



**COMMITTEE OF THE WHOLE MEETING  
AGENDA**

**March 8, 2016**

**5:30 P.M. – 1201 S. Washington Ave.  
Lansing, MI - REO Town Depot  
Board of Water & Light Headquarters**

Call to Order

Roll Call

Public Comments on Agenda Items

1. Committee of the Whole Meeting Minutes of 01/12/16.....**TAB 1**
2. Communication with Local Government Entities.....**DISCUSSION**
3. Records Retention Schedule Update/Resolution.....**TAB 2**
4. Safety Presentation.....**INFO ONLY**
5. Flint Water Update.....**INFO ONLY**
6. Central Substation Update.....**INFO ONLY**
7. Security & Risk Update (Exempt Memo).....**DISCUSSION**  
Closed Session Discussion [MCL 15.268 (h); MCL 15.243 (y)]

8. Public Comments

9. Other

Adjourn

COMMITTEE OF THE WHOLE  
**January 12, 2016**

The Committee of the Whole of the Lansing Board of Water and Light met at the BWL Headquarters-REO Town Depot located at 1201 S. Washington Ave., Lansing, MI, at 5:30 p.m. on Tuesday, January 12, 2016.

Committee of the Whole Chair Dennis M. Louney called the meeting to order and asked the Corporate Secretary to call the roll.

Present: Commissioners Dennis M. Louney, Mark Alley, Anthony McCloud, Tony Mullen, David Price, Ken Ross and Tracy Thomas, Sandra Zerkle and Non-Voting Members: Michael Froh (Meridian Township) and Bill Long (Delta Township).

Absent: Non-Voting Commissioner Robert Nelson (East Lansing).

Corporate Secretary declared a quorum.

**Public Comments**

None

**Approval of Minutes**

**Motion** by Commissioner Price, Seconded by Commissioner Thomas to approve the Committee of the Whole meeting minutes of September 8, 2015.

**Action:** Motion Carried

**IRP Survey Results Update**

General Manager, Dick Peffley, introduced George Stojic, Executive Director of Planning and Development, who provided a summary and update of the Integrated Resource Planning (IRP) process. Mr. Stojic reviewed the BWL's IRP public process and outlined the generation planning process. He summarized the four public meetings held to date. The first covered BWL history, its participation in MISO, and the Lansing Energy Tomorrow program. The next three covered forecasts, supply-side generation options, and demand-side generation options respectively. He indicated that the next meeting would cover the modeling program, which brings material covered in the previous meetings together. The modeling program uses sensitivities and scenarios to assess the cost and risk of various resource portfolios. He stated that numerous resource portfolios are possible and that identifying goals is an important step to identify a good portfolio. To help identify goals, he stated that the BWL commissioned a survey of its customers and introduced Mr. Bernie Porn who provided a report on the survey.

Mr. Porn stated that the survey consisted of 400 residential and 300 business customers. He indicated that when asked of different ways about important goals, that BWL customers consistently ranked reliability, affordability, producing power while minimizing environmental impacts, and having enough affordable energy to attract economic development and business as the most important planning goals.

Mr. Porn indicated that in order to replace the electric energy lost when Eckert retires, the preferred energy choice is a natural gas plant. He also indicated that there was strong support for more renewable energy, energy efficiency programs, and that most customers were willing to pay more for renewable energy. According to Mr. Porn, BWL customers do not favor relying on the grid to replace the power lost when Eckert retires. He also indicated that most customers favor the installation of smart meters and most are willing to pay more during peak times and less during off-peak times. He



**MPPA Alternate Commissioner Resolution**

General Manager, Dick Peffley, stated that Lori Pung, Second Alternate Commissioner at Michigan Public Power Agency (MPPA), was recently promoted to in her BWL role to the Manager of Finance, and as such, it is in the best interest of the BWL to name a replacement for the Second Alternate MPPA Commissioner, to wit: Constance Carantza.

**Motion** by Commissioner Ross, Seconded by Commissioner Price to forward the proposed resolution to the full Board for consideration.

**Action:** Motion Carried

**Public Comment**

None

**Other**

Commissioner Price stated that he also serves as a Commissioner on a Board for Governor's Commission on Community Service, whose Board of Directors met earlier today at the Depot facility. Commissioner Priced thanked the BWL staff for accommodating the Governor's Commissioners' Board and for extending superb customer service.

Commissioner Long inquired about an update on the Commissioner training with Janice Beecher. In addition, Commissioner Long also inquired on the status of community strategy development. Commissioner Louney stated that he will craft a plan to bring back to the Board for consideration.

Commissioner Price stated that the Lansing City Council has elected new leadership and has established a date for the bi-annual joint BWL-City Council Board meeting, which will be held on March 10, 2106.

Commissioner Louney stated that the information that was provided to Commissioners and to the public in preparation for the December 28<sup>th</sup> storm was excellent, however, asked if in the future the Commissioners can receive a summary of preparation that was put in place. General Manager Peffley provided a verbal summary to the Commissioners on the storm preparation, including that the BWL was on Restoration Plan Level 2, as well as provided highlights as to the crews and staff that BWL had on standby in preparation for the storm.

Commissioner Alley inquired on the East Lansing tree trimming update. General Manager Peffley provided an update by informing the Commissioners that East Lansing Mayor Mark Meadows expressed cooperation as to working with the BWL related to tree trimming. Additionally, the BWL uncovered easements that the BWL was not previously aware of; therefore, it gives the BWL the more authority to trim.

Commissioner Ross asked in the event of a storm, if trees that the BWL has not been able to trim in East Lansing knocked the power out, whether that outage would be a localized outage, or whether the rest of the service area would be at risk. General Manager Peffley stated that the outage would be localized to E. Lansing and a small percent of Lansing could be affected.

Commissioner Froh asked for a reference of the BWL Restoration Levels. General Manager Peffley stated that this will be provided to the Commissioners.

Commissioner Peffley announced that the Director of Transmission Distribution position was filled by Mr. Wayne Lynn.

**Excused Absence**

**Motion** by Commissioner Ross, Seconded by Commissioner Price, to excuse Commissioners Nelson from tonight's meeting.

**Action:** Motion Carried

**Adjourn**

**On Motion** by Commissioner McCloud, Seconded by Commissioner Mullen, the meeting adjourned at 7:08 p.m.

Respectfully Submitted  
Dennis. M. Louney, Chair  
Committee of the Whole

## Proposed Resolution

### Records Retention Policy and Records Retention and Disposal Schedule

WHEREAS, Michigan law (MCL 399.5 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; and

WHEREAS, 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.”

RESOLVED, the Board of Water and Light Policy 18-01 “Records, Retention” is hereby amended as follows:

The Board of Water and Light (BWL) shall only retain records during the period of their immediate use, unless a longer retention period is required by law or for internal or historical reference. A Records Retention and Disposal Schedule, as approved by this Board and the State of Michigan Records Management Services, the Archives of Michigan and the State of Michigan Administrative Board, shall specify the length of time records are to be retained. Where the BWL has knowledge that some records are or may become relevant to a legal action, such records shall not be destroyed except and until the legal issues have been resolved and with the approval of the General Counsel.

FURTHER RESOLVED, that the amended Retention and Disposal Schedule proposed by the General Manager be approved and forwarded to the State of Michigan’s Records Management Services, the Archives of Michigan and the State of Michigan Administrative Board for their approval.

State of Michigan  
Records Management Services  
P.O. Box 30026  
Lansing, MI 48909

**RECORDS RETENTION AND DISPOSAL SCHEDULE**

<b>CHECK APPLICABLE:</b> <input type="checkbox"/> COUNTY <input type="checkbox"/> CITY <input type="checkbox"/> VILLAGE <input type="checkbox"/> TOWNSHIP <input type="checkbox"/> COURT <input type="checkbox"/> SCHOOL DISTRICT <input type="checkbox"/> OTHER	<b>APPROVALS (SIGNATURES)</b>	
<b>GOVERNMENT UNIT NAME:</b>  <b>City of Lansing, Board of Water &amp; Light</b>	AGENCY REPRESENTATIVE	DATE
<b>DEPARTMENT NAME:</b>  <b>All Departments</b>	DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET, RECORDS MANAGEMENT SERVICES	DATE
The records described herein are deemed necessary: (1) for the continued effective operation of this agency; (2) to constitute an adequate and proper recording of its activities; and (3) to protect the legal rights of the government entity and of the people of Michigan.  This Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency. NOTE: This schedule must be signed by all approving entities before the agency disposes of any records.	DEPARTMENT OF NATURAL RESOURCES, ARCHIVES OF MICHIGAN	DATE
	STATE ADMINISTRATIVE BOARD	DATE

ITEM NUMBER	RECORD/RECORD SERIES TITLE AND DESCRIPTION	RETENTION PERIOD
	<p><b>See attached Retention and Disposal Schedule.</b></p> <p><b>This schedule supersedes all agency-specific schedule previously approved for departments within the City of Lansing, Board of Water &amp; Light. This schedule also adopts several general schedules approved by the State of Michigan.</b></p>	



# **RECORDS RETENTION AND DISPOSAL SCHEDULE**



# **RECORDS RETENTION AND DISPOSAL SCHEDULE LANSING BOARD OF WATER AND LIGHT 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.”

## **Records Retention and Disposal Schedules**

Michigan law (MCL 399.5 and 750.491) requires that all public records be listed on an approved Records 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 Records 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 clerk’s 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.

## **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 [http://www.michigan.gov/documents/hal\\_mhc\\_rms\\_GS1\\_local\\_110758\\_7.pdf](http://www.michigan.gov/documents/hal_mhc_rms_GS1_local_110758_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 Records 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 and/or employee discipline.

### **Exceptions**

Requests for exceptions to the retention periods listed in this schedule should be submitted to the Manager of Enterprise Content Management and the General Counsel. They must be supported by evidence that the basic objectives of the exception will be met. Exceptions shall not be routinely granted, as it is vital to the proper and efficient use of the schedule to have routine destruction of documents and to avoid the inference of improper destruction. If for any reason it is felt that a document should be retained due to a previously unforeseen circumstance, the General Counsel must be consulted. When litigation or investigations occur, the General Counsel will notify the appropriate departments and direct that relevant categories of documents be held for retention until further notice. The General Manager may exempt from destruction documents he has created or received that he determines constitute historical or strategic value to the Board of Water and Light.

### **HAL 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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**\*\*DISCLOSURE: THE TABLE OF CONTENTS IS SUBJECT TO CHANGE ONCE TEXT IN THIS SCHEDULE THAT IS MARKED TO BE DELETED OR REVISED IS APPROVED BY THE STATE OF MICHIGAN'S DIRECTOR OF RECORDS MANAGEMENT SERVICES, THE ARCHIVIST OF MICHIGAN AND THE STATE OF MICHIGAN ADMINISTRATIVE BOARD.**

**City of Lansing  
Board of Water and Light  
Records Retention and Disposal Schedule**

Item Number	Series Title and Description	Total Retention
<b>General Administrative Records</b>		
Note: These records may be found in any department. This section applies to all departments.		
100	<u>Subject Files</u>  These records are used to support administrative analysis, program and project planning, procedure development, and programmatic activities. Subject files are generally organized alphabetically by topic. 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 program activities, human resources files, and accounting records. For topics of continuing interest, files may be segmented into annual files. ACT = while topical file is of interest for ongoing administration. Select topical files may have historical value and should be preserved permanently.	ACT+5
101	<u>General Correspondence</u>  General correspondence does not pertain to a specific issue and it is often organized chronologically or by correspondent's name. 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.	CR+2
102	<u>Transitory Correspondence</u>  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. Transitory messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt. 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. EVT = need not be retained more than 30 days after transmission.	EVT

**City of Lansing  
Board of Water and Light  
Records Retention and Disposal Schedule**

Item Number	Series Title and Description	Total Retention
103	<p><u>Contact Lists/Directories</u></p> <p>These records contain contact information for individuals and groups that an 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.</p>	SUP
104	<p><u>Planners/Calendars</u></p> <p>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.</p>	CR+2
105	<p><u>Staff and Project Meeting Records</u></p> <p>These records document staff meetings, meetings with other government agencies, etc. These records do not include council meetings and other official boards, committees or commissions. They may include meeting minutes, agendas, and distribution materials, etc. Meeting records may also be retained in subject files, if they relate to a specific project.</p>	CR+2
106	<p><u>Procedures and Directives</u></p> <p>These records document the standard operating procedures of a department. It may also include an administrative manual.</p>	SUP+6
107	<p><u>Grants</u></p> <p>These files are used to administer grants that are applied for by the Board of Water and Light 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. ACT = until the grant is closed out, plus any additional time that is required by the granting agency for auditing purposes. Final reports and products of the grant may be kept longer for use and reference purposes.</p>	ACT+7
108	<p><u>Denied Grant Applications</u></p> <p>These records document grants that were applied for, but were not received. They</p>	CR+1

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**City of Lansing  
Board of Water and Light  
Records Retention and Disposal Schedule**

Item Number	Series Title and Description	Total Retention
	may have reference value for preparing future grant applications. They may contain application forms, budget proposals, letters of support, narrative plans, supporting documentation, etc.	
109	<u>Departmental Budget Planning</u>	CR+53
	These records document budget planning and tracking activities for a particular department. They may include budget requests, capital improvement plans, statistics, budget amendments, budget summaries and balance sheets, etc.	
	<u>Purchasing Card "P-Card" Records</u>	
110	Select employees are assigned p-cards to make purchases. These records are used to reconcile billing statements with receipts.	FY+5
111	<u>Visitor Logs/Registers</u>	CR+3
	These records document who visited a particular office. They record the visitor's name, date and time of the visit, etc. They are used for security purposes.	
112	<del><u>Employee In/Out Logs</u></del>	<del>CR+1</del>
	<del>These logs document the time/date when staff arrive and depart throughout each day.</del>	
113	<u>Analytical Reports</u>	ACT
	These reports may be created periodically or on an ad hoc basis. They contain data or information that was extracted and analyzed from official recordkeeping systems. ACT = while of reference value.	
114	<u>Balance scorecard</u>	CR+3
	The Balanced Scorecard is a performance management program used by the Board of Water and Light to monitor the activities and effectiveness of each responsibility area. Reports are submitted monthly by each area to the Finance and Planning Department.	

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**City of Lansing  
Board of Water and Light  
Records Retention and Disposal Schedule**

Item Number	Series Title and Description	Total Retention
<b>Administration--Corporate Secretary</b>		
200	<u>Meeting Records -- Board of Commissioners</u>  These records document the proceedings of the Board of Commissioners. These records include the approved minutes and agenda packets containing any materials that are distributed to members for review and action.	PERM
201	<u>Meeting Records -- Closed Session</u>  These records consist of minutes taken during a closed session of a public body, including any audio or visual recordings. EVT = one day after the date that the meeting minutes are approved. (MCL 15.269)	EVT
202	<u>Rule of Procedure</u>  The Rules of Procedure provide guidelines that govern the Board of Commissioners. The Rules speak to items such as, board and committee meetings, meeting notices, quorum guidelines, official acts and many other items periodically reviewed by the Board of Commissioners. Upon review and approval by the Board and City Council, the existing Rules are superseded by the newly adopted guidelines.	SUP
203	<u>Notice of Public Meeting</u>  The Open Meetings Act requires public bodies to publish a notice to the public prior to holding a meeting or a hearing.	CR+1
204	<u>Board Member Files</u>  These files contain information about people who served on the Board of Commissioners. The board members are appointed by the Mayor and confirmed by City Council. Half are appointed from the City's wards, the other half serve at-large. The board member files may contain applications, biographical information, petitions, conference/training requests, correspondence, etc. ACT = while individual is serving as a member.	ACT
205	<u>Rosters</u>  This record lists who served on the Board of Commissioners and the dates of their term as a commissioner.	PERM

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**City of Lansing  
Board of Water and Light  
Records Retention and Disposal Schedule**

Item Number	Series Title and Description	Total Retention
206	<p><u>Resolutions</u></p> <p>Resolutions are formally written motions that typically include the reason for the motion, the proposed action and any supporting documentation. Proposed resolutions are typically presented at committee meetings and are formally adopted by the Board of Commissioners at the following board meeting.</p>	PERM
207	<p><u>Annual Reports</u></p> <p>These reports document each department's activities. They are typically submitted to the Board of Commissioners in the meeting packet materials for presentation at a board or committee meeting.</p>	CR+10
208	<p><u>Freedom of Information Act (FOIA) Requests</u></p> <p>These files will document any requests for information or public records. The <del>Corporate Secretary</del> <b>General Counsel</b> is the Freedom of Information Act Coordinator for the Board of Water and Light. <del>As such</del> <b>Further, however</b>, the Corporate Secretary shall maintain all FOIA requests, respective responses and other relevant documentation.</p>	CR+1
<del>209</del>	<p><del><u>Subpoenas</u></del></p> <p><del>These records document requests for evidence in a legal proceeding.</del></p>	<del>CR+1</del>
210	<p><u>Contract, Leases and Agreements</u></p> <p>The Board of Commissioners' Corporate Secretary is the official record keeper for all contracts, leases and agreements executed by the Board of Water and Light, as well as supporting documentation and correspondence. Therefore, all original or official copies of any agreements, leases and other contractual documents must be maintained by the Corporate Secretary's office. Individual departments are permitted to maintain a copy of any agreement, lease or other contractual document for their convenience, which shall be disposed of in accordance with this schedule.</p>	EXP+6

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**City of Lansing  
Board of Water and Light  
Records Retention and Disposal Schedule**

Item Number	Series Title and Description	Total Retention
211	<p><u>Property Records</u></p> <p>These records document the purchase and sale of property. They include rights of way, easements, deeds, restrictive covenants, vacated properties, warranty deeds, quit claim deeds, annexations, interlocal agreements, incorporations, etc. Supporting documents may include land surveys, maps and drawings, plans, correspondence, legal property descriptions, agreements, resolutions, bond documentation, title insurance, etc. The county register of deeds will maintain copies of some of these records.</p>	PERM
212	<p><u>Vehicle Files</u></p> <p>These files document all vehicles in the Board of Water and Light's fleet. They may include the registration, title, plate information, etc. ACT = while vehicle is owned by the Board of Water and Light.</p>	ACT
213	<p><u>Customer Satisfaction Survey</u></p> <p>A vendor conducts an annual survey to assess customer satisfaction. Once compiled and analyzed, a final copy of the report is included in the meeting packet materials for presentation to the Board of Commissioners.</p>	CR+5

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Item Number	Series Title and Description	Total Retention
<b>Administration--General Manager</b>		
300	<u>Commissioners' Correspondence</u>  These records document correspondence between the General Manager and the members of the Board of Commissioners. This correspondence may contain informational updates, inquiries, etc. ACT = while the General Manager serves in this office or 5 years, whichever is longer.	ACT
301	<u>Customer Complaints</u>  These records document customer complaints that were directed to the General Manager for response. They include the complaint, response and supporting documents from staff.	CR+6
302	<u>Special Event Files</u>  These records are used to coordinate and plan special events, such as the annual employee appreciation award dinner. They document facility rental, catering, decorations, programs, etc. They include expense sheets, invitations, programs, etc. Select documents may be retained longer for reference purposes.	CR+5

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**City of Lansing  
Board of Water and Light  
Records Retention and Disposal Schedule**

Item Number	Series Title and Description	Total Retention
<b>Administration--Communications</b>		
400	<p><u>Publications</u></p> <p>These records may include brochures, annual reports and other items that are published by the office. ACT = while of reference value. One copy of the publication should be kept permanently for historical purposes.</p>	ACT
401	<p><u>Memorabilia</u></p> <p>This series includes news clippings, certificates, awards, etc. that document events and activities. ACT = while of reference value. Select memorabilia should be kept permanently for historical purposes.</p>	ACT
402	<p><u>Audio-Visual Materials</u></p> <p>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 recordings of public meetings, photographs taken for specific business processes (such as investigations and construction), etc., because those records are listed elsewhere on the retention schedule. ACT = while of reference value. Note: some of these materials may have permanent historical value.</p>	ACT
403	<p><u>Newsletters</u></p> <p>These publications include internal and external newsletters about the Board of Water and Light's activities.</p>	PERM
404	<p><u>Press Releases</u></p> <p>These publications document official statements distributed by the Board of Water and Light to the public.</p>	PERM
405	<p><u>Board Digest</u></p> <p><del>This internal document provides a synopsis of the decisions made by the Board of Commissioners at their meetings.</del></p>	<del>PERM</del>
406	<p><u>Speech Files</u></p> <p>These records contain prepared speeches, speaker's notes, electronic</p>	ACT

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Records Retention and Disposal Schedule**

<b>Item Number</b>	<b>Series Title and Description</b>	<b>Total Retention</b>
	presentations, etc. used by the General Manager, members of the Board of Commissioners and other officials. ACT = while of reference value. Note: some of these materials may have permanent historical value.	
407	<u>Commercial/ Promotional Advertising</u>	ACT
	These records document advertising that the Board of Water and Light has published in the print media, television, radio, sponsored event program materials, etc. ACT = while of reference value. Note: some of these materials may have permanent historical value.	
408	<u>Publication Development Records</u>	ACT
	These records document the development of publications by this office. They include drafts, mock-ups, notes, etc. ACT = until final product is produced.	

**City of Lansing  
Board of Water and Light  
Records Retention and Disposal Schedule**

Item Number	Series Title and Description	Total Retention
<b>Administration--Internal Audit</b>		
500	<u>Audit Files</u>  These files document internal audits of the departments and functions of the Board of Water and Light. They may include audit program objectives, analyses, issues memoranda, summaries of significant findings or issues, letters of confirmation and representation, checklists, abstracts or copies of important documents, correspondence concerning findings or issues, schedules of the work performed, etc. These files may be retained as paper or they may be retained in the Audit Management Database (see item #501).	CR+6
501	<u>Audit Management Database</u>  This database is used to plan and track the status of audits. It retains audit work papers and reports (see item #500).	CR+6

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**City of Lansing  
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Records Retention and Disposal Schedule**

Item Number	Series Title and Description	Total Retention
<b>Administration--Legal Services</b>		
600	<p><u>Litigation Files</u></p> <p>These files document litigation to which the board is a party. Documents may include depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, judgments, orders, motions, press releases, media clippings, etc. ACT = until case is closed.</p>	ACT+5
601	<p><u>Employment and Labor Relations Cases</u></p> <p>These files document employment and labor relations litigation to which the board is a party. Documents may include depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, judgments, orders, motions, press releases, media clippings, etc. ACT = until case is closed.</p>	ACT+7
602	<p><u>Contractual Matters</u></p> <p>These records document claims against the board, including challenges to fees. The files include forms, review documents, correspondence, etc. ACT = until case is closed.</p>	ACT+1
603	<p><u>Internal Investigations</u></p> <p>These records document investigations about discrimination, harassment, violations, fraud, etc. They may lead to claims, litigation, or they may be resolved in-house. They may contain notes, correspondence, evidence, etc. ACT = upon completion of the investigation, if disciplinary action is not taken. If disciplinary action is taken, the investigation file shall be retained for 4 years after the completion of the investigation, or longer if needed for unresolved litigation. A disciplinary report will be retained in the employee's personnel file.</p>	ACT+4
604	<p><u>Legal Opinions - Final Response</u></p> <p>These records document legal opinions issued by Legal Services. The files contain the final response and the question asked.</p>	PERM
605	<p><u>Legal Opinions - Background</u></p> <p>These records document research into legal opinions issued by Legal Services. ACT = while of reference value.</p>	ACT

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**City of Lansing  
Board of Water and Light  
Records Retention and Disposal Schedule**

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<b>Item Number</b>	<b>Series Title and Description</b>	<b>Total Retention</b>
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606	<u>Subpoenas</u>  These records document requests for evidence in a legal proceeding.	CR+1
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**City of Lansing  
Board of Water and Light  
Records Retention and Disposal Schedule**

Item Number	Series Title and Description	Total Retention
<b>Administration--Organizational Development and Training</b>		
700	<p><u>Keller Star Learning Management Training System</u></p> <p>This database is used to keep track of courses <del>offered to</del> attended by each employee including certifications, licenses, etc., <del>and who attended each course. Currently, the database is not comprehensive of all training offered to, or taken by, employees.</del> ACT = term of employment.</p>	ACT+ <del>1</del> 6
701	<p><u>Curriculum Materials</u></p> <p>These materials form the curriculum that is used to train employees about various topics and issues. They may include manuals, handouts, presentations, course outlines and descriptions, audio visual materials, master tests and answer sheets, etc. SUP = until materials are revised or the course is eliminated from the curriculum.</p>	SUP
702	<p><u>Training Plan</u></p> <p>This plan is updated annually to address training goals for the next five years.</p>	<del>CR+1</del> SUP
703	<p><u>Event Files</u></p> <p>These records document the planning of training events. They may include logistical information, vendor information, <del>copies of invoices</del>, agendas, course outlines, etc. <del>These files include diversity training events.</del></p>	CR+ <del>5</del> 6
704	<p><u>Registration/ Attendance</u></p> <p>These records document employee registration and attendance at training events. They may include a course outline, signed attendance sheets, etc.</p>	CR+ <del>5</del> 6
705	<p><u>Testing</u></p> <p>These records contain the results of <del>assessments</del>/tests taken <del>or hands of</del> evaluations (HOE) completed by employees during or after training. They include individual answer sheets and documents that analyze the test results.</p>	CR+ <del>5</del> 6
706	<p><u>Course Evaluations</u></p> <p>These evaluations are completed by employees after they take a course. They include the evaluation forms and documents that analyze the evaluations (i.e.</p>	CR+1

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**City of Lansing  
Board of Water and Light  
Records Retention and Disposal Schedule**

Item Number	Series Title and Description	Total Retention
	Summary Report).	
707	<u>Apprenticeship Files</u>  These files document training courses taken by apprentices and certifications that were received by apprentices. ACT = term of employment.	ACT+6
708	<u>Training Committee Records</u>  These training committee records include JALC, JTTC, and DTC meeting minutes, agendas, and related documents.	CR+6

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**City of Lansing  
Board of Water and Light  
Records Retention and Disposal Schedule**

Item Number	Series Title and Description	Total Retention
<b>Administration-- <del>Public Relations and Diversity</del> Governmental Affairs &amp; Community Services</b>		
800	<u>Sponsorship Requests</u>  These records document requests received from outside organizations for sponsorships of events, programs, etc. They include the request form, the approval or denial letter, and a printout of the accounting information from the SAP database (see item #1632).	CR+1
801	<u>Sponsorship Log</u>  This log tracks requests for sponsorships, the amount provided and the activity date.	CR+5
802	<u>Sponsored Event Files</u>  These records document advertising that is used at sponsored events, including the draft and final versions.	CR+2
<del>803</del>	<del><u>Advertising Stock Supplies</u></del>  <del>These records document the text and artwork that are used for advertising. They include camera ready stock.</del>	<del>SUP</del>
<del>804</del>	<del><u>Diversity Training Curriculum</u></del>  <del>These materials form the curriculum that is used to train employees about diversity issues. They may include manuals, handouts, presentations, course outlines and descriptions, audio visual materials, master tests and answer sheets, etc. SUP = until materials are revised or the course is eliminated from the curriculum.</del>	<del>SUP</del>
<del>805</del>	<del><u>Diversity Training Events</u></del>  <del>These records document the planning of diversity training events. They may include handouts, agendas, attendance, consultants' invoices, evaluations, etc.</del>	<del>CR+3</del>
<del>806</del>	<del><u>Inclusion and Equity Diversity Council</u></del>  <del>These records document the activities of the council. They may include meeting agendas, notes and minutes, planning documents, reports, policies, consultants' survey materials, interview questionnaires, etc. ACT = life of the</del>	<del>ACT</del>
<hr/> PERM = Permanent      ACT = Active      EVT = Event      SUP = Superseded EXP = Expiration Date      CR = Creation Date      FY = Fiscal Year      DISP = Immediate Disposal		

**City of Lansing  
Board of Water and Light  
Records Retention and Disposal Schedule**

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<b>Item Number</b>	<b>Series Title and Description</b>	<b>Total Retention</b>
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~~project. Select materials may be weeded if they no longer possess reference value.~~

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**City of Lansing  
Board of Water and Light  
Records Retention and Disposal Schedule**

Item Number	Series Title and Description	Total Retention
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**Administration--Inclusion & Equity**

850	<u>Diversity Training Curriculum</u>	SUP
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These materials form the curriculum that is used to train employees about diversity issues. They may include manuals, handouts, presentations, course outlines and descriptions, audio visual materials, master tests and answer sheets, etc. SUP = until materials are revised or the course is eliminated from the curriculum.

851	<u>Inclusion and Equity Diversity Council</u>	ACT
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These records document the activities of the council. They may include meeting agendas, notes and minutes, planning documents, reports, policies, consultants' survey materials, interview questionnaires, etc. ACT = life of the project. Select materials may be weeded if they no longer possess reference value.

**City of Lansing  
Board of Water and Light  
Records Retention and Disposal Schedule**

Item Number	Series Title and Description	Total Retention
<b>Administration--Industrial Health &amp; Safety</b>		
900	<u>Employee Injury Records</u>  These files include any reports of accidents or injuries. Human Resources also maintain these files. These files are used to document that someone was hurt. <del>or that there was a “near miss.”</del> They are used to investigate what happened and what needs to be fixed. These files may include employee injury reports, photos, procedures, notes, interviews, responses by supervisors and management, etc. [29 CFR 1910.1020]. <b>ACT = Employee is actively employed.</b>	<b>ACT+30</b>
901	<u>Near Miss/Hazard Reports</u>  These records are used to remediate or prevent injury accidents. They include forms and supporting documentation of the incident.	CR+5
902	<u>MIOSHA Citations</u>  The files contain notices from MIOSHA that a regulation was violated, and they document the abatement process. They may include the citation, supporting abatement documents, correspondence, copies of accident reports, settlement agreements, etc. Note: these records may need to be kept longer, if specified in the terms of the settlement agreement.	CR+3
903	<u>MIOSHA Variances</u>  These records document requests submitted to MIOSHA to vary from a standard. They include the application, supporting documents, approvals or denials, etc.	EXP+3
904	<u>Emergency Procedures</u>  These procedures document the types of emergencies that may take place and how employees should respond to each type.	SUP
905	<u>Safety Committee Meeting Minutes</u>  <b>These minutes may include discussion/voting regarding BWL Safety Manual rules, speaker presentations (by committee members or guests), investigation summaries, departmental updates regarding ongoing issues, discussion of employee safety concerns, etc.</b>	<b>CR+3</b>

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**City of Lansing  
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Records Retention and Disposal Schedule**

Item Number	Series Title and Description	Total Retention
906	<p><u>Safety Data Sheets (SDS or MSDS)</u></p> <p>Safety Data Sheets are documents that contains information on the potential hazards (health, fire, reactivity and environmental) and how to work safely with the chemical product. They are required to be available to employees when requested. ACT = employee is actively employed.</p>	ACT+30
907	<p><u>Exposure Assessments</u></p> <p>Exposure assessments are the result of personal (on an employee) or area monitoring of potential hazards. Monitoring produces a report of contaminant levels and assessment may provide corrective actions for limiting exposure. ACT = employee is actively employed.</p>	ACT+30

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**City of Lansing  
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Records Retention and Disposal Schedule**

Item Number	Series Title and Description	Total Retention
<b>Administration--Security</b>		
1000	<p><u>Security Videos</u></p> <p>There are over 70 security cameras stationed at facilities, and approximately 50 of them record video. These digital video recordings are motion-activated. Some recordings are retained longer than 30 days, if storage space allows.</p>	CR+30DAYS
1001	<p><u>Incident Investigations</u></p> <p>These records document investigations, such as tampering of meters and other devices, larcenies, assaults, serious accidents, threats (internal and external), etc. These files may include ratepayer information, interviews, reports, photos, evidence, etc. These investigations may be turned over to local law enforcement for prosecution or may be resolved internally. ACT = until case is closed or litigation has ended (including appeals).</p>	ACT+3
1002	<p><u>Guard Logs</u></p> <p>The company employing the security guards at facilities generates these logs. They document building checks, door checks, vehicle and foot patrols, facility entry, significant observations, actions taken after discovery of a problem or concern, etc.</p>	CR+1
1003	<p><u>Key Assignments</u></p> <p>These files document keys (both physical and key cards) that were assigned to employees. Separate files are maintained on each employee and for each key number. ACT = while individual is employed, or the key is in use.</p>	ACT
1004	<p><u>Door Log</u></p> <p>This database tracks when key cards are used to gain entry through a locked door. It records the key card used, the date and time, etc.</p>	CR+1
1005	<p><u>Employee Identification Cards</u></p> <p>Employees and contractors are issued identification cards. Human Resources maintain the files for employees, but Security maintains the files for contractors. Files include forms and a duplicate card. ACT =</p>	ACT+5

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**City of Lansing  
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Records Retention and Disposal Schedule**

Item Number	Series Title and Description	Total Retention
	while contracted.	
1006	<u>Parking Permits</u>  Employees are assigned a numbered permit to place on their vehicle. These forms identify which permit number was assigned to each employee. ACT = while employed.	ACT
1007	<u>Driver's License Verification</u>  Every year supervisors physically inspect the driver's licenses of all employees who either drive a Board of Water and Light owned vehicle, or who are reimbursed for mileage. These records document the annual verification.	CR+2



**City of Lansing  
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Records Retention and Disposal Schedule**

Item Number	Series Title and Description	Total Retention
<b><del>Financial Services--Internal Control and Tariff Administration</del></b>		
<del>1100</del>	<del><u>Internal Control Records</u></del>	<del>ACT</del>
	<del>These records document each business process that is reviewed for internal control purposes. They identify procedures within the business process, key controls and secondary controls, evaluation of the design of key controls, periodic testing of the key controls, etc. ACT = until the control is tested again.</del>	
<del>1101</del>	<del><u>Management Responses to Internal Audit Reports</u></del>	<del>CR+6</del>
	<del>These records document management's responses to the finding and recommendation, etc., in Internal Audit Reports.</del>	
<del>1102</del>	<del><u>Internal Control Evaluations</u></del>	<del>CR+6</del>
	<del>This record documents the internal control self-evaluation performed by a manager and/or process owner to identify the risks, associated internal controls, and a statement as to the effectiveness of those controls.</del>	
<del>1103</del>	<del><u>Hotline Records</u></del>	<del>ACT</del>
	<del>The Hotline is an internal system for employees who want to report concerns. These records identify the issue or incident that was reported, the person or people involved in the issue or incident, results of the follow-up including any investigation or audit notes and work papers, etc. ACT = until the issue or incident is dismissed or resolved.</del>	
<del>1104</del>	<del><u>Hotline Log</u></del>	<del>CR+6</del>
	<del>This log is used to track reports that are received on the Hotline.</del>	

**City of Lansing  
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Records Retention and Disposal Schedule**

Item Number	Series Title and Description	Total Retention
<b>Administration--Emergency Management</b>		
1105	<p><u>Emergency Management Plans and related documentation</u></p> <p>These records include emergency plans, procedures, guidance and the various documents needed to complete/enhance them. Examples of these records include: emergency action/response plans, all hazard plans, restoration/resumption plans, concept of operation plans, continuity of operations plans, hazard-vulnerability assessments, contact phone numbers, SOPs associated with emergency actions, field operation guides, forms, drawings, maps, photos, workflows, reports, correspondence.</p>	SUP
1106	<p><u>Emergency Incident/Event Documentation</u></p> <p>These records include all documents associated with an emergency incident/event. Examples of these records include: correspondence, completed forms, Emergency Management software items, tasks, reports, inspection/assessment documents, maps, drawings, photos, workflows, financial information, media releases, resource awareness and tracking, situational awareness, Command and Communication Center documents and Incident Command Post documents. ACT = the duration of the emergency incident/event and all subsequent activities, including but not limited to, restoration, financial reimbursement, and corrective action implementation.</p>	ACT+3
1107	<p><u>Emergency Management Exercise/Training and Related Documentation</u></p> <p>These records include all documents associated with an emergency incident/event. Examples of these records include: correspondence, completed forms, Emergency Management software items, tasks, reports, maps, drawings, photos, work. These records DO NOT include the actual certificate of completion; those records are maintained by the BWL Training Dept.</p>	CR+10
1108	<p><u>Insurance – Liability</u></p> <p>These files include insurance policies that provide coverage for general liability and workers compensation. They may include copies of the policies, inspections, reports generated by providers, and reports from insurers involving liability claims and employee injuries.</p>	EXP+100

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**City of Lansing  
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Records Retention and Disposal Schedule**

Item Number	Series Title and Description	Total Retention
1109	<p><u>Insurance – Automotive</u></p> <p>These files include insurance policies that provide coverage for automobiles, fleet, etc. They may include copies of the policies, inspections, reports generated by providers, etc.</p>	EXP+19
1110	<p><u>Insurance - Property, Theft and Conversion</u></p> <p>These files include insurance policies that provide coverage for property, theft, and conversion. They may include copies of the policies, inspections, reports generated by providers, etc.</p>	EXP+6
1111	<p><u>Insurance Claims</u></p> <p>These files are used to document claims that are made against the Board’s insurance provider. They may contain claim forms, correspondence and supporting documents for each claim that is submitted. ACT = until claim is resolved.</p>	ACT+6
1112	<p><u>Claims Asserted by the BWL</u></p> <p>These records document claims made by the Board against others for damages to Board property or for other Board losses. They may include photos, claim forms, accident reports, research, miscellaneous reports, correspondence, spreadsheets, releases, physical evidence, etc. These claims are also referred to as “Damage Claims”.</p>	CR+6
1113	<p><u>Claims Against the BWL – Minors</u></p> <p>These claims are filed against the Board of Water and Light for damage, bodily injury, or personal injury. The files may include photos, claim forms, insurance forms, accident reports, research, miscellaneous reports, correspondence, spreadsheets, maintenance records, crew records, release forms, evidence, etc. These records may document claims made by minors, or on their behalf, for damages for bodily injury. ACT = until the minor turns age 18 or 4 years, whichever is later.</p>	ACT+1

**City of Lansing  
Board of Water and Light  
Records Retention and Disposal Schedule**

Item Number	Series Title and Description	Total Retention
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**Financial Services Administration--Human Resources**

Note: Human Resources records, including payroll, are covered by General Schedule #26, approval date ~~TBA~~ 10/7/08. Exceptions and additions are cited.

1200	<u>Benefit Plans</u>	SUP+50
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These documents define the terms of benefit plans that are available to employees. These files may include the plan documents, plan descriptions, amendments, reports, etc.

1201	<u>Grievances</u>	ACT+6
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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. ACT = until the contract that the grievance is related to expires.

1202	<u>Investigations of Non-Criminal Activity</u>	ACT+4
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These records document investigations that do not involve reasonable suspension of criminal activity (felonies or misdemeanors). ACT = upon completion of the investigation.

1203	<u>Salary Studies</u>	ACT
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These records document the analysis of employee salaries to ensure fair compensation. They may include research, surveys, reports, etc. ACT = while of reference value.

<del>1204</del>	<del><u>Commercial Driver's License (CDL) Test Results</u></del>	<del>CR+5</del>
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~~These files and records document the employees covered under the U.S. Department of Transportation drug and alcohol testing regulations. These records must be maintained to prove that the testing program is consistent with 49 CFR 382.401 (FMCSA – Motor Carrier) and other industry specific regulations. These records include test results, testing process administration, return to duty process administration, employee training, supervisor training, annual Management Information System (MIS), employee evaluation and referrals to Substance Abuse Professionals (SAP), follow-up tests and follow-up schedules, refusals to test, alcohol test results~~

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**City of Lansing  
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Item Number	Series Title and Description	Total Retention
	<del>0.02 or greater, verified positive drug test results, evidential breathe test (EBT) calibration documentation.</del>	
1205	<u>CDL Negative Drug Test Results</u>	CR+1
	<del>These records document alcohol test results of less than 0.02.</del>	
1206	<u>CDL Test Collection Process</u>	CR+2
	<del>These records document the alcohol and drug test collection process.</del>	
1207	<u>CDL Previous Employer Records</u>	CR+3
	<del>These records document previous employment of current employees with commercial driver's licenses.</del>	
1208	<u>CDL Education and Training Records</u>	ACT+2
	<del>These records document training of employees with commercial driver's licenses. ACT = until the employee ceases to perform CDL functions.</del>	
1209	<u>Pension Plan Documentation</u>	ACT
	These records document the terms of employee pension plans including amendments. ACT = as long as any employee or beneficiary is enrolled in this specific plan.	
1210	<u>Employee Pension Files</u>	ACT+5
	These records document pension benefits for employees and retirees and their beneficiaries. They may include the original hiring notice, promotion notices, correspondence, exclusion letters, beneficiary forms, insurance elections, disability retirement approvals, etc. ACT = until the retiree or beneficiary dies or a former employee becomes ineligible for a pension.	
1211	<u>Hotline Records</u>	ACT
	The Hotline is an internal system for employees who want to report concerns. These records identify the issue or incident that was reported, the person or people involved in the issue or incident, results of the follow-up including any investigation or audit notes and work papers, etc. ACT = until the issue or incident is dismissed or resolved.	

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Records Retention and Disposal Schedule**

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<b>Item Number</b>	<b>Series Title and Description</b>	<b>Total Retention</b>
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1212	<u>Hotline Log</u>	<u>CR+6</u>
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This log is used to track reports that are received on the Hotline.

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**City of Lansing  
Board of Water and Light  
Records Retention and Disposal Schedule**

Item Number	Series Title and Description	Total Retention
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**Financial Services—Payroll**

**Note: Human Resources records, including payroll, are covered by General Schedule #26, approval date TBA. Exceptions and additions are cited.**

1300	<p><u>Employee Payroll Files</u></p> <p>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). They document activities that affect payroll. 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. ACT = while individual is employed by the local government plus 50 years, or until retirement plus 20 years, whichever is sooner.</p>	ACT
1301	<p><u>Pensions Investment and Finance Statement</u></p> <p>These monthly reports document pension plan investments and financial status.</p>	FY+7
1302	<p><u>Pension Plan Audit and Annual Report</u></p> <p>These reports document annual audits and financial reporting of the pension plan accounts.</p>	PERM

**City of Lansing  
Board of Water and Light  
Records Retention and Disposal Schedule**

Item Number	Series Title and Description	Total Retention
<b>Administration--Enterprise Content Management</b>		
1303	<p><u>Project Files</u></p> <p>These files document the development of new ECM solutions for departments, upgrades and maintenance activities. These files may include correspondence, notes, systems documentation, source code, object code, code definitions, system layout, testing, training materials, maintenance work, project plans and timelines, operational procedures, data conversion, system migration, etc. ACT = life of system. Select documents that are not needed for ongoing maintenance and operation of the system may be removed from project file after the project is completed.</p>	ACT+5
1304	<p><u>Change Control</u></p> <p>These records document changes to production systems for routine maintenance, upgrades, enhancements, data corrections, emergencies, etc. They may include authorizations, activity assignments, activity descriptions, backup/recovery plans, test runs, etc. ACT = life of system. Note: Select documents that are not needed for ongoing maintenance and operation of the system may be removed after the above-mentioned activity is completed.</p>	ACT+5
1305	<p><u>ECM System Operation Reports Tier 1</u></p> <p>These reports belong to the System Documents Document Type Group in OnBase. They can be automatically or manually generated to support the ECM Solutions. Examples of reports include (but are not limited to): SYS Configuration Reports, SYS Transaction Logs, SYS User Reports, SYS Verification Reports, etc.</p>	CR+30 Days
1306	<p><u>ECM System Operation Reports Tier 2</u></p> <p>These are reports that are generated by many systems either on a regular basis, manually or automatically generated, that provide information that is considered disposable as it is produced. These reports can be deleted immediately. ACT=while of reference value.</p>	ACT

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Records Retention and Disposal Schedule**

Item Number	Series Title and Description	Total Retention
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**Financial Services Administration--Information Technology Resource Center**

Note: Information technology records are covered by General Schedule #304, approval date TBA 12/1/09. Exceptions and additions are cited below.

1400	<u>Server Logs Designated Tier 1</u>	CR+390 Days
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These are Corporate Network Access and SAP transaction logs. ~~These logs are either security/AAA logs (Logs that document user or system access, authentication or authorization to/from a given system. This also includes logs of changing user or system levels of privileges to any system) or transaction logs on primary systems that track changes in those systems that affect the ownership or value of financial rights or obligations. Examples of these logs would exist as network login events (Windows server/RSA Server/TACAC+ Server), VPN login events (Cisco), payment authorization (SAP/Mainframe) or individual system access (SCADA).~~

1401	<u>Library/Procedures System</u>	SUP
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This system contains instructions and reference tools that document how to install and maintain equipment and software. It may include manuals, whitepapers, notes, guides, etc.

1402	<u>Server Logs Tier 2</u>	CR+1 ACT
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These are logs that track activity in different systems that do not rise to the level of a "Tier 1" holding. These are logs that may be generated by many systems and deemed to have no business impact beyond the immediate, but that track activity that has enough of a potential impact on the company that they are deemed important enough to retain for one full year. Examples of this kind of log could be change management logs (who made changes to what system); These logs may include but are not limited to phone logs (who made what outgoing call), Internet usage logs (what sites or how much data did a user go to or use) or use of a system not listed above where transactions are logged. Active=while of reference value.

**City of Lansing  
Board of Water and Light  
Records Retention and Disposal Schedule**

Item Number	Series Title and Description	Total Retention
1403	<p><u>Server Logs Designated Tier 3</u></p> <p><del>These are primarily system logs of computer activity that is not user initiated, but the information in them may relate to user activity of some kind, or is deemed necessary to keep for a short period due to the impact of the information contained in them. These logs could be logs used for department charge back, performance or trend analysis, error or alert logs or other types of regular informational system logs that only pertain to the day-to-day functioning and administration of the system in question.</del></p>	<del>CR+30 DAYS</del>
1404	<p><u>Server Logs Designated Tier 4</u></p> <p><del>These are logs that are generated by many systems either on a regular basis, or when put in a special debugging or verbose mode, that provide information that is considered disposable as it is produced. These logs fit in none of the other Tier areas defined and can be deleted immediately. Examples of these types of logs could be packet traces, screen logs, network name caching, or information logs that are created that are deemed to have no business impact beyond the immediate.</del></p>	DISP
1405	<p><u>Contracts, Licenses and Agreements</u></p> <p><del>These records cover hardware, software, services, maintenance, hosting, leases, etc. for systems that the department supports. The information technology office is not the office of record for the official legal documents or signed contracts. ACT = Life of the system.</del></p>	ACT+1
1406	<p><u>Technology Service Requests</u></p> <p><del>These records document problems with accounts and equipment and requests for new services. They are used to initiate new projects and to generate repair tickets. It may contain work orders, 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.</del></p>	CR+2

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Item Number	Series Title and Description	Total Retention
1407	<p><u>Call Detail</u></p> <p>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.</p>	CR+180 days
1408	<p><u>Training Registration</u></p> <p>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. The information technology office is not the office of record for the training registration; these records are retained by the Training Department. ACT=while of reference value.</p>	ACT

**City of Lansing  
Board of Water and Light  
Records Retention and Disposal Schedule**

Item Number	Series Title and Description	Total Retention
<b>Financial Services--Finance and Planning</b>		
1500	<p><u>Commodity Price Adjustments</u></p> <p>Commodity price adjustments are calculated monthly to set rates. These records may include spreadsheets documenting each month's calculation, fuel cost factors, correspondence, etc.</p>	CR+5
1501	<p><u>Rate Documentation</u></p> <p>These records document the calculation of service charges, usage charges, maintenance charges, labor costs and capital costs. They may include consumption data, customer contract data, cost of service studies, usage data, rate design documents, current and proposed rate comparisons, current and proposed rate sheets, final rate sheets, etc.</p>	CR+5
1502	<p><u>Rate Case Books and Filings</u></p> <p>Rate Case Books contain all relevant documents produced by the Finance and Planning Department to design and implement base rate changes. Rate changes are then filed with the Lansing City Clerk.</p>	CR+50
1503	<p><u>Annual Budget</u></p> <p>These records document the annual budget of the entire Board of Water and Light. They document revenue, expenses, projected income, cash flow and other data for each responsibility area. They may include spreadsheets, financial plans, filings with the Lansing City Clerk, etc.</p>	CR+5
1504	<p><u>Supporting Calculations</u></p> <p>These records are created annually to support financial reports and budgets. They may include annual arbitrage rebate calculations, VEBA calculations, section 240 transfer calculations, etc.</p>	CR+7
1505	<p><u>Cash Management</u></p> <p>These records document the daily cash flow of each financial account. They may include bank agreements, bank statements, daily cash statements, cash logs, etc.</p>	CR+3

**City of Lansing  
Board of Water and Light  
Records Retention and Disposal Schedule**

Item Number	Series Title and Description	Total Retention
1506	<p><u>Balanced Scorecard</u></p> <p>The Balanced Scorecard is a performance management program used by the Board of Water and Light to monitor the activities and effectiveness of each responsibility area. Reports are submitted monthly by each area (see item #114). These records include the compiled monthly reports, supporting documentation and analytical documents.</p>	CR+3
1507	<p><u>Retirement System Records</u></p> <p>Per Michigan Public Act 314 of 1965: "A system shall retain its financial records for a minimum period of 6 years from the date of the creation of the record unless state or federal law requires a longer retention period. As used in this subsection, 'Financial records' includes, but is not limited to, records pertaining to expenditures for professional training and education, including travel expenditures, by or on behalf of system board members that are paid by the system."</p>	CR+6
1508	<p><u>Internal Control Records</u></p> <p>These records document each business process that is reviewed for internal control purposes. They identify procedures within the business process, key controls and secondary controls, evaluation of the design of key controls, periodic testing of the key controls, etc. ACT = until the control is tested again.</p>	ACT
1509	<p><u>Management Responses to Internal Audit Reports</u></p> <p>These records document management's responses to the finding and recommendation, etc., in Internal Audit Reports.</p>	CR+6
1510	<p><u>Internal Control Evaluations</u></p> <p>This record documents the internal control self-evaluation performed by a manager and/or process owner to identify the risks, associated internal controls, and a statement as to the effectiveness of those controls.</p>	CR+6
1511	<p><u>Remittance Stubs</u></p> <p>These records are the stubs that are received with each payment. They are digitally imaged with the check (if applicable) prior to bank deposit. The paper is destroyed after the image is verified for accuracy and readability.</p>	FY+3

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**City of Lansing  
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Records Retention and Disposal Schedule**

Item Number	Series Title and Description	Total Retention
1512	<u>Audit Trail Folder</u>  These folders are used to audit customer transactions. They contain daily tapes from cashiers' machines, and daily mail machine tapes.	FY+ 6 months
1513	<u>Credit Card Receipts</u>  These daily packages contain receipts for credit card payments.	FY+5
1514	<u>Electronic Payment Statements</u>  These reports are downloaded daily from credit card processing services and the in-house system to document transactions with the electronic fund transfer clearinghouse.	FY+5
1515	<u>Energy Draft Reimbursement</u>  These records document customers who are paying their bills with Home Heating Credit funds. Fund drafts are sent to the Michigan Department of Treasury every 1-2 weeks, which sends back the reimbursement. These records are used to validate the reimbursement of funds.	FY+5
1516	<u>Daily Control Folder</u>  This folder captures all transactions for each day's deposits and postings.	FY+5
1517	<u>Daily Bank Statements</u>  These statements document the amount that was posted to each account, as well as debits and credits to each account.	FY+5
1518	<u>NSF Checks</u>  These records document check payments that were returned from the bank for non-sufficient funds (NSF). They are used to reverse payment on the account and generate a NSF letter to the customer.	FY+6
1519	<u>State of Michigan Customer Payment Reports</u>  These weekly reports document payments made by the State of Michigan on behalf of customers. They are used to verify the accuracy of the account number used to correct posting errors.	FY+5

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**City of Lansing  
Board of Water and Light  
Records Retention and Disposal Schedule**

Item Number	Series Title and Description	Total Retention
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1520	<u>Collection Reports</u>	FY+5
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These daily reports are received from third parties (such as grocery stores) who collect payments from customers. They identify the date, customer name, account numbers, amount collected, etc.

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**City of Lansing  
Board of Water and Light  
Records Retention and Disposal Schedule**

Item Number	Series Title and Description	Total Retention
<b>Financial Services--General Accounting</b>		
1600	<u>Insurance—Liability</u>  These files include insurance policies that provide coverage for general liability and workers compensation. They may include copies of the policies, inspections, reports generated by providers, and reports from insurers involving liability claims and employee injuries.	EXP+100
1601	<u>Insurance—Automotive</u>  These files include insurance policies that provide coverage for automobiles, fleet, etc. They may include copies of the policies, inspections, reports generated by providers, etc.	EXP+19
1602	<u>Insurance—Property, Theft and Conversion</u>  These files include insurance policies that provide coverage for property, theft, and conversion. They may include copies of the policies, inspections, reports generated by providers, etc.	EXP+6
1603	<u>Insurance Claims</u>  These files are used to document claims that are made against the Board's insurance provider. They may contain claim forms, correspondence and supporting documents for each claim that is submitted. ACT = until claim is resolved.	ACT+6
1604A	<u>Claims Asserted by the BWL</u>  These records document claims made by the Board against others for damages to Board property or for other Board losses. They may include photos, claim forms, accident reports, research, miscellaneous reports, correspondence, spreadsheets, releases, physical evidence, etc. These claims are also referred to as "Damage Claims".	CR+6

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**City of Lansing  
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Records Retention and Disposal Schedule**

Item Number	Series Title and Description	Total Retention
<del>1604B</del>	<del><u>Claims Against the BWL—Minors</u></del>	<del>ACT+1</del>
	<del>These claims are filed against the Board of Water and Light for damage, bodily injury, or personal injury. The files may include photos, claim forms, insurance forms, accident reports, research, miscellaneous reports, correspondence, spreadsheets, maintenance records, crew records, release forms, evidence, etc. These records may document claims made by minors, or on their behalf, for damages for bodily injury. ACT = until the minor turns age 18 or 4 years, whichever is later.</del>	
1605	<u>Accounts Payable</u>	FY+733
	These records document the payment for goods and services. They may include purchase orders, delivery slips, <del>invoices, checks, check requests,</del> periodic financial reports, monthly inventory balances for coal, and warehouse property, etc.	
1606	<u>General and Subsidiary Ledgers</u>	CR+50
	These ledgers include general and subsidiary ledgers and indexes.	
1607	<u>Trail Balance Sheets</u>	CR+2
	These sheets document balancing of the general and subsidiary ledgers.	
1608	<u>Journals Vouchers and Entries</u>	CR+50
	These records include general, departmental, divisional and petty journal vouchers and supporting documentation.	
1609	<u>Schedules for Recurring Journals Entries</u>	SUP
	These records list standard journal entry numbers.	
1610	<u>Daily Cash Ledger</u>	CR+5
	These ledgers and supporting documents show daily cash activity and collections.	

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**City of Lansing  
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Records Retention and Disposal Schedule**

Item Number	Series Title and Description	Total Retention
1611	<p><u>Vouchers and Registers</u></p> <p>These records include check registers, paid and canceled vouchers, analysis sheets showing distributions of charges on individual vouchers, voucher registers, original bills and invoices for materials and services paid, and paid checks, <b>invoices, checks, check requests</b>, etc.</p>	CR+30
1612	<p><u>Accounts Receivable</u></p> <p>Records and indexes documenting sales and payments received, including invoices issued and supporting documentation. ACT = until settlement.</p>	ACT+5
1613	<p><u>Securities</u></p> <p>These records document which securities are owned, are in treasury or with custodians. ACT = until disposal of investment.</p>	ACT+6
1614	<p><u>Tax Records</u></p> <p>These records document Federal withholding sales and use taxes and property assessments.</p>	FY+7
1615	<p><u>Audit Reports</u></p> <p>These reports include accountants, auditor and annual reports documenting the status of finances.</p>	PERM
1616	<p><u>Property Record Cards</u></p> <p>These records document each asset, they document accumulated costs, and they provide background information about how/why a capitalized value was established. ACT = year of retirement.</p>	ACT+5
1617	<p><u>Plant Ledgers</u></p> <p>These records show the description, location, quantity, costs, etc. for physical units of plants owned. ACT = until plant is retired.</p>	ACT+6
1618	<p><u>Construction Ledgers and Work Orders (Work Order Jackets)</u></p> <p>These records include construction, work in progress and retirement ledgers, as well as work order sheets. They show entries for labor, materials,</p>	ACT+5

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**City of Lansing  
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Records Retention and Disposal Schedule**

Item Number	Series Title and Description	Total Retention
	charges for additions, etc. ACT = year of last asset retirement.	
1619	<del>Expense</del> <u>Authorizations</u>  These records document authorizations for <b>capital</b> expenditures, including cost estimates, <del>cost basis</del> , revisions, completion and performance reports that show the comparison between estimates and actual expenditures. ACT = <del>until project is completed</del> . <b>Year of last asset retirement.</b>	ACT+ <del>7</del> 5
1620	<u>Depreciation Reserve Records</u>  These records document the segregation of the depreciation reserve according to the functional classification of the plant, and records that support computations.	CR+25
1621	<u>Statement of Funds</u>  These records include summary and periodic statements of cash balances on hand and with depositories, authorizations for transfers of funds from one depository to another, reports and estimates of funds.	CR+5
1622	<u>Bank Statements</u>  These statements are received from banks. They are used to document interest credits and to reconcile accounts.	CR+7
1623	<u>Receipt and Disbursement Records</u>  Daily or periodic statements of receipts or disbursement of funds, statements of outstanding vouchers, checks, drafts issued and not presented, etc.	CR+7
1624	<u>Utility Service Contracts</u>  These records document authorizations for charges under utility service contracts.	EXP+1
1625	<u>Miscellaneous Sales</u>  These records document sales of materials, supplies and scrap to outside parties. They contain customer information, items sold, amount of sale, and date of transaction.	CR+5

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**City of Lansing  
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Records Retention and Disposal Schedule**

Item Number	Series Title and Description	Total Retention
1626	<p><u>Miscellaneous Accounts Receivable</u></p> <p>A database is used to track incoming funds from customers of miscellaneous purchases that are not part of an investment or a customer's account. These records include invoices and cash receipts. ACT = until paid in full.</p>	ACT+5
1627	<p><u>Monthly Financial Statements</u></p> <p>These records contain a summary of general ledger data.</p>	CR+50
1628	<p><u>Bonds</u></p> <p>These files document bonds for capital and construction projects. They may include transcripts of bond proceedings, coupons and other supporting documentation.</p>	EXP+7
1629	<p><u>Final Affidavit of Payment</u></p> <p>The final affidavit of payment is evidence that all funds that were borrowed were paid back in full.</p>	PERM
1630	<p><u>Bond Cremation Certificates</u></p> <p>The Bond Cremation Act (PA 56 of 1962) requires public corporations to cremate or disintegrate obligations or interest coupons upon maturity, and to receive a certificate documenting the destruction of the records.</p>	PERM
1631	<p><u>Federal Reports</u></p> <p>These reports are submitted to the Federal Energy Regulatory Commission. They document sales, revenue, environmental upgrades, etc.</p>	CR+7

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**City of Lansing  
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Records Retention and Disposal Schedule**

Item Number	Series Title and Description	Total Retention
1632	<p><u>Accounting Database</u></p> <p>This database uses SAP software that supports a variety of business processes and reports. This database contains information that may be found in previously listed records such as: Accounts Payable, General and Subsidiary Ledgers, Journal Vouchers, Accounts Receivable, Tax Records, Property Records, Plant Ledgers, Construction Ledgers and Work Orders, Depreciation Reserve Records, Miscellaneous Accounts Receivable, etc. EVT = If the SAP Accounting Database is the official record then the retention period for that data will be the same as listed for the individual records. If the SAP Accounting Database is not the official record for certain data then that data shall have a retention period equal to that of the individual record or a period of CR+10 years, whichever is shorter. Some records may be retained in a variety of storage mediums, for example; Monthly Financial Statements have a retention period of CR+50. The oldest Monthly Financial Statements may be retained in paper, microfiche, or in a Portable Document Format (PDF) while more recent records may be retained in the SAP Accounting Database. In such cases the SAP Accounting Database shall be treated the same as the official record until a determination is made to preserve it in another medium. Note: The same record retention rationale applied to SAP accounting database applies to data retained in other databases. SAP was launched on April 1, 2007. Accounting database detail created prior to April 1, 2007 was not migrated to SAP and resides in a mainframe database that is replicated in a MS SQL Server database. This data is accessible via TIP, SQL reports, and mainframe reporting.</p>	EVT
1633	<p><u>Closed Customer Deposits</u></p> <p>These records contain detailed documentation of unpaid deposits. They are used to follow up with customers and reconcile accounts.</p>	FY+5
1634	<p><u>Customer Correspondence</u></p> <p>These files contain miscellaneous inquiries and concerns communicated by customers.</p>	FY+1
1635	<p><u>Credit Card &amp; ACH Maintenance and rejection reports</u></p> <p>These reports document rejected electronic payments and also information regarding the maintenance of a customer's account.</p>	FY+5

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**City of Lansing  
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Item Number	Series Title and Description	Total Retention
1636	<u>Non-consumption Charges</u>  These monthly reports document charges for services other than consumer power or water, such as frozen meters, hydrant permits, inspections, etc.	FY+5
1637	<u>Cash Coupons</u>  These records document the amount that was received for payment on miscellaneous accounts for select customers.	FY+5
1638	<u>Customer Account Activity</u>  This database documents the monthly bill sent to customers for various services. It identifies the amount billed and paid, and it is used to support adjustments. Data is purged from the database after 18 months, but is exported to the document management system for the remainder of the retention period. The documents are organized into three reports: Explicit Account Receivable Postings, Deposits, and Meter Readings.	FY+5
1639	<u>Reconciliations</u>  Reports are generated monthly to confirm what is posted in detail matches general accounting funds.	FY+5
1640	<u>Customer Bills</u>  These monthly reports document charges for billing determinants for customers not on the current customer information system.	FY+3
1641	<u>Tax Exemptions</u>  These forms are submitted by customers to document their tax-exempt status for sales tax. ACT = until account is closed.	ACT
1642	<u>Adjustment Folders</u>  These folders contain reports documenting manual adjustment to customer accounts that are made each month. Each report identifies the amount, account information, date, etc.	FY+5
1643	<u>In-House Investigations</u>	CR+3

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	These logs are used to look into the mis-posting of payments. They contain the customer name, account information, the results and resolution of the investigation, etc.	
1644	<u>Sewer Receipt Reports</u>	FY+5
	The Board of Water and Light collects customer payments for sewer services on behalf of the Lansing Public Service Department, which actually provides the service. These reports are generated daily to document the amount received for the Lansing Public Service department for the sewer services. Reconciliation reports are generated daily or monthly to reconcile receivables and payables.	
1645	<u>Sewer Adjustments</u>	FY+5
	These records document correspondence from customers requesting adjustments to their bill for sewer services. A form and the letter are sent to the Lansing Public Service department for review and approval or denial before an adjustment is made.	
1646	<u>Employee Payroll Files</u>	ACT
	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). They document activities that affect payroll. 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. ACT = while individual is employed by the local government plus 50 years, or until retirement plus 20 years, whichever is sooner.	
1647	<u>Pensions Investment and Finance Statement</u>	FY+7
	These monthly reports document pension plan investments and financial status.	

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Item Number	Series Title and Description	Total Retention
1648	<p><u>Pension Plan Audit and Annual Report</u></p> <p>These reports document annual audits and financial reporting of the pension plan accounts.</p>	PERM
1649	<p><u>Address Changes</u></p> <p>These records document that the address for a location has changed (such as the street name changed, a property was demolished, etc.).</p>	FY+5
1650	<p><u>Third Party Payment Agreement for Electrical Contractor – Mast Repair Program</u></p> <p>This document is an agreement signed by the customer authorizing the BWL to pay the Electrical Contractor for mast repair services for all charges for work performed. The customer also agrees to the BWL adding this charge to their monthly bill for a period of 12 months without interest.</p>	EXP+6

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Item Number	Series Title and Description	Total Retention
<b>Financial Services--Purchasing &amp; Warehouse</b>		
1700	<u>Bids and Quotes</u>  Bids are received from vendors for contracts that are needed for materials and services. These files may include the Invitation to Bid, the Request for Proposal, the bid documents that are submitted, the reviewer documentation, etc. The SAP database contains digital images of many of these documents, as well as accounting and tracking information. This record series includes awarded and non-awarded bids. EXP = expiration of the contract that is executed after the bid is awarded.	EXP+6
1701	<u>Acquisitions</u>  These records document the acquisition of materials and services. They include requisitions, purchase orders, acknowledgements, receipts, notices of shipment, packing slips, copies of bills of lading, copies of notices to vendors for materials returned for credit and repair, document used to check and trace materials, etc. The SAP database contains digital images of many of these documents, as well as accounting and tracking information.	FY+7
<del>1702</del>	<del><u>Packing Lists</u></del>  <del>These records include receipts or delivery tickets issued for materials received in installments and subsequently surrendered with, and in support of, invoices or bills that cover complete purchases.</del>	<del>CR+1</del>
1703	<u>Disposition of Scrap and Surplus Material</u>  These records document the disposition (destruction or sale) of scrap and surplus materials. They may include authorizations, correspondence, receipts, inventories, etc.	FY+3
1704	<u>Purchasing Card (P-Cards) User Accounts Files</u>  These records document the administration of the p-card program, including the opening and closing of user accounts and the establishment of purchasing limits. They include correspondence, authorization forms from supervisors, etc. ACT = until individual user account is closed.	ACT+5

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Item Number	Series Title and Description	Total Retention
1705	<p><u>Warehouse Inventory</u></p> <p>The SAP database is used to control the inventory of materials in the warehouse. It is used to audit valuations on financial statements, and ensure that adequate supplies are maintained.</p>	SUP
1706	<p><u>BWL Goods Issues Slips</u></p> <p>These records document disbursements of materials from the warehouse.</p>	FY+7

**City of Lansing  
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Item Number	Series Title and Description	Total Retention
<b>Financial Services--Customer <del>and Payment</del> Service</b>		
<del>1800</del>	<del><u>Service Orders</u></del>  <del>These forms are completed to request electrical or water service. They contain the customer's contact information, date of request, reason for turn on, meter location, access notes, etc.</del>	<del>CR+6</del>
1801	<u>Water Waivers</u>  These <b>C.A.R.S.</b> records document permission received to turn water service on without entering an address. They are signed and dated by the customer.	CR+1
1802	<u>Applications for Service</u>  These applications are received <b>in the Call Center</b> from apartment owners to request service for tenants. It contains personal information for each tenant to ensure proper billing.	CR+1
1803	<u>Automatic Leave-on Form</u>  These forms <b>are maintained by the Call Center</b> identify that billing for apartments will revert back to the owner after a tenant moves out. <b>ACT= while the account is open.</b>	<del>ACT</del> CR+1
<del>1804</del>	<del><u>Service Investigation Orders</u></del>  <del>These orders are used to request repairs to broken meters, re-locate remote read registers, address anomalies in billing, identify who is using the service, investigate why no service is received, and request new meter installations.</del>	<del>CR+1</del>
<del>1805</del>	<del><u>Meter Change Forms</u></del>  <del>These forms are used to request installation of new water meters when an older one is broken.</del>	<del>CR+1</del>
1806	<u>Letter of Credit</u>  These records <b>are collected by the Call Center and</b> used to document that a new customer is in good standing with another utility provider prior to establishing a new service. If a customer can supply this document then the	<del>CR+1</del> ACT

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Item Number	Series Title and Description	Total Retention
	deposit is waived. <b>ACT= While the account is open.</b>	
1807	<u>Open Customer Deposits</u>  These records <b>are maintained by Customer Service and</b> contain detailed documentation of unpaid deposits <b>for open accounts</b> . They are used to follow up with customers and reconcile accounts.	<del>FY</del> <b>CR+5 days</b>
1808	<u>Address changes</u>  These records <b>are received by both the Call Center and Utility Services and</b> documents that the address for a location has changed (such as the street name changed, a property was demolished, etc.).	FY+5
1809	<u>Customer Correspondence</u>  These files contain miscellaneous inquiries and concerns communicated by customers <b>taken by the Call Center</b> .	FY+1
1810	<u>Medical Alert Form</u>  These forms are received <b>in the Call Center</b> from customers to identify that they have a medical condition for which it would be life threatening if service were turned off for non-payment. These forms are renewed annually. <b>ACT = while medical emergency is in effect.</b>	ACT
1811	<u>SSI Printout</u>  These daily reports document detailed uploads of meter readings. They contain the address, date, time of each reading, unusual readings, non-readings, etc. They are used for billing support.	<b>CR+31</b>
1812	<u>Meter Read Edit</u>  These daily reports document uploads of meter readings. They contain summary data such as the read date, number of meters in the route, valid and invalid registers, valid and invalid reads, number of high and low reads, etc.	<b>CR+31</b>

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Item Number	Series Title and Description	Total Retention
1813	<u>Customer Card Reads</u>  These cards document customers who read their own meters. They include periodic submissions of meter data from customers, such as account information, meter number and usage data.	CR+31
1814	<u>Actual Meter Read Needed</u>  This daily reports lists customers who are due for an actual meter read because too many estimated reads have been used for billing. They are used to schedule appointments with customers to read the meter.	CR+6 MONTHS
<del>1815</del>	<del><u>Remittance Stubs</u>  These records are the stubs that are received with each payment. They are digitally imaged with the check (if applicable) prior to bank deposit. The paper is destroyed after the image is verified for accuracy and readability.</del>	<del>FY+3</del>
<del>1816</del>	<del><u>Audit Trail Folder</u>  These folders are used to audit customer transactions. They contain daily tapes from cashiers' machines, and daily mail machine tapes.</del>	<del>FY+5</del>
<del>1817</del>	<del><u>Credit Card and Electronic Payment Forms</u>  Customers can provide their credit card information on signed forms to authorize use of the card for payments or banking information for electronic payments. ACT = until authorization is closed.</del>	<del>ACT+2</del>
<del>1818</del>	<del><u>Credit Card Receipts</u>  These daily packages contain receipts for credit card payments.</del>	<del>FY+5</del>
<del>1819</del>	<del><u>Electronic Payment Statements</u>  These reports are downloaded daily from credit card processing services and the in-house system to document transactions with the electronic fund transfer clearinghouse.</del>	<del>FY+5</del>

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Item Number	Series Title and Description	Total Retention
1820	<u>Non-consumption Charges</u>  These monthly reports document charges for services other than consumer power or water, such as frozen meters, hydrant permits, inspections, etc.	FY+5
1821	<u>Cash Coupons</u>  These records document the amount that was received for payment on miscellaneous accounts for select customers.	FY+5
1822	<u>Customer Account Activity</u>  This database documents the monthly bill sent to customers for various services. It identifies the amount billed and paid, and it is used to support adjustments. Data is purged from the database after 18 months, but is exported to microfiche document management system for the remainder of the retention period. The microfiche documents are organized in three reports: Explicit Account Receivable Postings, Deposits, and Meter Readings. This mainframe database will eventually be migrated to the SAP database.	FY+5
1823	<u>State of Michigan Customer Payment Reports</u>  These weekly reports document payments made by the State of Michigan on behalf of customers. They are used to verify the accuracy of the account number used to correct posting errors.	FY+5
1824	<u>Energy Draft Reimbursement</u>  These records document customers who are paying their bills with Home Heating Credit funds. Fund drafts are sent to the Michigan Department of Treasury every 1-2 weeks, which sends back the reimbursement. These records are used to validate the reimbursement of funds.	FY+5
1825	<u>Collection Reports</u>  These daily reports are received from third parties (such as grocery stores) who collect payments from customers. They identify the date, customer name, account numbers, amount collected, etc.	FY+5

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Item Number	Series Title and Description	Total Retention
1826	<u>Daily Control Folder</u>  This folder captures all transactions for each day's deposits and postings.	FY+5
1827	<u>Daily Bank Statements</u>  These statements document the amount that was posted to each account, as well as debits and credits to each account.	FY+5
1828	<u>NSF Checks</u>  These records document check payments that were returned from the bank for non-sufficient funds (NSF). They are used to reverse payment on the account and generate a NSF letter to the customer.	FY+6
1829	<u>Reconciliations</u>  Reports are generated monthly to confirm what is posted in detail matches general accounting funds.	FY+5
1830	<u>Customer Bills</u>  These monthly reports document charges for billing determinants for customers not on the current customer information system.	FY+3
1831	<u>Tax Exemptions</u>  These forms are submitted by customers to document their tax-exempt status for sales tax. ACT = until account is closed.	ACT
1832	<u>Adjustment Folders</u>  These folders contain reports documenting manual adjustment to customer accounts that are made each month. Each report identifies the amount, account information, date, etc.	FY+5
1833	<u>In-House Investigations</u>  These logs are used to look into the mis-posting of payments. They contain the customer name, account information, the results and resolution of the investigation, etc.	CR+3

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Item Number	Series Title and Description	Total Retention
1834	<u>On-site Collection Receipts</u>  <del>These records document on-site visits to customers to collect unpaid funds and to prevent service shut off. They include the receipt of funds collected.</del>	CR+1
1835	<u>Proof of Occupancy/Ownership</u>  These records are maintained by the Call Center and used to document occupancy/ownership of a property when services have been turned off for non-payment. They include copies of the lease or deed and the individual's drivers' license.	CR+1
1836	<u>Bankruptcy Documents</u>  These files are maintained by Collections and contain court documents for bankrupt customers who have unpaid bills. They contain a pro-ration of the bills, amounts owed, notes, correspondence, etc. ACT = until the account is settled or until notice is received from the court that no further payments will be made.	ACT+5
1837	<u>Uncollectible Accounts</u>  <del>These files document attempts to collect on unpaid accounts. They may contain correspondence disputing the amount owed, estate information for deceased customers, attorney correspondence, payment plans, collection agency correspondence, etc.</del>	FY+6
1838	<u>Bad Debt and Aging Reports</u>  These reports are created by Collections and document uncollected payments that are written off. Preliminary reports of bad debt are created monthly, and monthly aging reports document how long the various categories of debt are past due. ACT = While the report is used, then sent over to Customer Billing in General Accounting Department.	FY+5 ACT
1839	<u>Sewer Receipt Reports</u>  <del>The Board of Water and Light collects customer payments for sewer services on behalf of the Lansing Public Service Department, which actually provides the service. These reports are generated daily to document the amount received for the Lansing Public Service department for the sewer services. Reconciliation reports are generated daily or monthly to reconcile</del>	FY+5

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Item Number	Series Title and Description	Total Retention
	<del>receivables and payables.</del>	
1840	<u>Sewer Adjustments</u>  <del>These records document correspondence from customers requesting adjustments to their bill for sewer services. A form and the letter are sent to the Lansing Public Service department for review and approval or denial before an adjustment is made.</del>	<del>FY+5</del>
1841	<u>Renewable Energy Reports</u>  <del>These monthly reports provide a snapshot of how many blocks of renewable energy were sold, the number of customers served and the amount of revenue generated.</del>	<del>CR+10</del>
1842	<u>Senior Consent Form</u>  <del>These records are maintained by the Call Center and contain permission from customers identifying that there is a senior citizen at the address who wishes to be identified to local emergency personnel that they would like to have a wellness checkup during emergency situations. Forms to be kept on file while the account is open. ACT = Life of the account, replaced annually, or until no longer requested.</del>	<del>ACT</del>
1843	<u>Demolition Request Letters</u>  <del>Utility Services receives these requests from customers indicating their desire to remove the specified utility (ies), what meter number is associated and the signature of the owner or representative party. These requests are then forwarded to Customer Projects.</del>	<del>EVT+3</del>
1844	<u>Spot Forms</u>  <del>Utility Services receives these forms that designate where meters will be placed on a building. They include drawings and forms. ACT = until the meter is installed.</del>	<del>ACT+3</del>
1845	<u>Dispute Forms</u>  <del>These records are received from customers requesting a dispute investigation on active account billing. These are maintained by Collections.</del>	<del>CR+1</del>

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1846	<p><u>Winter Protection Plan</u></p> <p>These forms are received by the Call Center from customers requesting they be placed on a special winter payment arrangement. ACT = during the winter season.</p>	ACT+6
1847	<p><u>Winter Electric Turn Off Override Request</u></p> <p>These forms are received by C.A.R.S. from the customer requesting shut off and acknowledging the risk of shutting off during the winter season.</p>	CR+1

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Item Number	Series Title and Description	Total Retention
<b>Strategic Planning and Development--Project Engineering <del>Resource Center</del></b>		
1900	<u>Project Files</u>  These records document the development of a facility, property, or project. They may include design calculations, drawings, specifications and bids, photos, manuals, submittals, correspondence, budgets, estimates, invoices, studies, surveys, etc. ACT = until sold, demolished, or superseded. Select documents may be weeded after the project is completed or 6 years after the contract for the work expires.	ACT
1901	<u>Maintenance Records</u>  These records document the maintenance of properties and facilities. They contain mostly as built documentation, such as drawings and photos. ACT = until sold or demolished.	ACT
1902	<u>Capital Budget</u>  These records document the development of the capital budget <b>such as project estimates.</b> <del>They include justifications and estimates prepared by various departments.</del>	CR+5

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Item Number	Series Title and Description	Total Retention
<b>Strategic Planning and Development--Records Management</b>		
2000	<p><u>Original Drawings</u></p> <p>Drawings created within Geographic Information Systems (GIS) or Computer Aided Design (CAD) that graphically represent the BWL distribution systems and assets. They are used as a tool for sketch creation, troubleshooting and reference. They are indexed by map book grids or databases and are available for viewing on the BWL intranet. They include: water section distribution maps, quarter of a quarter water sections, quarter section electric distribution map pages, one line diagrams, electric manholes details, plans and profiles for electric duct lines, primary circuit maps, underground as-built maps, street lighting map pages, 480V street lighting circuit maps, steam distribution map pages and steam manhole details. The original is superseded as sketches or field changes are posted and new originals are issued to reflect these updates. They are stamped “original” and kept in flat files. Copies of the originals are made for the master book and copies are also issued for book holders. SUP = until they are physically voided by two new versions.</p>	SUP
2001	<p><u>Master Books of Sketches</u></p> <p>These books are used as a reference tool for sketch work creation and posting. Areas of work are redlined and associated with a sketch number. Separate books are maintained for each original type (see original descriptions.) Pages are superseded as sketches are posted into the GIS and CAD systems and new originals are issued. The originals are copied, then stamped “Master Book” and placed into the appropriate books. SUP = until they are physically voided by two new versions.</p>	SUP
2002	<p><u>Sketches</u></p> <p>These records document the changes made to the electric, water, streetlight, steam and chilled water systems and assets. They can be changes derived from maintenance by the crews for system integrity or a graphical representation of an agreement between the BWL and a customer for service or line extensions. This record is issued for construction for the BWL crews or outside contractors and is referenced on the master books by sketch number. Original signed sketches that are released for construction are filed numerically. They are superseded by the No. 1 upon construction completion and are posted into the GIS and CAD systems. The No. 1 is filed by quarter section numerically.</p>	PERM

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2003	<p><u>Project Files</u></p> <p>These files document planned and completed work for each project. Separate files are set up for each system. Files may include as built, work order, correspondence, estimates, work done report, checklists, etc.</p>	PERM
2004	<p><u>Geographic Information System (GIS)</u></p> <p>This information system is used to capture, store, analyze, retrieve and display the BWL distributions and asset data, which are geographically referenced. It currently is linked with the OMS (see item #2719), Customer Information System (CIS) and Synergee (which is a program used as a means of working with the GIS data to improve the system integrity of a circuit). The plotting tool creates the original drawing sets of primary, as-built, and electric/water distribution that are referenced on the BWL intranet. It also is used for custom maps and reports based on advanced and simple queries. The land base geography and Board assets are updated as sketches are posted into the system after construction.</p>	SUP
2005	<p><u>Computer Assisted Design (CAD)</u></p> <p>This system is used to create and store Original distribution drawings and details of assets and the sketches that affect them. Grid maps serve as an index for the GIS system drawings on the Intranet. Customized drawings are also maintained and created by request for other departments.</p>	SUP
2006	<p><u>Reference Indexes</u></p> <p>These tools are used to facilitate reference of various materials. They include databases, spreadsheets, card files, books, logs, etc.</p>	SUP
2007	<p><u>Transformer Reports</u></p> <p>These reports track transformers from purchase through removal. They identify the location, type, voltage, circuit, inspection dates, and the installation or removal sketch.</p>	PERM

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2008	<p><u>Pulling Cards</u></p> <p>This record is created in the field by crews to document where the circuit is going to and from manhole to manhole. They identify the location and size of the cable, length, number of conduits and insulation. They are used to create the underground cable record and are filed by manhole number.</p>	PERM
2009	<p><u>Underground Cable Record</u></p> <p>These records document the primary circuit location from manholes through duct lines. This record is created using the information from the Pulling Card Record. Specific engineering details regarding the materials and costs of the cable are recorded. These cable records are filed by Primary number. Dead cables are labeled "OS" (out of service) and filed separately. Removed cables are also relabeled as "Removed" &amp; filed separately.</p>	PERM
2010	<p><u>Hydrant Reports and Cards</u></p> <p>These records are used when replacing, removing and relocating hydrants. They identify the date, location, branching, valve sizes, make, main location, etc. ACT = until removed.</p>	ACT

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Item Number	Series Title and Description	Total Retention
<b>Strategic Planning and Development--Customer Projects</b>		
2100	<u>Demolition Request Letters</u>  <del>Utility Services receives these requests from customers indicating their desire to remove the specified utility(ies), what meter number is associated and the signature of the owner or representative party.</del>	EVT+3
2101	<u>Permits</u>  <del>These permits are received from the Department of Environmental Quality for most water installations prior to construction. They document the installation of distribution mains (hydrants, valves, etc.). They include permits, forms, drawings, etc. ACT = until construction is completed.</del>	ACT
2102	<u>Service Agreements</u>  These files document services that will be provided to a customer and responsibilities/conditions of the service. They include agreements, <del>site plans, correspondence, equipment cut sheets, copies of checks, easement forms, bills of ladings,</del> etc. ACT = until construction is completed.	ACT+6
2103	<u>Service Agreement Database</u>  This database tracks costs and revenue collected from service agreements. It includes the customer's name, project address, costs, revenue, activity dates, estimates, deposit amount, etc.	EXP+5
2104	<u>Easements</u>  These easements are filed with the county of location to document the authority to install distribution systems and other facilities on a site. They include drawings and forms. ACT = until easement is released.	ACT
2105	<u>Third Party Pole and Joint use Agreement</u>  These agreements allow telecommunications providers to use Board of Water and Light facilities to extend their distribution systems. They may include agreements, drawings, maintenance permits, etc.	EXP+6

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2106	<u>Joint Use Memos</u>  <del>This correspondence documents work that will be done that affects another user of a utility pole owned by the Board of Water and Light. They are maintained with billing information. ACT = until work is completed.</del>	ACT+6
2107	<u>Customer Files</u>  These files document services provided primarily to commercial customers. They may include correspondence, drawings, revenue estimates, <b>spot forms</b> , permits, use agreements, copies of easements, etc. ACT = while of reference value to provide service to the site.	ACT
2108	<u>Revenue Database</u>  This database is used to track estimated potential income from a customer project. It includes the project name, location, estimated kilowatt hours, power factor, average rate, billable rate, use factor, service size, etc.	FY+7 CR+8
2109	<u>Service Orders</u>  <del>These orders document work performed on a site. They include the address, size and type of service, connection date, etc.</del>	CR+6
2110	<u>Spot Forms</u>  <del>These forms designate where meters will be placed on a building. They include drawings and forms. ACT = until the meter is installed.</del>	ACT+3
2111	<u>Request Management System</u>  This database is used to track requests for work. It describes the work sketches, assigns steps to the jobs, documents the account and billing, design requirements, specifications, etc. ACT = until the work is completed.	ACT+5
2112	<u>Rules and Regulations</u>  The rules and regulations govern how we conduct business with our customer. These records document the standard provisions and services for the following utilities: electric, water, steam and chilled water. Active = until updated versions of the documents are approved by the Board of Commissioners.	ACT+3

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Item Number	Series Title and Description	Total Retention
<b>Strategic Planning and Development--Laboratory and Environmental Services</b>		
2200	<u>Logs</u>  <del>These logs track the steps taken for various processes conducted by the lab. They include the lot number log, raw data testing log, sample receipt log, sample chain of custody log, instrument repair and maintenance log, standard preparation log, microscopy log, preservation log, balance calibration log, quality assurance log, quality control log, certificate of analysis, etc.</del>	CR+12
2201	<u>Raw Data</u>  <del>These records document what was tested and the raw (unapproved) results of those tests. They include sample information, testing results, quality control data, worksheets, cross check forms, etc.</del>	CR+12
2202	<u>Final Analytical Reports</u>  <del>Raw data is analyzed and compiled into reports for clients. These reports may contain client information, activity dates, test notes, test methods, units used for testing, contaminants found, etc.</del>	CR+12

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2203	<p><del><u>Laboratory Information Management System Environmental Laboratory Information Management System (LIMS)</u></del></p> <p><del>This is an MS Access-based data system where all sample information is entered and tracked from sample receipt to sample disposal. This system contains all sample information in several tables: including analytical raw and final reported data, final certificates of analysis, and analytical costs (invoices) for all samples. It includes pricing, client lists, regulatory methods and quality control data associated with all analytical analysis performed by the Environmental Laboratory. An MS Access based data system where all sample information is entered and tracked from sample receipt to disposal. This system contains all sample information including: analytical raw and final reported data, final certificates of analysis, analytical costs (invoices) pricing, client lists, regulatory methods and quality control data associated with all analytical analysis, various laboratory logs. Laboratory logs track the steps taken for various processes conducted by the lab. They include the log of lot numbers, raw data testing, sample receipt, sample chain of custody, instrument repair and maintenance, standard preparation, microscopy, preservation, balance calibration, quality assurance, quality control, and certificate of analysis, etc. Laboratory raw data records document what was tested and the raw (unapproved) results of those tests. They include sample information, testing results, quality control data, worksheets, cross check forms, etc. Raw data is analyzed and compiled into final analytical reports for clients. These reports may contain client information, activity dates, test notes, test methods, units used for testing, contaminants found, etc.</del></p> <p>Note: The retention for these documents is CR+10 yrs. (40 CFR 141.33) with the exception of lead &amp; copper sampling records which have a retention period of 12 yrs. (40 CFR 141.91) minimum. These documents are stored in either paper or electronic format.</p>	CR+10
2204	<p><del><u>Environmental Laboratory Certification of Lab</u></del></p> <p><del>Certification documents verify that the lab is qualified to perform its duties. The files include applications, inspections, performance evaluations, annual liquor licenses, etc. Certification documents verify that the laboratory is qualified to perform its duties. The files include such documents as the certifications, applications, inspections, and performance evaluations.</del></p>	CR+10

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<del>2205</del>	<del><u>Invoices</u></del>  <del>These records document the cost of testing and the billing that is sent to clients. This is the official record for internal customers. General Accounting maintains the official records for external customers.</del>	<del>FY+5</del>
2206	<u>Lead and Copper Monitoring Database</u>  This database documents testing of lead and copper levels at customer addresses every three years. It includes data about samples, location of the tap, sampler, activity dates, lab results, etc.	PERM CR+12
2207	<del><u>DEQ Monitoring Correspondence-Regulatory Agency Correspondence</u></del>  These records document monitoring schedules and plans, as well as the submission of monthly reports to the Michigan Department of Environmental Quality.	CR+12
2208	<u>Wellhead Protection Grant</u>  These records document the <b>activities pertaining to</b> the wellhead protection grant from the Michigan Department of Environmental Quality. They include the grant application, financial status reports, correspondence, contracts, etc. ACT = until the grant is closed out.	ACT+10
2209	<u>Water <b>Production</b> Well Field Monitoring</u>  <del>These records document the history of well water quality. They include lab analysis reports. ACT = life of the well.</del> These records document the historic laboratory analysis of well water quality, the Information Collection Rule, and the Unregulated Contaminate Monitoring Rule. These documents are stored in either paper or electronic format in the Environmental Services Department. The Environmental Laboratory is not responsible for the retention of this data or any associated data past the LIMS retention. ACT = life of the well.	ACT
<del>2210</del>	<del><u>Data Acquisition Handling System (DAHS)</u></del>  <del>This database stores continuous emission monitoring system (CEMS) data which is collected every 15 seconds from power plants. It generates reports that are submitted to the Michigan Department of Environmental Quality. ACT = life of the plant.</del>	<del>ACT+5</del>

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2211	<p><u>Permits</u></p> <p><del>These files document water quality and air permits that are received from the Michigan Department of Environmental Quality and the Environmental Protection Agency. They include applications and the permit. This includes all materials that support the final permit, such as correspondence, requests for chemical changes.</del></p>	SUP
2212	<p><u>Licenses</u></p> <p><del>These permits are received from the Federal Energy Regulatory Commission (FERC) for dam operations. The files include the license, amendments, correspondence, reports, etc.</del></p>	SUP+5
2213	<p><u>Letters/Notices of Violation</u></p> <p><del>Various enforcement agencies may identify that a violation has occurred. These records include the letter or notice, correspondence, negotiated settlements, etc. ACT = closure.</del></p>	ACT+10
2214	<p><u>Coal Analysis</u></p> <p><del>These records document shipments of coal that are received. They document the content of moisture, ash, sulphur, heat, etc. They are divided by unit. This data is stored in the SAP database and is used to support air quality analyses. ACT = life of the plant.</del></p>	ACT
2215	<p><u>Remediation Site Monitoring</u></p> <p><del>These files document the assessment and cleanup monitoring of sites where possible contamination occurred. They include lab reports filed with the Michigan Department of Environmental Quality, correspondence, plans, blueprints, construction specifications, etc.</del></p>	PERM
2216	<p><u>Spill Files</u></p> <p><del>These records document when and where a spill occurred, the responsible party, and cleanup activities. They include complaints, reports, correspondence, etc.</del></p>	PERM

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2217	<p><u>Waste Manifests and Characterization</u></p> <p><del>These records document the disposal of hazardous waste. They include the date, contents, amount, final disposition, transporter, etc. These records document determinations of what a waste contains, how it is handled, how it is stored, and how it is disposed of. Examples of these records include: Material Safety Data Sheets, vendor waste profiles, certifications of waste profiles, notes to file, waste profiling, engineering estimates, process descriptions, analytical. Note: The Environmental Laboratory is responsible for this data or any associated data past the LIMS retention.</del></p>	PERM
2218	<p><u>Soil Erosion Inspection</u></p> <p><del>These records document the inspection of BWL projects for compliance with Soil Erosion and Sedimentation Control rules (Part 91 of PA 451).</del></p>	CR+3
2219	<p><u>Drinking Water Production &amp; Distribution Disinfection Byproducts</u></p> <p><del>These records document compliance with Safe Drinking Water Act requirements. Examples of these records include: reports, correspondence, monitoring plans, spreadsheets, historical records of violation identified by various enforcement agencies, letter/notices of violation identified by various enforcement agencies, activities by others that may impact BWL properties, public hearings, and meeting notes. Note: The Environmental Laboratory is responsible for this data or any associated data past the LIMS retention.</del></p>	CR+10
2220	<p><u>Drinking Water Production &amp; Distribution Corrosion Control Parameters</u></p> <p><del>These records document compliance and noncompliance with Safe Drinking Water Act requirements. Examples of these records include: reports, correspondence, monitoring plans, spreadsheets, historical records of violation identified by various enforcement agencies, letter/notices of violation identified by various enforcement agencies, surveys, evaluations, schedules, department determinations, activities by others that may impact BWL properties, public hearings, and meeting notes. Note: The Environmental Laboratory is responsible for this data or any associated data past the LIMS retention.</del></p>	CR+12
2221	<p><u>Hazardous Waste Manifests</u></p> <p><del>These records document the disposal of hazardous waste. They include the</del></p>	PERM

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	<p>date, contents, amount, final disposition, transporter, laboratory analysis, etc. These records can be generated by various BWL departments. It is the responsibility of the generating department to send manifests (post 2005) to Environmental Services where the manifests will be stored. Manifests from 2005 and earlier may be located either with the corresponding project, in the generating department, or in Environmental Services.</p>	
2222	<p><u>Non-Hazardous Waste Manifest or disposal document</u></p> <p>These records document the disposal of non-hazardous waste. Non-hazardous wastes are inert materials generated/produced as a result of BWL operations or activities. These records can be generated by various BWL departments and include information such as the date, contents, amount, final disposition, transporter, etc. It is the responsibility of the generating department to send manifests (post 2005) to Environmental Services where they will be stored. Manifests from 2005 and earlier may be located either with the corresponding project, in the generating department, or in Environmental Services.</p>	CR+25
2223	<p><u>Asbestos Waste Shipment Record</u></p> <p>These records document the disposal of asbestos. They include the date, contents, amount, final disposition, transporter, etc. These records can be generated by various BWL departments. It is the responsibility of the generating department to send the Waste Shipment Record (post 2005) to Environmental Services where it will be stored. The Waste Shipment Records from 2005 and earlier may be located either with the corresponding project, in the generating department, or in Environmental Services.</p>	CR+25

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2224	<p><u>Environmental Response Closure Reports</u></p> <p>These records pertain to closure of remediation sites, spill closure, underground and aboveground tank closure, response activities by other parties that may impact BWL properties, etc. These records include assessment, cleanup and monitoring of remediation sites where contamination was removed or otherwise remediated and may include laboratory documents, correspondence, complaints, plans, blueprints, construction specifications, well construction logs, soil boring logs, and reports. These records also include documents recording when and where an underground or aboveground tank is installed or removed, tank registration documentation, when and where a spill occurred, the responsible party, and cleanup activities. They do not include annual tank registration fees which are maintained by Financial Services. Note: The Environmental Laboratory is responsible for this data or any associated data past the LIMS retention.</p>	CR+50
2225	<p><u>Environmental Due Diligence Reports</u></p> <p>These records include all Environmental Phase I and Phase II Site Assessments (ESA Phase I and ESA Phase II), Baseline Environmental Assessments (BEA), Remedial Action Plan (RAP), etc. ACT = Life and/or sale of the facility. Note: The Environmental Laboratory is responsible for this data or any associated data past the LIMS retention.</p>	ACT+7
2226	<p><u>Environmental Permit/License and related reporting, monitoring, &amp; documentation</u></p> <p>These records document compliance with water quality, air quality, storage tank regulations, and various operational requirements of applicable permits and licenses from federal, state, and local governing bodies. Examples of these records include: permit applications with supporting documentation, final permits with supporting documentation, licenses with supporting documentation, amendments, correspondence, reports, plans, testing, data acquisition systems, inspection documents, audits, historical records required to verify compliance with regulations, letters/notices of violation from enforcement agencies, negotiated settlements, maps, drawings, blueprints, photos, analytical, fees and documentation, chemical approvals, activities by others that may impact BWL properties, public hearings, and meeting notes. Note: The Environmental Laboratory is responsible for this data or any associated data past the LIMS retention.</p>	EXP+7

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2227	<p><u>Environmental Remediation and related reporting, monitoring, &amp; documentation</u></p> <p>These records document compliance and noncompliance with water quality, air quality, and various operational requirements through the obtaining of applicable orders and agreements from federal, state, and local governing bodies. Examples of these records include: permit applications with supporting documentation, final permits with supporting documentation, licenses, amendments, correspondence, reports, plans, testing, data acquisition systems, inspection documents, audits, historical records required to verify compliance with regulations, letters/notices of violation identified by various enforcement agencies, negotiated settlements, maps, drawings, blueprints, photos, analytical, fees and documentation, chemical approvals, activities by others that may impact BWL properties, public hearings, and meeting notes. Note: The Environmental Laboratory is responsible for this data or any associated data past the LIMS retention.</p>	ACT+50
2228	<p><u>Environmental Soil Boring and Well logs</u></p> <p>These records document soil borings and geotechnical borings and the installation or abandonment of monitoring wells, drinking water production wells, test wells, etc.</p>	PERM

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Item Number	Series Title and Description	Total Retention
<b>Strategic Planning and Development--Bulk Power</b>		
2300	<u>Bulk Power Controllers Log Sheets</u>  This spreadsheet is used to record electrical power transactions to calculate the amount purchased and sold. Two files are created for each day, a Day Ahead (DA) file which frozen and a Real Time (RT) file which updated throughout the day.	FY+7
2301	<u>Belle River Correspondence</u>  These records document the amount of power purchased throughout each day from Detroit Edison's Belle River plant. It shows the amount available at the time and the amount that the Board of Water and Light wants to purchase for itself and the Michigan Public Power Agency.	FY+7
2302	<u>Phone Recordings</u>  Bulk Power Controller's and other designated employees' calls are recorded to document purchase transactions, switching activities, etc.	CR+4
2303	<u>Generation Schedules</u>  These spreadsheets are generated weekly and contain plans for the amount of power to be produced for the next four weeks.	CR+5
<del>2304</del>	<del><u>Restriction Notices</u>  This database documents restrictions on power production, such as the cause, megawatts, timeframes, etc. They are prepared by electrical plant operators.</del>	<del>CR+5</del>
2305	<u>Belle River Bills</u>  This monthly bill is received from the Michigan Public Power Agency to document the amount of power that was purchased from Detroit Edison's Belle River plant. Back up files are received from Detroit Edison. Monthly bills and back up files are compared to energy scheduled and received and are used to conduct detailed reconciliations of the billing.	FY+7

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Item Number	Series Title and Description	Total Retention
2306	<p><u>Pool Billing Statements</u></p> <p>These monthly bills are received from the Michigan Public Power Agency accompanied by several detailed backup files to document the amount of money received for the sale of power and the amount of power sold. They contain both the current month's statement and revisions to previous statements.</p>	FY+7
2307	<p><u>MISO Invoices and Statements</u></p> <p>These records are downloaded daily and weekly into a data warehouse. They document purchases and sales transacted through the Midwest Independent System Operator (MISO) network. They are used as backup documentation for billings.</p>	FY+7
2308	<p><u>Check Out Records</u></p> <p>These records are received via e-mail to confirm the amount of power that is purchased and sold with utilities that the Board of Water and Light contracts with, and Belle River.</p>	FY+7
2309	<p><u>Monthly Reconciliations</u></p> <p>This spreadsheet is used to reconcile financial statements and budgets, and is used to explain variances.</p>	FY+5
2310	<p><u>Trading Files</u></p> <p>These records document the sale of bulk power to other utilities. They include sale/purchase agreements, contracts, phone recordings of deals, etc.</p>	EXP+6
2311	<p><u>Meter Data</u></p> <p>This data is collected throughout the day to record hourly flows of power by users. It is provided to the Michigan Public Power Agency to generate bills and used by the Board for analysis.</p>	<del>CR=7</del> PERM
2312	<p><u>Gross and Net Generations Reports</u></p> <p>These reports are generated monthly to show gross and net generation at the Board of Water and Light's electrical power plants as well as related information.</p>	<del>CR+10</del> PERM

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2313	<u>Aerial Surveys</u>	CR+5
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These surveys are conducted annually to document the supply of coal, and are used for adjustments.

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Item Number	Series Title and Description	Total Retention
<b>Strategic Planning and Development--Marketing &amp; Business Strategies</b>		
2350	<u>Appliance Recycling Waiver of Liability</u>  These records are carbon copy forms for customer signature releasing BWL from liability related to appliance recycling program.	CR+2
2351	<u>Customer Media Release Forms</u>  The records are forms for customer signature permitting BWL to use customer images and testimonials for promotional purposes.	CR+2
2352	<u>Renewable Energy Reports</u>  These monthly reports provide a snapshot of how many blocks of renewable energy were sold, the number of customers served and the amount of revenue generated.	CR+10

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Item Number	Series Title and Description	Total Retention
<b>Service Production and Delivery General Files</b>		
Note: These records can be found in multiple offices.		
2400	<u>Safety/Tailgate Meetings</u>  These meetings may be held daily, weekly, monthly, or in relation to a specific job. They are briefings about the work to be done and the safety precautions that should be followed. The records may include an agenda, safety flyers, notes, and signed attendance sheets.	CR+1
2401	<u>Leave Approvals</u>  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.	CR+1
2402	<u>Timekeeping</u>  These records include sheets or cards that document the exact hours worked by an employee <b>and are maintained by the department</b> . They are supporting documentation to the official timekeeping records maintained by Payroll.	CR+1
2403	<u>Overtime/Ranking/ Standby Records</u>  These records are used by supervisors to schedule employees who are part of bargaining units to regular work assignments and overtime assignments to balance the number of hours worked. They include periodic reports of regular time and overtime assigned and used.	CR+3 1
2404	<u>Tailgate Hazard Identification Forms</u>  These records are completed at a job site to document that employees were informed of potential hazards at the site. Employees must sign the forms to demonstrate that they were briefed and that hazards were removed or controlled.	CR+5

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2405	<p><u>Curriculum Materials</u></p> <p>These materials form the curriculum that is used to train employees about various topics and issues. They may include manuals, handouts, presentations, course outlines and descriptions, audio visual materials, master tests and answer sheets, etc. SUP = until materials are revised or the course is eliminated from the curriculum.</p>	SUP
2406	<p><u>Training Files</u></p> <p>These records document training events. They may include logistical information, course summaries, sign in sheets, testing, certificates, etc.</p>	CR+5
2407	<p><u>Confined Space Entry Certification and Permit</u></p> <p>These forms document that employees were qualified and permitted to enter confined spaces. They identify the date, location, precautions, equipment, potential hazards, etc. 29 CFR 1910.1020.</p>	CR+30
2408	<p><u>Lock-out/Tag-out Forms</u></p> <p>These tags are placed on equipment to prohibit and suspend its use while work is being performed on the respective equipment in question. It alerts staff that they should not work on the equipment at the present time. ACT = until the suspension is released. Note: per MIOSHA, these tags may be used as supporting documentation for inspections of procedures.</p>	ACT+5
2409	<p><u>Clearance Tag Log Books</u></p> <p>These books document where lock-out tags are placed. ACT = until the tag is removed.</p>	ACT+5
2410	<p><u>Hazardous Material Safety Data Sheets</u></p> <p>Federal law [OSHA 29 CFR 1910.1200.g] requires that employers provide Material Safety Data Sheets to staff regarding any hazardous material on the premises. These sheets include information about the product manufacturer, composition, physical and chemical properties, identification of hazards, fire hazard, accidental release measures, handling and storage, first aid measures, toxicology, ecological information, disposal and transport considerations, regulatory information, etc. These records are maintained where they are readily available by employees working with or near the</p>	ACT+30

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materials. ACT= while the hazardous material being used or stored is on the property.

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Item Number	Series Title and Description	Total Retention
<b>Electric Operations--Electric Production</b>		
2500	<p><u>Equipment Files</u></p> <p>These files document maintenance of equipment, including transmitters, motors, generator brushes, etc. They include calibration information, repair history, specifications, shop drawings, manuals, etc. ACT = life of equipment.</p>	ACT
2501	<p><u>Supplies of Calibration Gases</u></p> <p>These records document the number of cubic feet of gas received from suppliers.</p>	CR+1
2502	<p><u>CEMS Log Book</u></p> <p>The Continuous Emission Monitoring System (CEMS) tracks maintenance work done on monitors.</p>	CR+3
2503	<p><u>Rata Test Reports</u></p> <p>These records document tests of stack flows and emissions. They are used to monitor that levels are within guidelines. They are conducted every two years or more frequently if there is a problem.</p>	CR+3
2504	<p><u>Motor Inventory</u></p> <p>This inventory lists items that are kept in storage.</p>	SUP
2505	<p><u>Operator Reports</u></p> <p>These reports are generated from the Utility Production Performance System (UPPS). They document operation of the equipment and include daily and hourly logs of temperature, pressure, integration, flows, megawatts, megavars, levels, etc. They are used to document efficiency of boilers, turbines, etc.</p>	CR+6
2506	<p><u>Utility Production Performance Systems (UPPS)</u></p> <p>This database contains daily and hourly data about temperature, pressure, integration, flows, megawatts, megavars, levels, etc. It is used to generate bills and document efficiency of boilers, turbines, etc.</p>	CR+10

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2507	<u>Oil Burned</u>  This monthly report documents the amount of oil delivered and burned, and the inventory available at the end of the month.	CR+1
2508	<u>Oil Logs</u>  This monthly report is generated from mainframe data and is used to document the amount of oil used in mills for startup and shut down.	CR+5
2509	<del>ECAR-MOD24</del> Tests  The East Central Area Reliability (ECAR) tests document reliability and sustainability of production. They are used to get generation payments.	CR+5
2510	<u>FERC and EIA Reports</u>  These monthly and annual reports are submitted to the Federal Energy Regulatory Commission (FERC) and the Energy Information Administration (EIA) to document oil, coal usage and generation.	CR+5
2511	<u>Eckert (EK) Log</u>  This log documents daily/monthly/annual operations of plants, including boiler, turbine, and personnel activities.	CR+6
2512	<u>Fire Suppression Reports</u>  These reports are created monthly, quarterly and annually by a contractor to document inspections of systems and equipment.	CR+5
2513	<u>Pollution Incident Prevention Plan (PIP) Inspection Sheets</u>  These records document the prevention of spills, including oil and gas leaks, chemical storage and containment areas.	CR+5
2514	<u>Operator Check Down Sheets</u>  This log documents daily inspections for potential hazards.	CR+6
2515	<u>Boiler/Turbine Operating Data</u>	CR+6

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	This data documents the daily functioning of boilers and turbines.	
2516	<u>EFCA Factor Reports</u>	CR+5
	The Electric Fuel Cost Adjustment (EFCA) factor reports are generated monthly to document the amount spent for fuel to generate a factor for customer billing. Data is entered into SAP.	
<del>2517</del>	<del><u>Aerial Surveys</u></del>	<del>CR+5</del>
	<del>These surveys are conducted annually to document the supply of coal, and are used for adjustments.</del>	
2518	<u>Waybills</u>	CR+5
	These documents contain unload information about coal shipments that are received, including the volume, weight, car initial and car number.	

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<b>Electric Operations--Facilities, Maintenance, Construction <del>Resource Center</del> and Fleet</b>		
2600	<u>Equipment Files</u>  These files document major events associated with maintenance of equipment. They may include blueprints, diagrams, work orders, reports, welding quality control, test programs, test results, outage inspections and reports, vendor inspections and repair, operational data of turbines and generators, photos of parts, drawings of parts, etc. ACT = life of equipment.	ACT
2601	<u>Work Orders Database</u>  <del>This database is used to</del> These documents keep track of maintenance work performed on mechanical equipment. It contains the activity dates, amount of time spent, employee assigned, and a description of the work performed. ACT = Life of equipment.	ACT
2602	<u>Boiler Quality Control Files</u>  These records document work performed on boilers to ensure quality control. They may include RWR forms, non-conformance reports, ASME manufacturer's data reports, partial and 100% radiographic film, interpretation sheets, ultrasonic examination reports, etc.	CR+5
2603	<u>Toolbox Inventory</u>  These records document tools that were assigned to staff. They identify the item issued, employee, date distributed, date returned, etc.	SUP
2604	<u>Vehicle Files</u>  These files document maintenance of vehicles. They may document equipment added to the vehicle, maintenance work, repairs, installation, part information and specifications, monthly inspections, unit master serial numbers, correspondence, etc. ACT = life of vehicle.	ACT
2605	<u>Vehicle Database</u>  This database is used to track activity and maintenance of equipment by unit number. It includes the unit master, maintenance history, repair orders, purchase and sale information, inspections, work orders, etc. ACT = life of equipment.	ACT
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2606	<u>Fleet Audits</u>	CR+6
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These records document audits of the fleet. They may include annual photos of the vehicle, and document mileage, condition ratings, engine hours, locations where assigned, descriptions, etc.

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<b>Electric Operations--Electric Delivery</b>		
2700	<u>Work Sketches</u>  These records document electrical work that is requested. They are used to schedule and plan (including ordering supplies) work to be performed. They contain a description of the work, activity dates, requestor contact information, account numbers, approvals, notes, sketches of the work, etc. ACT = until work is completed.	ACT+1
2701	<u>Mobile Resources Management</u>  This database tracks employee assignments, progress of the project, and the location of the crew. ACT = until the project is completed.	ACT+5
2702	<u>Service Orders</u>  These requests are received from various areas such as Customer Service, Forestry Line, Electric Delivery Customer Line, and Customer Request for Investigation (list not exclusive) and are used to send crews out and assign tasks. Areas such as Vegetation Management, Metering, and System Integrity will receive and resolve service orders. ACT = Until the service order is closed.	CR+6 ACT+5
2703	<u>MapCon</u>  <del>This database is used to schedule routine maintenance work and inspections. It contains a full inventory of substations, equipment, traffic signals and intersection equipment. The inventory is updated as materials are used. It also documents the maintenance schedules of equipment, documents when work is performed, and contains accounting codes for billing.</del>	FY+7
2704	<u>Customer Issues</u>  These files document complaints and concerns raised by both external and internal customers, as well as their resolution. ACT = until complaint is resolved.	CR+5 ACT+3
2705	<u>Damage Reports</u>  <del>These records document repair work done on damaged equipment. It contains the location of the equipment, activity dates, description of damage</del>	CR+3

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	<del>and repairs, supervisor, crew, truck number, account number, etc.</del>	
2706	<del><u>Tree Work Orders</u></del>	<del>ACT</del>
	<del>These records are generated from complaints from customers that trees need to be trimmed. They include the work order, notes, and a plan to complete the work. ACT = until the work is completed.</del>	
2707	<u>Tree Trimming Plans</u>	CR+10+5
	These plans are produced every 5th year per quarter section to identify tree trimming work that will be needed in upcoming years. The records may include the plan, documentation of work performed, an audit by the forester after the work is completed, and data maintained by the contractor who performs the trimming.	
2708A	<u>Planned Program Maintenance - Electrical Poles</u>	ACT+10
	These periodic plans document work that will be done on electrical poles. They include the initial plan, reports, work orders, notes, copies of billing documents, specifications for the work, photos, re-checks, etc. ACT = until the project is completed.	
2708B	<u>Planned Program Maintenance – Other</u>	ACT+5
	These periodic plans document work that will be done on electrical distribution systems. They include the initial plan, reports, work orders, notes, copies of billing documents, specifications for the work, photos, re-checks, etc. ACT = until the project is completed.	
2709	<u>Program Maintenance</u>	ACT+10
	These records document maintenance work performed on electric equipment and protection systems. The work is initiated by plant requests, planned activities and emergencies. Testing of the system integrity is conducted every 2-5 years to identify work that needs to be done. These records may contain work orders and reports. ACT = until the project is completed.	

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Records Retention and Disposal Schedule**

Item Number	Series Title and Description	Total Retention
2710	<p><u>Rubber Goods Testing and Certification</u></p> <p>These records document testing and certification of products used by line crews and electricians for protection. Testing data will be received with the product from the manufacturer, and products may be re-tested internally as needed. These records include the test reports with the product's identification number, and supporting documentation. ACT = while the product is in use.</p>	ACT+5
2711	<p><u>Planning for Electrical System Integrity</u></p> <p>These plans are established based upon studies of system availability to ensure adequate voltage, potential load, new/lost generation, etc. They include an analysis of the total electrical grid, and may document issues with specific customers or geographic areas. The records include studies, reports, supporting documents, etc. ACT = while documents support an active portion of the grid.</p>	ACT
2712	<p><u>Customer Metering Data</u></p> <p>These records document the location of meters, the type of service provided, and the characteristics of the meter. ACT = while meter is in service.</p>	ACT
2713	<p><u>Meter Testing Data</u></p> <p>All meters are tested every 2-10 years for accuracy to support billing. These records include test results and reports. ACT = while meter is in service.</p>	ACT
2714	<p><u>Investigations</u></p> <p><del>These records document investigations into customer concerns about voltage, radio frequency, harmonics, etc. They include work orders and reports. ACT = until issue is resolved.</del></p>	ACT
2715	<p><u>Energy Management Systems (EMS)</u></p> <p>This database monitors the health of the electrical grid system. It gathers power and generation data (such as loading on circuits, circuit trips, substation entry, fire alarms, etc.) at the substations by the minute throughout every day. It is also used to document distribution to customers and transmission (buying and selling) of power.</p>	CR+5

PERM = Permanent  
EXP = Expiration Date

ACT = Active  
CR = Creation Date

EVT = Event  
FY = Fiscal Year

SUP = Superseded  
DISP = Immediate Disposal

**City of Lansing  
Board of Water and Light  
Records Retention and Disposal Schedule**

Item Number	Series Title and Description	Total Retention
2716	<p><u>Executed Switching Orders</u></p> <p>These orders document the steps of switching activities that were performed. They include operator log books, tailgate reports, etc.</p>	CR+2
2717	<p><u>Trouble Calls</u></p> <p>These records document when customers report power outages and problems.</p>	CR+3
2718	<p><u>Outage Management Systems (OMS)</u></p> <p>This database is used to diagnose problems when trouble calls come in to quickly identify the source of the problem. It tracks problems and repairs, is used to dispatch crews, and may be used to distribute the work. It contains activity stamps and is used for reporting.</p>	CR+6
2719	<p><u>Scheduled Outages</u></p> <p>This file contains notifications to customers about the timing a reason for scheduled outages.</p>	CR+5
2720	<p><u>Root Cause Report</u></p> <p>This report identifies the incident that caused an outage and the damage done. It is sent to the area responsible for investigation so it can identify how the situation will be fixed.</p>	CR+5
2721	<p><u>Inspection Log</u></p> <p>This log documents audits of lock-out and safety activities.</p>	CR+5

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**City of Lansing  
Board of Water and Light  
Records Retention and Disposal Schedule**

Item Number	Series Title and Description	Total Retention
<b>Water Operations--Water Production</b>		
2800	<u>Water Production and Distribution Records</u>  These records document the production of potable water for municipal supply. They include reaction records, hourly pumpage sheets, filter sheets, chemical feed sheets, hourly reading sheets, log books, well logs, well reading sheets, chemical log sheets, etc.	CR+1 <del>20</del>
2801	<u>Month End Reports</u>  These reports are submitted to the Department of Environmental Quality to document treatment averages within the month, such as the treatment rate, chemicals used, bacteriology, etc.	CR+1 <del>20</del>
2802	<u>Work Orders</u>  These records are maintained in the MapCon database (see item #2704). They document who is assigned to work on a job and the time spent on repairs, maintenance, failures, etc. Paper input documents are retained for 2 months in Operations and 1 year in Maintenance.	CR+1 <del>08</del>

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**City of Lansing  
Board of Water and Light  
Records Retention and Disposal Schedule**

Item Number	Series Title and Description	Total Retention
<b>Water Operations--Water and Steam Delivery</b>		
2900	<u>Service Orders</u>  These records document requests for water or steam service. They typically contain customer contact information, date of request, and a job description.	CR+6
2901	<u>Customer Capture Issue</u>  These records document customer issues and indicate the main category of the issue, the issue date, relevant comments, the assignment, and resolution. ACT = until resolved.	ACT+13
2902	<u>Water Distribution Shop Order</u>  This record documents a request for work to be performed on water distribution infrastructure that is not directly related to a customer. Examples of the type of work performed are: hydrant repair, valve repair, water main repair, site restoration, etc.	PERM
2903	<u>Hydrant Usage Permits</u>  This record documents the issuance of a permit to companies or contractors to use BWL hydrants. The permits are non-transferable and expire on December 31st of the year they are issued.	EXP+1
2904	<u>Service Investigation Orders</u>  These orders are used to request repairs to broken meters, re-locate remote read registers, address anomalies in billing, identify who is using the service, investigate why no service is received, and request new meter installations. <b>ACT = upon completion of the investigation.</b>	<del>CR+3</del> Act+10
2905	<u>Cross Connection Inspection Form</u>  This form is used by trained BWL personnel to inspect a water customer's premises for existing or potential cross connections to the BWL water distribution system. A cross connection is defined as a physical interconnection, arrangement or condition of the customer's plumbing through which the potable water furnished by the Board's water distribution system could become contaminated if backflow takes place.	CR+6

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**City of Lansing  
Board of Water and Light  
Records Retention and Disposal Schedule**

Item Number	Series Title and Description	Total Retention
2906	<u>Water Department Overtime Availability</u>  This record documents the schedule of dates individuals are available to work overtime during specific weeks, such as June 18 – June 24.	CR+ <del>3</del> 1
2907	<u>Permits</u>  These permits are received from the Department of Environmental Quality for most water installations prior to construction. They document the installation of distribution mains (hydrants, valves, etc.). They include permits, forms, drawings, etc. ACT = until construction is completed.	ACT

**GENERAL SCHEDULE #1 – Non-records**

This Retention and Disposal Schedule revises General Schedule #1 that was approved on December 15, 1998.

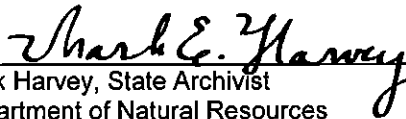
This Retention and Disposal Schedule covers materials that are classified as "non-records." These materials are common to most departments in state government. We, the undersigned, believe that the materials described in this schedule have no administrative, legal, fiscal and archival value to the State of Michigan.



4/17/15

Brice Sample, Records Manager  
Department of Technology, Management and Budget  
Records Management Services

Date



4/30/15

Mark Harvey, State Archivist  
Department of Natural Resources  
Archives of Michigan

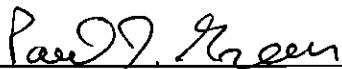
Date



5/29/15

Thomas Quasarano, Assistant Attorney General  
Department of Attorney General  
State Operations Division

Date



6/25/15

Paul Green, Director of Administration  
Office of the Auditor General

Date

**APPROVED**

1 - 9918

State Administrative Board

7 14 15

Date

**State of Michigan**  
**Department of Technology, Management & Budget - Records Management Services**  
**Records Retention and Disposal Schedule**

*General Schedule #1: Non-record Materials*

Item Number	Series Title	Agency Retention	Total Retention	State Administrative Board Approval Date
GS1	- <u>Non-record Materials</u>	ACT	ACT	07/14/2015

Non-record materials are recorded information that are in the possession of an agency, but are not needed to document the performance of an official function. An agency's disposition practices needs to include managing non-record materials, because their volume may exceed that of records that do document official functions.

Examples of non-records may include:

- Draft documents that are replaced by new or final versions. Drafts that are not needed to document the development of the final record. Drafts that are not required to be retained by an agency-specific schedule.
- Duplicate copies of a document that are retained for convenience of reference.
- Information that does not document official activities.
- Letters of transmittal (including routing slips) that do not add any information to the transmitted material.
- Notes and recordings that have been transcribed into another format for record retention.
- Publications that are received from outside sources that are retained for reference purposes, such as newsletters, brochures, catalogs, books, professional development materials, etc.
- Mass mailings, notices, flyers, etc. that are received for informational purposes.
- Advertisements, spam and junk mail.
- Tracking documents or tools that are used to ensure that all steps in a business process take place, but are not the official documentation of the action or activity.
- Research and reference materials that are collected from outside sources, but are not needed to document how the final decision is made.

ACT = Non-record materials can be disposed of when they are no longer needed for reference purposes.

**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.

*David Van de Grift*

*July 31, 2008*

David Van de Grift, President

(Date)

Michigan Chapter of the International Public Management Association for Human Resources

*Debra Gearhart*

*Aug. 06, 2008*

Debra Gearhart, Director

(Date)

Department of History, Arts and Libraries, Records Management Services

*Mark Harvey*

*8/28/08*

Mark Harvey, State Archivist

(Date)

Department of History, Arts and Libraries, Archives of Michigan

**APPROVED**

*10/7/08*

State Administrative Board

(Date)

# 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 [399.5](#) 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 [http://www.michigan.gov/documents/hal\\_mhc\\_rms\\_GS1\\_local\\_110758\\_7.pdf](http://www.michigan.gov/documents/hal_mhc_rms_GS1_local_110758_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.

## **HAL 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.



**General Retention Schedule #26**  
**Local Government Human Resources**

Item Number	Series Title and Description	Total Retention
<b>Personnel</b>		
100A	<u>Personnel Files</u>	ACT+6
	<p>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. <b>ACT = term of employment.</b></p>	
100B	<u>Personnel Files—Temporary Employees</u>	ACT+6
	<p>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. <b>ACT = term of employment.</b></p>	
100C	<u>Personnel Files—Contractual Employees</u>	EXP+6
	<p>These files are maintained on all contractual employees. They may include 1099 forms, W-9 forms, verification of insurance, copies of contracts, etc.</p>	
101	<u>Employee Database</u>	ACT+6
	<p>Local governments may maintain electronic data to administer personnel and payroll functions including timekeeping, tenure, payroll, retirement, etc. <b>ACT = term of employment.</b></p>	
102	<u>Employment Verification Forms</u>	CR+30 days
	<p>These forms are received from mortgage or credit companies that want to verify the employment status of an employee.</p>	
103	<u>Background Files</u>	ACT+6
	<p>These files document that the local government conducted appropriate background checks on employees. These files may contain release forms</p>	

**General Retention Schedule #26**  
**Local Government Human Resources**

Item Number	Series Title and Description	Total Retention
	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. <b>ACT = term of employment.</b>	
104	<u>Medical Files</u>	ACT+30
	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). 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. <b>ACT = term of employment.</b> Note: this series does not include the official copy of insurance claims, which are usually retained by the business or finance office.	
105	<u>Employee Test Results</u>	CR+6
	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).	
106	<u>Commercial Drivers License Test Results</u>	CR+5
	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.	
107	<u>I-9 File</u>	EVT
	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	

**General Retention Schedule #26  
Local Government Human Resources**

Item Number	Series Title and Description	Total Retention
	Security correspondence and subsequent documentation regarding “no match” verification. Note: These files are maintained separately from the basic personnel file. <b>EVT = 8 CFR 274 a.2 (1998) requires that employers maintain signed copies of I-9 forms for 3 years after the date of hire or one year after termination, whichever is later.</b>	
108	<u>Policies and Procedures</u>	SUP+6
	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.	
109	<u>Grievances</u>	ACT
	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. <b>ACT = until the contract that the grievance is related to expires.</b>	
110	<u>Complaints</u>	ACT+6
	These records document the filing and investigation of a complaint. Complaints may relate to affirmative action, sexual harassment, labor practices, disability issues, etc. <b>ACT = until complaint is dismissed or resolved.</b>	
111	<u>Investigations</u>	ACT
	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. ACT = upon completion of the investigation, if disciplinary action is not taken (MCL 423.509). If disciplinary action is taken, the investigation file shall be retained for 4 years after the completion of the investigation. A disciplinary report will be retained in the employee’s personnel file (see item # 100A).	

**General Retention Schedule #26**  
**Local Government Human Resources**

Item Number	Series Title and Description	Total Retention
112	<u>Benefit Plans</u>  These documents define the terms of benefit plans that are available to employees. These files may include the plan documents, plan descriptions, reports, etc.	SUP+6
113	<u>Employee Injury Records—Exposure</u>  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]	CR+30
114	<u>Employee Injury Records—Non-exposure</u>  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.	CR+5
115	<u>Employee Injury Records--OSHA 300 Log</u>  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.	CR+5
116	<u>Job Classifications and Descriptions</u>  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.	SUP+6
117	<u>Salary Studies</u>  These records document the analysis of employee salaries to ensure fair compensation. They may include research, surveys, reports, etc. ACT = while of reference value.	ACT

**General Retention Schedule #26  
Local Government Human Resources**

Item Number	Series Title and Description	Total Retention
118	<u>Position Re-classifications</u>  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.	CR+6
119	<u>Job Advertisements/Postings</u>  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.	CR+1
120	<u>Job Applications</u>  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. <b>ACT = 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, retain for one year from the date that the decision was made not to hire the individual. If the person was considered for a posted position, retain for 2 years from the date the position is filled.</b>	ACT
121	<u>Selection Files</u>  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. ACT = until the position is filled.	ACT+2
122	<u>Job Qualification Exams</u>  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).	SUP+6

**General Retention Schedule #26  
Local Government Human Resources**

Item Number	Series Title and Description	Total Retention
123	<u>Emergency Contacts</u>  These records identify the people that the employee wants to be contacted if they are involved in an emergency situation.	SUP
124	<u>Workers Disability Compensation Files</u>  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. <b>ACT = until the claim is settled.</b>	ACT+7
125	<u>Worker Disability Compensation Reports</u>  These reports are received from disability insurance providers. They identify the amount of benefits that were paid from the policy.	FY+7
126	<u>Labor Agreements and Negotiations</u>  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. <b>Note: Select records may need to be kept longer, if they are needed to document retirement benefits that an employee is entitled to.</b>	EXP+10
127	<u>Union Files</u>  These files are maintained on each union that represents employees. They may include correspondence, dues information, etc.	FY+7
128	<u>Seniority Lists</u>  These documents are sent to union presidents for notification of seniority status.	SUP+1
129	<u>Affirmative Action Plans</u>  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.	EXP+2

**General Retention Schedule #26  
Local Government Human Resources**

Item Number	Series Title and Description	Total Retention
130	<u>Adverse Impact Determination</u>  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.	CR+2
131	<u>Organization Charts</u>  These records document the organizational structure of the local government. They may include mission statements and other supporting documents. Note: these records may continue to have reference value after they are superseded.	SUP
132	<u>Employee Directories</u>  These records contain contact information for employees. Note: these records may continue to have reference value after they are superseded.	SUP
133	<u>Government Reports</u>  These reports include equal employment opportunity reports, veteran employment reports, census of government employment reports, etc.	CR+1
<b>Note:</b> 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 EXP+6.		

**General Retention Schedule #26  
Local Government Human Resources**

Item Number	Series Title and Description	Total Retention
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**Payroll**

200A Employee Files—Employees Enrolled in a Pension Plan ACT

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). *They document activities that affect payroll.* 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. **ACT = while individual is employed by the local government plus 50 years, or until retirement plus 6 years, whichever is sooner.**

200B Employee Files—Employees Enrolled in Defined Contribution Plans Only ACT+6

These files are maintained on each employee who is enrolled in a defined contribution plan only and does not receive a pension. *They document activities that affect payroll.* 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. **ACT = term of employment. 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.**

201 Salary and Benefit Schedules CR+6

These records document the rate of pay for employees and define the benefits that are offered.



**General Retention Schedule #26**  
**Local Government Human Resources**

Item Number	Series Title and Description	Total Retention
202	<u>Payroll Registers</u>  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. <b>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.</b>	FY+50
203	<u>Payroll Reports</u>  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.	FY+7
204	<u>State Retirement Reports</u>  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.	FY+7
205	<u>Time and Attendance</u>  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. <b>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.</b>	FY+3
206	<u>Federal/State Tax Deductions</u>  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,	FY+7

**General Retention Schedule #26**  
**Local Government Human Resources**

Item Number	Series Title and Description	Total Retention
	quarterly transfer of state withholding and sales taxes, Medicaid wage detail, quarterly reports, etc.	
207	<u>W-2 and W-3 Forms</u>	FY+7
	This form documents the annual gross wages, federal, state, Medicare, Social Security, and local taxes withheld for the purpose of reporting income taxes.	
208	<u>Michigan Employment Security Commission (MESC) Reports</u>	FY+7
	These reports are generated for both contributing and reimbursing employers, generally on a quarterly basis, to identify employees, their wages, social security numbers, etc.	
209	<u>Unemployment Claims</u>	FY+1
	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.	
210	<u>Wage Differential Reports</u>	CR+2
	These records explain any wage differential between sexes and substantiating documents.	

**General Retention Schedule #26  
Local Government Human Resources**

Item Number	Series Title and Description	Total Retention
<b>General Administrative Records</b>		
300	<u>Subject Files</u>  These records are used to support administrative analysis, program and project planning, procedure development, and programmatic activities. <b>Subject files are generally organized alphabetically by topic.</b> 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. <b>ACT = while topical file is of interest for ongoing administration.</b>	ACT+5
301	<u>General Correspondence</u>  General correspondence does not pertain to a specific issue and it <b>is often organized chronologically or by correspondent's name.</b> 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.	CR+2
302	<u>Transitory Correspondence</u>  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. <b>Transitory messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt.</b> 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. <b>EVT = need not be retained more than 30 days after receipt.</b>	EVT

**General Retention Schedule #26**  
**Local Government Human Resources**

Item Number	Series Title and Description	Total Retention
303	<u>Freedom of Information Act (FOIA) Requests</u>  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.	CR+1
304	<u>Contact Lists/Directories</u>  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.	SUP
305	<u>Planners/Calendars</u>  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.	CR+2
306	<u>Staff and Project Meeting Records</u>  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.	CR+2
307	<u>Annual Reports</u>  These reports document the department's activities, and they may contain both narrative and statistical information.	CR+10
308	<u>Grants</u>  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. <b>ACT = until the grant is closed out, plus any additional time that is required by the granting agency for auditing</b>	ACT

**General Retention Schedule #26  
Local Government Human Resources**

Item Number	Series Title and Description	Total Retention
	<b>purposes. Final reports and products of the grant may be kept longer for use and reference purposes.</b>	
309	<u>Denied Grant Applications</u>	CR+1
	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.	
310	<u>Departmental Budget Planning</u>	CR+5
	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.	
311	<u>Publications</u>	ACT
	These records may include press releases, brochures, newsletters and other items that are published by the department. <b>ACT = while of reference value.</b>	
312	<u>Memorabilia</u>	ACT
	This series includes photographs, news clippings, certificates, awards, etc. that document events and activities of the department. <b>ACT = while of reference value.</b>	
313	<u>Audio-Visual Materials</u>	ACT
	These records include photographs, video recordings, audio recordings, slides, etc. in analog and digital formats. They document general program activities, facilities, people, etc. <b>ACT = while of reference value.</b>	
314	<u>Visitor Logs/Registers</u>	CR+2
	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.	
315	<u>Employee In/Out Logs</u>	CR+1
	These logs document the time/date when staff arrive and depart throughout each day.	

**Michigan Department of History, Arts and Libraries  
Records Management Services**

**Frequently Asked Questions  
About General Schedules**

**Q: What is a public record?**

**A:** 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.”

**Q: Are all records considered to be “official” records?**

**A:** No. 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 can be found in the approved schedule (available online at [http://www.michigan.gov/documents/hal\\_mhc\\_rms\\_GS1\\_local\\_110758\\_7.pdf](http://www.michigan.gov/documents/hal_mhc_rms_GS1_local_110758_7.pdf)).

**Q: Are the retention periods that are listed on general schedules minimum amounts of time that a record should be kept?**

**A:** Yes. General schedules authorize, but do not require, public officials to dispose of records after the expiration of the assigned retention period. Local situations may require retention beyond the periods listed, and nothing prevents a government agency from retaining records longer than the specified period of time. If records are kept for less than the amount of time listed, the agency can be penalized for unlawful destruction of records. In addition, if records are kept too long, they can waste valuable storage space, and they can become a liability to the agency if it receives a FOIA request, or if it becomes involved in litigation.

**Q: Does my government agency have to follow a general schedule?**

**A:** Records cannot be lawfully destroyed without the authorization of an approved Retention and Disposal Schedule. The purpose of a general schedule is to ensure that all government agencies are following consistent retention practices, and to prevent individual agencies from having to develop an agency-specific schedule. However, if your government agency does not want to follow an approved general schedule, it would need to get an agency-specific schedule approved. [Note: agency-specific schedules always supersede a general schedule.] Internal policies do not have the force of law that an approved Retention and Disposal Schedule has.

**Q: What is an agency-specific schedule?**

**A:** Agency-specific schedules are Retention and Disposal Schedules that only apply to the agency listed on the document. They are intended to cover records that are unique to that specific agency. Records that are listed on an approved general schedule should not be listed on an agency-specific schedule, unless the agency has a unique situation that justifies a different retention period than the one everyone else is following. The instructions and forms for agency-specific schedules are available online at <http://www.michigan.gov/recordsmanagement/>.

**Q: What should my government agency do if we create a record that is not listed on the general schedule?**

**A:** The general schedule covers records that are common to most government agencies. However, general schedules do not claim to be inclusive of every record that all agencies create. Records that are not listed on general schedules cannot be destroyed without the authorization of an approved agency-specific schedule.

**Q: What should my government agency do if we do not create a record that is listed on the general schedule?**

**A:** Nothing. 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 retention period for them.

**Q: What do the codes in the Total Retention column mean?**

**A:** The **retention codes** that appear on the schedule are used to establish how long records are retained by the creating agency before they are destroyed. Retention

codes determine how destruction dates will be automatically calculated by Versatile (Versatile is the records management software that is used by Records Management Services to manage the retention of records), and the date upon which the calculation will be based. Definitions of these codes can be found in the Records Management Manual that is available online at <http://www.michigan.gov/recordsmanagement/>.

**Q: What do the numbers in the Total Retention column represent?**

**A:** In addition to the retention code, a period of time, years and/or months, can be used in the calculation of the retention period. Years are expressed as whole numbers, and months are expressed as fractions. For example, the fraction "0/6" would represent 6 months. The retention code plus the period of time results in a mathematical formula that is used to determine a disposal date.

**Q: Do the general schedules only cover paper records, or do they cover databases and other electronic records too?**

**A:** Records can exist in a wide variety of formats, including paper, maps, photographs, digital images, e-mail messages, databases, etc. The retention periods listed on the general schedules do not specify the format that the record may exist in, because each government agency that adopts the schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that their records, regardless of format, are properly retained and remain accessible during this entire retention period. Various laws (including the Records Reproduction Act) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

**Q: Do the general schedules cover e-mail?**

**A:** Yes. Many of the record series that are listed on the general schedules may originate as e-mail. Those e-mail messages need to be retained for the period of time specified by the schedule. For more information about e-mail retention, please check out the online guide at <http://www.michigan.gov/recordsmanagement/>.

**Q: Can records be microfilmed or digitally imaged?**

**A:** Yes. The Records Reproduction Act (MCL 24.401-24.406) regulates the reproduction of public records by Michigan government agencies at all levels. This law requires the Michigan Department of History, Arts and Libraries to promulgate technical



standards to ensure the continued accessibility and usability of records that are microfilmed or digitized throughout their retention period. The standards are also intended to help state and local governments ensure the integrity and authenticity of their records. The Records Management Services administers competitively bid master contracts for microfilming and imaging services. State agencies and local governments are eligible to use these contracts to receive these services. More information is available online at <http://www.michigan.gov/recordsmanagement/>.

**Q: How can I determine which records that are listed on the general schedules contain confidential information that should not be released to the public?**

**A:** Select records series that are listed on the general schedules may be exempt from public disclosure, in accordance with the provisions of state and federal laws. Please consult with your attorney if you need additional information.

**Q: Is there an appropriate way to destroy records that contain confidential information?**

**A:** Yes. Some public records contain sensitive or confidential information. These records should not be placed in a regular trash or recycle bin when they are destroyed. It is important that government agencies ensure that these records are destroyed in a manner that prevents the inappropriate release of the information. The State of Michigan administers a master contract with a vendor that complies with the state's requirements for confidential destruction of records. Government agencies that are interested in using this contract should contact the vendor: Certified Document Destruction, attention: Brian Dorosz, (800) 433-7876. Confidential electronic records should be destroyed in accordance with the U.S. Department of Defense "Standard Industrial Security Program Operating Manual" (DoD 5220.22-M).

**Q: Who is responsible for ensuring that Retention and Disposal Schedules are followed?**

**A:** The Michigan Penal Code (MCL 750.491) establishes misdemeanor penalties for disposing of records without the authorization of an approved Retention and Disposal Schedule. Government agency directors are responsible for ensuring that relevant staff are aware of the provisions in the schedule and follow them. The Records Management Services does not audit agencies and assess penalties. However, courts may penalize agencies for failing to follow an approved Retention and Disposal Schedule.


**Q: What should I do if I have suggestions for revising a general schedule?**

**A: Contact the Records Management Services at (517) 335-9132.**




**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**

Item Number	Series Title and Description	Total Retention
<b>Information Technology Records</b>		
100	<u>Technology Inventory</u>  This record may be used to inventory equipment, software, telephones, etc. It may contain the tag number, location, serial number, price, account source, etc. <b>ACT = until the item is disposed of.</b>	ACT+2
101	<u>Communications Assignments</u>  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. <b>ACT = until the equipment is returned by the staff or disposed of or until the phone number assignment changes.</b>	ACT+2
102	<u>Contracts, Licenses and Agreements</u>  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.	EXP+6
103	<u>Pre-Approved Vendors</u>  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. <b>ACT = while the vendor/equipment is approved.</b>	ACT
104	<u>User Access Policies/Agreement</u>  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	ACT+2

**General Retention Schedule #30**  
**Information Technology—Local Government**

Item Number	Series Title and Description	Total Retention
	employee's personnel file. <b>ACT = retain current documents for current users.</b>	
105	<u>Project Files</u>  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. <b>ACT = life of system. Note: select documents that are not needed for ongoing maintenance and operation of the system may be purged 1 year after implementation is completed.</b>	ACT+5
106	<u>Change Control</u>  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. <b>ACT = life of system. 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.</b>	ACT+5
107	<u>Technology Service Requests</u>  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.	FY+5
108	<u>Work Orders</u>  These records document each employee's daily activities. They identify the type of activity, time spent, customer, account code, description of work done, etc.	FY+2
109	<u>Technology Network Maps/Documents</u>  These records are used to map and define the technology infrastructure and the wiring of voice and data lines. They may include security	SUP

PERM = Permanent  
EXP = Expiration Date

ACT = Active  
CR = Creation Date

SUP = Superseded  
FY = Fiscal Year

**General Retention Schedule #30**  
**Information Technology—Local Government**

Item Number	Series Title and Description	Total Retention
	information, identification numbers, passwords, configurations, IP schemas, etc.	
110	<u>Server and Operations Logs</u>	EVT
	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. <b>EVT = 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.</b>	
111	<u>Call Detail</u>	FY+2
	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.	
112	<u>Disaster Plans</u>	SUP
	These plans define potential emergencies, and how the staff should respond to each type of incident.	
113	<u>Internet Site Content</u>	ACT
	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	

**General Retention Schedule #30**  
**Information Technology—Local Government**

Item Number	Series Title and Description	Total Retention
	are posted on the website, and are not retained elsewhere, still need to be retained in accordance with an approved Retention and Disposal Schedule. <b>ACT = while online.</b>	
114	<u>Technology Training</u>	ACT
	The information technology staff may conduct training about the use of computer software or equipment for employees. These files contain the curricula materials. <b>ACT = until course materials are superseded by a new version, or until the course is dropped entirely from the training curriculum.</b>	
115	<u>Training Registration</u>	CR+2
	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.	
116	<u>Universal Service Fund (USF)</u>	ACT+5
	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 ( <u>FCC 04-190</u> ). <b>ACT = until the last service date.</b>	

**General Retention Schedule #30  
Information Technology—Local Government**

Item Number	Series Title and Description	Total Retention
<b>General Administrative Records</b>		
200	<u>Subject Files</u>  These records are used to support administrative analysis, program and project planning, procedure development, and programmatic activities. <b>Subject files are generally organized alphabetically by topic.</b> 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. <b>ACT = while topical file is of interest for ongoing administration.</b>	ACT+5
201	<u>General Correspondence</u>  General correspondence does not pertain to a specific issue and it <b>is often organized chronologically or by correspondent's name.</b> 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.	CR+2
202	<u>Transitory Correspondence</u>  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. <b>Transitory messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt.</b> 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. <b>EVT = need not be retained more than 30 days after receipt.</b>	EVT



**General Retention Schedule #30**  
**Information Technology—Local Government**

Item Number	Series Title and Description	Total Retention
203	<u>Freedom of Information Act (FOIA) Requests</u>  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.	CR+1
204	<u>Contact Lists/Directories</u>  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. <b>SUP = retain current information for current contacts or until the list is obsolete.</b>	SUP
205	<u>Planners/Calendars</u>  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.	CR+2
206	<u>Staff and Project Meeting Records</u>  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.	CR+2
207	<u>Policies, Procedures and Directives</u>  These records document the policies and standard operating procedures of the department. It may also include an administrative manual.	SUP+5
208	<u>Annual Reports</u>  These reports document the department's activities, and they may contain both narrative and statistical information.	CR+10
209	<u>Grants</u>  These files are used to administer grants that are applied for by the information technology department from state, federal and private	ACT

PERM = Permanent  
EXP = Expiration Date

ACT = Active  
CR = Creation Date

SUP = Superseded  
FY = Fiscal Year

**General Retention Schedule #30**  
**Information Technology—Local Government**

Item Number	Series Title and Description	Total Retention
	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. <b>ACT = until the grant is closed out, plus any additional time that is required by the granting agency for auditing purposes. Final reports and products of the grant may be kept longer for use and reference purposes.</b>	
210	<u>Denied Grant Applications</u>	CR+1
	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.	
211	<u>Departmental Budget Planning</u>	CR+5
	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.	
212	<u>Publications</u>	ACT
	These records may include press releases, brochures, newsletters and other items that are published by the department. <b>ACT = while of reference value.</b>	
213	<u>Memorabilia</u>	ACT
	This series includes photographs, news clippings, certificates, awards, etc. that document events and activities of the department. <b>ACT = while of reference value to the department.</b>	
214	<u>Audio-Visual Materials</u>	ACT
	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). <b>ACT = while of reference value.</b>	

**General Retention Schedule #30**  
**Information Technology—Local Government**

Item Number	Series Title and Description	Total Retention
215	<u>Visitor Logs/Registers</u>  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.	CR+2
216	<u>Employee In/Out Logs</u>  These logs document the time/date when staff arrive and depart throughout each day.	CR+1
217	<u>Leave Approvals</u>  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.	CR+1
218	<u>Timekeeping</u>  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.	CR+1
219	<u>Overtime Equalization Reports</u>  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. <b>ACT = while the relevant union contract is in effect.</b>	ACT

**State of Michigan**  
**Records Management Services**

**Frequently Asked Questions About General Schedules**

**Q: What is a public record?**

**A:** 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.”

**Q: Are all records considered to be “official” records?**

**A:** No. 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 can be found in the approved schedule (available online at [http://www.michigan.gov/documents/hal\\_mhc\\_rms\\_GS1\\_local\\_110758\\_7.pdf](http://www.michigan.gov/documents/hal_mhc_rms_GS1_local_110758_7.pdf)).

**Q: Are the retention periods that are listed on general schedules minimum amounts of time that a record should be kept?**

**A:** Yes. General schedules authorize, but do not require, public officials to dispose of records after the expiration of the assigned retention period. Local situations may require retention beyond the periods listed, and nothing prevents a government agency from retaining records longer than the specified period of time. If records are kept for less than the amount of time listed, the agency can be penalized for unlawful destruction of records. In addition, if records are kept too long, they can waste valuable storage space, and they can become a liability to the agency if it receives a FOIA request, or if it becomes involved in litigation.

**Q: Does my government agency have to follow a general schedule?**

**A:** Records cannot be lawfully destroyed without the authorization of an approved Retention and Disposal Schedule. The purpose of a general schedule is to ensure that all government agencies are following consistent retention practices, and to

prevent individual agencies from having to develop an agency-specific schedule. However, if your government agency does not want to follow an approved general schedule, it would need to get an agency-specific schedule approved. [Note: agency-specific schedules always supersede a general schedule.] Internal policies do not have the force of law that an approved Retention and Disposal Schedule has.

**Q: What is an agency-specific schedule?**

**A:** Agency-specific schedules are Retention and Disposal Schedules that only apply to the agency listed on the document. They are intended to cover records that are unique to that specific agency. Records that are listed on an approved general schedule should not be listed on an agency-specific schedule, unless the agency has a unique situation that justifies a different retention period than the one everyone else is following. The instructions and forms for agency-specific schedules are available online at <http://www.michigan.gov/recordsmanagement/>.

**Q: What should my government agency do if we create a record that is not listed on the general schedule?**

**A:** The general schedule covers records that are common to most government agencies. However, general schedules do not claim to be inclusive of every record that all agencies create. Records that are not listed on general schedules cannot be destroyed without the authorization of an approved agency-specific schedule.

**Q: What should my government agency do if we do not create a record that is listed on the general schedule?**

**A:** Nothing. 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 retention period for them.

**Q: What do the codes in the Total Retention column mean?**

**A:** The **retention codes** that appear on the schedule are used to establish how long records are retained by the creating agency before they are destroyed. Retention codes determine how destruction dates will be automatically calculated by Versatile (Versatile is the records management software that is used by Records Management Services to manage the retention of records), and the date upon which the calculation will be based. Definitions of these codes can be found in the Records Management Manual that is available online at <http://www.michigan.gov/recordsmanagement/>.

**Q: What do the numbers in the Total Retention column represent?**

**A:** In addition to the retention code, a period of time, years and/or months, can be used in the calculation of the retention period. Years are expressed as whole numbers, and months are expressed as fractions. For example, the fraction "0/6" would represent 6 months. The retention code plus the period of time results in a mathematical formula that is used to determine a disposal date.

**Q: Do the general schedules only cover paper records, or do they cover databases and other electronic records too?**

**A:** Records can exist in a wide variety of formats, including paper, maps, photographs, digital images, e-mail messages, databases, etc. The retention periods listed on the general schedules do not specify the format that the record may exist in, because each government agency that adopts the schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that their records, regardless of format, are properly retained and remain accessible during this entire retention period. Various laws (including the Records Reproduction Act) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

**Q: Do the general schedules cover e-mail?**

**A:** Yes. Many of the record series that are listed on the general schedules may originate as e-mail. Those e-mail messages need to be retained for the period of time specified by the schedule. For more information about e-mail retention, please check out the online guide at <http://www.michigan.gov/recordsmanagement/>.

**Q: Can records be microfilmed or digitally imaged?**

**A:** Yes. The Records Reproduction Act (MCL 24.401-24.406) regulates the reproduction of public records by Michigan government agencies at all levels. This law requires the Records Management Services to promulgate technical standards to ensure the continued accessibility and usability of records that are microfilmed or digitized throughout their retention period. The standards are also intended to help state and local governments ensure the integrity and authenticity of their records. The Records Management Services administers competitively bid master contracts for microfilming and imaging services. State agencies and local governments are eligible to use these contracts to receive these services. More information is available online at <http://www.michigan.gov/recordsmanagement/>.

**Q: How can I determine which records that are listed on the general schedules contain confidential information that should not be released to the public?**

**A:** Select records series that are listed on the general schedules may be exempt from public disclosure, in accordance with the provisions of state and federal laws. Please consult with your attorney if you need additional information.

**Q: Is there an appropriate way to destroy records that contain confidential information?**

**A:** Yes. Some public records contain sensitive or confidential information. These records should not be placed in a regular trash or recycle bin when they are destroyed. It is important that government agencies ensure that these records are destroyed in a manner that prevents the inappropriate release of the information. The State of Michigan administers a master contract with a vendor that complies with the state's requirements for confidential destruction of records. Government agencies that are interested in using this contract should contact the vendor: Rapid Shred, Attention: Scott Dennis, 616-735-2900. Confidential electronic records should be destroyed in accordance with the U.S. Department of Defense "Standard Industrial Security Program Operating Manual" (DoD 5220.22-M).

**Q: Who is responsible for ensuring that Retention and Disposal Schedules are followed?**

**A:** The Michigan Penal Code (MCL 750.491) establishes misdemeanor penalties for disposing of records without the authorization of an approved Retention and Disposal Schedule. Government agency directors are responsible for ensuring that relevant staff are aware of the provisions in the schedule and follow them. The Records Management Services does not audit agencies and assess penalties. However, courts may penalize agencies for failing to follow an approved Retention and Disposal Schedule.

**Q: What should I do if I have suggestions for revising a general schedule?**

**A:** Contact the Records Management Services at (517) 335-9132.