

**The Records Management Manual for Local Governments is prepared by the State of Michigan and all County Departments are to follow the most current schedule for proper record storage, retention, and destruction.**

According to the manual, Michigan law requires that all records be listed on an approved Retention and Disposal Schedule that identifies how long the records must be kept, when they may be destroyed, and when certain records can be sent to the Archives of Michigan for permanent preservation. All Retention and Disposal Schedules must be formally approved by the Records Management Services (DTMB), the Archives of Michigan (DNRE) and the State Administrative Board.

Section 491 of the Penal Code (MCL 750.491) declares the improper disposal of local government records to be a crime.

The general schedules may be found online at:

<http://www.michigan.gov/recordsmanagement/>

The **2010 Records Management Manual for Local Governments** is attached.