



Record Retention and Destruction Policy

Alpena County Commissioner's Office

Purpose: The purpose of the Policy is to ensure that necessary records and documents of are adequately protected and maintained and to ensure that records that are no longer needed by the County of Alpena Commissioner's Office or are of no value are discarded at the proper time.

Policy: This Policy represents the County of Alpena's Commissioner's Office regarding the retention and disposal of records. All other departments of the County of Alpena will retain and dispose of their own records according to their own set of retention and disposal policies.

Public records are the property of the people of the State of Michigan. As a result, Michigan government agencies are responsible for ensuring that the public records they create and receive while conducting public business are retained and destroyed in accordance with Michigan law. Michigan law 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.

On April 7, 2009 the State Administrative Board approved the following Local Government General Retention Schedule:

State of Michigan Local Government General Retention Schedule

Title	Retention Period	Approval Date
Insurance Policies	RETAIN UNTIL: Insurance provider is no longer obligated to pay out on the particular policy after it expires. Note: If a policy covers a "lifetime", then 80 years is sufficient THEN: Destroy	04/07/2009
Insurance Claims	RETAIN UNTIL: Fiscal year ends PLUS: 7 Years THEN: Destroy	04/07/2009
Accident Reports/Claims-Adult	RETAIN UNTIL: Date created PLUS: 7 Years THEN: Destroy	04/07/2009
Accident Reports/Claims-Minor	RETAIN UNTIL: Minor turns 18 years PLUS: 3 Years THEN: Destroy	04/07/2009
Bids and Quotes-Awarded	RETAIN UNTIL: Contract with the awarded vendor expires PLUS: 6 Years THEN: Destroy	04/07/2009
Bids and Quotes-Not Awarded	RETAIN UNTIL: Bid is awarded PLUS: 2 Years THEN: Destroy	04/07/2009
Contracts, Leases, and Agreements	RETAIN UNTIL: Expiration PLUS: 6 Years THEN: Destroy	04/07/2009
Annual Budget	RETAIN UNTIL: Fiscal year ends PLUS: 5 Years THEN: Destroy	04/07/2009

Financial Data System	RETAIN UNTIL: Fiscal year ends PLUS: 7 Years THEN: Destroy	04/07/2009
Accounting Transaction Detail	RETAIN UNTIL: Fiscal year ends PLUS: 7 Years THEN: Destroy	04/07/2009
Receivables	RETAIN UNTIL: Fiscal year ends PLUS: 7 Years THEN: Destroy	04/07/2009
Receipts	RETAIN UNTIL: Fiscal year ends PLUS: 7 Years THEN: Destroy	04/07/2009
Journal Entries	RETAIN UNTIL: Fiscal year ends PLUS: 7 Years THEN: Destroy	04/07/2009
Budget Summaries & Balance Sheets	RETAIN UNTIL: Fiscal year ends PLUS: 7 Years THEN: Destroy	04/07/2009
Payment Records	RETAIN UNTIL: Fiscal year ends PLUS: 7 Years THEN: Destroy	04/07/2009
Telephone/Communications Bills	RETAIN UNTIL: Fiscal year ends PLUS: 7 Years THEN: Destroy	04/07/2009
Procurement Card Applications	RETAIN UNTIL: Procurement card is no longer held by the cardholder PLUS: 5 Years THEN: Destroy	04/07/2009
Bank Activity	RETAIN UNTIL: Fiscal year ends PLUS: 7 Years THEN: Destroy	04/07/2009
Annual Local Unit Fiscal Report	RETAIN UNTIL: Fiscal year ends PLUS: 7 Years THEN: Destroy	04/07/2009
Sales Tax Reports	RETAIN UNTIL: Fiscal year ends PLUS: 7 Years THEN: Destroy	04/07/2009
Comprehensive Annual Financial Report (CAFR)	RETAIN UNTIL: Fiscal year ends PLUS: 7 Years THEN: Destroy	04/07/2009
Municipal Finance and Borrowings	TETAIN UNTIL: Expiration PLUS: 7 Years THEN: Destroy	04/07/2009
Qualifying Statements	RETAIN UNTIL: Date created PLUS: 1 Year THEN: Destroy	04/07/2009
Final Affidavit of Payment	Permanent	04/07/2009
Bond Cremation Certificates	Permanent	04/07/2009
Fixed Asset Inventory Data	RETAIN UNTIL: Annual report for the fiscal year in which the item was disposed is audited THEN: Destroy	04/07/2009
Fixed Asset Annual Report	RETAIN UNTIL: Fiscal year ends PLUS: 7 Years THEN: Destroy	04/07/2009

Disposition of Scrap and Surplus Materials	RETAIN UNTIL: Fiscal year ends PLUS: 3 Years THEN: Destroy	04/07/2009
Audits-Support Documents	RETAIN UNTIL: Final report is issued PLUS: 7 Years THEN: Destroy	04/07/2009
Audits-Final Report	RETAIN UNTIL: Date created PLUS: 10 Years THEN: Destroy	04/07/2009
Financial Projections, Plans, and Forecasts	RETAIN UNTIL: Superseded by a new report THEN: Destroy	04/07/2009
Indirect Costs	RETAIN UNTIL: Fiscal year ends PLUS: 7 Years THEN: Destroy	04/07/2009
Grants	RETAIN UNTIL: Grant is closed out, plus any additional time that is required by the granting agency for auditing purposes THEN: Destroy	04/07/2009
Denied Grant Applications	RETAIN UNTIL: Date created PLUS: 1 Year THEN: Destroy	04/07/2009
State Reports	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	04/07/2009
Pension Plan Documentation	RETAIN UNTIL: No employees are enrolled in this specific plan THEN: Destroy	04/07/2009
Pension Investment and Finance Statements	RETAIN UNTIL: Fiscal year ends PLUS: 7 Years THEN: Destroy	04/07/2009
Pension Plan Audits, Annual Reports and Actuarial Valuations	RETAIN UNTIL: Date created PLUS: 100 Years THEN: Destroy	04/07/2009
Employee Pension Files	RETAIN UNTIL: Retiree or beneficiary dies, or a former employee becomes ineligible for a pension PLUS: 5 Years THEN: Destroy	04/07/2009
Public Body Meeting Records	Permanent	04/07/2009
Subject Files	RETAIN UNTIL: Topic is no longer of interest for ongoing administration PLUS: 5 Years THEN: Destroy	04/07/2009
General Correspondence	RETAIN UNTIL: Date created PLUS: 2 Years THEN: Destroy	04/07/2009
Transitory Correspondence	RETAIN UNTIL: Date received PLUS: Up to 30 Days THEN: Destroy	04/07/2009
FOIA	RETAIN UNTIL: Date created PLUS: 1 Year THEN: Destroy	04/07/2009
Contact List/Directories	RETAIN UNTIL: Information is superseded for current contacts, or the list is obsolete THEN: Destroy	04/07/2009
Planners/Calendars	RETAIN UNTIL: Date created PLUS: 2 Years THEN: Destroy	04/07/2009

Staff and Project Meeting Records	RETAIN UNTIL: Date created PLUS: 2 Years THEN: Destroy	04/07/2009
Annual Reports	RETAIN UNTIL: Date created PLUS: 10 Years THEN: Destroy	04/07/2009
Departmental Budget Planning	RETAIN UNTIL: Date created PLUS: 5 Years THEN: Destroy	04/07/2009
Publications	RETAIN UNTIL: No longer of reference value THEN: Destroy	04/07/2009
Memorabilia	RETIAN UNTIL: No longer of reference value THEN: Destroy	04/07/2009
Audio Visual Materials	RETAIN UNTIL: 6 months or no longer of reference value THEN: Destroy	04/07/2009
Visitor Logs/Registers	RETAIN UNTIL: Date created PLUS: 2 Years THEN: Destroy	04/07/2009
Employee In/Out Logs	RETAIN UNTIL: Date created PLUS: 1 Year THEN: Destroy	04/07/2009

On October 7, 2008 the State Administrative Board approved the following Local Government Human Resources General Retention Schedule.

State of Michigan Local Government Human Resource General Retention Schedule

Personnel Files	RETAIN UNTIL: Individual is no longer employed PLUS: 6 Years THEN: Destroy	10/07/2008
Personnel Files-Temporary Employees	RETAIN UNTIL: Individual is no longer employed PLUS: 6 Years THEN: Destroy	10/07/2008
Personnel Files-Contractual Employees	RETAIN UNTIL: Contract expires PLUS: 6 Years THEN: Destroy	10/07/2008
Employee Database	RETAIN UNTIL: Individual is no longer employed PLUS: 6 Years THEN: Destroy	10/07/2008
Employment Verification Forms	RETAIN UNTIL: Date created PLUS: 30 Days THEN: Destroy	10/07/2008
Background Files	RETAIN UNTL: Individual is no longer employed PLUS: 6 Years THEN: Destroy	10/07/2008
Medical Files	RETAIN UNTIL: Individual is no longer employed PLUS: 30 Years THEN: Destroy	10/07/2008
Employee Test Results	RETAIN UNTIL: Date created PLUS: 6 Years THEN: Destroy	10/07/2008
Commercial Drivers License Test Results	RETAIN UNTIL: Date created PLUS: 5 Years THEN: Destroy	10/07/2008

I-9 File	RETAIN UNTIL: Date of hire PLUS: 3 Years THEN: Destroy OR RETAIN UNTIL: Termination PLUS: 1 Year (whichever is later) THEN: Destroy	10/07/2008
Policies and Procedures	RETAIN UNTIL: Superseded by new versions PLUS: 6 Years THEN: Destroy	10/07/2008
Grievances	RETAIN UNTIL: Contract that the grievance is related to expires THEN: Destroy	10/07/2008
Complaints	RETAIN UNTIL: Complaint is dismissed or resolved PLUS: 6 Years THEN: Destroy	10/07/2008
Investigations	RETAIN UNTIL: Completion of the investigation THEN: Destroy if disciplinary action is NOT taken OR PLUS: 4 Years, only if disciplinary action IS taken-a disciplinary report will be retained in the employee's personnel file THEN: Destroy	10/07/2008
Benefit Plans	RETIAN UNTIL: Superseded by a new version PLUS: 6 Years THEN: Destroy	10/07/2008
Employee Injury Records-Exposure	RETAIN UNTIL: Date created PLUS: 30 Years THEN: Destroy	10/07/2008
Employee Injury Records-Non-exposure	RETAIN UNTIL: Date created PLUS: 5 Years THEN: Destroy	10/07/2008
Employee Injury Records-OSHA 300 Log	RETAIN UNTIL: Date created PLUS: 5 Years THEN: Destroy	10/07/2008
Job Classification and Descriptions	RETAIN UNTIL: Superseded by a new version PLUS: 6 Years THEN: Destroy	10/07/2008
Salary Studies	RETAIN UNTIL: No longer of reference value THEN: Destroy	10/07/2008
Position Re-classification	RETAIN UNTIL: Date created PLUS: 6 Years THEN: Destroy	10/07/2008
Job Advertisements/Posting	RETAIN UNTIL: Date created PLUS: 1 Year THEN: Destroy	10/07/2008
Job Applications	RETAIN UNTIL: Decision is made not to hire the individual PLUS: 1 Year THEN: Destroy, if the application is unsolicited (no position is currently available), or if the person is determined to be ineligible for the position to which they applied OR: RETAIN UNTIL: Position is filled PLUS: 2 Years THEN: Destroy if the person was considered for posted position	10/07/2008
Selection Files	RETAIN UNTIL: Position is filled PLUS: 2 Years THEN: Destroy	10/07/2008

Job Qualification Exams	RETAIN UNTIL: Superseded by a new version PLUS: 6 Years THEN: Destroy	10/07/2008
Emergency Contacts	RETAIN UNTIL: Superseded by new information THEN: Destroy	10/07/2008
Workers Disability Compensation Files	RETAIN UNTIL: Claim is settled PLUS: 7 Years THEN: Destroy	10/07/2008
Workers Disability Compensation Reports	RETAIN UNTIL: Fiscal year ends PLUS: 7 Years THEN: Destroy	10/07/2008
Labor Agreements and Negotiations	RETAIN UNTIL: Expiration date PLUS: 10 Years THEN: Destroy	10/07/2008
Union Files	RETAIN UNTIL: Fiscal year ends PLUS: 7 Years THEN: Destroy	10/07/2008
Seniority Lists	RETAIN UNTIL: Superseded by a new version PLUS: 1 Year THEN: Destroy	10/07/2008
Affirmative Action Plans	RETAIN UNTIL: Plan expires PLUS: 2 Years THEN: Destroy	10/07/2008
Adverse Impact Determination	RETAIN UNTIL: Date created PLUS: 2 Years THEN: Destroy	10/07/2008
Organization Charts	RETAIN UNTIL: Superseded by a new version THEN: Destroy	10/07/2008
Employee Directories	RETAIN UNTIL: Superseded by new information THEN: Destroy	10/07/2008
Government Reports	RETAIN UNTIL: Date created PLUS: 1 Year THEN: Destroy	10/07/2008
Employee Files-Employees Enrolled in a Pension Plan	RETAIN UNTIL: Individual is no longer employed PLUS: 50 Years OR RETAIN UNTIL: Individual retires PLUS: 6 Years (whichever is sooner) THEN: Destroy	10/07/2008
Employee Files-Employees Enrolled in Defined Contribution Plans Only	RETAIN UNTIL: Individual is no longer employed PLUS: 6 Years THEN: Destroy	10/07/2008
Salary and Benefit Schedules	RETAIN UNTIL: Date created PLUS: 6 Years THEN: Destroy	10/07/2008
Payroll Registers	RETAIN UNTIL: Fiscal year ends PLUS: 50 Years THEN: Destroy	10/07/2008
Payroll Reports	RETAIN UNTIL: Fiscal year ends PLUS: 7 Years THEN: Destroy	10/07/2008
State Retirement Reports	RETAIN UNTIL: Fiscal year ends PLUS: 7 Years THEN: Destroy	10/07/2008
Time and Attendance	RETAIN UNTIL: Fiscal year ends PLUS: 3 Years THEN: Destroy	10/07/2008

Federal/State Tax Deductions	RETAIN UNTIL: Fiscal year ends PLUS: 7 Years THEN: Destroy	10/07/2008
W-2 and W-3 Forms	RETAIN UNTIL: Fiscal year ends PLUS: 7 Years THEN: Destroy	10/07/2008
Michigan Employment Security Commission (MESC) Reports	RETAIN UNTIL: Fiscal year ends PLUS: 7 Years THEN: Destroy	10/07/2008
Unemployment Claims	RETAIN UNTIL: Fiscal year ends PLUS: 1 Year THEN: Destroy	10/07/2008
Wage Differential Reports	RETAIN UNTIL: Date created PLUS: 2 Years THEN: Destroy	10/07/2008
Subject Files	RETAIN UNTIL: Topic no longer of interest for ongoing administration PLUS: 5 Years THEN: Destroy	10/07/2008
General Correspondence	RETAIN UNTIL: Date created PLUS: 2 Years THEN: Destroy	10/07/2008
Transitory Correspondence	RETAIN UNTIL: Date received PLUS: Up to 30 days THEN: Destroy	10/07/2008
FOIA	RETAIN UNTIL: Date Created PLUS: 1 Year THEN: Destroy	10/07/2008
Contact Lists/Directories	RETAIN UNTIL: Information is no longer current, or list is obsolete THEN: Destroy	10/07/2008
Planners/Calendars	RETAIN UNTIL: Date created PLUS: 2 Years THEN: Destroy	10/07/2008
Staff and Project Meeting Records	RETAIN UNTIL: Date created PLUS: 2 Years THEN: Destroy	10/07/2008
Annual Reports	RETAIN UNTIL: Date created PLUS: 10 Years THEN: Destroy	10/07/2008
Grants	RETAIN UNTIL: Grant is closed out, plus any additional time that is required by the granting agency for auditing purposes THEN: Destroy	10/07/2008
Denied Grant Applications	RETAIN UNTIL: Date created PLUS: 1 Year THEN: Destroy	10/07/2008
Departmental Budget Planning	RETAIN UNTIL: Date created PLUS: 5 Years THEN: Destroy	10/07/2008
Publications	RETAIN UNTIL: No longer of reference value THEN: Destroy	10/07/2008
Memorabilia	RETAIN UNTIL: No longer of reference value THEN: Destroy	10/07/2008
Audio-Visual Materials	RETAIN UNTIL: No longer of reference value THEN: Destroy	10/07/2008
Visitor Logs/Registers	RETAIN UNTIL: Date created PLUS: 2 Years THEN: Destroy	10/07/2008

Employee In/Out Logs	RETAIN UNTIL: Date created PLUS: 1 Year THEN: Delete	10/07/2008
----------------------	--	------------

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

Examples of non-records may include:

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