title	Series Description	Retention Period	Approval Date
201	General Correspondence	General correspondence does not pertain to a specific issue and it is <i>often organized chronologically or by correspondent's name</i> . General correspondence may include referral correspondence. If the correspondence does pertain to a specific issue it should be filed with other relevant records. General correspondence may exist in a variety of formats, including memos, letters, notes and electronic mail messages. This series also includes automated or manual tools that index and/or track when correspondence was received, the topic of the correspondence, who is responsible for responding to the correspondence, and when the correspondence is considered closed for further action.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	12/1/2009
202	Transitory Correspondence	Transitory correspondence is any form of written communication with a short-term interest that has no documentary value. This type of correspondence has limited administrative and evidential value that is lost soon after the communication is received. <i>Transitory messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt.</i> Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information that require no administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events, notifications of an upcoming meeting, and similar records.	RETAIN UNTIL: Date received PLUS: up to 30 days THEN: Destroy	12/1/2009
203	Freedom of Information Act (FOIA) Requests	This file will document any requests for information or public records. They may include requests for information, correspondence, a copy of the information released, and billing information.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	12/1/2009
204	Contact Lists/Directories	These records contain contact information for individuals and groups that the agency may need to contact for ongoing and special projects, programs, activities, events, surveys, etc. They may contain names, affiliations, address, phone numbers, e-mail addresses, etc. They may exist in paper or electronic form. SUP = retain current information for current contacts or until the list is obsolete.	RETAIN UNTIL: Contact information is superseded or list is obsolete THEN: Destroy	12/1/2009
205	Planners/Calendars	These may be electronic or manual planners and calendars that are used to track an individual staff member's work-related meetings, assignments, and tasks. Individual employees are responsible for retaining their planners/calendars for the duration of this retention period.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	12/1/2009
206	Staff and Project Meeting Records	These records document staff meetings, meetings with other government agencies, etc. They may include meeting minutes, agendas, and distribution materials, etc. Meeting records may also be retained in subject files (see item #200) or project files (see item #104), if they relate to a specific project.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	12/1/2009

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207	Policies, Procedures and Directives	These records document the policies and standard operating procedures of the department. It may also include an administrative manual.	RETAIN UNTIL: Superseded by a new document PLUS: 5 years THEN: Destroy	12/1/2009
208	Annual Reports	These reports document the department's activities, and they may contain both narrative and statistical information.	RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	12/1/2009
209	Grants	These files are used to administer grants that are applied for by the information technology department from state, federal and private agencies. These files may contain applications, budgets, worksheets, adjustments, plans, rules and regulations, award letters, committee records, staffing sheets with account numbers, grant evaluation/monitoring reports, audits, periodic progress reports, etc. <i>Note: final reports and products of the grant may be kept longer for use and reference purposes.</i>	RETAIN UNTIL: closed out, plus any additional time that is required by the granting agency for auditing purposes THEN: Destroy	12/1/2009
210	Denied Grant Applications	These records document grants that were applied for, but were not received. They may have reference value for preparing future grant applications. They may contain application forms, budget proposals, letters of support, narrative plans, supporting documentation, etc.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	12/1/2009
211	Departmental Budget Planning	These records document budget planning and tracking activities for the information technology department. They may include budget requests, capital improvement plans, statistics, budget amendments, budget summaries and balance sheets, etc.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	12/1/2009
212	Publications	These records may include press releases, brochures, newsletters and other items that are published by the department.	RETAIN UNTIL: No longer of reference value THEN: Destroy	12/1/2009
213	Memorabilia	This series includes photographs, news clippings, certificates, awards, etc. that document events and activities of the department.	RETAIN UNTIL: No longer of reference value THEN: Destroy	12/1/2009
214	Audio-Visual Materials	These records include photographs, video recordings, audio recordings, slides, etc. in analog and digital formats. They document general program activities, facilities, people, etc. These materials do not include photographs taken for specific projects, because those records should be in the project files (see item #104).	RETAIN UNTIL: No longer of reference value THEN: Destroy	12/1/2009
215	Visitor Logs/Registers	These records document who visited the office. They record the visitor's name, date and time of the visit, etc. They may be used for security purposes or to track visitor statistics.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	12/1/2009
216	Employee In/Out Logs	These logs document the time/date when staff arrive and depart throughout each day.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	12/1/2009

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217	Leave Approvals	These records document a supervisor's approval of an employee's use of sick leave, annual leave, overtime, etc. They are supporting documentation to the official timekeeping records maintained by Payroll. If Payroll maintains this information, then the supervisor/employee do not need to maintain these records.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	12/1/2009
218	Timekeeping	These records include sheets or cards that document the exact hours worked by an employee. They are supporting documentation to the official timekeeping records maintained by Payroll. If Payroll maintains this information, then the supervisor/employee do not need to maintain these records.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	12/1/2009
219	Overtime Equalization Reports	These reports are produced weekly in accordance with the terms of union contracts. They are used by supervisors to adjust overtime assignments of staff to balance the number of hours worked.	RETAIN UNTIL: Relevant union contract is no longer in effect THEN: Destroy	12/1/2009