



**City of Rochester Hills
AGENDA SUMMARY
NON-FINANCIAL ITEMS**

**1000 Rochester Hills Dr.
Rochester Hills, MI 48309
248.656.4630
www.rochesterhills.org**

Legislative File No: 2008-0545

TO: Mayor and City Council Members
FROM: Susan Galeczka, Deputy Clerk
DATE: October 17, 2008
SUBJECT: Records Retention and Disposal Schedule

REQUEST:

Approve the Records Retention and Disposition Schedule, authorize the Mayor to sign it on behalf of the City and authorize the City Clerk to submit the Schedule to the State of Michigan for approval.

BACKGROUND:

MCL 399.5 and 750.491 of Michigan Compiled Laws requires that all public records be listed on an approved Retention and Disposal Schedule that identifies how long the records must be kept to satisfy the legal, administrative and historical needs of a municipality. The Records Retention and Disposition Schedule (RRDS) is a formal designation of retention and disposition requirements and actions for all City record series identifying how long the records must be kept, when they can be destroyed legally or archived for long-term preservation. No records can be destroyed unless it is listed on an approved RRDS and RRDS are not authorized until the Records Management Services, the State Archives of Michigan and the State Administrative Board approves it.

The City of Rochester Hills has developed its RRDS by gathering information through a comprehensive inventory conducted by each Department through a Web-based inventory tool. The survey was designed to collect information about all documents that are used in the course of business including basic descriptive information about format and content, specific parties involved in the creation and use of the document, legal and policy mandates and requirements, and other information. From the survey the RRDS was developed identifying the following information:

- Record Series Name and Identification No.
- Retention Period
- Record Series Description
- Official Custodian
- Vital Record Designation, if applicable
- Disposition Action
- Retention/Disposition Revision Date

The City Clerk's Office and the Records Management Consultant has worked closely with Caryn Wojcik, Government Records Archivist, with the Records Management Services Department within the State of Michigan History Arts & Library Division, who has provided numerous reviews and recommendations, which have been incorporated into the final draft RRDS.

RECOMMENDATION:

We are requesting Council approve the Records Retention and Destruction Schedule for the City of Rochester Hills, authorize the Mayor to execute the paperwork on behalf of the City and authorize the City Clerk to submit the appropriate documents to the State of Michigan, History Arts and Library, Records Management Services for approval by the three State Agencies – Michigan Historical Center – Records Management Services, Michigan Historical Center – State Archives of Michigan and the State Administrative Board.

RESOLUTION

NEXT AGENDA ITEM

RETURN TO AGENDA

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Mayor		
City Council Liaison		