

GENERAL SCHEDULE #26 – Local Government Human Resources

This Retention and Disposal Schedule covers records that are commonly found in the **Human Resources** 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.

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July 31, 2008

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**GENERAL RETENTION SCHEDULE #26
LOCAL GOVERNMENT HUMAN RESOURCES
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 a human resources office. 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.

This schedule covers personnel and payroll records maintained by local governments including counties, cities, townships, villages, school districts, local authorities, public colleges and public universities.

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. If relevant records exist in electronic formats (such as e-mail, digital images, word processed documents, databases, backup tapes, etc.), the agency may need to notify its information technology staff. Failure to cease the destruction of relevant records could result in penalties.

Records Management Services Can Help!

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
Personnel Records				
100A	Personnel Files	These files are maintained on each employee of the local government. They document hiring, promotion, demotion, transfer, layoff, performance, discipline, termination, etc. They may include employment applications and resumes, job descriptions and classification history, clippings, correspondence, service record change forms, attendance, evaluations, investigations, COBRA, training records, blood borne pathogen training, contracts, disciplinary records, layoff notices, recall notices, apprenticeships, transcripts, tuition reimbursement, policy acknowledgements, property sign-out forms, certifications, current driver's licenses, driving records, police accident reports, exit interviews, severance agreements, etc.	RETAIN UNTIL: Individual is no longer employed PLUS: 6 years THEN: Destroy	10/7/2008
100B	Personnel Files—Temporary Employees	These files are maintained on all temporary, seasonal and student employees. They may contain the same documents listed in item #100A, as well as work permits and certificates of age for minors.	RETAIN UNTIL: Individual is no longer employed PLUS: 6 years THEN: Destroy	10/7/2008
100C	Personnel Files—Contractual Employees	These files are maintained on all contractual employees. They may include 1099 forms, W-9 forms, verification of insurance, copies of contracts, etc.	RETAIN UNTIL: Contract expires PLUS: 6 years THEN: Destroy	10/7/2008
101	Employee Database	Local governments may maintain electronic data to administer personnel and payroll functions including timekeeping, tenure, payroll, retirement, etc.	RETAIN UNTIL: Individual is no longer employed PLUS: 6 years THEN: Destroy	10/7/2008
102	Employment Verification Forms	These forms are received from mortgage or credit companies that want to verify the employment status of an employee.	RETAIN UNTIL: Date created PLUS: 30 days THEN: Destroy	10/7/2008
103	Background Files	These files document that the local government conducted appropriate background checks on employees. These files may contain release forms to conduct criminal history checks, fingerprint checks and professional conduct checks, and the results of those checks. They may also include driving records, drug and alcohol tests, physical exam results, polygraph test results, credit history reports, etc.	RETAIN UNTIL: Individual is no longer employed PLUS: 6 years THEN: Destroy	10/7/2008

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104	Medical Files	<p>These files document private medical information for a specific employee, including disability accommodations. They may contain insurance forms, physician correspondence, tuberculosis tests, polygraph test results, off-work notices, Family Medical Leave Act forms and requests, long and short-term disability paperwork, drug and alcohol tests, physical exams, accident reports, personal requests, etc. [29 CFR 1910.1020(d)] These records must be retained separately from personnel files (see item #100A).</p> <p><i>NOTES: The medical records of employees who have worked for less than 1 year for the employer need not be retained beyond the term of employment, if they are provided to the employee upon the termination of employment. This series does not include the official copy of insurance claims, which are usually retained by the business or finance office.</i></p>	<p>RETAIN UNTIL: Individual is no longer employed PLUS: 30 years THEN: Destroy</p>	10/7/2008
105	Employee Test Results	<p>Some employees attend professional development, continuing education, licensing and/or certification training. These records will document the results of tests that employees may take when completing these courses. Other training records are kept in the employee file (see item #100).</p>	<p>RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy</p>	10/7/2008
106	Commercial Drivers License Test Results	<p>Employers of individuals holding commercial drivers licenses maintain records about their alcohol misuse and controlled substances use prevention programs. These records contain test results for alcohol or controlled substances, test refusals, driver evaluations and referrals, calibration documentation, test administration documents, calendar year summaries, etc. [49CFR382.401.]</p>	<p>RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy</p>	10/7/2008
107	I-9 File	<p>Federal Form I-9 includes verification by employers of identity and immigration status of all new employees. These files will contain Employment Eligibility Verification form, copy of one document from List A or copy of one document from List B and C. This file may also include a copy of driver's license and any Department of Homeland Security correspondence and subsequent documentation regarding "no match" verification. <i>Note: These files are maintained separately from the basic personnel file. 8 CFR 274 a.2 (1998) requires that employers maintain signed copies of I-9 forms.</i></p>	<p>RETAIN UNTIL: Date of hire PLUS: 3 years OR RETAIN UNTIL: Termination PLUS: 1 year (whichever is later) THEN: Destroy</p>	10/7/2008
108	Policies and Procedures	<p>These records document employee policies and procedures adopted by the local government. Drafts and other development documents should be retained until the final document is adopted.</p>	<p>RETAIN UNTIL: Superseded by new versions PLUS: 6 years THEN: Destroy</p>	10/7/2008
109	Grievances	<p>These files document employee grievances against the local government and the resolution of the grievance. They may include written grievances, correspondence, summary sheets, legal documents, employee history information, etc.</p>	<p>RETAIN UNTIL: Contract that the grievance is related to expires THEN: Destroy</p>	10/7/2008

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110	Complaints	These records document the filing and investigation of a complaint. Complaints may relate to affirmative action, sexual harassment, labor practices, disability issues, etc.	RETAIN UNTIL: Complaint is dismissed or resolved PLUS: 6 years THEN: Destroy	10/7/2008
111	Investigations	If an employer has reasonable cause to believe that an employee is engaged in criminal activity which may result in loss or damage to the employer's property or disruption of the employer's business operation, and the employer is engaged in an investigation, then the employer may keep a separate file of information relating to the investigation.	RETAIN UNTIL: Completion of the investigation THEN: Destroy, if disciplinary action is not taken (MCL 423.509) OR PLUS: 4 years, only if disciplinary action is taken - a disciplinary report will be retained in the employee's personnel file (see item #100A) THEN: Destroy	10/7/2008
112	Benefit Plans	These documents define the terms of benefit plans that are available to employees. These files may include the plan documents, plan descriptions, reports, etc.	RETAIN UNTIL: Superseded by a new version PLUS: 6 years THEN: Destroy	10/7/2008
113	Employee Injury Records—Exposure	These files include any reports of accidents or injuries involving exposure to toxic substances or blood-borne pathogens. These files are maintained separately from the personnel file. These files may include incident reports, medical reports, responses by supervisors and management, requests for medical leave, insurance forms, applications for continuation of insurance, supporting medical documentation, etc. [29 CFR 1910.1020]	RETAIN UNTIL: Date created PLUS: 30 years THEN: Destroy	10/7/2008
114	Employee Injury Records—Non-exposure	These files include any reports of accidents or injuries involving an employee. Records of injuries are kept separate from the personnel file. These files may include incident reports, responses by supervisors and management, requests for medical leave, insurance forms, application for continuation of insurance, etc. OSHA requires that any information pertaining to a job-related illness and injury be kept on file for five years after the end of the fiscal year in which the event occurred.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	10/7/2008
115	Employee Injury Records--OSHA 300 Log	This log identifies all employee injuries within a calendar year. In accordance with 9 CFR 1904.33, this log and other supplementary records shall be retained for 5 years following the calendar year that the records cover.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	10/7/2008
116	Job Classifications and Descriptions	These records document job classification systems and all existing positions. Job descriptions may include a summary of responsibilities, functions, applicant requirements, salary and benefit classifications, etc.	RETAIN UNTIL: Superseded by a new version PLUS: 6 years THEN: Destroy	10/7/2008

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Item #	Series Title	Series Description	Retention Period	Approval Date
117	Salary Studies	These records document the analysis of employee salaries to ensure fair compensation. They may include research, surveys, reports, etc.	RETAIN UNTIL: No longer of reference value THEN: Destroy	10/7/2008
118	Position Re-classifications	These records document requests to have a position re-classified. They may contain the request, copies of existing and proposed job descriptions, decisions affecting the request and other related documents.	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	10/7/2008
119	Job Advertisements/Postings	These records document the advertising of available positions that the local government intends to fill, both internally and externally. They may include notices, published advertisements, etc.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	10/7/2008
120	Job Applications	These files document applicants for positions who were not hired, regardless of whether they were interviewed (this includes unsolicited applications, unless the local government has a written policy prohibiting the acceptance of unsolicited applications). They may include resumes, letters of interest, applications, regret letters, qualification exam scores, and supporting documents.	RETAIN UNTIL: Decision is made not to hire the individual PLUS: 1 year THEN: Destroy, if the application is unsolicited (no position is currently available), or if the person is determined to be ineligible for the position to which they applied OR RETAIN UNTIL: Position is filled PLUS: 2 years THEN: Destroy, if the person was considered for a posted position	10/7/2008
121	Selection Files	These records contain all documents that support the appointment and selection of employees. They may contain employment lists, transfer lists, selection criteria, evaluations of candidates, position descriptions, applications, interview questions, reference checks, rating forms, and appointment recommendations/notifications.	RETAIN UNTIL: Position is filled PLUS: 2 years THEN: Destroy	10/7/2008
122	Job Qualification Exams	These records are used to test potential employees' qualifications for employment. They include the master exam and master answer sheet, as well as test development documentation (if applicable).	RETAIN UNTIL: Superseded by a new version PLUS: 6 years THEN: Destroy	10/7/2008
123	Emergency Contacts	These records identify the people that the employee wants to be contacted if they are involved in an emergency situation.	RETAIN UNTIL: Superseded by new information THEN: Destroy	10/7/2008
124	Workers Disability Compensation Files	These files document any claims made for workers disability compensation benefits. They may consist of a copy of the report of the incident/injury made by the employee (original is sent to the insurer), a copy of all reports from the occupational health center, etc. Any litigation is kept in a separate file.	RETAIN UNTIL: Claim is settled PLUS: 7 years THEN: Destroy	10/7/2008

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125	Worker Disability Compensation Reports	These reports are received from disability insurance providers. They identify the amount of benefits that were paid from the policy.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	10/7/2008
126	Labor Agreements and Negotiations	These files document labor negotiations and resulting contracts with individual employees and employee groups. It may include salary and benefit schedules, ground rules proposals and counter proposals, secondary negotiations, meeting minutes, any agreements, final contracts, etc. Separate files are maintained for each employee negotiating group. <i>Note: Select records may need to be kept longer, if they are needed to document retirement benefits that an employee is entitled to.</i>	RETAIN UNTIL: Expiration date PLUS: 10 years THEN: Destroy	10/7/2008
127	Union Files	These files are maintained on each union that represents employees. They may include correspondence, dues information, etc.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	10/7/2008
128	Seniority Lists	These documents are sent to union presidents for notification of seniority status.	RETAIN UNTIL: Superseded by a new version PLUS: 1 year THEN: Destroy	10/7/2008
129	Affirmative Action Plans	These records document the local government's plans to comply with affirmative action requirements. They may include the plan, supporting documentation, analyses, raw data, tests given to employees, validation studies, etc.	RETAIN UNTIL: Plan expires PLUS: 2 years THEN: Destroy	10/7/2008
130	Adverse Impact Determination	State or federal agencies can audit or investigate for civil rights violations. These records are created after there has been a determination of adverse impact upon employees. They document that the cause of the adverse impact was eliminated.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	10/7/2008
131	Organization Charts	These records document the organizational structure of the local government. They may include mission statements and other supporting documents. <i>Note: these records may continue to have reference value after they are superseded.</i>	RETAIN UNTIL: Superseded by a new version THEN: Destroy	10/7/2008
132	Employee Directories	These records contain contact information for employees. <i>Note: these records may continue to have reference value after they are superseded.</i>	RETAIN UNTIL: Superseded by new information THEN: Destroy	10/7/2008
133	Government Reports	These reports include equal employment opportunity reports, veteran employment reports, census of government employment reports, etc.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	10/7/2008
Note:	Contracts	<i>The official copies of contracts are generally retained by the Clerk and are listed on the Clerk's Retention and Disposal Schedule (see General Schedules #6, 24, 25). Their minimum retention period is until the contract expires, plus 6 years, then destroy.</i>		

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Item #	Series Title	Series Description	Retention Period	Approval Date
Payroll Records				
200A	Employee Files—Employees Enrolled in a Pension Plan	These files are maintained on each employee who is enrolled in a pension plan (such as the Municipal Employees Retirement System or a locally operated plan). <i>They document activities that affect payroll.</i> They may include W-4, hiring authorization, requisitions, pay increase/change of status notices, contract calculations, long-term disability, retirement purchases, current enrollment for benefits (including health, life, disability, dental, vision and supplemental insurance), credit union deposits, flexible spending accounts, investments in tax deferred accounts (such as 403B, 401K, 457, etc.), employee/employer deferral elections, employee/employer loan agreements, contribution limit testing, supporting documentation for garnishments, levies and deductions, tax deferred payment agreements, retirement beneficiary forms, final salary affidavit, electronic funds transfer applications, etc.	RETAIN UNTIL: Individual is no longer employed PLUS: 50 years OR RETAIN UNTIL: Individual retires PLUS: 6 years (whichever is sooner) THEN: Destroy	10/7/2008
200B	Employee Files—Employees Enrolled in Defined Contribution Plans Only	These files are maintained on each employee who is enrolled in a defined contribution plan only and does not receive a pension. <i>They document activities that affect payroll.</i> They may include W-4, hiring authorization, requisitions, pay increase/change of status notices, contract calculations, long-term disability, current enrollment for health benefits, credit union deposits, flexible spending accounts, investments in tax deferred accounts (such as 403B, 401K, 457, etc.), employee/employer deferral elections, employee/employer loan agreements, contribution limit testing, supporting documentation for garnishments, levies and deductions, tax deferred payment agreements, beneficiary forms, final salary affidavit, electronic funds transfer applications, etc. <i>Note: if an employee's abandoned wages are reported and remitted to the Michigan Department of Treasury, the employee's name and last known address need to be retained by the employer for 10 years.</i>	RETAIN UNTIL: Individual is no longer employed PLUS: 6 years THEN: Destroy	10/7/2008
201	Salary and Benefit Schedules	These records document the rate of pay for employees and define the benefits that are offered.	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	10/7/2008
202	Payroll Registers	These reports are produced to document payroll activities. Information in the report may include the employee name, social security number, employee identification number, gross wages, deductions, net pay, current pay period, year to date earnings, etc. <i>Note: if none of the local government's employees that are listed on the register are enrolled in a pension plan, these records can be retained for FY+7, in accordance with item #203.</i>	RETAIN UNTIL: Fiscal year ends PLUS: 50 years THEN: Destroy	10/7/2008
203	Payroll Reports	Various reports are generated for each pay cycle to verify the accuracy of the payroll. These reports may include payroll summaries, pay journals, check registers, account distributions, payroll liabilities, payroll transactions, payroll account creation reports, gross pay balance, deduction registers, etc.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	10/7/2008

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Item #	Series Title	Series Description	Retention Period	Approval Date
204	State Retirement Reports	These reports are prepared to track employee and employer contributions into state retirement plans. Information in the report includes the payroll date, employee name, social security number, employee identification number, retirement hours, wage code, classification, retirement wages, withholding for the member investment plan, district contribution, rate of pay, contract dates, number of payments per year, etc.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	10/7/2008
205	Time and Attendance	These records are submitted by employees for each pay period to document hours worked and leave time used. In addition, these records contain the statement that is furnished to each employee at the time of payment. The statement will identify the hours worked by the employee, the gross wages paid, the pay period for which payment is being made, itemized deductions, itemized fringe benefits, wage assignments, garnishments and levies. Note: if the local government's final average compensation calculation is longer than 3 years, it will need to retain these records for at least that calculation timeframe.	RETAIN UNTIL: Fiscal year ends PLUS: 3 years THEN: Destroy	10/7/2008
206	Federal/State Tax Deductions	These records document payment of financial liabilities for monies withheld from employee wages. The records may include the quarterly form 941 reporting to the Internal Revenue Service for taxes withheld, quarterly transfer of state withholding and sales taxes, Medicaid wage detail, quarterly reports, etc.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	10/7/2008
207	W-2 and W-3 Forms	This form documents the annual gross wages, federal, state, Medicare, Social Security, and local taxes withheld for the purpose of reporting income taxes.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	10/7/2008
208	Michigan Employment Security Commission (MESC) Reports	These reports are generated for both contributing and reimbursing employers, generally on a quarterly basis, to identify employees, their wages, social security numbers, etc.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	10/7/2008
209	Unemployment Claims	These records are received from the Unemployment Agency. They identify people who are claiming unemployment benefits from the local government. They are used to verify that the people are entitled to these benefits, and to resolve discrepancies. They may include correspondence, appeals, etc.	RETAIN UNTIL: Fiscal year ends PLUS: 1 year THEN: Destroy	10/7/2008
210	Wage Differential Reports	These records explain any wage differential between sexes and substantiating documents.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	10/7/2008

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Item #	Series Title	Series Description	Retention Period	Approval Date
Human Resources Department - General Administrative Records				
300	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 no longer of interest for ongoing administration PLUS: 5 years THEN: Destroy	10/7/2008
301	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	10/7/2008
302	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	10/7/2008
303	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	10/7/2008
304	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.	RETAIN UNTIL: Information is no longer current or list is obsolete THEN: Destroy	10/7/2008
305	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	10/7/2008

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306	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 #300), if they relate to a specific topic.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	10/7/2008
307	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	10/7/2008
308	Grants	These files are used to administer grants that are applied for by the human resources 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: Grant is closed out, plus any additional time that is required by the granting agency for auditing purposes THEN: Destroy	10/7/2008
309	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	10/7/2008
310	Departmental Budget Planning	These records document budget planning and tracking activities for the human resources department. They may include budget requests, statistics, budget amendments, budget summaries and balance sheets, etc.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	10/7/2008
311	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	10/7/2008
312	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	10/7/2008
313	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.	RETAIN UNTIL: No longer of reference value THEN: Destroy	10/7/2008
314	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	10/7/2008
315	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	10/7/2008