

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

**RECORDS RETENTION AND DISPOSAL SCHEDULE**

CHECK APPLICABLE: <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> CITY <input type="checkbox"/> VILLAGE <input type="checkbox"/> TOWNSHIP <input type="checkbox"/> COURT <input type="checkbox"/> SCHOOL DISTRICT <input type="checkbox"/> OTHER		APPROVALS (SIGNATURES)	
GOVERNMENT UNIT NAME: City of Lansing		AGENCY REPRESENTATIVE <i>Chris Swape</i>	DATE 6/3/08
DEPARTMENT NAME: All Departments		MICHIGAN HISTORICAL CENTER-RECORDS MANAGEMENT SERVICES <i>Arena Swarth</i>	DATE 6/09/08
<p>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.</p> <p>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.</p>		MICHIGAN HISTORICAL CENTER-STATE ARCHIVES OF MICHIGAN <i>Mark E. Horwy</i>	DATE 6/30/08
		STATE ADMINISTRATIVE BOARD <b>APPROVED</b>	DATE 8/5/08

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

# RECORDS RETENTION AND DISPOSAL SCHEDULE - LOCAL GOVERNMENT

Michigan Department of Technology, Management and Budget  
Records Management Services

DTMB-0043 Revised 08/17/2020

## SECTION 1. LOCAL GOVERNMENT INFORMATION

**Local Government Type:** Choose an item.

<b>Government Unit Name</b>  <b>City of Lansing</b>	<b>Department Name</b>
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## SECTION 2. APPROVALS

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 Records 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 listed on this document.

E-SIGNED by Chris Swope on 2022-12-06 11:44:58 EST	
<b>Local Government Agency Representative</b>	
E-SIGNED by Brice Sample on 2022-12-06 12:05:03 EST	
<b>Department of Technology, Management and Budget, Records Management Services</b>	
E-SIGNED by Mark Harvey on 2023-01-05 17:11:01 EST	
<b>Department of Natural Resources, Archives of Michigan</b>	
E-SIGNED by Shelby Troub on 2023-01-17 13:29:20 EST	<b>Approval Date:</b> 01/17/2023
<b>State Administrative Board</b>	

## SECTION 3. RECORD INVENTORY

# RETENTION AND DISPOSAL SCHEDULE

## CITY OF LANSING

### 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 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 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.

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

Item Number	Series Title and Description	Total Retention
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### **Administrative Records**

Note: These records may be found in any city office. This section applies to all city departments.

100    Subject Files    ACT+5

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, especially some of those found in the Mayor's Office, and should be preserved permanently.

101    General Correspondence    CR+2

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.

102    Transitory Correspondence    EVT

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

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

Item Number	Series Title and Description	Total Retention
	includes invitations to work-related events, notifications of an upcoming meeting, and similar records. EVT = need not be retained more than 30 days after receipt.	
103	<u>Freedom of Information Act (FOIA) Requests</u>	CR+1
	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.	
104	<u>Contact Lists/Directories</u>	SUP
	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.	
105	<u>Planners/Calendars</u>	CR+2
	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.	
106	<u>Meeting Records--Official Boards, Committees and Commissions</u>	PERM
	These records document the proceedings of the official boards, committees and commissions (such as an historical commission, arts commission, development authority, board of review, civil service board, etc.). Members of these boards are appointed by the city council. These records include the approved minutes and agenda packets containing any materials that are distributed to members for review and action. In some departments, these bodies provide the clerk with the official copy of the approved minutes and agenda packets. In some departments, the official records are maintained by the department. This retention period applies to the official records, regardless of where they are maintained.	

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

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107	<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 = Closed session meeting records may be destroyed 1 year and 1 day after approval of the minutes of the regular meeting at which the closed session was approved.	EVT
108	<u>Rules of Procedure</u>  Rules of procedure for a public body are submitted to the City Attorney for approval as to form. Then they are submitted to the City Clerk for transmission to the City Council. A permanent copy is retained in the agenda packets of the City Council. The copy retained by the public body can be replaced when superseded.	SUP
109	<u>Notices of a 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
110	<u>Staff and Project Meeting Records</u>  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.	CR+2
111	<u>Policies, Procedures and Directives</u>  These records document the policies procedures of the department. It may also include an administrative manual.	SUP+5
112	<u>Annual Reports</u>  These reports document each department's activities. They are submitted to the Mayor's Office.	CR+10
113	<u>Contracts, Leases and Agreements</u>  Technically, the city clerk's office is the office of record for all contracts, leases and agreements that the city enters into. However, the Legal Department reviews all contracts, and maintains official copies of select contracts. On occasion, city departments do maintain the official copy of	EXP+6

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	a contract to which they are a party, as well as supporting documents. Communication is essential for ensuring that the official copy is maintained in accordance with this retention period.	
114	<u>NON- HUD Grants</u> (title updated 1-17-23)	ACT
	These files are used to administer grants that are applied for by the office 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. THEN: Destroy	
115	<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.	
116	<u>Departmental Budget Planning</u>	CR+5
	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.	
117	<u>Claims</u>	CR+5
	These claims are filed against the city for damage or personal injury. The files may include photos, claim forms, insurance forms, maintenance records, crew records, evidence, etc. The Law Department maintains the official records for some claims.	
118	<u>Publications</u>	ACT
	These records may include press releases, brochures, newsletters, annual reports and other items that are published by the office. ACT = while of reference value. Offices are strongly encouraged to keep one copy permanently for historical purposes.	

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**City of Lansing**  
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119	<u>Memorabilia</u>  This series includes photographs, news clippings, certificates, awards, etc. that document events and activities of the office. ACT = while of reference value to the office. Offices are strongly encouraged to retain select items permanently for historical purposes.	ACT
120	<u>Audio-Visual Materials</u>  These records include photographs, video recordings, audio recordings, slides, etc. in analog and digital formats. They document general program activities, facilities, people, etc. <b>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 specifically on the retention schedule.</b> ACT = while of reference value. Note: some of these materials may have permanent historical value.	ACT
121	<u>Visitor Logs/Registers</u>  These records document who visited a particular 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
122	<u>Employee In/Out Logs</u>  These logs document the time/date when staff arrive and depart throughout each day.	CR+1
123	<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 the Payroll Office. If the Payroll Office maintains this information, then the supervisor/employee do not need to maintain these records.	CR+3
124	<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 the Payroll Office. If the Payroll Office maintains this information, then the supervisor/employee do not need to maintain these records.	CR+3

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125	<u>Overtime Equalization Reports</u>	ACT
	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. ACT = while the relevant union contract is in effect.	
126	<u>HUD Grants</u> ( added to Schedule 1-13-23)	
	These records document financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a federal award. These records are specified under Code of Federal Regulations (200.334 Retention Requirements for Records)	
	RETAIN UNTIL: Three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient.	
127	<u>HUD Grants Indirect Cost Rate Proposals and Cost Allocations Plans – Submitted for Negotiation</u> ( added to Schedule 1-13-23)	
	These records document indirect cost rate proposals and cost allocations plans that are required to be submitted to the Federal Government (or to the pass-through entity) to form the basis for negotiation of the rate. They may include, but may not be limited to, indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates).	
	RETAIN UNTIL: Date of submission + 3 years THEN: Destroy	
128	<u>HUD Grants - Indirect Cost Rate Proposals and Cost Allocations Plans – Not submitted for Negotiation</u> ( added to Schedule 1-13-23)	
	These records document indirect cost rate proposals and cost allocations plans that are not required to be submitted to the Federal Government (or to the pass-through entity) to form the basis for negotiation of the rate. They may include, but may not be limited to, indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates).	
	RETAIN UNTIL: End of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation + 3 years. THEN: Destroy	
129	<u>HUD Grants - Federally Funded Real Property and Equipment Records</u> ( added to Schedule 1-13-23)	
	These records document Real Property and Equipment records acquired with Federal funds. RETAIN UNTIL: Final disposition of asset + 3 years THEN: Destroy	
	NOTE: If a Property Record, follow retention for item #505, Property Records.	

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<b>Assessor</b>		
200	<u>Assessing Database</u>  This database is used to keep track of data about real and personal properties. It is also used to produce property cards (see item #202), transfer values to tax rolls (see item #203), track property sales, identify homestead exemptions, track special categories of properties, and administer funding for finance authorities.	CR+20
201	<u>Property Files</u>  These files document assessment activity on a property. They may include correspondence, copies of property cards, copies of tax exemptions, field sheets/notes, etc.	CR+20
202	<u>Property Record Card</u>  These cards describe each property within city limits. They are used to price out and identify all amenities on the property to arrive at a true cash value, which is used to calculate the assessed value. The cards are printed annually from the Assessing Database (see item #200). Cards identify the location of the property, owner, physical and legal description, sales information, building permits, and values over a 5-year time frame.	CR+20 <b>Transfer to Archives of Michigan</b>
203	<u>Assessment Rolls</u>  These rolls list the Board of Review's final determinations of value for real and personal property. They identify the property owner's name and address, legal description, assessed and taxable values, last transfer of ownership, and splits or combinations of property.	CR+20
204	<u>Appraisals</u>  These notes are prepared by appraisers and assessors who are in the field inspecting properties. They are used to generate assessed values. They may also be used to generate reports for the Michigan Tax Tribunal when it reviews assessment appeals. If an appeal is filed, then the records must be retained until the case and appeals are resolved.	CR+5
205	<u>Equalization Studies, Factors and Reports</u>  These records are used to determine the ratio that will be used for the current assessment year. They may include sales studies, appraisal	CR+5

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	studies, L-4018: determination of ratios for classifications of properties annually, etc.	
206	<u>Special Assessment Rolls</u>	ACT+5
	These rolls list properties covered by public improvement assessments, and are used to administer the collection of funds. They identify the parcel number, owner, principal, administrative fees, assessment type, interest, penalties, etc. Supporting documents to the roll include preliminary work files and accounting ledgers. ACT = life of assessment.	
207	<u>Certifications</u>	CR+7
	The Assessed Value Certification (L-4022) is used to certify in total the assessed and taxable values affirmed by the Board of Review by classification. It is filed with the county and the Michigan Department of Treasury. The Tax Levy Certification (L-4029) is a warrant that details by tax levy the total values to be collected biennially. It is filed with the City Treasurer. The Tax Spread Certification is an authorization to spread tax levies from each taxing jurisdiction against taxable values. It is filed with the clerk and the taxing jurisdiction.	
208	<u>Exemptions</u>	EXP+2
	These records document commercial and industrial exemptions, and other exemptions authorized by the city council. They include the Obsolete Property Rehabilitation Act (OPRA), Neighborhood Enterprise Zones, hardship exemptions, personal property exemptions, etc. These files may include applications, supporting documents, approvals from the Michigan Department of Treasury, values of the exemptions, calculations of the tax liability, etc.	
209	<u>Homestead Affidavits</u>	ACT
	These records document exemptions from school operating taxes on a person's primary residence. They include the application and supporting documents. ACT = until the property is transferred, or a rescission is filed, or the affidavit is denied.	
210	<u>Personal Property Cards</u>	CR+3
	These cards contain a summation of an individual year's breakdown of depreciation tables for personal property of commercial or industrial owners.	

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211	<u>Personal Property Statements</u>  These statements are filed annually by owners of commercial and industrial personal property to support assessments. They may include forms, supporting documents, field checks, audits, etc.	CR+3
212	<u>Notice of Change</u>  These notices are sent to property owners annually to notify them of changes in their property's assessed and taxable values.	CR+1
213	<u>Property Transfer Affidavit</u>  These records (L-4260) are required by Proposal A to notify the assessor that a transfer has occurred.	CR+2
214	<u>Maps</u>  These maps support various activities, and may be updated periodically. They may include the parcel data layer, tax maps, neighborhood maps, land values, economic condition factors, district maps, brownfield maps, etc. These maps must be retained longer if they relate to Michigan Tax Tribunal appeals.	SUP+2
215	<u>Michigan Tax Tribunal Appeals</u>  Property owners can appeal their assessment, exemptions and uncapping determinations to the Tribunal. These files document the city's position on the appeal. They may include property record cards, appraisals, Board of Review determinations, etc. ACT = until the appeal is concluded.	ACT

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Item Number	Series Title and Description	Total Retention
<b>City Council</b>		
300	<u>Community Promotion Fund</u>  The City Council grants fund to assist community and non-profit groups that hold activities for Lansing neighborhoods. These files may include applications, correspondence, etc.	CR+5
301	<u>Request Forms</u>  These records document requests of the City Council for activities such as appearances, tributes, special city council ceremonies, proclamations, etc. ACT = until the request is declined or the event takes place.	ACT
302	<u>Finished Recording Products</u>  Recordings may be produced of city council meetings, hearings, inaugurations, special events, dedications, departmental programs, etc. The finished product may be the edited version of raw footage, or it may be a recording of a live event that is unedited. Finished products are aired by the television station. Due to the fact that recording technology changes over time, and the fact that recording media degrades over time, recordings will need to be migrated periodically to ensure that they remain accessible. ACT = while of reference value to the city. The City of Lansing may contact the Archives of Michigan prior to disposing of these records.	ACT
303	<u>Raw Footage</u>  Raw footage of events may be edited prior to airing on the television station. ACT = until the finished product is completed.	ACT
304	<u>Television Program Schedules</u>  These schedules identify which programs will be aired by the television station. They may include the date, time, program length, program topic, etc. Message boards/bulletins may be aired by the television station when scheduled programming is not available. ACT = while of reference value.	ACT
305	<u>Programming Grants</u>  These annual grants are awarded to private producers for airing programming on the public access channel. They are funded by franchise	ACT+1

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

<b>Item Number</b>	<b>Series Title and Description</b>	<b>Total Retention</b>
	fees. These records may include applications and reports. ACT = until the project is completed.	
306	<u>Research Reports</u>	ACT
	These reports document analysis that is prepared by the city's internal auditor in response to questions from City Council members. They may include correspondence, a schedule of account analysis, etc.	
307	<u>City Audits</u>	ACT
	These records document audits conducted of city departments by the internal auditor. They may include work papers, correspondence, reports, summaries, plans, analysis, etc. ACT = until a subsequent full audit is completed for a department.	
308	<u>Special Investigations</u>	ACT
	These investigations are conducted by the city's internal auditor in response to concerns and inquiries. The records may include correspondence, financial analyses, reports, etc. ACT = until the case is closed and potentially subsequent legal action is completed.	



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

Item Number	Series Title and Description	Total Retention
<b>Clerk--City Council</b>		
400	<u>Meeting Records--Open Sessions</u>	PERM
	<p>These records document the proceedings of the city council and any subcommittees or advisory committees. They include the approved minutes and agenda packets containing any materials that are distributed to members for review (such as budgets, ordinances, resolutions, action items, policies, contracts, etc). They may include full transcriptions of the proceedings, and topical indexes. This series does not include meeting notices (see item #403), bulletins, or documentation of meeting related expenditures. Audio and/or visual recordings of the meetings can be destroyed once the minutes are approved. These records are preserved permanently to document the institutional memory of the city. The City of Lansing may contact the Archives of Michigan for assistance if it cannot retain these records permanently.</p>	
401	<u>Meeting Records--Closed Session</u>	EVT
	<p>These records may consist of minutes taken during a closed session of the city council/commission, including any audio or visual recordings. EVT = Closed session meeting records may be destroyed 1 year and 1 day after approval of the minutes of the regular meeting at which the closed session was approved.</p>	
402	<u>Rules of Procedure</u>	SUP
	<p>Rules of procedure for a public body are submitted to the City Attorney for approval as to form. Then they are submitted to the City Clerk for transmission to the City Council. A permanent copy is retained in the agenda packets of the City Council. The copy retained by the public body can be replaced when superseded.</p>	
403	<u>Notices of a Public Meeting</u>	CR+1
	<p>The Open Meetings Act requires public bodies to publish a notice to the public prior to holding a meeting or a hearing.</p>	
404	<u>Citizen Requests</u>	CR+1
	<p>These requests are received from citizens who want to be heard by the city council. They may relate to events, street closings, contract protests, complaints, requests for hearings, investigations, rallies, etc. These records may be in the form of correspondence or application forms.</p>	

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

Item Number	Series Title and Description	Total Retention
	Depending upon the issue, they may need to be reviewed by another department (in which case a report may be generated and retained as part of the record series). Some requests may need to be approved by the council (with our without conditions).	
405	<u>Member Files</u>	ACT
	These files contain information about people who served on the city council and appointees to other official boards, committees and commissions. They may contain applications, biographical information, petitions, conference/training requests, correspondence, etc. ACT = While individual is serving as a member.	
406	<u>Rosters</u>	PERM
	These records list who served on a particular board, committee, commission, etc., and the dates of their term as a member of the public body.	
407	<u>Oaths of Office</u>	PERM
	All public officials are required to sign an oath of office that is notarized by the city clerk.	
408	<u>Statements of Financial Interest</u>	CR+2
	All elected and appointed officials are required to file these annual statements with the Clerk to identify any potential conflicts of interest. Select statements are reviewed by the Board of Ethics.	
409	<u>City Ordinances</u>	PERM
	Codified ordinances document all laws enacted by the city council/commission. They include the text of the ordinance, public notices and vote sheets. A copy of these records is compiled into a published codebook.	
410	<u>Legal Notices (Proofs)</u>	ACT
	Affidavits of Publication serve as evidence that the city provided public notice of elections, hearings, ordinance enactments or revisions, police auctions, bids, etc. in local news media. Clippings may be attached. ACT = these notices are retained with the other records that pertain to the event listed in the public notice.	

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

Item Number	Series Title and Description	Total Retention
411	<u>Charter</u>  The charter provides the legal framework for operations of the city's government. It defines boundaries, how the city operates on a daily basis, the responsibilities and authority of various public officials, and regulations that are adopted by the council/commission. The document is revised over time, however superseded versions will be retained permanently as an historical record.	PERM
412	<u>Resolutions</u>  These resolutions are adopted by the city council. They include the language of the resolution and any supporting documents for the resolution.	PERM
413	<u>Budget</u>  The budget is approved by the city council. It documents revenues and expenditures, and allocations for each department. This record contains the final version, and any supplemental versions, revisions or amendments that are approved for each fiscal year.	PERM
414	<u>Annual Reports</u>  Departments may submit annual reports to the mayor's office where they are compiled into a single annual report of the city's activities. The official copy of the departmental reports, as well as the compiled report, are maintained by the clerk.	PERM
415	<u>Public Notices</u>  These records serve as evidence that the city provided public notice of elections, hearings, ordinance enactments or revisions, police auctions, bids, etc. in local news media. They may include Affidavits of Publication, clippings, and copies of the printer's bill/invoice. The city's finance/accounting office is the official recordkeeper for the billing records. These records may be retained with the other records that pertain to the event listed in the public notice. ACT = these records inherit the retention period of other record series, depending upon the type of event that is listed in the public notice.	ACT

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

Item Number	Series Title and Description	Total Retention
<b>Clerk--Other Functions</b>		
Note: Elections records are covered by General Schedule #23, approved on October 16, 2007.		
500	<u>License and/or Permit Applications</u>	CR+2
	These files contain applications for licenses and/or permits for various operations within city limits, as prescribed by city ordinances, such as building, street musicians, waste haulers, solicitors, etc. These records contain applicant information, information about the purpose of the license or permit, and it may contain supplemental documentation, such as blueprints, certificates of liability insurance, surety bonds, indemnity bonds, treasurer's reports, etc.	
501	<u>Licensing Database</u>	CR+2
	This database is used to keep track of licenses that are applied for and issued by the city. It contains the licensee/business name, address, license type, license number, issue date, expiration date, date fee was paid, insurance policy date, etc.	
502	<u>Liquor License Applications</u>	ACT+10
	These files contain applications for licenses to sell alcoholic beverages. They include applications to transfer a license to a new owner and to transfer a license to a new location. These records include the application, inspections, payment documentation, local board/commission review/approval documents, etc. The Michigan Liquor Control Commission maintains a duplicate copy of this record. These files include rejected applications. ACT = until license is inactivated or revoked.	
503	<u>Incomplete License Applications</u>	CR+1
	Individuals or businesses may fail to submit complete paperwork to receive a license from the city.	
504	<u>Non-Profit Recognition</u>	PERM
	The city will recognize non-profit organizations that wish to use city facilities for purposes that may include fundraising. The recognition of the organization does not expire. These files may include correspondence, 501c3 documentation, by-laws and articles of incorporation.	

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

<b>Item Number</b>	<b>Series Title and Description</b>	<b>Total Retention</b>
505	<u>Property Records</u>  These records document the ownership of city 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.	PERM
506	<u>Tax Credits</u>  Property owners may be eligible for various tax credits (such as farmland preservation, enterprise zone, etc.). These credits are approved by the Michigan Department of Treasury, but they are also reviewed by various city departments and public bodies. These files may include applications, legal property descriptions, etc. ACT = while the property owner is receiving the tax credit.	ACT+7
507	<u>Traffic Control Orders</u>  These orders authorize the use of traffic signs and signals. The orders are approved by the city council.	PERM

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

Item Number	Series Title and Description	Total Retention
<b>Economic Development Corporation</b>		
600	<u>Foundational Documents</u>  These documents establish the EDC as a non-profit organization. They include Articles of Incorporation, By-laws, etc.	PERM
601	<u>Project Summaries</u>  This spreadsheet contains summary descriptions of each project. It contains a short description of the project, and list of incentives used, amount of public and private investment, number of jobs created/retained, and number or type of housing units created, if applicable.	PERM
602	<u>Business Retention Program</u>  The purpose of this program is to track contact with clients and support them. The program is used assign tasks to staff, record outcomes, and maintain a directory of contacts. ACT = last contact date.	ACT+5
603	<u>Audits</u>  Annual audits are conducted by a private firm. These records include work papers and the final report.	CR+10
604	<u>South Lansing Small Business Assistance</u>  The purpose of this program is to assist South Lansing start up and small businesses by providing resources to help them develop business plans, marketing strategies, and create new businesses. The records include bi-weekly program status reports, annual performance reports, project partner files, contact lists, a database of minority businesses in South Lansing, etc. ACT = life of program.	ACT
605A	<u>Linking Lansing and U—Events</u>  The purpose of this program is to attract and retain young talent in the City of Lansing through programming and marketing. These files document events hosted or co-sponsored by the EDC.	CR+2

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

Item Number	Series Title and Description	Total Retention
605B	<u>Linking Lansing and U—Contacts</u>	SUP
	The purpose of this program is to attract and retain young talent in the City of Lansing through programming and marketing. These files document people or organizations that the EDC is collaborating with.	
605C	<u>Linking Lansing and U—Marketing</u>	ACT
	The purpose of this program is to attract and retain young talent in the City of Lansing through programming and marketing. These files document marketing efforts of the EDC. ACT = while of reference value.	
606	<u>Bond Cremation Certificates</u>	PERM
	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.	
607	<u>Urban Development Action Grants</u>	ACT+1
	Loans are provided to businesses for commercial development, primarily downtown. These records include the grant application, board resolution, city council resolution, commitment letter, loan notes, correspondence, invoices, receivables, etc. ACT = until the grant is denied or the loan is paid back in full.	
608	<u>Façade Grant Program</u>	ACT+1
	Grants are provided to commercial businesses to make exterior improvements to buildings downtown. These files may include applications, design committee reviews, agreements, final reimbursement, correspondence, drawings, renderings, etc. ACT = until the grant is denied or until the final grant payment is made upon completion of the project.	
609	<u>Tax Abatements</u>	EXP+2
	Select businesses can apply for 100% personal property tax abatements. The EDC assists businesses with the local approval process. These files may include the application and supporting documents, resolutions, equipment lists, investments, contracts, correspondence, transfer documents, State of Michigan applications and certificates, etc.	

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

Item Number	Series Title and Description	Total Retention
610	<u>Obsolete Property Rehabilitation Act (OPRA)</u>  The purpose of OPRA is to provide a tax abatement for buildings that are being rehabilitated for commercial or residential use. These records include district files and property files. Rejected applications are retained for 2 years from the rejection decision.	EXP+2
611	<u>Brownfield</u>  This program uses financial incentives to get brownfield sites cleaned up and re-developed. The city re-pays developers for expenses and re-coups funds through increased taxes. A spreadsheet tracks funds for each account/brownfield plan. These records include plans, applications for incentives, board and city council reviews, qualifying statements, bonds and obligations. ACT = life of plan.	ACT+2
612	<u>Tax Increment Finance Authority (TIFA)</u>  This program finances public infrastructure which supports development. A plan is used to schedule payments on debt obligations. A spreadsheet tracks funds for each plan. These records include plans, qualifying statements, bonds and obligations. ACT = life of plan.	ACT+2
613	<u>SmartZone</u>  This program attracts technology-based businesses within a regional zone. The city tracks the increase in taxes resulting from development to support additional new development. A 15-year plan documents how funds will be used. Funds are captured 2 times per year by the assessor for deposit into the SmartZone account. These records include plans, spreadsheets, reimbursement requests, bonds, financial obligations, qualifying statements and reference materials. ACT = life of plan.	ACT+2
614	<u>Neighborhood Enterprise Zone—District Files</u>  The city creates a district through a resolution for rehabilitation or new construction improvements offering owners a tax abatement for a period of time. The improvements made must be taxable. District files document the creation of the zone. They include public hearing documents, resolutions, etc. ACT = while zone exists.	ACT

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

Item Number	Series Title and Description	Total Retention
615	<u>Neighborhood Enterprise Zone—Property Files</u>  The city creates a district through a resolution for rehabilitation or new construction improvements offering owners a tax abatement for a period of time. The improvements made must be taxable. Property files document properties that apply for the tax abatement. They include applications, resolutions, certificates, etc. ACT = while property is eligible for the abatement, or until the application is rejected.	ACT+2
616	<u>Tool and Die Recovery Zone —District Files</u>  The city provides tax relief to tool and die businesses. District files document the creation of the zone. They include public hearing documents, resolutions, etc. ACT = while zone exists.	ACT
617	<u>Tool and Die Recovery Zone —Property Files</u>  The city provides tax relief to tool and die businesses. Property files document businesses that apply for the tax abatement. They include applications, resolutions, certificates, etc. ACT = while property is eligible for the abatement, or until the application is rejected.	ACT+2
618	<u>Renaissance Zone Verifications</u>  This program was created by the State of Michigan to grant a tax exemption to eligible property owners within a 7-block zone, and a sub-zone. Forms are sent annually to property owners to notify them of their eligibility, and these forms are returned for verification. They are used for an annual certification and reporting. Supporting correspondence may also be retained. ACT = while property is eligible for the exemption.	ACT+2
619	<u>Renaissance Zone Database</u>  This database tracks all property owners within the zone, as well as tenants and occupants of properties. Data includes the parcel number, address, owner name, tenant name, occupant names, etc. Data is overwritten annually.	CR+1
620	<u>Renaissance Zone Reports</u>  These reports are generated annually from the database to document eligibility criteria for each year. They are submitted to Ingham County, the city assessor and the Michigan Department of Treasury. ACT = while zone exists.	ACT+2

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

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

Note: Payroll records are covered by General Schedule #26, approval date TBA.

700    Budget    FY+5

These records document budget requests and adopted amount of money, along with any amendments, that is appropriated for each account/line item for each fiscal year. A copy of all approved budgets will be retained permanently in the city council's meeting records.

701    Bids and Quotes    FY+7

Bids are received from vendors for services and contracts that are needed for construction, furnishings, grounds maintenance, trash and snow removal, cleaning services, transportation, etc. These files may include the Invitation to Bid, the bid documents that are submitted, the reviewer documentation, etc. This record series includes awarded and non-awarded bids.

702    Contracts    EXP+6

These contracts may cover a variety of services including construction, custodial work, copiers, facility rental, Internet providers, maintenance, wiring, telephone services, employment, land, etc. These files may include contracts, correspondence with the vendor, warranties, copies of purchase orders, etc.

703    General Ledger    FY+7

These records detail all original journal entries including transfers between accounts, they record expenses not included in accounts payable, and revenues not in cash receipts. The transaction balance report may identify the account number, account description, transaction amount, date, journal entry number, transaction description, etc. These records include revenue, expenditures and balance sheets that are recorded in various accounts.

704    Chart of Accounts    FY+7

This chart defines the accounting codes that are used in the general ledger (see item #703).

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

Item Number	Series Title and Description	Total Retention
705	<u>Budget Summaries and Balance Sheets</u>  These records document the status of budgetary activity on each account. They may identify the account balances per month and year to date, activity within the month on each account, etc.	FY+7
706	<u>Receivables</u>  These records contain invoices that are sent to groups that are billed for services. They may include support documents, agreements, aging reports and ledgers.	FY+7
707	<u>Allowance for Doubtful Accounts</u>  These records document outstanding receivable funds after they are due to recognize the loss closer to the actual activity. A running total is maintained in the receivables fund. ACT = until loss is resolved.	ACT+7
708	<u>Receipts</u>  These records document deposits into various accounts. They may include a cash receipt list, receipt register, etc. Information in these records may include the check number, date, receipt number, description, amount deposited, batch number, account number, etc.	FY+7
709	<u>Payment Records</u>  These files document the payment for goods and services. They may include purchase orders, packing slips, requisitions, invoices, etc.	FY+7
710	<u>Telephone/Communications Bills</u>  These bills are received from the telephone service provider and may be used to generate bills that are distributed to each department. These bills may cover services for telephones, cellular phones, pagers, etc.	FY+7
711	<u>Bank Activity</u>  These records document activity on the city's bank account. They may include deposit slips, reconciliations, cancelled checks, bank statements, electronic funds transfer transactions, warrants, check registers, signature cards, etc.	FY+7

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

Item Number	Series Title and Description	Total Retention
712	<u>Annual Local Unit Fiscal Report</u>  The State of Michigan and the Federal Government require all local units of government to file an annual fiscal report with the Michigan Department of Treasury (Form F-65) that documents financial activity.	FY+7
713	<u>Investments</u>  These files include statements from investment accounts that identify the date and amount of each transaction, the maturity and balance of the account. They may include cash flow and reconcile statements that summarize the beginning and ending balance of the account and all transactions dates and amounts.	FY+7
714	<u>Municipal Finance and Borrowings</u>  These files document bonds for capital and construction projects. They may include transcripts of bond proceedings, coupons and other supporting documentation.	EXP+7
715	<u>Final Affidavit of Payment</u>  The final affidavit of payment is evidence that all funds that were borrowed by the local government were paid back in full.	PERM
716	<u>Bond Cremation Certificates</u>  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.	PERM
717	<u>Fixed Asset Inventory Data</u>  This record is a list of all major property and its book value. Local government policy determines the value at which property must be included on an inventory. The value of these items is then distributed across the useful life of the property. Information on the inventory may include a description of the item, value, date purchased, depreciation amount, insurable value, building location, etc. ACT = until the annual report for the fiscal year in which the item was disposed is audited.	ACT

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

Item Number	Series Title and Description	Total Retention
718	<u>Fixed Asset Annual Report</u>  The Government Accounting Standards Board (GASB) Statement 34 establishes the annual reporting requirements for financial statements prepared by local governments. This annual report is produced from the fixed asset inventory.	FY+7
719	<u>Audits--Support Documents</u>  Audits of finances are conducted annually by an independent certified public accounting firm. These files may include work papers, schedules, reconciliations, etc. ACT = until the final report is issued [see OMB Circular A-133.320 (g)].	ACT+3
720	<u>Audits--Final Report</u>  This final report is submitted by the auditors.	PERM
721	<u>Insurance Policies</u>  These files include insurance policies that provide coverage for property and casualty, employee dishonesty, underground storage tanks, errors and omission, fleet, general liability, umbrella, etc.	EXP+15
722	<u>Indirect Costs</u>  These records are created annually to determine the allowable indirect cost rate that the local government may charge to various state and federal grants.	FY+7
723	<u>Grants</u>  These records document financial activities associated with the management of grants received by city departments. The files may include applications, reports, financial transactions, etc. ACT = until the grant is closed out, plus any additional time that is required by the granting agency for auditing purposes.	ACT
724	<u>Retiree Files</u>  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	ACT

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

<b>Item Number</b>	<b>Series Title and Description</b>	<b>Total Retention</b>
	elections, disability retirement approvals, etc. ACT = until the retiree or beneficiary dies or a former employee becomes ineligible for a pension.	
725	<u>Retirement Investing</u>	FY+7
	These records document the investment of retirement funds by the city's asset consultant. They include monthly and annual reports documenting financial activity on the funds.	
726	<u>Retirement Fund Audits</u>	FY+7
	These records document the audit and actuarial valuation of retirement funds. They include trial balances of the fund, investment activity documents, evaluations, financial statements, audit reports and actuarial reports.	

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

Item Number	Series Title and Description	Total Retention
<b>Fire Department</b>		
Note: Fire Department and Ambulance records are covered by General Schedule #18, approved on March 6, 2007. Exceptions and additions are cited below.		
800	<u>Investigative Reports—Homicide</u>	CR+75
	These records document investigations into fires that involve a homicide. Supersedes GS18.040.	
801	<u>Charity Records</u>	FY+7
	These records document planning and finances for fundraising to support various charitable causes, such as scholarships, fundraising events, leagues, awards, etc. These files may include correspondence, meeting minutes, applications, evaluations, financial documents, etc.	
802	<u>Emergency Operations Plan</u>	SUP+2
	P.A. 390 of 1976, P.A. 50 of 1990 and P.A. 132 of 2002 requires each municipality to develop a emergency operations plan which could be implemented during an emergency or disaster. The plan shows the line of succession, concept of operation, organizational structure, task & execution, addendums, and authentication. Supplements that detail various tasks and specific disasters may also be included. A copy must be filed with the Michigan State Police Emergency Management Division.	
803	<u>Emergency Management Program Policy</u>	SUP
	This document is the resolution/ordinance adopted by the City that states the Emergency Management Policy and the details associated with it. The official record is maintained by the County Clerk's Office.	
804	<u>Emergency Management Quarterly Reports</u>	CR+10
	Emergency Management Performance Grant Financial Report (FERA – Form 85-21) lists name of organization, claimant agency, period covered, cost categories, federal and local shares. The Emergency Management Work Agreement (EMD-31) list planned activities, action taken, comments, hazard identification, risk assessments, and capability assessments.	

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805	<u>SARA Title III Files</u>  These files contain site plans required by Tier Two companies who store large amounts of chemicals onsite. These are submitted by the company to county, state, federal governments and local fire departments to document what is stored and where it is stored. This documentation is also compared to federal records for grant monies available and to assure the company is compliant. ACT = while chemical is in use.	ACT
806	<u>Emergency Preparedness Training</u>  These records are used to document what training staff has received. They may contain medical/biological hazard training, training schedules, certificates, course descriptions and receipts. ACT = while employed by the department.	ACT+7
807	<u>Emergency Preparedness Educational Programs</u>  These records document activities where department personnel go into schools and community organizations and discuss emergency preparedness. ACT = while relevant.	ACT
808	<u>Training/Exercise Rosters</u>  These records document the names and titles of those attending training.	CR+6
809	<u>Emergency Management Exercise Training</u>  The Homeland Security Exercise and Evaluation Program (HSEEP) is a capabilities and performance-based exercise program that provides a standardized methodology and terminology for exercise design, development, conduct, evaluation, and improvement planning. These records document the exercises offered through the department that may or may not include table-top exercises, drills, functional exercises or full scale exercises. The information may include dates, content, names and qualifications of instructors, names and titles of those attending.	CR+6
810	<u>Incident/Disaster Files</u>  These files document incidents. They may or may not include field notes, clippings, photos, Emergency Operation Center (EOC) message logs, etc. Major incidents should be moved to the "Historical" record series once the retention period has been met.	CR+10

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

Item Number	Series Title and Description	Total Retention
811	<u>Incident/Disaster Files - Historical</u>  These files document major incidents. They may or may not include field notes, clippings, photos, Emergency Operation Center (EOC) message logs, etc. ACT = While of reference value to the department. Please contact the Archives of Michigan prior to disposing of these records.	ACT
812	<u>Incident Recovery Plans</u>  These files document the response plans to be used by personnel during and after an emergency. The plans typically define and document the responsibilities and activities necessary to recover from an incident, as well as key contact information.	CR+10
813	<u>Community Emergency Notifications</u>  These records document the primary notifications issued from the Emergency Management Division regarding an incident. They include the key information regarding the incident and may include date, time and method used to notify the community.	CR+3
814	<u>Hazard Mitigation Plan</u>  Local governments that elect to participate in Federal Emergency Management Agency (FEMA) mitigation grant programs are required to submit a Hazard Mitigation Plan. Local Mitigation Plans typically include documenting the planning process, performing risk assessments of the various hazards that could impact the community, developing a mitigation strategy and a formal maintenance plan and process. These plans may include maps, critical infrastructure reports and analysis, etc.	SUP+2

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

Item Number	Series Title and Description	Total Retention
<b>Human Relations and Community Services</b>		
900	<u>Affirmative Action Plans</u>  These records document the city'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
901	<u>Equal Employment Opportunity</u>  These records are used to monitor compliance with EEO mandates for city employees and applicants for employment. They include monthly reports generated from personnel data.	CR+10
902	<u>Labor Standards</u>  These records document the monitoring of compliance with prevailing wage standards for city construction projects and city projects funded with state and federal dollars. They include payroll reports, on-site visit reports, complaints, etc. for each project.	CR+3
903	<u>Construction Project Files</u>  These records document the collection of labor statistics for city construction projects that are funded by HUD, EPA, Transportation, etc. ACT = until project is completed.	ACT+3
904	<u>General Fund Contracts</u>  These contracts are executed with community-based groups to provide human services to citizens using city general funds. Files include copies of the contract, activity reports and correspondence.	EXP+3
905	<u>Public Service Contracts</u>  These contracts are executed with community-based groups to provide human services to citizens using federal, state and private funds. Files include copies of the contract, activity reports and correspondence.	EXP+6
906	<u>Citizen Intake</u>  This database and supporting paper files is used to track complaints and inquiries from residents through their resolution. The issues may relate to ordinances, civil rights, neighborhood issues, fair housing, homeless	ACT+5

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**Records Retention and Disposal Schedule**

<b>Item Number</b>	<b>Series Title and Description</b>	<b>Total Retention</b>
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services, etc. Some issues may become formal complaints. Files  
document investigations. ACT = date of last activity.

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

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**Human Resources**

Note: Human Resources records (personnel and payroll) are covered by General Schedule #26, approval date TBA. Exceptions and additions are cited below.

1000	<u>Emergency Action Plan</u>	SUP
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These plans define potential emergencies, and how the staff should respond to each type of incident.

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

Item Number	Series Title and Description	Total Retention
<b>Information Technology</b>		
1100	<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. ACT = until the item is disposed of.	ACT+2
1101	<u>Software License Agreements</u>  These agreements define how many users are licensed to access each software application.	EXP+3
1102	<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, code definitions, system layout, testing, maintenance work, project plans and timelines, operational procedures, etc. ACT = life of system.	ACT+3
1103	<u>Technology Service Requests</u>  This record is used to document problems with equipment and to generate repair tickets. It may contain the user name, a description of the problem, the location of the equipment, the date/time the request was received and resolved, etc.	FY+5
1104	<u>Task Sheets</u>  These sheets document each employee's daily activities. They identify the type of activity, time spent, customer, account code, description of work done, etc.	FY+2
1105	<u>Technology Network Maps/Documents</u>  These records are used to map and define the technology infrastructure and the wiring of phone lines. They may include security information, identification numbers, passwords, etc.	SUP

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

<b>Item Number</b>	<b>Series Title and Description</b>	<b>Total Retention</b>
1106	<u>Server Logs</u>  These logs are generated on an on-going basis by file and network servers, backup systems, security systems, etc. They document transactions or activity.	CR+1
1107	<u>Internet Site Content</u>  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 is not designed to support the preservation of information. Information that is posted on the website that should be preserved permanently, should be retained in paper form, when possible. ACT = while online.	ACT
1108	<u>Communications</u>  Some staff are issued cell phones, pagers, etc. to facilitate communication. These files contain service contracts, employee contracts, FCC licenses, distribution lists, etc. ACT = until the equipment is returned by the staff or disposed of.	ACT+2
1109	<u>Technology Training</u>  The information technology staff may conduct training about the use of computer software or equipment for employees. These files contain the curricula materials. ACT = until course materials are superseded by a new version, or until the course is dropped entirely from the training curriculum.	ACT

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

Item Number	Series Title and Description	Total Retention
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**Lansing Entertainment and Public Facilities Authority**

Note: LEPFA is responsible for retaining its own personnel and financial records. However, LEPFA should retain its personnel and payroll records in accordance with General Schedule #26, approval date TBA. LEPFA should also retain its financial records consistently with the retention periods established for the Finance Department (see page #21).

1200 Event Files ACT+6

These records document the administration of events held at the Lansing Center, the Lansing City Market and Oldsmobile Park. They may include contracts, general liability insurance, correspondence, booking recap, work orders, ticketing recap, invoices, deposit schedules, extra charge sheets, customer information, etc. ACT = until event is held.

1201 Event Database ACT+6

This database is used to track event activities at the Lansing Center, the Lansing City Market and Oldsmobile Park. It includes the status of event planning, client tracking information, event calendars, space management, activity notices, event diaries, etc. It is used to produce reports, work orders, etc. ACT = until event is held.

1202 Event History—Box Office Recap CR+20

This spreadsheet lists all events held at the Lansing Center, the Lansing City Market and Oldsmobile Park with summary information about the event. It includes the event name, date, location, attendance, gross receipts, ticket information, etc.

1203 Tickets ACT+1

These records include unsold tickets, torn tickets, ticket manifests, complimentary ticket lists, consignments, client information, credit card information, transactions with ticket vendors, etc. ACT = until event is held.

1204 Marketing Databases SUP

These databases contain mailing lists for potential customers of various facilities. They contain the customer's name and contact information.

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

Item Number	Series Title and Description	Total Retention
1205	<u>Event Inquiries</u>  These records document inquiries and proposals for events that were not held.	CR+1
1206	<u>Facility Maintenance</u>  These records are used to maintain facilities, including renovations. They include final blueprints, bids, RFPs, meeting notes, specifications, as-built drawings, change orders, etc. ACT = life of structure.	ACT
1207	<u>Work Orders—Warranty</u>  These records document the repair of structures and equipment still under warranty. ACT = until warranty expires.	ACT
1208	<u>Work Orders—No Warranty</u>  These records document the repair of structures and equipment not under warranty.	CR+1
1209	<u>Vehicle Files</u>  These files document all vehicles owned or leased by LEPFA. They may include the registration, title, plate information, maintenance and repair records, accident reports, etc. ACT = while vehicle is possessed by the LEPFA.	ACT



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

Item Number	Series Title and Description	Total Retention
<b>Law Department</b>		
1300	<u>Opinions</u>  These records document legal opinions issued by the city attorney. The files contain the question asked, research, statutory interpretation, and response.	PERM
1301	<u>Informal Correspondence</u>  These records document written inquiries from departments, city officials and the public that do not result in legal advice or action.	CR+14 days
1302	<u>FOIA Tracking Log</u>  This log tracks the status of FOIA requests. Individual departments keep most requests and responses.	CR+1
1303	<u>Contracts Log</u>  This log is used to track the status of contracts. It identifies the department involved, staff member assigned to review the contract, and activity dates.	CR+2
1304	<u>Litigation Logs</u>  These logs track staff assignments and case activity for litigation. ACT = until case is closed.	ACT
1305	<u>Litigation Files</u>  These files document litigation to which the city is a party, with the exception of select case types that are listed separately. 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.	ACT+5
1306	<u>Employment and Labor Relations Cases</u>  These files document employment and labor relations litigation to which the city 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.	ACT+7

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

Item Number	Series Title and Description	Total Retention
1307	<u>Real Property Transactions</u>  These files document real property transactions in which the city is acquiring or selling interests. Documents may include deeds, titles, land surveys, maps and drawings, plans, correspondence, legal property descriptions, agreements, resolutions, bond documentation, title insurance, etc. ACT = until transaction is completed.	ACT+15
1308	<u>Workers Compensation Cases</u>  These files document workers compensation litigation to which the city is a party. Documents may include claims, depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, judgments, orders, motions, press releases, media clippings, etc. ACT = until case is closed.	ACT+30
1309	<u>Claims</u>  These records document claims against the city, including challenges to fees. The files include forms, review documents, correspondence, etc. ACT = until case is closed.	ACT+1
1310	<u>Ordinance Files—Passed</u>  These files document the drafting of new ordinances. Files may include research, drafts, clippings, examples from other jurisdictions, public hearing documents, correspondence, etc.	CR+5
1311	<u>Ordinance Files—Rejected</u>  These files document the drafting of new ordinances. Files may include research, drafts, clippings, examples from other jurisdictions, public hearing documents, correspondence, etc.	CR+1
1312	<u>Resolutions</u>  These records document the drafting and review of resolutions to be passed by the city council. The files may include drafts, research and correspondence.	CR+1

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

<b>Item Number</b>	<b>Series Title and Description</b>	<b>Total Retention</b>
1313	<u>Warrant Requests</u>	CR+5

These records document criminal and civil warrants requests from the Lansing Police Department or the Building Safety department. The files include requests and copies of the warrants.

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

Item Number	Series Title and Description	Total Retention
<b>Management Services</b>		
1400	<u>Building Drawings Plans</u>	ACT
	<p>These records document the “as-constructed” design and construction of city facilities. They include schematics for plumbing, electrical, architectural, structural, and mechanical features, specifications for products, materials and equipment that were used during construction, etc. The files may also contain operational and maintenance manuals, equipment inventories, parts lists, warranties, etc. These records are used to support the maintenance of the facilities, and will be revised if changes are made to the infrastructure. ACT = while facility is owned by the city.</p>	
1401	<u>Shop Drawings</u>	ACT
	<p>Engineers submit drawings with specifications for equipment that will be used and approved for purchase. These drawings are used to ensure that the product is installed properly. ACT = until installed and inspected.</p>	
1402	<u>Asset Management System</u>	ACT
	<p>This database generates work orders for maintenance work. It tracks labor, materials, equipment, contractors, servicing, type of trade, special event activity and board ups. It also produces preventative maintenance schedules. ACT = life of equipment, structure or event. Note: board up information will be retained for 5 years (CR+5).</p>	
1403	<u>Licenses and Permits</u>	EXP+1
	<p>These records document legally required permits and licenses for regular operation of facilities and services, as well as construction. They include building permits, elevator permits, underground storage tank permits, waste removal permits, etc. These records are maintained in the facility/location files.</p>	
1404	<u>Inspection Certificates</u>	ACT
	<p>These certificates document that facilities have passed safety inspections. They are maintained for the boiler, electrical system, vehicles, fire marshal plan approvals, fire marshal occupancy approvals, etc. These records are maintained in the facility/location files. ACT = until superseded or equipment/building is no longer owned.</p>	

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

Item Number	Series Title and Description	Total Retention
1405	<u>Hazardous Material Safety Data Sheets</u>  Federal law [OSHA 29 CFR1910.1200.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 materials. ACT= while the hazardous material being used or stored is on city property.	ACT+30
1406	<u>Equipment Safety Sheets</u>  These records document the proper use of personal protection equipment, such as gloves, goggles and shields. ACT = while equipment is in use.	ACT
1407	<u>Asbestos Removal Plans</u>  The Hazard Emergency Response Act (HERA) requires employers to develop and update management plans for the removal of asbestos every 3 years. These records document the plans and abatement work conducted by contractors. These files also include inspection reports that are produced every 6 months, final reports of work done and annual public notices. ACT = while facility is owned by the city.	ACT+50
1408	<u>Test Results</u>  These records document safety and operational tests of equipment that are conducted by contractors. They include the fire suppression pump system, cathodic testing of storage tanks, suction pump testing, hoist inspections, etc. ACT = while equipment is owned by the city.	ACT+5
1409	<u>Automatic Tank Gauging System</u>  This system checks for leaks in underground storage tanks. It produces daily tapes, but it does not retain any data.	DISP
1410	<u>Underground Storage Tank Leak Reports</u>  These reports are produced daily from the Automatic Tank Gauging System to document any leaks in underground storage tanks. Tanks must pass detection at least once per month.	CR+3

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

Item Number	Series Title and Description	Total Retention
1411	<u>Key Authorization</u>  These records are used to track employees who have been assigned keys to the facilities. They may identify the person's name, employee identification number, date issued/returned, key code, the person authorizing the issuance of the key, etc. ACT = until the key is returned.	ACT
1412	<u>Security System—Movement Data</u>  Identification badges are swiped for door entry at some parts of some facilities. This system tracks which badge was used and when.	CR+1
1413	<u>Security System—Employee Data</u>  Identification badges are swiped for door entry at some parts of some facilities. This system tracks the issuance of badges to employees, contractors and retirees of the police and fire departments. ACT = while individual is employed by the city. Retirees of the police and fire departments can retain their badges for the rest of their lives.	ACT
1414	<u>Vehicle Files</u>  These files document all vehicles in the city's fleet. They may include the registration, title, plate information, etc. ACT = while vehicle is owned by the city.	ACT
1415	<u>Fleet Management System</u>  This database is used to track the inventory of vehicles owned by the city and their maintenance, fuel usage, accidents, incidents and damage. ACT = while vehicle model is in use. Note: the parts inventory is updated as parts are acquired and used.	ACT+5
1416	<u>Fuel Monitoring System</u>  This database tracks fuel usage per vehicle. It documents fuel purchases and charges to financial accounts.	FY+7
1417	<u>Gate Operator System</u>  This system allows entry to the fuel area of the central garage. It tracks the access code used and the date and time of entry.	CR+1

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

Item Number	Series Title and Description	Total Retention
<b>Mayor</b>		
1500	<u>Special Project Files</u>  These records document the activities of short-term special committees, task forces and advisory groups who are providing insight to the Mayor about special issues. They may include meeting notes, reports, research, correspondence, etc. ACT = until project is completed. Select documents may possess historical value and should be preserved permanently.	ACT
1501	<u>Executive Orders</u>  These orders are issued by the Mayor.	PERM
1502	<u>Request Forms</u>  These records document requests of the Mayor for activities such as appearances, auctions, special city council ceremonies, meetings, proclamations, etc. ACT = until the request is declined or the event takes place.	ACT
1503	<u>Proclamations</u>  These proclamations are issued by the Mayor to commemorate birthdays, grand openings, special events, etc.	CR+1
1504	<u>Board Member Applications</u>  These records are applications from residents who are interested in serving on a city board, committee, commission, etc. If they are appointed, this record will become part of the member file (see item #405).	CR+2
1505	<u>Neighborhood Advisory Board Files</u>  This annual program provides neighborhood groups with funds to conduct improvement projects that enhance their neighborhood. The board oversees the process and recommends projects to the Mayor. These files may include applications, supporting documentation, board reviews, contracts, financial reports, etc.	EXP+6

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Item Number	Series Title and Description	Total Retention
1506	<u>Constituent Intake Forms</u>  These forms are used to collect information from constituents who contact the Mayor's Office. They identify the name and contact information of the constituent, purpose of the contact, city department responsible for the issue, actions taken, resolution, etc.	CR+2
1507	<u>Strategic Planning</u>  These records document tactics and strategies developed by the Mayor's Office for various initiatives. They include notes, drafts, outlines, correspondence, etc. ACT = until the Mayor's term in office ends.	ACT
1508	<u>Advertisements</u>  These records document advertising posted by the city in flyers and external publications.	CR+1
1509	<u>Press Releases</u>  These press releases are issued by the Mayor's Office to convey information to the public.	PERM
1510	<u>Photographs</u>  These photographs document people, events and activities within the City of Lansing. ACT = while of reference value. Note: select records possess historical value and should be preserved permanently.	ACT
1511	<u>Publications</u>  These publications include brochures, reports and other items distributed by the City of Lansing. ACT = while of reference value. Note: select records possess historical value and should be preserved permanently.	ACT
1512	<u>Speeches</u>  These records document presentations or prepared comments delivered by city officials. They include full-text speeches, talking points, electronic presentations, etc. ACT = while of reference value. Note: select records possess historical value and should be preserved permanently.	ACT

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**Records Retention and Disposal Schedule**

<b>Item Number</b>	<b>Series Title and Description</b>	<b>Total Retention</b>
1513	<u>View Points</u>	PERM

These records document statements by the Mayor or other members of the administration that are used in publications by outside media.

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

Item Number	Series Title and Description	Total Retention
<b>Parks and Recreation</b>		
1600	<u>Park Inventory</u>  Portions of this online database are accessible to the public. It describes park assets such as land, structure and equipment, it is used to track reservations and assess fees for park use, and it is used to track maintenance work in the park. ACT = information about transactions will be retained for 7 years, information about activities will be retained for 5 years, and information about assets will be retained while it is accurate.	ACT
1601	<u>Park Files</u>  Separate files are maintained on each park to document its assets and maintenance. The files contain information about the land, equipment, improvements, etc. ACT = while park is owned by the city.	ACT
1602	<u>Park History</u>  This file contains information about the acquisition of park lands, special events in the parks, etc. The records may include clippings, photographs, flyers, etc.	PERM
1603	<u>Long Range Plans</u>  These plans are updated every five years to identify proposed improvements to the infrastructure of the parks system.	PERM
1604	<u>Deeds</u>  These records identify park land that is owned by the city.	PERM
1605	<u>Property Grants</u>  These grants are received from state, federal and private sources to support the acquisition or maintenance of property or equipment. They document that the city used the funds in accordance with the terms of the grant. ACT = until the property or equipment is disposed of.	ACT
1606	<u>Project Files</u>  These records document improvements made to the parks system. They may include plans, drawings, specifications, testing of materials, slides,	ACT

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

Item Number	Series Title and Description	Total Retention
	photos, shop drawings, product manuals, warranties, as-built drawings, etc. ACT = life of improvement.	
1607	<u>Pesticide Application</u>	CR+5
	These records document the application of pesticide chemicals in parks and on the city-owned golf courses. A work order is maintained in paper form. A database tracks scheduling of the work and identifies the date, worker (certification/license), safety data, weather conditions, community notices, re-entry information, etc.	
1608	<u>Work Orders—Grounds</u>	CR+5
	These records document repair work conducted by the grounds staff. If the asset is under warranty, the work order will be filed with the product file for the life of the warranty.	
1609	<u>Tree Files</u>	ACT+1
	These files document all trees planted on city property. They identify the type of tree, location, activity dates, damage, maintenance, etc.	
1610	<u>Cemetery Records</u>	PERM
	These records document purchasers and occupiers of lots and burials. They may include maps, indexes (database), burial transit permits, certificates of title for burial rights, purchaser information, deeds for lots, deceased individual information, perpetual care and grounds records, interment and disinterment orders, etc. Municipalities are encouraged to contact the Archives of Michigan for assistance if they cannot retain these records permanently.	
1611	<u>Cemetery Maintenance</u>	CR+1
	These records document routine maintenance of the cemetery including deed authorizations, work orders, service requests, receipts, invoices, etc.	
1612	<u>Fuel Usage</u>	FY+2
	These sheets document the purchase of fuel. They identify the equipment, dates, operator, account billed, etc. A summary report is submitted to the Finance Department.	

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

Item Number	Series Title and Description	Total Retention
1613	<u>Utilities Usage</u>  This spreadsheet tracks usage of utilities by location. It identifies the account that is billed and the cost. Actual bills are sent to the Finance Department.	FY+2
1614	<u>Income Reports</u>  These records document park usage and fees collected on a daily basis. They include the cash register daily report, bank deposits, external credit card issues, payment reversals, etc. These records support the official documentation maintained by the Finance Department.	FY+2
1615	<u>Special Events</u>  These records document legal responsibilities for events held on city property including parades, fireworks, picnics, festivals, races, weddings, parties, etc. They may include permits, contract, licensing, legal agreements, insurance, etc.	CR+6
1616	<u>Cell Towers</u>  These records document cell towers that are installed on park land. They may include lease agreements, licenses, contracts, easements, etc.	PERM
1617	<u>Golf Sign in Sheets</u>  These records document use of the golf courses, including leagues and season passes. They are used to generate a report for the Finance Department to allocate funds to the correct account.	FY+2
1618	<u>Golf Activity</u>  This spreadsheet is used to track statistics about golf course usage, expenses and revenue.	CR+10
1619	<u>Recreation Database</u>  This database tracks recreation programs including the usage of facilities, building activities, registration for recreation programs, fees, team rosters, etc.	CR+3

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Item Number	Series Title and Description	Total Retention
1620	<u>Waivers</u>  These waivers are used for summer camps and other sponsored program to release the city's liability.	CR+3
1621	<u>Certified Classes</u>  These classes prepare students for certification in water safety instruction, CPR, lifeguard, etc. The files may include exams, answer sheets, pass/fail grades, personal contact information, etc. EXP = until expiration of certification.	EXP
1622	<u>Team Records</u>  These records document athletic teams participating in recreation programs run by the city each season. They contain the team roster, schedule and results of games.	CR+2
1623	<u>Suspensions</u>  These records document individuals or teams who are suspended from participating in recreation programs run by the city. They contain suspension hearing documents. ACT = while suspension is in effect.	ACT+5
1624	<u>Turner-Dodge House Restoration Files</u>  These records document the restoration work conducted on the Turner-Dodge House. They made include blueprints (before and after), photographs, research, master plans, etc.	PERM
1625	<u>Turner-Dodge House Maintenance Files</u>  These files document the maintenance of the Turner-Dodge House, including equipment and services that are used. They include product information, repair history, etc. ACT = while equipment and/or service is in use.	ACT
1626	<u>Turner-Dodge House Program Files</u>  These files document regular programs, special events, tours, camps, and Friends activities held at the Turner-Dodge House. They may include programs, brochures, photographs, planning documents, correspondence, etc. ACT = while of reference value. Note: select records possess historical value and should be preserved permanently.	ACT

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**City of Lansing  
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Item Number	Series Title and Description	Total Retention
1627	<u>Turner-Dodge House Photographs</u>  These photographs document activities at the Turner-Dodge House and the history of the house.	PERM
1628	<u>Turner-Dodge House Gift Ledger</u>  These records document the accessioning of items into the collections of the Turner-Dodge House. The ledger identifies the item, date acquired, donor or purchaser, etc.	PERM
1629	<u>Turner-Dodge House Donor Files</u>  These files document groups or individuals who made donations to the Turner-Dodge House. They may include correspondence, certificates of gift, etc.	PERM
1630	<u>Fenner Nature Center Activity Reports</u>  These reports contain narrative information and statistics about the number of visitors to the Center.	CR+5
1631	<u>Fenner Nature Center Program Files</u>  These files document regular programs, special events, tours, camps, and Friends activities held at the Fenner Nature Center. They may include programs, brochures, photographs, planning documents, correspondence, etc. ACT = while of reference value. Note: select records possess historical value and should be preserved permanently.	ACT
1632	<u>Fenner Nature Center Special Project Files</u>  These files document special projects conducted at the Center to improve its services. They include plans and identify what work was done and by whom. ACT = while of reference value.	ACT
1633	<u>Fenner Nature Center Historical Files</u>  These files contain information about the creation and development of the Fenner Nature Center.	PERM

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

<b>Item Number</b>	<b>Series Title and Description</b>	<b>Total Retention</b>
1634	<u>Fenner Nature Center Photographs</u>  These photographs and slides document activities at the Fenner Nature Center, its natural features and wildlife. ACT = while of reference value. Note: select records possess historical value and should be preserved permanently.	ACT
1635	<u>Fenner Nature Center Object Inventory</u>  These records document natural history objects (such as animal pelts, bones, etc.) in the collections of the Fenner Nature Center. The ledger identifies the item, date acquired, source, etc.	PERM
1636	<u>Fenner Nature Center Donor Files</u>  These files document groups or individuals who made donations to the Fenner Nature Center. They may include correspondence, certificates of gift, etc.	PERM
1637	<u>Fenner Nature Center Library Catalog</u>  This catalog lists books, videotapes, DVD's and other resources in the Center's resource library.	SUP
1638	<u>Fenner Nature Center Landscaping</u>  These records document plantings that were added to improve the Center.	ACT

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

Item Number	Series Title and Description	Total Retention
<b>Planning and Neighborhood Development—Planning and Zoning</b>		
1700	<u>Zoning Database</u>  This database lists all land parcels in the city. It includes addresses, zoning information, flood plains, etc.	SUP
1701	<u>Maps</u>  These maps are generated by the city to support various planning and zoning activities. The official color-coded paper maps are printed in ¼ sections and are updated manually. Electronic maps are used to update the official map.	SUP
1702	<u>Land Use Case Approvals</u>  These records document requests to re-zone a parcel of land or to utilize a parcel of land for a special purpose. Some contain a request for a variance to the ordinance standards. They may contain application forms, mailing lists of local property owners, mailing notices, staff reports, maps, photos, correspondence, and a copy of the ordinance or resolution. ACT = until the parcel of land is re-zoned again.	ACT+10
1703	<u>Case Logs</u>  These electronic logs track land use case approvals. Different logs are maintained for different types of cases. They identify the application date, activity dates, case number, parcel location and outcome of the application.	SUP
1704	<u>Special Project Files</u>  These files document plans for future uses of land for specific districts or the entire city. They may include team/committee meeting records, consultant reports, contracts, maps, photos, public hearing records, draft plans, etc. ACT = until the final report is issued.	ACT+5
1705	<u>Special Project Final Reports</u>  These reports document plans for future uses of land for specific districts or the entire city. Some reports may be kept permanently for historical purposes.	CR+50



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

<b>Item Number</b>	<b>Series Title and Description</b>	<b>Total Retention</b>
1706	<u>Master Land Use Planning</u>  The city's master land use plan must be re-evaluated every 5 years. Relevant information is assembled to support future development including land use data, demographics, community facilities, public services, economic development, transportation, housing, and urban design. These records may include committee meeting records, public hearing records, research data, correspondence, maps, photos, draft plans, etc. ACT = until a new plan is adopted.	ACT+5
1707	<u>Final Land Use Master Plans</u>  The city's master land use plan must be re-evaluated every 5 years. Relevant information is assembled to support future development including land use data, demographics, community facilities, public services, economic development, transportation, housing, and urban design.	PERM
1708	<u>Six-Year Capital Improvement</u>  These records are prepared annually to schedule public improvements for the budgeting process. The records include requests from city departments, public hearing records, and the compiled report for the entire city that is provided to the city council.	CR+6

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

Item Number	Series Title and Description	Total Retention
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**Planning and Neighborhood Development—Community Development**

1800 Consolidated Development Plan CR+10

This plan is prepared every 5 years to demonstrate the community's need for funds from the U.S. Department of Housing and Urban Development (HUD). It is updated annually to produce an action plan. Reports are submitted annually to HUD using the Consolidated Annual Performance and Evaluation Report (CAPER) system. These records may include committee meeting records, public hearing records, correspondence, supporting documents, environmental reviews, draft and final reports, etc.

1801 Community Development Block Grants (CDBG) ACT+4

HUD provides annual grants on a formula basis to entitled cities, urban counties and states to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons. Grants are awarded based upon the consolidated development plan. Each activity funded by these grants has a separate file to document who received the funds and how the funds were used. ACT = until all activity for the grant is completed.

1802 HOME Community Partnership ACT+5

HOME provides formula grants to states and localities that communities use—often in partnership with local nonprofit groups—to fund a wide range of activities that build, buy, and/or rehabilitate affordable housing for rent or homeownership or provide direct rental assistance to low-income people. These files document how the funds are used by each recipient. They may include applications, income verifications, project inspections, written agreements with community partners, contractors and sub-recipients, assistance documents, etc. ACT = until the project completion date, the affordability period ends, the assistance terminates or the agreement terminates.

1803 Emergency Shelter Grants ACT+4

The ESG program provides homeless persons with basic shelter and essential supportive services. It can assist with the operational costs of the shelter facility, and for the administration of the grant. ESG also provides short-term homeless prevention assistance to persons at imminent risk of losing their own housing due to eviction, foreclosure, or utility shutoffs.

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

Item Number	Series Title and Description	Total Retention
	These records document who received the funds and how funds were distributed to recipients. ACT = until reporting is completed in CAPER.	
1804	<u>Development Project Database</u>	ACT+5
	This database is used to track the use of project funds received from HUD. It identifies the parcel number, address, last name of client, activity dates, funding amounts, location of the physical file, etc. ACT = until project is closed.	
1805	<u>Dropped Applications</u>	CR+2
	These records document people who inquired about grant funding, but did not complete the application process or did not qualify for funds.	
1806	<u>Real Estate</u>	ACT+10
	These records document the acquisition and disposition of real property for the city. They may include deeds, titles, surveys, appraisals, purchase agreements, correspondence, environmental reviews, supporting documents, etc. ACT = while the city owns the property.	

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

Item Number	Series Title and Description	Total Retention
<b>Planning and Neighborhood Development—Building Safety</b>		
1900	<u>Permits Database</u>  This database is used to track the issuance of all permits issued by the Building Safety office. It supersedes log books. It contains the permit number, permit type, address of work, applicant information, license information, inspection activity and comments, construction types, building owner information, description of work, design professional information, structure type, federal codes, fee activity, approvals, demolition, etc.	PERM
1901	<u>Contractor Licensing</u>  Contractors are licensed by the State of Michigan, but must register with the city to perform work within Lansing. These files may contain copies of the trade license and a driver's license, and registration forms.	CR+3
1902	<u>Trade Permits</u>  These permits authorize individuals to perform construction work on residential and commercial properties within the city. These files include applications, supporting documents, permits, etc. ACT = until work is completed.	ACT+1
1903	<u>Building Permits</u>  These permits authorize construction work on residential and commercial properties in the city. The files may contain applications, plans, drawings, specifications, plan reviews, site plans, certificates of occupancy, special inspection reports, correspondence, permits, etc. ACT = until the structure is demolished.	ACT
1904	<u>Demolition Permits</u>  These permits authorize the demolition of a structure. The files may contain applications, permits, shut off letters for utilities, hazardous material information, etc. ACT = until a new structure is built on the property.	ACT

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

Item Number	Series Title and Description	Total Retention
1905	<u>Sign Permits</u>  These permits authorize the construction of signs on structures or property. The files may contain applications, design documents, photos, permits, etc. ACT = until the sign is removed.	ACT
1906	<u>Incomplete Projects</u>  These files document commercial projects that are not completed, because the application is not pursued after initial submission. EVT = 180 days of inactivity.	EVT
1907	<u>Administrative Modifications</u>  These records document authorizations provided by the building official to grant a variance from a building code without go to the Building Board of Appeals. ACT = until the structure is demolished.	ACT
1908	<u>Administrative Modifications Log</u>  This log tracks activity on the request for an administrative modification through approval or denial.	SUP
1909	<u>Complaints</u>  These records document complaints received directly from citizens or the State of Michigan, and their resolution. They may contain correspondence, investigation notes, etc.	CR+2

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

Item Number	Series Title and Description	Total Retention
<b>Planning and Neighborhood Development—Code Compliance</b>		
2000	<u>Taxpayer of Record Database</u>  This database identifies the taxpayer of record and property owner for every address for every parcel in the city. Data is received and updated 2 times per day from the Assessors office. Data includes the home address, date information changed, code compliance officer, etc.	SUP
2001	<u>Housing Letter Database</u>  This database tracks and stores letters sent to homeowners, landlords, occupants and agents about housing code violations. These letters include rental certifications, safety, failure to register, emergency board up, lack of certificate, failure to comply, certifications, etc. ACT = until the structure is demolished.	ACT
2002	<u>Rental Properties</u>  These records document rental activity on a particular address. They include housing letters, rental certifications, rental registrations, inspections, Building Board of Appeals forms, etc. ACT = until the structure is demolished, or until 5 years after the property switches to homeowner occupied status.	ACT
2003	<u>Ticket Database</u>  This database tracks tickets that are issued for code violations. Data includes issue date, violation type, address, whom the ticket was written to, etc.	CR+5
2004	<u>Picture Database</u>  These pictures are taken by code officers to document findings and activities. These pictures are paper prior to 1998.	ACT
2005	<u>Trash, Grass and Disabled Vehicles Database</u>  This database tracks code violations on a premise. A new dataset is created annually. Data includes address, parcel number, homeowner, taxpayer of record, agent, occupant, type of violations, etc.	CY+5

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

Item Number	Series Title and Description	Total Retention
2006	<u>Contractor Pictures</u>  These pictures are taken by contractors who are hired to clean up a yard. They document the volume and type of refuse that was on the property.	CR+5
2007	<u>Front Yard Parking Database</u>  This database documents parking violations in a yard. A new dataset is created annually. Data includes the date issued, description of vehicle, license plate number, property address, etc.	CY+5
2008	<u>Front Yard Parking Citations</u>  These citations are issued to properties violating parking ordinances.	CY
2009	<u>Demolition Files</u>  These records document structures that the city has ordered to be made safe or demolished. They include inspections, orders, pictures, taxpayer and owner information, title and mortgage information, etc. ACT = until the structure is demolished.	ACT+5
2010	<u>Bills</u>  These bills document charges for various work that is performed for or by the Code Compliance office. They are retained to ensure that bills are received and paid.	FY+7

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

Item Number	Series Title and Description	Total Retention
<b>Planning and Neighborhood Development—Transportation and Traffic</b>		
2100	<u>Transportation Database</u>  This database tracks transactions with customers for monthly parking permits, VIP parking cards, payment for parking services and payment of parking tickets.	CR+10
2101	<u>Parking Tickets</u>  These tickets are issued for parking violations.	CR+5
2102	<u>Parking Permits</u>  These files document parking permits that are issued to customers. They contain the application and parking agreement. They will be retained longer if the Collections staff is still attempting to recoup missed payments.	CR+5
2103	<u>Collection File</u>  These files document efforts to recoup money from people who have not paid for services. They may include the original application for parking services, agreements, collection letters and invoices. ACT = until money is repaid.	ACT+5
2104	<u>Receipts for Payment</u>  These records document payment for parking violations and services. They are supporting documents to the official record that is maintained by the Finance Department.	CR+0/4
2105	<u>Capped Meters</u>  These records document requests to have a parking meter covered. They include the application and invoice. ACT = while capped.	ACT+5
2106	<u>Cash Key Application</u>  These records document applications for pre-paid parking cards and keys for debit purchases of time on parking meters.	ACT



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

<b>Item Number</b>	<b>Series Title and Description</b>	<b>Total Retention</b>
2107	<u>Cash Key Database</u>  This database is used to load funds onto a cash key for debit purchase of time on parking meters.	CR+5
2108	<u>VIP Applications</u>  These applications are for debit cards that are used for pre-paid parking ramps. ACT = while the account is open.	ACT
2109	<u>Parking Token Applications</u>  Downtown merchants can bulk purchase at a discount tokens for parking meters, which they give to their customers. ACT = while agreement is in effect.	ACT
2110	<u>Revenue Control Database</u>  This database tracks revenue from pay machines in parking ramps. It handles cash and credit card transactions. It also tracks use of parking ramps by permit holders and it is used to add money to VIP card account balances.	CR+5
2111	<u>Meter Management Database</u>  This database is used to keep track of parking meters. It identifies the location of the meter, battery life, and repair history. ACT = while meter is in use.	ACT
2112	<u>Meter Complaints</u>  These complaints are received from citizens who identify problems with parking meters. They are used to initiate repairs.	CR+1
2113	<u>Meter Collection Schedule</u>  This schedule identifies when money is collected from parking meters.	CR+1
2114	<u>Traffic Control Orders</u>  These orders authorize the use of traffic signs and signals. The orders are approved by the city council.	PERM

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

Item Number	Series Title and Description	Total Retention
2115	<u>Traffic Signal Timing</u>  These sheets document the timing of traffic signals.	CR+5
2116	<u>Traffic Signal Daily Operation</u>  These reports document the proper functioning of traffic signals.	CR+5
2117	<u>Traffic Sign Inventory</u>  This inventory identifies the location and types of traffic signs throughout the city.	SUP
2118	<u>Street Files</u>  These records document all city streets and intersections. They identify the route/location, name, direction, signals, signs, changes to regulations, complaints, concerns, etc.	PERM
2119	<u>Traffic Count Database</u>  Data collected with pavement counters about traffic flow is maintained in this database. It is used to analyze traffic patterns (volume and speed).	CR+5
2120	<u>Traffic Control Plans</u>  These plans document changes to traffic patterns on a temporary or permanent basis. ACT = while plan is in effect.	ACT
2121	<u>Traffic Accident Statistics</u>  These statistics are compiled from traffic accident reports prepared by the Police Department. They document dangerous streets and intersections.	CR+10
2122	<u>Traffic Site Plans</u>  These plans are reviewed to ensure compliance with traffic codes. They contain plans for buildings, parking lots, driveways, etc. ACT = life of structure.	ACT

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

<b>Item Number</b>	<b>Series Title and Description</b>	<b>Total Retention</b>
2123	<u>Parking Structures and Lots</u>	ACT
	<p>These records are reviewed to ensure compliance with traffic codes for parking lots and structures. They include plans, maintenance records, environmental remediation, etc. ACT = life of structure.</p>	
2124	<u>Maintenance Records</u>	ACT
	<p>These records document the maintenance of traffic signs and signals. They contain product information, equipment specifications, etc. ACT = while equipment is in use.</p>	

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

Item Number	Series Title and Description	Total Retention
<b>Police Department</b>		
Note: Police Department records are covered by General Schedule #11, approved on August 2, 2005. Exceptions and additions are cited below.		
2200	<u>Incident Reports—Homicide</u>	CR+75
	These reports document homicide incidents. These records may include copies of UD-10s, computer printouts, written reports, statements, photos, negatives, crime lab reports, copies of warrants, affidavit of warrant, DI-177, DI-93, LEIN breath entry, blood alcohol content report, supplemental reports, court disposition, receipts, OUIL cost recovery, case logs, discovery requests, attorney requests, homicide reports, liquor inspection reports, driver re-exam requests, diagrams, etc. Supersedes GS11.026D.	
2201	<u>Emergency Drills</u>	CR+3
	These records document emergency drills conducted in city buildings (such as fire drills and tornado drills). These records may identify the date and time of the drill, evacuation information, areas in need of improvement, etc. The drills are conducted by the Police Department and a copy of the report is sent to the Fire Department.	
2202	<u>Public Video System</u>	CR+14 days
	These records contain public space recordings accessible to the public via the Internet in real time. These recordings may be retained longer, if needed as evidence or for training purposes.	
2203	<u>Maps/GIS/Talon Database</u>	SUP
	Data is extracted from the records management system to produce maps for single-time use.	
2204	<u>Press Releases</u>	CR+75
	These records document official statements by the Police Department to the public. They also include the Captain's Highlight, which summarizes incidents.	

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

<b>Item Number</b>	<b>Series Title and Description</b>	<b>Total Retention</b>
2205A	<u>MATS Forms</u>  The Management Assessment of Traffic Stops (MATS) forms are used to collect demographic data about traffic stops. The data is entered into a database for analysis. ACT = until the study is released.	ACT+30 days
2205B	<u>MATS Database</u>  The Management Assessment of Traffic Stops (MATS) database is used to profile/analyze demographic data about sample traffic stops. A new database is created each year, and a new study report is generated for each year. ACT = until the study is released.	ACT+30 days
2205C	<u>MATS Study</u>  The Management Assessment of Traffic Stops (MATS) study report contains the analysis of demographic data about sample traffic stops. A new study report is generated for each year.	CR+10
2206	<u>Charity Records</u>  These records document planning and finances for fundraising to support various charitable causes, such as scholarships, fundraising events, leagues, awards, etc. These files may include correspondence, meeting minutes, applications, evaluations, financial documents, etc.	FY+7
2207	<u>Daily Work Schedules</u>  These records document who is on duty each day.	CR+1

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

Item Number	Series Title and Description	Total Retention
<b>Public Service</b>		
2300	<u>Aerial Photos</u>  These photos are created for the city on an as needed basis.	PERM
2301	<u>Benchmark Records</u>  These records document known elevations above sea level. They contain a written description and elevation.	PERM
2302	<u>Maps, Blueprints, Photos, Plans and Drawings</u>  These documents do not relate to specific projects, and are kept separately from the project files.	PERM
2303	<u>Permits</u>  These files document the issuance of permits for work in the right of way, connections to sanitary and storm sewers, construction of sidewalks and drive approaches, pavement removal, utility construction in the public right of way, oversize loads on city streets, etc. These files may include applications, permits and supplemental documents (including bonds, insurance, photos, plans, drawings, etc.).	EXP+2
2304	<u>Soil Erosion and Sedimentation Control Permits</u>  These files document the issuance of permits for soil erosion and sedimentation control work. These files may include applications, permits and supplemental documents (including bonds, insurance, photos, plans, drawings, etc.).	CR+3
2305	<u>Centerline Descriptions</u>  These records are submitted to the Michigan Department of Transportation (MDOT) when new streets are created to ensure they are eligible for Act 51 funding. They contain centerline descriptions, lengths and survey information. ACT = While utilized as an easement.	ACT+5
2306	<u>Act 51 Files</u>  These files contain annual financial reports that are submitted to the Michigan Department of Transportation (MDOT). They are reviewed and	CR+7

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

Item Number	Series Title and Description	Total Retention
	approved by MDOT. They include a map that is received from MDOT, reports, and monthly trunkline maintenance reports.	
2307	<u>Equipment Rental Reports</u>	CR+3
	MDOT Schedule C is used to document the city's rental of its own equipment to fund maintenance replacement. These reports are generated weekly.	
2308	<u>Storm Sewer Construction Records</u>	ACT
	These records document the construction and structural renovation of storm sewers. ACT = Life of sewer.	
2309	<u>Sewer Maintenance Records</u>	CR+3
	These records document the maintenance and cleaning of storm sewers and sewers. They contain field data manhole to manhole, and dig down repair orders.	
2310A	<u>Combined Sewer Overflow—Structural Documents</u>	ACT
	The city receives State Revolving Funds through the Department of Environmental Quality to construct sewer separations. Select structural documents need to be retained for the life of the structure, including as built drawings, submittals, change orders, testing reports, soil borings, shop drawings and specifications. ACT = Life of structure	
2310B	<u>Combined Sewer Overflow— Project Documents</u>	ACT+10
	The city receives State Revolving Funds through the Department of Environmental Quality to construct sewer separations. Project related documents include any document listed in item 13A. ACT = End of project.	
2311	<u>Drains</u>	ACT
	These files document county drains that were turned over to the city for ownership and maintenance. These files may include surveys, easements, correspondence, petitions, drawings, etc. ACT = Life of drain.	

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

Item Number	Series Title and Description	Total Retention
2312A	<u>Project Files—Structural Documents</u>	ACT
	<p>These records document construction projects conducted by the city or its contractors for any type of infrastructure, including the wastewater facility. Select structural documents need to be retained for the life of the structure, including as built drawings, submittals, change orders, testing reports, soil borings, shop drawings and specifications. ACT = Life of structure.</p>	
2312B	<u>Project Files—Project Documents</u>	ACT+5
	<p>These records document construction projects conducted by the city or its contractors for any type of infrastructure, including the wastewater facility. Project related documents include any document listed in item 15A. ACT = End of project.</p>	
2313	<u>Wastewater Operational Data</u>	CR+3
	<p>This database creates and maintains data that is required by the Department of Environmental Quality and the Environmental Protection Agency to document the wastewater treatment process. Data includes water flows, levels and temperatures.</p>	
2314	<u>Monthly Wastewater Reports</u>	CR+3
	<p>These monthly reports are created to document the wastewater treatment process. They are submitted to the Department of Environmental Quality.</p>	
2315	<u>Refuse Bag and Sticker Inventory</u>	FY+2
	<p>This database is used to document the current supply of bags and stickers that are sold to the public. It documents each acquisition and sale, and can be used to identify usage trends. In addition to the database are delivery slips.</p>	
2316	<u>Refuse Violations</u>	CR+5
	<p>A right of way enforcement officer issues citations for refuse violations. The tickets identify the address and date of the citation.</p>	

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

<b>Item Number</b>	<b>Series Title and Description</b>	<b>Total Retention</b>
2317	<u>Citizen and Service Complaint Database</u>	CR+5

This database tracks complaints and their resolution. It contains the date, citizen and their contact information, location and nature of the complaint, investigation, remedy, etc. Supporting paper records may also be created.

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

Item Number	Series Title and Description	Total Retention
<b>Treasurer</b>		
Note: The Treasurer's records are covered by General Schedule #28, approval date TBA. Exceptions and additions are cited below.		
Income Tax Division		
2400	<u>Corporation (L-1120)/Partnership (L-1065) Income Tax Returns</u>	CR+6
	Every corporation and partnership doing business in the city is required to file a City of Lansing Income Tax return. This record will contain corporation and partnership income tax returns received by the City of Lansing and may also include any supporting documentation.	
2401	<u>Individual/Joint Income Tax Returns (L-1040)</u>	CR+6
	The City of Lansing Individual Income Tax Return, Form L-1040, is to be filed by every resident and nonresident individual who has earned \$600 or more total income within the city. Married persons may file either a joint return or separate return. This record will contain individual and joint income tax returns received by the City of Lansing from residents and nonresidents and may also include any supporting documentation.	
2402	<u>Withholding Tax Statement (LW-2) Copy A – filed with Employer</u>	CR+6
	This record is issued annually to each City of Lansing employee and reports compensation and taxes for the year.	
2403	<u>Employer's Withholding Registration (L-SS-4)</u>	CR+6
	This record will document employers registered with the City of Lansing to withhold City of Lansing income tax from wages paid to their Lansing resident employees. Information in this record will include business name, employer's federal identification number, mailing address, Lansing address, type of organization, number of employees, and accounting period.	
2404	<u>Reconciliation of Income Tax Withheld (LW-3)</u>	CR+6
	This form is filed by the employer with the W-2 for each employee and documents income tax withheld for the City of Lansing. The record may also include reconciliation documentation.	

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

Item Number	Series Title and Description	Total Retention
2405	<u>Employee's Withholding Certificate (LW-4) for City of Lansing Income Tax</u>  Employees complete these forms so that the employer can withhold the correct amount of city income taxes from their pay.	CR+6
2406	<u>Employer's Return of Income Tax Withheld (L-941)</u>  This voucher accompanies the employer's withholding payments to the City Treasurer.	CR+6
2407	<u>Quarterly Estimated Income Tax Payment Vouchers (L-1124)</u>  This form is used when making quarterly estimated income tax payments. The record may also include the Quarterly Statement - Declaration of Estimated Tax.	CR+6
2408	<u>Declaration of Estimated Income Tax (L-1040ES)</u>  Individuals and Unincorporated Business – Every resident or non-resident, who expects taxable income from which the city income tax will not be withheld, must file a Declaration of Estimated Income Tax. This record will contain Declarations of Estimated Income Tax received by the City of Lansing and may also include any supporting documentation.	CR+6
2409	<u>Fiduciary Return (L-1041)</u>  This record will contain income returns for trust funds and estates and may also include any supporting documentation.	CR+6
2410	<u>Application for Extension for Filing Annual Returns</u>  This application is prepared in triplicate and is submitted to the City of Lansing by a taxpayer or authorized agent. The record will document a request for an extension to file an annual tax return, including resident, non-resident, partnership, or corporation returns.	CR+6
2411	<u>1099-G</u>  Form 1099-G will document local income tax refund payments made to an individual by the City of Lansing.	CR+4

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

Item Number	Series Title and Description	Total Retention
2412	<u>1099-MISC Miscellaneous Income</u>  This form will document miscellaneous income over \$600 paid to persons by the City of Lansing.	CR+4
2413	<u>Receipt Books</u>	CR+6
2414	<u>Validated Receipts</u>	CR+6
2415	<u>Refund Warrants</u>	CR+6
2416	<u>Tax Statement (IT-23)</u>  This payment form is used when there is some type of payment or filing irregularity.	CR+6
2417	<u>Payment Batch Total Report</u>  This report, also known as a Batch Balancing Printout or a Kickout Register, will contain Federal ID number or Social Security number, quarter, year, amount paid to each individual in the batch, correct total amount, and any difference.	CR+4
2418	<u>Quarterly Mailing List (L-941 and LW-3)</u>  This record will contain names and addresses of persons to whom forms should be sent. ACT = until revised.	ACT
2419	<u>Bank Reconciliation</u>  This record is received from the bank and will document the reconciliation of tax revenues. The record will include account number, serial number of checks, and the date.	CR+6
2420	<u>Reconciliation (W-3)</u>  This record verifies the balance between W-2's and W-3's and lists any discrepancies.	CR+6
2421	<u>Refund Register of "Final Return Reconciliation"</u>  This record will contain account number, batch number, taxpayer name, tax due, tax paid, and refund amount.	CR+6

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

<b>Item Number</b>	<b>Series Title and Description</b>	<b>Total Retention</b>
2422	<u>Check Register or "Refunds"</u>	CR+6
	This record will contain Social Security number, taxpayer name, additions, subtractions, net amount, gross amount, exemptions, batch number, amount of tax, check number, and amount of refund.	
2423	<u>Personal Property Master Roll</u>	ACT
	This record will include property code, county, mailing address, property description, assessor, and Board of Review information. ACT = until revised.	

**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.**

