



City of Rochester Hills
AGENDA SUMMARY
NON-FINANCIAL ITEMS

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Legislative File No: 2021-0010

TO: Mayor and City Council Members
FROM: Tina Barton, City Clerk
DATE: January 20, 2021
SUBJECT: Records Retention and Disposal Schedule

REQUEST:

Rescind the current approval of the Records Retention and Disposal Schedule referred to as Records Automation Management Program (RAMP) and approve the adoption of the Michigan State Administrative Board Approval General Record Retention and Disposal Schedules, GS1, GS8, GS18, GS19, GS23, GS24, GS26, GS28, GS30, GS31, GS32 and any future updates to these schedules.

BACKGROUND:

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 requirements. Schedules also authorize the destruction of records, or the transfer of historical records 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.

In 2008, the City of Rochester Hills adopted the Records Automation Management Program (RAMP), a records retention and disposal schedule that was specific to the City of Rochester Hills. While an extensive amount of work was done to develop this records schedule, it is not in alignment with the updates of the Michigan General Record Retention and Disposal Schedules. Adoption of Michigan State Administrative Board Approval General Record Retention and Disposal Schedules, GS 1, GS 8, GS18, GS19, GS23, GS24, GS26, GS28, GS30, GS31, GS32, would ensure that we are consistent with the majority of the municipalities in the state

The following department specific general schedules would be adopted:

GS1 - Nonrecord Material Defined (approved 6-2-2015)

GS8 - Cities and Villages (approved 4-7-1998, updated 2010)

- This schedule covers the following city/village departments: general records - all offices, airport, assessor, attorney/legal, building, grants - federal, city income tax, manager/mayor, planning and zoning, public utilities, and public works.

GS18 - Fire/Ambulance Departments (approved 3-6-2007)

GS19 - Prosecuting Attorneys (approved 5-1-2007)

GS23 - Elections Records (approved 10-16-2007, revised 11-26-2013, revised 1-26-2016)

GS24 - City and Village Clerks (approved 11-5-2008)

GS26 - Local Government Human Resources (approved 10-7-2008)

GS28 - City and Village Treasurers (approved 7-20-2010)

GS30 - Local Government Information Technology (approved 12-1-2009)

GS31 - Local Government Financial Records (approved 4-7-2009)

GS32 - Local Government Parks and Recreation Departments (approved 4-20-2010)

RECOMMENDATION:

We are requesting that Council rescind the current approval of the Records Retention and Disposal Schedule referred to as Records Automation Management Program (RAMP) and approve the adoption of the Michigan State Administrative Board Approval General Record Retention and Disposal Schedules, GS 1, GS 8, GS18, GS19, GS23, GS24, GS26, GS28, GS30, GS31, GS32 and any future updates to these schedules.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Mayor		
Deputy Clerk		

Contract Reviewed by City Attorney Yes N/A