

# **Delta Township, Michigan Records Retention and Disposal Schedule**



**Township Board Approval 3/17/2009  
State Approval ##/##/####**

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## **DELTA TOWNSHIP RECORD RETENTION SCHEDULE**

### **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. Schedules also identify when records may be destroyed, and when certain records can be sent 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.

### **Unofficial Documents**

Record number 100 of the Delta Township Record Retention Schedule addresses the retention of “non-record” materials. These documents are broadly defined as drafts, duplicates, convenience copies, publication and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. 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.

### **E-mail**

E-mail messages are subject to the same record retention laws as other government records. E-mail messages are public records if they are created or received as part of a public official or employee’s duties. There is no one single retention period for e-mail. Each message must be evaluated based on its content to determine whether it is a record subject to a specific record series and retention period (or whether it is transitory correspondence or a non-record). E-mail that needs to be retained may be stored electronically or as a paper printout. Appendix A, “*Michigan Department of History, Arts and Libraries Records Management Services Electronic Mail Retention Guidelines*,” will offer a better explanation of e-mails as it pertains to records retention.

### **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 schedule do not specify the format that the record may exist in. The township is responsible for ensuring that all of the records (regardless of format) are properly retained and remain accessible during the records 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. Various laws (including the Records Reproduction Act, MCL 24.401 - 24.406) identify acceptable formats for retaining public records; the township is responsible for understanding and complying with these laws. Records that contain

sensitive or confidential information should be destroyed in a manner that ensures they cannot be reconstructed.

**Suspending Destruction**

The township must immediately cease the destruction of all relevant records (even if destruction is authorized by an approved Retention and Disposal Schedule) if a FOIA request is received, if the township believes that an investigation or litigation is imminent, or if the township is 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, database, backup tapes, etc.) the township will need to notify its information technology staff. Failure to cease the destruction of relevant records could result in penalties.

**DELTA TOWNSHIP  
RECORD RETENTION SCHEDULE**

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## Appendix A

Michigan Department of History, Arts and Libraries  
Records Management Services Electronic Mail  
Retention Guidelines

## Delta Township Record Retention Schedule

Record Number / Title and Description / Total Retention

### General Administrative Record Series

#### 100 Non-Record Materials ACT

*Office of Record: All Departments*

**DEPARTMENTS MAY DISPOSE OF THE FOLLOWING NON-RECORD MATERIALS AS SOON AS THEY HAVE SERVED THEIR INTENDED PURPOSE.**

Extra copies of documents retained only for convenience of reference, such as “for your information” documents, tickler files, follow-up of correspondence, word processed files when the official record-copy is printed out and retained, and extra or identical duplicate copies of records if the official record has been retained by the township.

Publications, forms and printed documents, including stocks of those that are superseded or outdated.

Preliminary drafts of letters, memoranda, reports, worksheets and internal notes (including those that are word processed) that do not represent significant basic steps in the preparation of public records.

Letter of transmittal (including routing slips) which do not add any information to the transmitted material, and other types of routine correspondence (may include e-mail messages) that do not document significant activities of the agency.

Shorthand notes and recordings that have been transcribed into another format for official retention purposes.

Miscellaneous notices or memoranda (may include e-mail messages) which do not relate to the legal and functional responsibilities of the agency, such as notices of community events, employee benefits, holidays, etc.

Media used for printing or other record reproduction processes.

Catalogs, trade journals, and other publications or papers that are received from outside sources and are not essential to the operation of the agency.

**ACT** – Until no longer needed for convenience of reference.

#### 101 Subject Files ACT+5

*Office of Record: All Departments*

Subject files contain records that support administrative analysis, program and project planning, procedure development, and programmatic activities. These record types include periodic activity reports (narrative and statistical), special reports, topical correspondence (including electronic mail), research materials, project planning notes or organizational charts. **Subject files are generally organized alphabetically by topic and may be further organized into annual files.** *Subject files do NOT include files related to specific individual program activities of the clerk’s office, such as election, voter registration, accounting or meeting records, or payroll and human resources files, which are listed elsewhere in this*

## Delta Township Record Retention Schedule

### Record Number / Title and Description / Total Retention

*schedule and other schedules. ACT = while subject file is of interest for ongoing administration. Some subject files may have historical value and should be preserved permanently.*

#### 102 General Correspondence (Including Mail Logs) CR+2

*Office of Record: All Departments*

General correspondence records do not relate to a specific issue, official or employee. **These records are often organized chronologically or by correspondent's name.** General correspondence may include referral correspondence used to forward information or requests to another person or department. General correspondence may exist in a variety of formats, including memos, letters, notes and electronic mail messages. These records also include automated or manual tools (such as a mail log) that index 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. *If correspondence does relate to a specific issue, official or employee it should be filed with other relevant records.*

#### 103 Transitory Correspondence EVT

*Office of Record: All Departments*

Records are considered transitory (temporary) correspondence if they document official responsibilities or activities, but have no documentary or evidential value after the activity is completed (such as a question answered or a meeting attended). **Transitory messages do not set policy, establish guidelines or procedures certify a transaction, or become a receipt.** Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information that require no administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events or notifications of upcoming meetings. **EVT = need not be retained more than 30 days after receipt.**

#### 104 Information/Freedom of Information Act Requests CR+1

*Office of Record: Managers Office*

These records document requests for information or public records, and may include requests for information or public records, correspondence related to requests, copies of released documents and billing records. **Any written request for a public record is a Freedom of Information Act (FOIA) request, and a written request for information may be a FOIA request and should be handled as one.** Each township board is required by the FOIA to designate a FOIA Coordinator. This is not automatically the township clerk, but it may be the clerk, another board member, or another official or employee. Copies of FOIA requests and other records related to FOIA requests may be filed with the FOIA Coordinator's records or maintained in a central administrative file.

#### 105 Contact Lists/Directories SUP

*Office of Record: All Departments*

These records contain contact information for individuals and groups that the agency may need to contact for ongoing and special projects, programs, activities, events, surveys, etc. They may contain names, affiliations, address, phone numbers, e-mail addresses, etc. They may exist in paper or electronic form. **SUP = retain current information for current contacts or until the list is obsolete.**

## Delta Township Record Retention Schedule

### Record Number / Title and Description / Total Retention

#### 106 Planners/Calendars CR+2

*Office of Record: All Departments*

These records include electronic or manual planners and calendars that schedule or track an individual official or staff member's work-related meetings, assignments and tasks. Individual officials and employees are usually responsible for retaining their planners/calendars for the retention period.

#### 107 Staff and Project Meeting Records CR+2

*Office of Record: All Departments*

These records document staff meetings and meetings with other project participants. They may include meeting minutes, agendas and distribution materials. Meeting records may also be retained in subject files, if they relate to a specific project. *These records do NOT include records of meetings of the township board or other official boards, commissions or committees.*

#### 108 Annual Reports CR+10

*Office of Record: All Departments*

These reports document the department's activities, and they may contain both narrative and statistical information.

#### 109 Grant Records ACT+7

*Office of Record: All Departments*

These are records used to administer state, federal or private grants the township applies for and receives. These records include applications, budgets, worksheets, adjustments, plans, award letters, committee records, staffing sheets with account numbers, grant evaluation/monitoring reports, audits, periodic progress reports, or rules and regulations. **ACT** = until the grant is closed out, plus any additional time that is required by the granting agency. Final reports and products of the grant may be kept longer for use and reference purposes.

#### 110 Denied Grant Applications CR+1

*Office of Record: All Departments*

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.

#### 111 Publications ACT

*Office of Record: All Departments*

Publications include press releases, brochures, newsletters, annual reports and other items that are published by the clerk's office or the township in general, including a township newsletter. **ACT** = while of reference value. Offices are strongly encouraged to keep one copy permanently for historical purposes.

## Delta Township Record Retention Schedule

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**Record Number / Title and Description / Total Retention**

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**112 Policies, Procedures and Directives SUP**

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*Office of Record: All Departments*

These records document the administrative policies and procedures of the clerk's office, and may also include the township's general administrative policies. **SUP** = Only the current document must be retained. Superseded versions may be destroyed.

**113 Budget Planning Records CR+5**

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*Office of Record: All Departments*

These records are used to help develop, monitor and document the clerk's portion of the overall township budget. They include itemized estimates of the anticipated expenditures of the clerk's office for the next and current fiscal years, and records documenting the amounts appropriated for each account/line item for the clerk's office in the current and previous fiscal years. They may include budget requests, statistics, proposed budget amendments, budget summaries and balance sheets. Preparation of the township budget is the responsibility of the township supervisor. The five-year retention period was chosen to provide some overlap into the next term. *This series does NOT include the official township budget or accounting records.*

**114 Memorabilia ACT**

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*Office of Record: All Departments*

These records include photographs, news clippings, certificates and awards that document events and activities of the township. **ACT** = while of reference value to the office. Offices are strongly encouraged to retain select items permanently for historical purposes.

## Delta Township Record Retention Schedule

Record Number / Title and Description / Total Retention

### Township Board Record Series

#### 200 Meeting Minutes—Open Sessions PERM

*Office of Record: Clerks Office*

These records document the meetings of the township board, the other statutory boards and commissions of the township (such as a planning commission, zoning board of appeals, board of review, construction board of appeals, park commission, library board, historical commission, civil service board, and joint bodies), and any subcommittees or advisory committees. It also includes annual meetings of the electors, if still held. In some townships, each of these bodies is responsible for providing the clerk with the official copies of the draft and approved minutes. In other townships, the minutes are maintained separately by the specific board, commission or committee. Regardless of where they are maintained, the same retention period applies. Meeting records include the approved minutes, full transcriptions of the proceedings (when required to be produced) and topical indexes. *This series does NOT include meeting notices (Item 205), audio or visual recordings (Item 201), bulletins, clippings, citizen requests (Item 2087) or documentation of meeting-related expenditures.* Minutes are preserved permanently to document the institutional memory of the township. **Townships are encouraged to contact the Archives of Michigan for assistance if they do not have space or appropriate facilities to retain these records permanently.**

#### 201 Meeting Notes and Audio or Video Recordings EVT

*Office of Record: Clerks Office*

Notes and audio or visual recordings of meetings of a township body made for the purpose of transcribing the minutes may be destroyed after the meeting at which the minutes are approved by the public body. **EVT** = one day after the date that the meeting minutes are approved. (MCL 15.269).

#### 202 Meeting Minutes—Closed Session EVT

*Office of Record: Clerks Office*

These records consist of minutes taken of a closed session of a public body, including notes and any audio or visual recordings. Approved closed session minutes must be sealed and retained by the township clerk, are not available to the public, and shall only be disclosed if required by a civil action filed in circuit court or the court of appeals under sections 10, 11, or 13 of the Open Meetings Act. **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. (MCL 15.267)

#### 203 Meeting Agendas EVT

*Office of Record: All Departments*

Meeting agenda(s) identify the actions to be taken at an open meeting. **EVT** = approval of the minutes of the meeting to which the agenda refers.

#### 204 Meeting Packets CR+1

*Office of Record: All Departments*

Meeting packet records include any materials that may be distributed to members of the body before or during the meeting for their review (such as action items, reports, proposed and updated budget documents, and proposed text or amendments for ordinances, resolutions, policies, contracts). The original individual packet materials should be retained according to the appropriate retention

PERM = Permanent	ACT = Active	SUP = Superseded
CR = Creation Date	FY = Fiscal Year	EVT = Event EXP = Expiration



## Delta Township Record Retention Schedule

### Record Number / Title and Description / Total Retention

schedule(s); the meeting packet as a whole is retained for at least one year. **Townships are encouraged to retain these records permanently for legal and historical purposes.**

#### 205 Public Meeting Notices CR+1

*Office of Record: Clerks Office*

The Open Meetings Act requires a public body to give the public notice prior to holding a meeting.

#### 206 Affidavits and Other Proof of Publication (Non-ordinance) CR+10

*Office of Record: Clerks Office*

These records serve as evidence that the township provided published notice of elections, hearings, police auctions, bids, etc. in local news media as required by law. They may include Affidavits of Publication, clippings, and copies of the printer's bill/invoice. *The township's finance/accounting office is the official recordkeeper for original billing records.* Published notice records may be retained with the other records that relate to the event listed in the public notice.

#### 207 Affidavit of Publication (Ordinance) PERM

*Office of Record: Clerks Office*

These records serve as evidence that the township provided published notice of ordinance adoption or amendment. *The Township Ordinances Act, Public Act 246 of 1945, MCL 41.185, requires the township clerk to certify a non-zoning ordinance/amendment's publication in a space provided on the ordinance, which is kept permanently. The Michigan Zoning Enabling Act, Public Act 110 of 2006, does not require that certification of publication appear on the ordinance, but MTA Legal Counsel recommend using the permanent retention period.*

#### 208 Citizen Requests CR+1

*Office of Record: All Departments*

These are written requests from citizens that may relate to events, street closings, contract protests, complaints (*NOT written complaints about ordinance violations, which must be kept for 7 years—See Item 400*), requests for hearings, investigations, non-statutory advisory petitions (*compare to Items 209 and 210*), rallies, etc. These records may be in the form of correspondence or application forms. Depending upon the issue, they may need to be reviewed by another township 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 township board.

#### 209 Public Improvement Special Assessment Petitions ACT+1

*Office of Record: Clerks Office*

These records are petitions filed to support or oppose the establishment of a special assessment district for public improvements under Public Act 188 of 1954, MCL 41.721, *et seq.* **Note:** *These records do not include petitions filed to initiate a referendum (ballot question) as authorized or required by Public Act 33 of 1951. See General Schedule #23 for retention requirements.* **ACT** = adoption of resolution determining sufficiency of the petition and to establish special assessment district (after the first hearing to hear objections to establishing the district) (MCL 41.725(c)).

## Delta Township Record Retention Schedule

### Record Number / Title and Description / Total Retention

#### **210 Appointment Applications (Prior to Appointment) CR+2**

*Office of Record: Clerks Office*

These records are application forms, resumes or written requests from citizens who are interested in serving on a township board, commission or committee. *If a person is appointed to a position, the applications should be moved to personnel files.*

#### **211 Board, Commission and Committee Rosters PERM**

*Office of Record: Clerks Office*

These records list who served on a particular board, committee, commission and the dates of their term as a member of the public body.

#### **212 Oaths of Office PERM**

*Office of Record: Clerks Office*

Certain public officials are required to take an oath (or affirmation) of office. *Oaths administered for election purposes, such as election inspector and absent voter counting board oaths, have a shorter retention period. See General Schedule #23 Election Records.*

#### **213 Resolutions PERM**

*Office of Record: Clerks Office*

Resolutions are formal actions adopted by the board. They include the language of the resolution and any supporting documents for the resolution. *A resolution is also part of the minutes of the meeting where it was adopted.*

#### **214 Ordinances (Non-zoning and Zoning) PERM**

*Office of Record: Clerks Office*

Ordinances are township laws enacted by the township board. Each amendment to an ordinance is itself an ordinance. Ordinance records include the original text of an ordinance as adopted (usually retained in an ordinance book), public notices required by the specific statute authorizing the ordinance, and the codified version of the ordinance (as it exists currently). The codified version of an ordinance may be compiled into a printed code book or a digital or Web site version.

#### **215 Master Land Use (“Comprehensive”) Plan PERM**

*Office of Record: Planning Office*

A township may adopt a master land use plan. The final plan and subsequent amendments are adopted by the planning commission or the township board with recommendations by the planning commission. A township must review its master land use plan every five years.

#### **216 Budgets (All Funds)—Adopted by Township Board CR+5**

*Office of Record: Clerks Office*

The township budget is approved by the township board. It documents revenues, expenditures, fund balance, and allocations for each department. The township board may pass a special appropriation act for a trust and agency, internal service, enterprise, debt service and capital projects funds. The budget records include the original budget document adopted by the township board (“general appropriations act”), the budget narrative and any charts or spreadsheets.

Delta Township Record Retention Schedule

Record Number / Title and Description / Total Retention

217 Support Documents for Amendments to Final Budget ACT

Office of Record: All Departments

These records are supplemental documents, including memoranda or other written transmittals, directing an amendment or revision to the current year budget. ACT = until audit is completed.

218 Current Year Budget Documents SUP

Office of Record: All Departments

These records include spreadsheets or charts depicting original fiscal year appropriations, amendments, year-to-date revenues and expenditures, unspent allocations, etc., used by policymakers, department heads and fiscal staff to track the status of the current year budget.

## Delta Township Record Retention Schedule

**Record Number / Title and Description / Total Retention**

### Licensing and Permit Record Series

#### **300 License or Permit Records ACT+7**

*Office of Record: Clerks Office & Parks and Recreation*

These records include applications for licenses or permits for various activities within township limits, such as fireworks permits, business licenses or event permits, as required by state law or local ordinance (*except liquor licenses or franchise agreements, see Items 302 through 304*). These records may include applicant information, information about the purpose of the license or permit, or supplemental documentation, such as proof of qualifications or other permits or licenses required, maps or blueprints, certificates of liability insurance, indemnity bonds. The clerk may maintain a log, index, checklist or other document to keep track of licensees and the payment of fees. **ACT** = when license or permit expires, is revoked or is denied.

#### **301 Incomplete License or Permit Applications CR+1**

*Office of Record: Clerks Office & Parks and Recreation*

These records include records related to applications filed as described in Item 300, but not completed.

#### **302 Liquor License Applications—Granted ACT+7**

*Office of Record: Managers Office*

These include applications for licenses to sell alcoholic beverages, and applications to transfer a license to a new owner or to a new location. The records may include the application, inspection reports, police reports, payment documentation, and local board/commission review/approval documents. The Michigan Liquor Control Commission maintains a duplicate copy of applications. **ACT** = while the business owns the license (including escrow period).

#### **303 Liquor License Applications—Denied ACT+7**

*Office of Record: Managers Office*

These records include rejected applications filed as described in Item 302. **ACT** = denial.

#### **304 Franchise Agreements PERM**

*Office of Record: Clerks Office*

These records document franchises granted by the township board for the use of the highways, streets, alleys, public rights-of-way, or other public places within the township or to transact local business within the township. Includes public utility franchises, Metropolitan Extension Telecommunication Rights-of-Way Oversight Act (METRO) telecommunications right-of-way permits/agreements and Uniform Video Services Local Franchise Act (cable/video services) agreements or franchises.

#### **305 Non-Profit Charitable Gaming Qualification PERM**

*Office of Record: Clerks Office*

A township may be asked to recognize non-profit organizations that apply to the Michigan Lottery Charitable Gaming Division for a Charitable Gaming license for fundraising. The recognition of the organization does not expire. These records may include correspondence, 501(c)3 documentation, bylaws and articles of incorporation.

## Delta Township Record Retention Schedule

Record Number / Title and Description / Total Retention

### Ordinance Enforcement Record Series

#### 400 Complaints (Written) ACT+7

*Office of Record: All Departments*

These records include written complaints of ordinance violations and other records documenting the township's follow-up and any enforcement efforts. If they result in enforcement efforts, these records may be filed with the enforcement records described in Item 401. **ACT** = until final disposition (case closed).

#### 401 Enforcement Records ACT+7

*Office of Record: All Departments*

These records document the township's pending, ongoing and concluded enforcement efforts related to ordinance violations deemed municipal civil infractions, civil infractions, or misdemeanors. The records may include tickets/citations, correspondence, investigation reports, court compliance orders and other court documents, depositions, transcripts, decisions, correspondence, data, exhibits, research materials, memoranda and reports. **ACT** = until final disposition (case closed).

## Delta Township Record Retention Schedule

**Record Number / Title and Description / Total Retention**

### Land and Real Property Record Series

#### **500 Cemetery Records PERM**

*Office of Record: Clerks Office & Parks and Recreation Department*

These records document purchasers, owners, and use of lots and burial rights in a township-owned cemetery. They may include maps, indexes, burial transit permits, certificates of title for burial rights, purchaser information, deeds for lots, deceased individual information, perpetual care records, interment and disinterment orders, and record of final disposition of the body. **Townships are encouraged to contact the Archives of Michigan for assistance if they do not have space or appropriate facilities to retain these records permanently.**

#### **501 Township Real Property Records PERM**

*Office of Record: Clerks Office, Managers Office, Engineering Department, and Assessing Department*

These records document township-owned real property interests, including land and buildings. They also document the township's territorial boundaries. They include records documenting rights-of-way, easements, deeds, restrictive covenants, vacated properties deeds, warranty deeds, quit claim deeds, annexations, 425 agreements, and charter township incorporation. Supporting documents may include land surveys, maps and drawings, plans, correspondence, legal property descriptions, agreements, resolutions, bond documentation, and title insurance. The county Register of Deeds will maintain originals and copies of some of these records.

#### **502 Easement Forms PERM**

*Office of Record: Clerks Office, Managers Office, Engineering Department, and Assessing Department*

These are the forms and documents used in obtaining easements for the township.

## Delta Township Record Retention Schedule

**Record Number / Title and Description / Total Retention**

### Legal Record Series

#### **600 Insurance Policies—Claims-Made Basis ACT+7**

*Office of Record: Managers Office*

These records are township insurance policies that require that the incident must have happened and have been reported to the insurance company while the policy is in force. Once the policy has expired or been terminated, coverage no longer exists. **ACT** = when policy expires or is terminated.

#### **601 Insurance Policies—Occurrence Basis EXP+30**

*Office of Record: Managers Office*

These records are township insurance policies that provide coverage for each policy period indefinitely, so the policy covers incidents that happen during the policy period without regard to when the claims are reported.

#### **602 Insurance Policy (Worker's Disability Compensation) CR+50**

*Office of Record: Managers Office*

These records are township worker's disability compensation insurance policies. (MCL 418.381)

#### **603 Insurance Claims by Township EVT+7**

*Office of Record: Managers Office*

These records are used to document township claims that are submitted to an insurance provider. They may contain claim forms, correspondence and supporting documents for each claim that is submitted. **EVT** = when claim is settled.

#### **604 Insurance Claims Against the Township EVT+7**

*Office of Record: Managers Office*

These records are used to document insurance claims against the township. They may contain claim forms, correspondence and supporting documents for each claim that is submitted. **EVT** = when claim is settled.

#### **605A Accident Reports/Claims—Adults CR+7**

*Office of Record: Managers Office*

Accident reports for personal injuries, property damage claims, and other incidents provide details about any unexpected incidents on township property. The reports may list the location of the accident, description of the accident, first aid administration, witnesses, person injured, type of injury or property damage, actions taken, or recommendations to prevent reoccurrence. The reports may be reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel recommendations or subsequent claims.

#### **605B Accident Reports/Claims—Minors ACT+7**

*Office of Record: Managers Office*

Accident reports for personal injuries, property damage claims, and other incidents provide details about any unexpected incidents on township property. The reports may list the location of the accident, description of the accident, first aid administration, witnesses, person injured, type of injury or property

## Delta Township Record Retention Schedule

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### Record Number / Title and Description / Total Retention

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damage, actions taken, recommendations to prevent reoccurrence, etc. The reports may be reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel recommendations or subsequent claims. **ACT** = until minor turns 18 years old.

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#### **606 Bids and Quotes for Purchases, Services and Contractors** **ACT+7**

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*Office of Record: Clerks Office*

These records include bids or quotes that may be received from vendors for services such as construction, furnishings, grounds maintenance, trash and snow removal, cleaning services, etc. These files may include the Invitation to Bid, the bid documents that are submitted (including rejected bids), the reviewer documentation, etc. **ACT** = until a bid is awarded.

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#### **607 Contracts for Purchases, Services and Contractors** **EXP+7**

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*Office of Record: Clerks Office*

Contract records may cover a variety of services including construction, custodial work, copiers, facility rental, Internet providers, maintenance, wiring, telephone services, employment, land, etc. The records include the contract, correspondence with the vendor, vendor insurance policies/bonds, warranties and copies of purchase orders.

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#### **608 Construction Performance/Payment Bond Records** **ACT+1**

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*Office of Record: Accounting Department*

These records detail the terms of performance or payment bonds that are secured by contractors for township construction and improvement projects under the Contractor's Bond for Public Buildings or Works Act, Public Act 213 of 1963, MCL 129.201, *et seq.* Before any contract exceeding \$50,000 for construction, alteration or repair of any public building or public work or improvement of a township, the contractor must furnish, at the contractor's own cost, a performance bond and a payment bond for the protection of the township. **ACT** = date final payment was made to principal contractor (MCL 129.209).

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#### **609 Litigation Records** **ACT+7**

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*Office of Record: Managers Office*

These are records related to litigation in which the township is a party, including depositions, transcripts, decisions, correspondence, data, exhibits, research materials, memoranda, and reports. A township may also choose to retain press releases and media clippings/recordings about specific litigation. **ACT** = until final disposition (case closed).

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#### **610 Legal Opinions** **PERM**

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*Office of Record: Managers Office*

These records document legal opinions or memoranda issued to the township by an attorney representing the township.



## Delta Township Record Retention Schedule

**Record Number / Title and Description / Total Retention**

### Facility and Property Operations and Management Record Series

#### **700 Equipment/Technology Inventory ACT**

*Office of Record: Managers Office*

These records are used to inventory office equipment, furniture, computers and other digital equipment, printers, scanners, software, telephones, etc. The inventory may include equipment tracking tag number, location, serial number, price, account source, service contracts, manuals, etc. **ACT** = until the audit for the fiscal year in which the item was disposed.

#### **701 Software License Agreements EXP**

*Office of Record: Managers Office*

These agreements define how many users are licensed to access each software application.

#### **702 Vehicle and Equipment Maintenance Files ACT**

*Office of Record: All Departments*

These are records documenting all vehicles or other major equipment owned by the township, especially if a title, license or registration is required to operate the equipment or the operation or maintenance of the equipment is subject to regulation, but also if it is hazardous equipment. These records include registrations, titles, licenses, repair orders, maintenance records, or inspection reports. **ACT** = while vehicle or equipment is owned by the township.

#### **703 Warranties ACT**

*Office of Record: All Departments*

These include warranties for vehicles, equipment and facilities. **ACT** = until property is disposed of or the warranty expires.

#### **704 Township Facility Rental/Use Agreements EVT+7**

*Office of Record: Parks and Recreation Department*

These records, such as agreements, leases, deposit information or reports, document rental or use of township facilities by outside organizations or persons. **EVT** = expiration of agreement.

#### **705 Internet Access Policies/Agreements ACT**

*Office of Record: Managers Office*

These documents define the terms of use and access of the Internet, information technology resources, dial-up access to a network, etc. The records are used to generate user accounts for authorized users (such as at a township library, community/senior center or education/recreation programs). **ACT** = retain current documents for current users

#### **706 Internet Web Site Content ACT**

*Office of Record: Managers Office*

If there is one, a township's Web site is an interface to present information to the public about programs, events and activities. These records include the content and layout of the Web site, in digital files or other formats. *Internet technology is not designed to substitute for preservation of records, so*

PERM = Permanent	ACT = Active	SUP = Superseded
CR = Creation Date	FY = Fiscal Year	EVT = Event EXP = Expiration

## Delta Township Record Retention Schedule

Record Number	Title and Description	Total Retention
1	1960-1961	100
2	1962-1963	100
3	1964-1965	100
4	1966-1967	100
5	1968-1969	100
6	1970-1971	100
7	1972-1973	100
8	1974-1975	100
9	1976-1977	100
10	1978-1979	100
11	1980-1981	100
12	1982-1983	100
13	1984-1985	100
14	1986-1987	100
15	1988-1989	100
16	1990-1991	100
17	1992-1993	100
18	1994-1995	100
19	1996-1997	100
20	1998-1999	100
21	2000-2001	100
22	2002-2003	100
23	2004-2005	100
24	2006-2007	100
25	2008-2009	100
26	2010-2011	100
27	2012-2013	100
28	2014-2015	100
29	2016-2017	100
30	2018-2019	100
31	2020-2021	100
32	2022-2023	100
33	2024-2025	100
34	2026-2027	100
35	2028-2029	100
36	2030-2031	100
37	2032-2033	100
38	2034-2035	100
39	2036-2037	100
40	2038-2039	100
41	2040-2041	100
42	2042-2043	100
43	2044-2045	100
44	2046-2047	100
45	2048-2049	100
46	2050-2051	100
47	2052-2053	100
48	2054-2055	100
49	2056-2057	100
50	2058-2059	100
51	2060-2061	100
52	2062-2063	100
53	2064-2065	100
54	2066-2067	100
55	2068-2069	100
56	2070-2071	100
57	2072-2073	100
58	2074-2075	100
59	2076-2077	100
60	2078-2079	100
61	2080-2081	100
62	2082-2083	100
63	2084-2085	100
64	2086-2087	100
65	2088-2089	100
66	2090-2091	100
67	2092-2093	100
68	2094-2095	100
69	2096-2097	100
70	2098-2099	100
71	2100-2101	100
72	2102-2103	100
73	2104-2105	100
74	2106-2107	100
75	2108-2109	100
76	2110-2111	100
77	2112-2113	100
78	2114-2115	100
79	2116-2117	100
80	2118-2119	100
81	2120-2121	100
82	2122-2123	100
83	2124-2125	100
84	2126-2127	100
85	2128-2129	100
86	2130-2131	100
87	2132-2133	100
88	2134-2135	100
89	2136-2137	100
90	2138-2139	100
91	2140-2141	100
92	2142-2143	100
93	2144-2145	100
94	2146-2147	100
95	2148-2149	100
96	2150-2151	100
97	2152-2153	100
98	2154-2155	100
99	2156-2157	100
100	2158-2159	100

where records that are posted on the Web site have a permanent retention period, they should be retained in paper form when possible. **ACT** = while on the Web site.

707 Communication Device Records ACT

*Office of Record: Managers Office*

Township personnel may be issued two-way radios, cell phones, pagers, and other devices to facilitate communication. These records include service contracts, employee contracts, FCC licenses, distribution lists, etc. **ACT** = until the equipment is returned to township or disposed of.

**708 Building Plans (Township Facilities) ACT**

*Office of Record: Building Department*

These records document the design and construction of township facilities. They may 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 and warranties. 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 township.

**709 Maintenance Records ACT**

*Office of Record: All Departments*

These records are used to maintain property after it is constructed or installed. They may include maintenance manuals, equipment inventories, parts lists, warranties, etc. **ACT** = until item is replaced or disposed of.

## 710 Licenses and Permit Records (Township Facilities) ACT

Office of Record: Building Department and Parks and Recreation Department

These records include legally required permits and licenses for regular operation of township facilities and services, as well as construction, including building permits, elevator permits. **ACT** = while facility is owned or service is provided by the township.

**711 Inspection Certificates** **ACT**

*Office of Record: Building Department*

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. **ACT** = until superseded or equipment/building is no longer owned by the township.

## 712 Hazardous Material Safety Data Sheets ACT+30

*Office of Record: Fire Department*

Federal and state laws require that employers provide Material Safety Data Sheets to staff regarding any hazardous materials 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 is used or stored on township property.

## Delta Township Record Retention Schedule

**Record Number / Title and Description / Total Retention**

### **713 Property Incident Files CR+7**

*Office of Record: Managers Office*

These reports document criminal and non-criminal incidents taking place on township property and at township events, including theft and vandalism. They may also be used to support insurance claims. These records may include incident reports or police reports. (See also *Accident Files/Claims, Items 606A and 606B.*)

### **714 Building/Site Emergency Plans (Township Facilities) SUP**

*Office of Record: Managers Office*

These plans define potential emergencies at township facilities, such as tornados, fire, storms, shootings, etc., and how the township personnel should respond to each type of incident. They are reviewed and updated annually.

### **715 Emergency and Disaster Management Program Plans SUP**

*Office of Record: Managers Office*

These records are developed as part of the township's township-wide Homeland Security and emergency and disaster management plans to coordinate incident response, public information and safety, and media relations for large-scale or cross-jurisdiction incidents, including accidents (plane crashes), HAZMAT incidents, natural disasters, biological threats or epidemics, or acts of terrorism.

### **716 Key Authorization ACT**

*Office of Record: Managers Office*

These records are used to track personnel 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 keys, etc. **ACT** = until the key is returned.

## Delta Township Record Retention Schedule

**Record Number / Title and Description / Total Retention**

### Financial Record Series

#### **800 Chart of Accounts (Township-Specific) FY+6**

*Office of Record: Accounting Department*

This chart defines the specific accounting codes, selected from the Michigan Department of Treasury's Uniform Chart of Accounts, that are used by the township in the accounting transaction detail.

#### **801 Accounting Transaction Detail – General Ledger FY+6**

*Office of Record: Accounting Department*

The accounting transaction detail summarizes how the transactions have changed the balance over the course of time. Transactions are first recorded in journals and these transactions are recorded as a specific time in the general ledger and, when applicable, in the subsidiary ledger. The balances of the general ledger are used to prepare and should reconcile to (support) the financial statements.

#### **802 Accounting Transaction Detail—General Ledger Accounts FY+6**

*Office of Record: Accounting Department*

The detail of the general ledger accounts is known as the account detail history (more commonly referred to as the general ledger sheet in a manual system). This detail exists for all assets, liabilities, reserves, fund balances, revenue control, expenditure control, and entries to any necessary control accounts for the subsidiary ledgers within these categories. A separate account detail history exists for each individual general ledger account.

#### **803 Journal Entries FY+6**

*Office of Record: Accounting Department*

An item in or prepared for a book of original entry showing the accounts to be debited and credited, together with an explanatory description of the transaction.

#### **804 Cash Receipts Journal FY+6**

*Office of Record: Accounting Department*

The township treasurer is responsible for all cash receipts, and the township clerk posts the receipts to the cash receipts journal. Information in these records include the check number, date, receipt number, description, amount deposited, batch number, account number, etc.

#### **805 Delinquent Tax Collection Roll ACT+6**

*Office of Record: Accounting Department*

Delinquent Personal Property as of March 1<sup>st</sup> to be collected by the Township.

#### **806 Dog License Record CR+3**

*Office of Record: Accounting Department*

These records document Dog License registrations that the township takes for the county. These records are to be kept for 1 year.

## Delta Township Record Retention Schedule

### Record Number / Title and Description / Total Retention

#### **807 Bank Activity Records FY+6**

*Office of Record: Accounting Department*

These records document activity in the township's bank account(s). They may include deposit slips, reconciliations, cancelled checks, bank statements and electronic fund transfer transactions. Some of these records are the responsibility of the treasurer's office and some are the responsibility of the clerk's office, but regardless of where the records are filed, the same retention period applies. Bank statements and reconciliations must be retained for audit purposes.

#### **808 Accounts Receivable Records (Bills by Township) FY+6**

*Office of Record: Accounting Department*

These records document payments owed to and billed by the township for services, such as facility use, event/activity fees, utilities, sewer, fire/rescue, permits, or licenses. They include invoices or other billing documents, support documents, agreements, and ledgers.

#### **809 Accounts Payable Records (Bills to Township) FY+6**

*Office of Record: Accounting Department*

These records document township obligations and payments for goods and services, including but not limited to utility, phone (land and cell), Internet, pager and other service providers. These records may be used to generate bills that are distributed to each township department (such as construction code enforcement, zoning enforcement, township-owned fire department, etc.). They include bills, purchase orders, receipts, statements, packing slips, warrant reports, vouchers, requisitions, invoices and travel expenses.

#### **810 Investment Records FY+6**

*Office of Record: Accounting Department*

All investments are under the control of the township treasurer, subject to the township board's investment policy, but some of these records are also used by the clerk's office. Regardless of where the records are filed, the same retention period applies. These records include statements from investment accounts that identify the date and amount of each transaction, the maturity and balance of the account. They include cash flow and reconciliation statements that summarize the beginning and ending balance of the account and all transactions dates and amounts.

#### **811 Periodic Financial Reports ACT**

*Office of Record: Accounting Department*

These records document the status of budgetary activity on each account to enable the township board to monitor and amend as necessary. Regardless of where the records are filed, the same retention period applies. ACT = until audit is completed.

#### **812 Audits—Final Report PERM**

*Office of Record: Accounting Department*

Audit reports are prepared annually or biennially (as required by law for the individual township) by independent accounting firms.

## Delta Township Record Retention Schedule

### Record Number / Title and Description / Total Retention

#### **813 Annual Local Unit Fiscal Report (F-65) FY+7**

*Office of Record: Accounting Department*

This is a fiscal-year ending report that identifies how public monies are spent by the township. It is prepared by the township's auditor and filed with the Michigan Department of Treasury.

#### **814 Qualifying Statement (Municipal Finance) FY+7**

*Office of Record: Accounting Department*

Based on responses to the qualifying statement questions, a municipality is either granted or denied qualifying status for issuing debt. If a municipality is not qualified, it is not precluded from issuing debt, but it must obtain written approval from Treasury prior to any issuance subject to the Revised Municipal Finance Act.

#### **815 Municipal Bond Records ACT+10**

*Office of Record: Accounting Department*

These records detail the terms of bond funding secured by the township for construction and other capital improvement projects. They include copies of state approvals to issue securities, reporting documents, closing certificates, continuing disclosure agreements, and the final transcript of closing documents. The township supervisor or manager is the chief administrative officer of the township for municipal finance purposes, so these records may be kept by that office. (MCL 141.2103(b) and 141.422b) **ACT** = until the bond matures (MCL 600.5807(7)).

#### **816 Final Affidavit of Municipal Bond Payment PERM**

*Office of Record: Accounting Department*

The final affidavit of payment is evidence that all municipal bond funds borrowed by the township were paid back in full.

#### **817 Fixed Asset Inventory Data ACT**

*Office of Record: Accounting Department*

This record is a list of all major property and its book value. Township policy determines the value at which property must be included on a fixed asset 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 and building location. **ACT** = until the annual report for the fiscal year in which the item was disposed is audited.

#### **818 Capital Asset Annual Report FY+6**

*Office of Record: Accounting Department*

The Government Accounting Standards Board (GASB) Statement 34 establishes the annual reporting requirements for financial statements prepared by state and local governments. This annual report is produced from the capital asset inventory.

## Delta Township Record Retention Schedule

### Record Number / Title and Description / Total Retention

#### **819 Tax Certificates (Township Copies) FY+6**

*Office of Record: Accounting Department*

These records are the certified copies of all statements, certificates, votes and resolutions authorizing or directing money to be raised in the township by taxation for township, school, highway, drain, and all other purposes, together with a statement of the aggregate amount to be raised (MCL 211.36).

#### **820 Tax Credit Records ACT+6**

*Office of Record: Accounting Department*

Property owners may be eligible for various tax credits (such as farmland preservation, enterprise zone, etc.). These files may include applications and board resolutions. These credits are approved by the Michigan Department of Treasury, but they are also reviewed by various township departments and public bodies. As a result, the records may be retained in the township's general files or the files of supervisor, treasurer, clerk or other personnel, depending on the township. **ACT** = while the property owner is receiving the tax credit.

#### **821 Tax Bill Receipts ACT+6**

*Office of Record: Accounting Department*

Receipts showing property taxes paid.

#### **822 Tax Roll – Real, Personal, and Delinquent ACT+6**

*Office of Record: Accounting Department*

This roll contains tax dollar amounts that are to be dispersed to the different taxing authorities that spread millages in Delta Township.

#### **823 Tax Roll – Special Assessment ACT+3**

*Office of Record: Accounting Department*

This roll contains tax dollar amounts that are to be dispersed to the different taxing authorities that spread special assessments in Delta Township such as drain assessments.

#### **824 Tax Roll Changes ACT+6**

*Office of Record: Accounting Department*

July/December Board of Review/Michigan Tax Tribunal/State Tax Commission adjustments to assessed/taxable values in mid year.

#### **825 Michigan Sales and Use Tax Exemption Certificates (Form 3372) CR+4**

*Office of Record: Accounting Department*

These certificates are submitted when the township purchases goods or services subject to Michigan sales or use taxes to document the township's exemption from taxation.

#### **826 Indirect Cost Records FY+6**

*Office of Record: Accounting Department*

These records are created annually to determine the allowable indirect cost rate that the township may charge to various state and federal grants. Note: The granting agency may require a longer retention period.

## Delta Township Record Retention Schedule

Record Number / Title and Description / Total Retention

### 827 Surety Bonds (Officials and Employees) ACT+10

*Office of Record: Accounting Department*

These certificates identify the person/position, the bonding company and the amount of the bond. **ACT** = while employed in the position or holding the office for which the bond is obtained. (MCL 600.5807(2))

### 828 Supply Inventories FY+1

*Office of Record: Accounting Department*

These records document the volume of supplies (office, maintenance, etc.) that are purchased and used by the township

### 829 Warrant Report ACT+6

*Office of Record: Accounting Department*

A report of taxable values, millage rates and tax dollars spread for all taxing authorities that spread property taxes in Delta Township



## Delta Township Record Retention Schedule

**Record Number / Title and Description / Total Retention**

### Assessment Series

#### **900    Assessment Increase Notices    CR+6**

*Office of Record: Assessing Department*

This notice is used to notify what the new current year assessed and taxable value will be. It also indicates the Principle Residence Exemption as well as instructions on appealing your values to the local Board of review.

#### **901    Assessment Roll – Real and Personal    ACT+7**

*Office of Record: Assessing Department*

A report that includes but is not limited to taxpayer and or owner name, address, legal description, parcel code number, current year and previous year assessed and taxable values, school district, Principle Residence Exemption %, last sale date and Board of Review, State Tax Commission or Michigan Tax Tribunal changes for all properties in Delta Township.

#### **902    Assessment Roll – Special Assessment    ACT+3**

*Office of Record: Assessing Department*

A report that includes but is not limited to taxpayer and or owner name, address, legal description, parcel code number, current year and previous year assessed and taxable values, school district, Principle Residence Exemption %, last sale date and Board of Review, State Tax Commission or Michigan Tax Tribunal changes for all properties in Delta Township.

#### **903    Filed Sheets/"Property Cards"    PERM**

*Office of Record: Assessing Department*

A record card that includes but is not limited to taxpayer and or owner name, address, legal description, parcel code number, current year and previous year assessed and taxable values, school district, Principle Residence Exemption %, sale information, land size information, house-building interior and exterior information, picture and drawings of improvements as well as pricing support for land and improvements for all properties in Delta Township.

#### **904    Forms (various assessment)    ACT+7**

*Office of Record: Assessing Department*

Various state required forms on the reporting of assessed and taxable values.

#### **905    Hardship Exemption Policies    PERM**

*Office of Record: Assessing Department*

Also known as Poverty exemption. An application completed by the taxpayer requesting exemption from property taxes based on their income.

#### **906    Homestead Affidavits    ACT+3**

*Office of Record: Assessing Department*

An affidavit whereas the homeowner states that the subject property is their principle residence thereby entitling them to an exemption from paying property taxes on the school operating millage.

## Delta Township Record Retention Schedule

### Record Number / Title and Description / Total Retention

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#### **907   I F E Certificates (IFT's)                      EXP+3**

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*Office of Record: Assessing Department*

Industrial Facilities Tax Exemption Certificate for approved industrial properties to pay ½ the property taxes for a period of up to 12 years.

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#### **908   Land Division Application                      PERM**

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*Office of Record: Assessing Department*

This is an application completed by the property owner requesting that their property be split into separate parcels.

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#### **909   Mylar Subdivision Maps                      PERM**

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*Office of Record: Engineering Department*

These are subdivision maps maintained by the Engineering Department per the subdivision act.

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#### **910   Personal Property Statements                      ACT+3**

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*Office of Record: Assessing Department*

A form that is filed with the assessor's office where a commercial, industrial or utility property owner reports their personal property for property tax purposes.

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#### **911   Plat Maps                      PERM**

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*Office of Record: Engineering Department*

Maps that show boundary and sub division lines of all property in Delta Township.

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#### **912   Real Property Transfer Statements                      ACT+3**

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*Office of Record: Assessing Department*

This is a required form reporting the transfer of ownership including sale date and sale price.

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#### **913   Tax Tribunal Appeals Records                      ACT+7**

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*Office of Record: Assessing Department*

Michigan Tax Tribunal court decisions pertaining to assessed and taxable value appeals.

## Delta Township Record Retention Schedule

Record Number / Title and Description / Total Retention

### Building and Construction Series

#### **1000 Aerial Photos                      PERM**

*Office of Record: Engineering Department*

These are any aerial photos taken of the township for mapping or display. These photos can be digital, film or prints.

#### **1001 Application for Construction                      ACT+7**

*Office of Record: Building Department*

These documents are applications for building, mechanical, plumbing and electrical permits. **ACT** = the life of the structure.

#### **1002 Architectural Plans                      PERM**

*Office of Record: Building Department*

These documents are plans for houses over 3,500 sq. ft and all commercial buildings throughout the township.

#### **1003 Building Plans, Commercial                      PERM**

*Office of Record: Building Department*

These are plans for all commercial buildings throughout the township.

#### **1004 Building Plans, Non-Commercial                      ACT+7**

*Office of Record: Building Department*

These are plans for all non-commercial building throughout the township. **ACT** = the life of the structure.

#### **1005 Certificate of Occupancy                      ACT+7**

*Office of Record: Building Department*

These documents show when building are certified for occupancy. **ACT** = the life of the structure.

#### **1006 Licensing Certificates of Inspectors or Contractors                      PERM**

*Office of Record: Building Department*

These certificates show completion of coursework certifying inspectors or contractors as required by the State of Michigan for license.

#### **1007 Permits, Signs, and Construction Applications                      ACT+7**

*Office of Record: Building Department*

These documents are applications for sign, building, mechanical, plumbing and electrical permits. **ACT** = the life of the structure.

## Delta Township Record Retention Schedule

### Record Number / Title and Description / Total Retention

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#### **1008 Reports (inspector)      PERM**

*Office of Record: Building Department*

These document the inspector's inspection reports and rental ordinance inspections.

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#### **1009 Code Enforcement      ACT+5**

*Office of Record: Building Department*

Any documents or data relating to code enforcement. **ACT** = The date code became compliant.

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#### **1010 Rental Ordinance Applications      ACT+5**

*Office of Record: Building Department*

These applications must be filled out before the structure is inspected for compliance with the township's rental ordinance. **ACT** = the application date.

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#### **1011 Rental Ordinance Inspection Reports      ACT+7**

*Office of Record: Building Department*

These reports document the inspection of a structure for compliance of the township's rental ordinance.

**ACT** = the life of the structure.

## Delta Township Record Retention Schedule

Record Number / Title and Description / Total Retention

### Parks and Recreation Series

#### 1100 Activities Roster ACT+4

*Office of Record: Parks and Recreation Department*

All adult and youth recreation programs and classes have participation lists that include names, address and for some programs, birth dates and telephone numbers and/or email addresses. Other information includes names of the instructors or coaches for the program along with their addresses and contact information.

#### 1101 Parks and Recreation Master Plan PERM

*Office of Record: Parks and Recreation Department*

The Parks and Recreation Master Plan documents long range planning for the townships park and recreation system.

## Delta Township Record Retention Schedule

**Record Number / Title and Description / Total Retention**

### Planning and Zoning Series

#### **1200 Permits Applications      PERM**

*Office of Record: Planning Department*

These records include the various applications received by the Planning Department pertaining to special land use permits, site plans, subdivision plats, land divisions, lot splits, and variances.

#### **1201 Rezoning Applications      CR+10**

*Office of Record: Planning Department*

These records include applications pertaining to rezoning requests received by the Planning Department. A case number is assigned to each rezoning request, a file is created and staff reports are prepared.

#### **1202 Site Plans      PERM**

*Office of Record: Planning Department*

Site plans constitute the drawings required by the zoning ordinance to insure that a proposed land use is in compliance with all applicable codes and ordinances. These records may include written documents from other agencies. The Planning Department is responsible for the retention of site plans and corresponding documents.

#### **1203 Subdivision Plans      PERM**

*Office of Record: Planning Department*

Subdivision plats consist of drawings depicting the division of a large parcel into lots, blocks, and streets. The process of subdividing property is provided for in Michigan's Land Division Act being P.A. 288 of 1967 as amended by P.A. 591 of 1996. Subdivision plats are retained in the Township Engineering Department.

#### **1204 Zoning Ordinance Amendment Files      PERM**

*Office of Record: Planning Department*

These records pertain to amendments which are periodically made to the zoning ordinance. A case number is assigned to each amendment, a file is created and staff reports are prepared.

#### **1205 Zoning Board of Appeals Minutes      PERM**

*Office of Record: Planning Department*

The Michigan Zoning Enabling Act, being P.A. 110 of 2006, mandates that municipalities which practice zoning provide for a zoning board of appeals in their zoning ordinance. Further, the Act stipulates that the zoning board of appeals maintain a record of their proceedings which shall be filed in the office of the clerk.

#### **1206 Zoning Maps      PERM**

*Office of Record: Planning Department*

A zoning map depicts the establishment of the various zoning districts in the community, including the boundaries of those districts. An official zoning map is maintained in the Planning Department.

PERM = Permanent	ACT = Active	SUP = Superseded
CR = Creation Date	FY = Fiscal Year	EVT = Event EXP = Expiration

Delta Township Record Retention Schedule

Record Number / Title and Description / Total Retention

1207 Zoning Ordinances PERM

Office of Record: Planning Department

The Township’s zoning ordinance is created under the authority granted by the Michigan Zoning Enabling Act, being PA 110 of 2006. The zoning ordinance regulates the use of land in the Township. Copies of the zoning ordinance, as well as repealed zoning ordinances, are retained in the Planning Department.

## Delta Township Record Retention Schedule

**Record Number / Title and Description / Total Retention**

### Public Works Series

#### **1300 Agreements - Construction      ACT+7**

*Office of Record: Utility Department*

These are agreement for construction on the townships water and sewer systems. They would include contracts for the installation/repair of water or sanitary sewer system. **ACT** = date the project is constructed.

#### **1301 Agreements – Water and Sewer Franchise    PERM**

*Office of Record: Clerks Office*

These records document water and sewer franchise agreements. These records are issued by Engineering/Township Board.

#### **1302 Agreements – Water and Sewer hookup      PERM**

*Office of Record: Utility Department and Building Department*

These records show agreements to hook up water and sewer customers to the township utility systems. Water and Sewer hookup are issued by either the Utility Department or Building Department.

#### **1303 Claims Record      PERM**

*Office of Record: Managers Office*

These are documents maintained by the Managers office in response to water or sanitary sewer incidents. They include documentation from the resident and/or business as well as the response from the insurance carrier.

#### **1304 Compliance Orders      PERM**

*Office of Record: Utility Department*

These records are part of MDEQ requirements for water and sanitary sewer treatment and maintenance.

#### **1305 Cross Connection Reports      CR+10**

*Office of Record: Utility Department*

These records are maintained on a database program within the Utility Department. This is a requirement of the MDEQ water quality.

#### **1306 Hydrant Permits    ACT+4**

*Office of Record: Utility Department*

These documents are hydrant permits that are generated and maintained by the Utility Department.

#### **1307 Hydrant Repair/Inspections      CR+3**

*Office of Record: Utility Department*

These records document the locations and/or inspections performed on fire hydrants.



## Delta Township Record Retention Schedule

### Record Number / Title and Description / Total Retention

#### **1308 Maintenance Log ACT+7**

*Office of Record: Utility Department*

These records include preventive maintenance and work orders on all equipment relating to the Wastewater and Water Divisions of the Utility Department.

#### **1309 Material Safety Data Sheets ACT+4**

*Office of Record: Utility Department*

MSDA sheets are kept and maintained by the Utility Department on all products used by water and wwtp.

#### **1310 MISS DIG Reports PERM**

*Office of Record: Utility Department*

These documents are requests and reports for staking out buried utilities.

#### **1311 Pumpage Reports ACT+10**

*Office of Record: Utility Department*

These records are Water, liftstation and treatment plant usage that is collected by the Utility SCADA system.

#### **1312 Safety Training Reports PERM**

*Office of Record: Utility Department*

These records are for training at the Utility Department which include Confined Space, respirator training, lock-out/tag-out and other safety related programs

#### **1313 Sewer Inspection Files PERM**

*Office of Record: Utility Department*

These records are video files that are kept on recordable media (DVD) and also stored in a database program. These records show the inspection of the township's sanitary sewer system.

#### **1314 Sewer Violations ACT+7**

*Office of Record: Utility Department*

These records document any sewer violations and are stored in a customer file by address as well as other inspection forms

#### **1315 Tap & Meter Cards PERM**

*Office of Record: Utility Department*

These records are scanned for field drawings and stored in the customer file as well as the witness file.

#### **1316 Tap Reports ACT+7**

*Office of Record: Utility Department*

These records document where new taps are required in the Water system.

## Delta Township Record Retention Schedule

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Record Number / Title and Description / Total Retention
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<b>1317 MDEQ Laboratory ACT+3</b>
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*Office of Record: Utility Department*

These documents show laboratory bench sheets and documents plant flow.

<b>1318 QAQC            ACT+3</b>
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*Office of Record: Utility Department*

These are quality assurance / quality control for the laboratory.

<b>1319 Pre-Construction Video PERM</b>
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*Office of Record: Engineering Department*

These are videos of properties before the contractor starts work to have a record of a before condition of all affected properties.

## Delta Township Record Retention Schedule

**Record Number / Title and Description / Total Retention**

### Fire and Ambulance Service Series

#### **1400 Alarm Billings CR+2**

*Office of Record: Fire Department*

These records document the billing for alarms and/or false alarms that the department responded to. They may or may not include billings, statements, incident numbers, address, and/or receipts.

#### **1401 Apparatus/Vehicle Inspections ACT**

*Office of Record: Fire Department*

These records document the monthly inspections and/or repairs of equipment as required by R408.17461, Part 74 of the General Industry Safety Standards. Information gathered documents the date, findings, who performed inspection, etc.. These records shall be maintained for the life of the apparatus. ACT = Life of Equipment

#### **1402 Building Inspection Reports/Files – Construction ACT+10**

*Office of Record: Fire Department and Building Department*

These records document inspections associated with construction/remodeling of residential, commercial or industrial properties. These would include all documents associated with the inspections or violations. They may or may not include blueprints, suspension of licenses, re-instatements of license, stop work orders, housing code compliance notices, and other related documents or correspondence. ACT = Life of Structure/Business

#### **1403 Building Occupancy Inspection Reports/Files ACT+10**

*Office of Record: Fire Department and Building Department*

These records document inspections performed pursuant to M.C.L. 29.8 of P.A. 207 of 1941 for occupied buildings, places of assemblage and properties. These would include all documents associated with the inspections or violations. They may or may not include blueprints, suspension of licenses, re-instatements of license, stop work orders, housing code compliance notices, and other related documents or correspondence. ACT = Life of Structure/Business

#### **1404 Burning Permits (Recreational) CR+1**

*Office of Record: Fire Department*

These records document permits issued to residents to burn leaves, brush, etc.. and may include permits for fireworks and/or barbeque pits. They typically have an expiration date or specific time period to utilize the permit.

#### **1405 Carbon Monoxide Inspection/Checklist CR+1**

*Office of Record: Fire Department*

These records document carbon monoxide inspections performed for citizens homes.

#### **1406 Computer Aided Dispatch (C.A.D.) Log CR+2**

*Office of Record: Fire Department*

These computer log reports are printed from the C.A.D. system by the Central Dispatch Department. They document any/all calls that the department was sent or dispatched on. These may or may not

## Delta Township Record Retention Schedule

### Record Number / Title and Description / Total Retention

include reports sorted by location (ALI) or incoming number (ANI). The report summarizes the type of call, who responded, incident number generated, date and time. They are used to support incident reports and various activities. These may need to be retained for a longer period of time if used as an index for retrieving incident reports. But, should not be retained any longer than the 10 years needed for that purpose.

#### **1407 Committee Records      CR+2**

##### *Office of Record: Fire Department*

These documents are from the various internal committees associated with the department, such as the Awards Committee. They may include membership lists, agendas, supporting documentation, minutes, reports, etc.

#### **1408 Controlled Burn Release Agreements      CR+10**

##### *Office of Record: Fire Department*

These records document agreements made between the department and the property owners allowing them to do a controlled burn. These are typically older structures and used primarily for training.

#### **1409 Daily Activity Logs (Journals)      CR+3**

##### *Office of Record: Fire Department*

These records document the daily activities of the department or it's staff.

#### **1410 Daily Work Schedules      CR+1**

##### *Office of Record: Fire Department*

These records document the work schedule showing who is on duty when.

#### **1411 Discovery Orders      CR+1**

##### *Office of Record: Fire Department*

These are copies of discovery orders submitted by attorneys for information related to incidents.

#### **1412 Dispatch Activity Log      CR+10**

##### *Office of Record: Fire Department*

These records are logs of all radio and telephone transmissions received or transmitted from dispatch and are used to document communications that occurred during a call.

#### **1413 Dispatch Recordings      30 Days**

##### *Office of Record: Fire Department*

These records document the actual communications made through dispatch. The format may be electronic or audio. Typically these are rotated every 30 days and rerecorded over. Recordings of major events may be pulled from the rotation and used for litigation, training, etc..

#### **1414 Driving Logs      CR+1**

##### *Office of Record: Fire Department*

These records document time spent driving department vehicles by department personnel and are used for driver certification.

## Delta Township Record Retention Schedule

**Record Number / Title and Description / Total Retention**

### **1415 Educational Programs – Schools, Community, Etc.. ACT**

*Office of Record: Fire Department*

These records document activities where department personnel go into organizations and discuss fire safety and/or fire prevention. ACT = While Relevant

### **1416 Equipment Inspections – Portable CR+3**

*Office of Record: Fire Department*

These records document equipment inspections and test performed on various equipment as required by the General Industry Safety Standard, Part 74, Fire Fighting. Examples include ladders, hoses, pumps, air tanks, generators, lights, rescue equipment, etc. The Insurance Services Offices and other various organizations often use these for rating fire departments.

### **1417 Equipment Inventory SUP**

*Office of Record: Fire Department*

These records document what equipment is assigned to the department. These may or may not include equipment inventories by vehicle or unit. These are updated as equipment is added, replaced or disposed of.

### **1418 Equipment Operator Log CR+1**

*Office of Record: Fire Department*

These logs document who operated what equipment and when. These may or may not be filled out daily or when the piece of equipment is actually used.

### **1419 False Alarm Reports CR+2**

*Office of Record: Fire Department*

These records document false alarms that the department was dispatched on.

### **1420 Field Training Observations (FTO) EVT+2**

*Office of Record: Fire Department*

These records are completed during a new employee's training period. They document their performance, and areas needing improvement during their probation period after being hired. They may include copies of daily reports, daily observations, weekly summaries, incidents reports, etc. EVT = When the probation period ends.

### **1421 Fire Drill Reports CR+3**

*Office of Record: Fire Department*

These records document fire drills performed by various businesses, schools and public buildings as required by M.C.L. 29.19 and are used to show the dates times and durations of these drills.

### **1422 Firefighter (S.C.B.A.) Fit Test ACT**

*Office of Record: Fire Department*

These records document the qualitative and quantitative fit test for the Self Contained Breathing Apparatus (S.C.B.A.) performed for each firefighter as required by 29 CFR 1910.134(m) and by the

PERM = Permanent	ACT = Active	SUP = Superseded
CR = Creation Date	FY = Fiscal Year	EVT = Event EXP = Expiration

## Delta Township Record Retention Schedule

### Record Number / Title and Description / Total Retention

Occupational Health Standard, Part 451, Respiratory Protection. ACT = While employed by the department.

#### **1423 Fire Station House Inspections CR+3**

*Office of Record: Fire Department*

These records document inspections performed on the Fire Station and may or may not included inspections on equipment fixed to the station such as fire extinguishers, sprinklers, etc..

#### **1424 Fire Station Licensure Files ACT**

*Office of Record: Fire Department*

These records document the inspections performed by the state and support the actual licensing of the fire department. ACT = While station is active

#### **1425 Grievance Files CR+7**

*Office of Record: Fire Department*

These are copies of grievances filed against union contracts.

#### **1426 Historical Records ACT**

*Office of Record: Fire Department*

These records document the departments' history and are used primarily as reference material. They are typically "pulled" from the record series after it has met its' retention period and is transferred into this category. The department determines what is "Historical" to them. Examples may include but are not limited to photos, newspaper clippings, documents of historical importance, etc.. ACT = While of reference value to the department. Please contact the Archives of Michigan prior to disposing of these records.

#### **1427 Incident/Run Reports (Ambulance/EMS/Fire) CR+10**

*Office of Record: Fire Department*

These records document incidents that required personnel to be dispatched to an event. They may or may not include names of individuals involved, number of individuals involved, locations, time, date, responders, care provide, etc. and are required by M.C.L. 29.4 of P.A. 207 of 1941.

#### **1428 Investigative Reports (Open) – Non-Criminal CR+3**

*Office of Record: Fire Department*

These records document any open investigations regarding fires that have been unsolved and classified as Non-Criminal.

#### **1429 Investigative Reports (Open) – Misdemeanor CR+7**

*Office of Record: Fire Department*

These records document any open investigations regarding fires that have been unsolved and classified as a Misdemeanor.

## Delta Township Record Retention Schedule

### Record Number / Title and Description / Total Retention

#### **1430 Investigative Reports (Open) – Felony CR+20**

*Office of Record: Fire Department*

These records document any open investigations regarding fires that have been unsolved and classified as a Felony.

#### **1431 Investigative Reports (Open) – Homicide PERM**

*Office of Record: Fire Department*

These records document any open investigations regarding fires that have been unsolved involving a homicide.

#### **1432 Job Applications—Not Interviewed/Not Hired CR+1**

*Office of Record: Managers Office*

These files, from individual applicants who were not interviewed, may include resumes, applications, and supporting documents.

#### **1433 Job Applications—Interviewed/Not Hired CR+2**

*Office of Record: Managers Office*

These files, from individual applicants who were interviewed, but not hired, may include resumes, applications, and supporting documents.

#### **1434 Key/Knox Box Records SUP**

*Office of Record: Fire Department*

These records document the locations of keys or security systems within buildings and structures.

#### **1435 Litigation Files ACT+10**

*Office of Record: Managers Office*

These files document any litigation that the department or personnel are involved in. They may include depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, media clippings, etc. ACT = until case is closed.

#### **1436 Material Safety Data Sheets (M.S.D.S.) ACT**

*Office of Record: Fire Department*

The records document 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, as required by 29 CFR 1910.1200 and the General Industry Safety and Occupational Health Standard, Part 92, Hazard Communication. ACT = While material is in use or stored on property.

#### **1437 Medical/Exposure Records ACT+30**

*Office of Record: Fire Department*

These records are required by M.C.L. 408.1061 of P.A. 154 of 1974 and document work related incidents of exposure to toxic substances, blood borne pathogens or harmful physical agents. R325.3457 and R325.3456 of the Occupational Health Standard, Part 470, Employee Medical Records and Trade Secrets,

## Delta Township Record Retention Schedule

### Record Number / Title and Description / Total Retention

require that these records be retained for 30 years as does 29 CFR 1910.1020(d). ACT = Duration of employment

#### **1438 Medical Consent Forms CR+2**

*Office of Record: Fire Department*

These forms are used to document what medical services were provided and/or refused by individuals. They typically include the persons name, dispatch #, address, etc. and are used to document the individuals choice to refuse/accept transport and/or medical services.

#### **1439 Monthly Reports CR+7**

*Office of Record: Fire Department*

These records document activities that occurred. These may or may not include summaries, statistics, # of runs, injuries, etc.

#### **1440 Mutual Aid Agreements ACT+10**

*Office of Record: Fire Department*

These are agreements executed between the department and other agencies to provide mutual support as needed during a crisis or emergency. ACT = While the agreement is in place.

#### **1441 Outside Employment Form ACT**

*Office of Record: Fire Department*

This is a form completed by employees who have a second job. It is authorized by the agency and used to identify any conflicts of interest. ACT = While employed by the 2<sup>nd</sup> party.

#### **1442 Overtime Equalization Records CR+2**

*Office of Record: Fire Department*

These records document overtime used/submitted by employees. It is used to resolve any immediate issues with pay.

#### **1443 Pass Tag SUP**

*Office of Record: Fire Department*

These records document the firefighter name, address, doctors, phone numbers, and other basic contact information. These are typically worn by the firefighter and used in case the firefighter goes down and needs to be identified.

#### **1444 Payroll Timesheets CR+5**

*Office of Record: Fire Department*

These are typically copies of timesheets that are completed and forwarded to the payroll office.

#### **1445 Personal Equipment Records ACT**

*Office of Record: Fire Department*

These records document inspections performed on the employee's protective clothing/equipment and document the condition and/or any repairs completed. ACT = While in use



## Delta Township Record Retention Schedule

### Record Number / Title and Description / Total Retention

#### **1446 Personnel Information Records      SUP**

*Office of Record: Fire Department*

These records are used as a reference tool for identifying employee badge number, FOIA number, phone number, address, seniority, hire date, termination date, birthdays, etc. and are used primarily as a reference type record.

#### **1447 Photographs      ACT**

*Office of Record: Fire Department*

These are photographs of incidents, including crime scenes, accidents, evidence, fire investigations, etc. and are typically maintained in the incident file until the retention period has been met. This record series allows departments to withdraw photos after the retention period for the records series has been met. The photos may then be used for training or documenting historical incidents for future reference. ACT = While relevant to the department

#### **1448 Policy/Procedure Manuals      SUP**

*Office of Record: Fire Department*

These records document internal policies and orders issued by the Chief or department. They may also contain official bulletins that are used to convey information to the administrative staff, officers and volunteers.

#### **1449 Position Interview Questions      SUP**

*Office of Record: Managers Office*

These documents contain a list of questions associated with the job descriptions. They are updated as the job descriptions are updated. The questions are used in the interview process to assure the same questions are asked to all candidates. SUP = Until questions are superseded.

#### **1450 Pre-Fire Surveys      SUP**

*Office of Record: Fire Department*

These records document emergency plans for responding to locations within the call area. They may contain information regarding routes, locations of hydrants, etc. These may be included in the SARA III records if hazardous material exists.

#### **1451 Promotional Results      ACT**

*Office of Record: Fire Department*

These records contain information associated with test scores, test sheets, order of ranking, results of offsite testing, etc. ACT = While test are active

#### **1452 Public/Community Activity Schedules      CR+1**

*Office of Record: Fire Department*

These records document social events held within the community that the department may be involved with such as dances, festivals, etc.

## Delta Township Record Retention Schedule

### Record Number / Title and Description / Total Retention

#### **1453 Purchasing Records CR+6**

*Office of Record: Fire Department*

These records are documents that support purchases made by the department.

#### **1454 Records Management Database System – NFIRS/MFIRS CR+25**

*Office of Record: Fire Department*

These systems are often used to track information associated with incidents and document the information required to be submitted to the National Fire Incident Reporting System (NFRIS). These databases are typically designed with various modules that track the details associated with each call that the department is dispatched on. The retention period reflects the need to migrate the data from one system to the next.

#### **1455 Reference Files ACT**

*Office of Record: Fire Department*

These records/books are documents used as reference material. They may include but are not limited to manuals, catalogs, brochures, etc. ACT = while relevant.

#### **1456 Ride Along Waiver CR+1**

*Office of Record: Fire Department*

This is a waiver of liability signed by a citizen who rides with the department. It is used to document the date and the name of the person who participated.

#### **1457 SARA III/Fire Fighter Right-to-Know Records ACT**

*Office of Record: Fire Department*

These records document hazardous materials used in businesses as required by the Superfund Amendments and Reauthorization Act (SARA) of 1986, the Bureau of Fire Services and M.C.L. 408.1014(i) of P.A. 154 of 1974. These may or may not include MSDS sheets, action plans, inventories, building layouts or diagrams, etc. ACT = While in use.

#### **1458 Siren Test CR+3**

*Office of Record: Fire Department*

These document the test performed on the public warning sirens that are used to alert the community of danger.

#### **1459 Subpoenas CR+1**

*Office of Record: Fire Department*

These are copies of subpoenas received to appear in court or requesting for information.

#### **1460 Tickets/Citations CR+2**

*Office of Record: Fire Department*

These are copies of the tickets issued for fire lane violations, minor fire code violations, etc..

## Delta Township Record Retention Schedule

### Record Number / Title and Description / Total Retention

#### **1461 Time/Attendance Records CR+5**

*Office of Record: Fire Department*

These documents the time attendance of firefighters and may or may not include roll call logs, time sheets, etc..

#### **1462 Tornado Watch/Warning Records CR+3**

*Office of Record: Fire Department*

These records document the dates and times that tornado watch/warnings are issued by the National Weather Service and show who responded and/or participated in the watch/warning.

#### **1463 Training Bulletins/Schedules CR+3**

*Office of Record: Fire Department*

These are internal bulletins required by the General Industry Safety Standard, Part 74, Fire Fighting, that are used to notify a department or staff that they are scheduled for upcoming training.

#### **1464 Training Courses – Administrative CR+3**

*Office of Record: Fire Department*

These records document the courses regarding blood borne pathogens offered through the department as required by the Occupational Health Standard, Part 554, Bloodborne Infectious Diseases and 29 CFR 1910.1030(h)(2)(j). The CFR requires that the dates, content, names and qualifications of instructors, names and titles of those attending be collected.

#### **1465 Training Files- Firefighter ACT+7**

*Office of Record: Fire Department*

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.

#### **1466 Training Fund CR+6**

*Office of Record: Fire Department*

These records document money available and spent from the training fund.

#### **1467 Vehicle Accident Report ACT**

*Office of Record: Fire Department*

These records document accidents any department vehicles are involved in. These may or may not include accident reports, parties involved, damage reports, repairs, etc. ACT = While vehicle is active.

#### **1468 Video Tapes 30 Days**

*Office of Record: Fire Department*

These videotapes are used in vehicles or during incidents. The tapes are typically cleared and reused on a regular basis. Recordings of major events may be pulled from the rotation and used for litigation, training, etc. Tapes that involve incidents that may go to court are not erased until the action or investigation is resolved.

## Delta Township Record Retention Schedule

Record Number / Title and Description / Total Retention

### Election Record Series

#### 1500 Bureau of Elections Correspondence CR+2

*Office of Record: Clerks Office*

This correspondence is received from the Bureau of Elections and pertains to policy or housekeeping issues. This correspondence may exist in a variety of formats, including memos, letters, notes, and electronic mail messages. This does not include the Election News and the News You Can Use newsletters that are published and retained by the Bureau.

#### 1501 Transitory Correspondence EVT

*Office of Record: Clerks Office*

Transitory correspondence is any form of written communication with a short-term interest that has no documentary value. This type of correspondence has limited administrative and evidential value that is lost soon after the communication is received. **Transitory messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt.** Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information that require no administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events, notifications of an upcoming meeting, and similar records. EVT = need not be retained more than 30 days after receipt.

#### 1502 Post Election Reports ACT+2

*Office of Record: Clerks Office*

The Secretary of State is required to submit a post election report to the Elections Assistance Commission detailing the State of Michigan's compliance with the National Voting Rights Act and the Help America Vote Act. Clerks are required to create and maintain data on an ongoing basis that is compiled for this report. ACT = the day after the November general election.

#### 1503 Certification ACT

*Office of Record: Clerks Office*

The Bureau of Elections provides training to election officials. Officials take a self-administered accreditation exam, and receive a certificate upon successful completion of the exam. ACT = while serving as an election official.

#### 1504 Absentee Ballot Envelopes ACT+2

*Office of Record: Clerks Office*

These envelopes were used to transmit absentee ballots. Envelopes containing valid ballots will be opened and emptied so the ballot can be counted (see items #304-305). Invalid/rejected ballots remain inside the envelope, and the envelope may remain sealed. In this case, the ballot is not counted. MCL 168.811 ACT = until the election is held.

#### 1505 Absentee Voter List ACT+2

*Office of Record: Clerks Office*

## Delta Township Record Retention Schedule

### Record Number / Title and Description / Total Retention

This list identifies which voters in each precinct were mailed absentee ballots. It contains the name of the voter, address where the ballot was mailed, date the application was received, date the ballot was mailed, date the ballot was received, etc. This record includes the absentee ballots information posting. The list may be part of the poll book. MCL 168.811 ACT = until the election is held.

#### **1506 Application for Absentee Ballot** **ACT+2**

*Office of Record: Clerks Office*

These applications are submitted by voters wishing to receive an absentee ballot for upcoming primary and/or general elections. These records also include “emergency” absentee ballot requests. MCL 168.811 ACT = until the election is held.

#### **1507 Applications to Vote** **ACT+2**

*Office of Record: Clerks Office*

These forms are completed and signed by voters at the polls. They are used to confirm that the voter has a valid registration in the jurisdiction, and they are used to verify the identity of the voter. MCL 168.811 ACT = until the election is held.

#### **1508 Applications to Vote—Gubernatorial Elections** **ACT**

*Office of Record: Clerks Office*

These forms are completed and signed by voters at the polls during elections that include a gubernatorial race. They are used to confirm that the voter has a valid registration in the jurisdiction, and they are used to verify the identity of the voter. They will be used if the jurisdiction needs to identify the number of signatures that are needed to support a recall petition. ACT = until the next gubernatorial election is held.

#### **1509 Affidavits of Identity** **ACT+2**

*Office of Record: Clerks Office*

These forms are filed by all candidates for elected office, including precinct delegates. ACT = until the election is held.

#### **1510 Affidavit of Voter Unable to Meet Photo ID Requirements** **ACT+2**

*Office of Record: Clerks Office*

This form is signed by voters who do not possess photo identification when attending the polls. ACT = until the election is held.

#### **1511 Ballots (Federal Offices)** **ACT+22 months**

*Office of Record: Clerks Office*

These records document votes in elections where the office of U.S. President, U.S. Senate, or Representative in Congress appears on the ballot (including proof ballots, sample ballots, uncounted ballots, counted absentee ballots, provisional ballots, challenged ballots, spoiled ballots, and ballots rejected for exposure). They include optical scan ballots and the programs used to tabulate them, and Federal Write-In Absentee Ballots. Optical scan ballots shall be stored in sealed ballot bags in a secure place during this retention period, after the retention requirements specified under Michigan law have been met (see item #305 and 311). ACT = until canvass of the election is completed.

## Delta Township Record Retention Schedule

### Record Number / Title and Description / Total Retention

#### **1512 Ballots (State and Local Offices) ACT**

##### *Office of Record: Clerks Office*

These records document votes in elections for state and local offices, some school district elections, and special elections in which candidates for federal offices did not appear on the ballot (including proof ballots, sample ballots, uncounted ballots, unused ballots, counted absentee ballots, provisional ballots, challenged ballots, spoiled ballots, and ballots rejected for exposure). They include voting devices/tabulators, ballot containers containing optical scan ballots, programs, edit listings, etc. Note: this series also applies to unused ballots for federal, state and local offices. ACT = until 30 days after the canvass of the election is completed, until a recount is completed, until a court order or a Secretary of State order to suspend destruction is lifted, or until an investigation into defective ballots or voting equipment is completed.

#### **1513 Candidate Listing ACT+2**

##### *Office of Record: Clerks Office*

This register is used to log when a candidate files an Affidavit of Identity. ACT = until the election is held.

#### **1514 Declaration of Intent ACT**

##### *Office of Record: Clerks Office*

These forms are submitted by individuals who seek nomination or election to an office with write-in votes. Votes for write-in candidates who do not file a Declaration of Intent will not be counted. ACT = until January 1 following the election.

#### **1515 Election Notices ACT+2**

##### *Office of Record: Clerks Office*

Clerks must publish a notice in local newspapers notifying the public of the close of registration to vote, of upcoming elections and of public accuracy tests of voting equipment. These records will include a copy of the notice, the affidavit of publication and the bill from the newspaper. ACT = until canvass of the election is completed.

#### **1516 Election Inspector Applications ACT**

##### *Office of Record: Clerks Office*

These applications are submitted by people who are interested in serving as election inspectors. Inspectors are appointed by the local election commission. ACT = while the person is eligible for appointment as an inspector.

#### **1517 Election Inspector Certificates CR+2**

##### *Office of Record: Clerks Office*

Election inspectors must attend training every two years. These certificates document who attended training.

#### **1518 Election Inspector Training SUP**

##### *Office of Record: Clerks Office*

These records may include materials developed by the Bureau of Elections, the county clerk and the local clerk to train election inspectors.

## Delta Township Record Retention Schedule

### Record Number / Title and Description / Total Retention

#### **1519 Electronic Voting Systems      ACT+30 days**

*Office of Record: Clerks Office*

These records document elections for state and local offices, some school district elections, and special elections. They include voting devices, ballot containers, optical scan ballots, programs, edit lists, etc. ACT = until canvass of the election is completed, until a recount is completed, until a court order or a Secretary of State order to suspend destruction is lifted, or until an investigation into defective ballots or voting equipment is completed. Note: if the electronic voting equipment is needed for an upcoming election, the original seal of record may be broken to permit the transfer of these records to sealed ballot bags for the remainder of their retention period.

#### **1520 Federal Post Card Application      CR+4**

*Office of Record: Clerks Office*

These voter registration/absent voter ballot applications are produced and distributed by the federal government to permit eligible individuals to vote while outside of the country.

#### **1521 Local Election Commission Meeting Materials      PERM**

*Office of Record: Clerks Office*

These files include agendas, minutes, resolutions and supporting documentation that was reviewed by the commission during its meetings.

#### **1522 Local Election Results      PERM**

*Office of Record: Clerks Office*

These records (also known as the “canvass of votes”) document the final outcome of elections, as determined by the Board of County Canvassers.

#### **1523 Nominating and Qualifying Petitions      ACT**

*Office of Record: Clerks Office*

All candidates (both partisan and non-partisan) for local offices must file nominating or qualifying petitions with the clerk. These petitions contain signatures of registered voters living within the office’s jurisdiction stating that they want to have the candidate’s name placed on the ballot. These records may be returned to the candidate or destroyed as requested by candidate at the end of their retention period. ACT = until January 1 following the election.

#### **1524 Nominating Petition Record      ACT+2**

*Office of Record: Clerks Office*

This record lists which candidates submitted nominating petitions for each election cycle. It contains the office, candidate, filing date, determination date, number of signatures required and filed, date the petitions were returned or destroyed, and the date of the election. ACT = until the petitions are disposed of.

## Delta Township Record Retention Schedule

### Record Number / Title and Description / Total Retention

#### **1525 Oaths of Office—Election Officials      ACT+2**

*Office of Record: Clerks Office*

This affidavit is signed by election officials who serve on Absent Voter Counting Boards, as election inspectors, etc. who affirm that they will lawfully fulfill the duties to which they have been appointed. Poll watchers who observe the action of the absent voter counting board must also take and sign an oath of secrecy. These oaths may be part of the poll book. ACT = until the election is held.

#### **1526 Precinct Maps      SUP**

*Office of Record: Engineering Department*

**Transfer to Archives of Michigan**

These maps define the boundaries of precincts within a jurisdiction. Superseded maps should be sent to the Archives of Michigan for permanent preservation.

#### **1527 Preliminary Accuracy Testing (Federal Offices)      ACT+2**

*Office of Record: Clerks Office*

These records document tests of voting equipment prior to the election. They include data containing voting formulas for the election that is used to test the equipment's accuracy, AutoMARK testing, test ballots, test decks, documents and certification, edit listings, etc. ACT = until the election is held.

#### **1528 Preliminary Accuracy Testing (State and Local Offices)      ACT+30 days**

*Office of Record: Clerks Office*

These records document tests of voting equipment prior to the election. They include data containing voting formulas for the election that is used to test the equipment's accuracy, AutoMARK testing, test ballots, test decks, documents and certification, edit listings, etc. ACT = until the election is held.

#### **1529 Proposal Petitions      ACT+2**

*Office of Record: Clerks Office*

Groups or individuals wishing to place a question on the local ballot for an upcoming election must also submit petitions. These petitions contain signatures of registered voters living within the jurisdiction stating that they want to have the proposal placed on the ballot. ACT = until canvass of the election is completed.

#### **1530 QVF Precinct Lists      ACT+2**

*Office of Record: Clerks Office*

These lists are generated from the Qualified Voter File to identify who is registered to vote at each precinct within the jurisdiction. MCL 168.811 ACT = until the election is held.

#### **1531 School Election Coordinating Committee      EXP+6**

*Office of Record: Clerks Office*

The school election coordinating committee identifies the duties and responsibilities of parties that administer school elections. Their agreements are renewed every two years. These records may include meeting records, agreements, maps, resolutions, correspondence, etc.



## Delta Township Record Retention Schedule

### Record Number / Title and Description / Total Retention

#### **1532 Statement of Vote      ACT+2**

*Office of Record: Clerks Office*

These documents are certified on Election Day by election inspectors. They summarize the votes for write-in candidates and the number of ballots issued (used and unused). The statement may be part of the poll book. MCL 168.811 ACT = until the election is held.

#### **1533 Tally Sheets/Books      ACT+2**

*Office of Record: Clerks Office*

These documents are used to calculate the number of write-in votes. These sheets may be part of the poll book. MCL 168.811 ACT = until the election is held.

#### **1534 Tie Votes      ACT+2**

*Office of Record: Clerks Office*

These records document that proper procedures were followed when breaking a tie vote. ACT = until the tie vote is broken.

#### **1535 Voter Identification Cards—Returned      ACT**

*Office of Record: Clerks Office*

These voter identification cards were returned by the post office as undeliverable. ACT = until the voter's registration is cancelled.

#### **1536 Voter Registration Applications      ACT**

*Office of Record: Clerks Office*

Applications to become a registered voter are received in a variety of ways. The information from the application is entered into QVF and a master card is generated. ACT = until the master card is generated.

#### **1537 Voter Registration Master Cards—Originals ACT+10**

*Office of Record: Clerks Office*

These cards identify who is registered to vote in elections. The signatures on the cards are used to verify the identity of the voter. Per MCL 168.514, the registration records, if combustible, shall be destroyed by burning. ACT = until cancelled.

#### **1538 Voter Registration Master Cards—Duplicates      ACT+2**

*Office of Record: Clerks Office*

These cards identify who is registered to vote in elections. Per MCL 168.514, if the original card is reproduced in accordance with the Records Reproduction Act (MCL 24.401-24.406), the original becomes the duplicate record, and the reproduction becomes the original. ACT = until cancelled.

#### **1539 Voter Registration Cards—Voided      CR+2**

*Office of Record: Clerks Office*

Clerks will void a voter registration application if the application's deficiency cannot be resolved. A notice of rejection is sent to the applicant. Per MCL 168.514, the registration records, if combustible, shall be destroyed by burning.

## Delta Township Record Retention Schedule

### Record Number / Title and Description / Total Retention

#### 1540 Voter Registration Cards--Change of Address ACT

##### *Office of Record: Clerks Office*

Clerks may receive written notice signed by the voter that he/she has changed addresses. The address change may need to be communicated to a village clerk. These records also include Election Day Change of Address Notices, and Address Confirmation Notices. ACT = until the official voter registration record is updated.

#### 1541 Voting Equipment Acquisition ACT+6

##### *Office of Record: Clerks Office*

These records document the acquisition and maintenance of voting equipment. They include contracts, HAVA grants, maintenance agreements, serial numbers, resolutions, correspondence, etc. ACT = life of equipment.

## Delta Township Record Retention Schedule

**Record Number / Title and Description / Total Retention**

### Human Resources / Personnel Record Series

#### **1600 Personnel Files      ACT+6**

*Office of Record: Managers Office*

These files are maintained on each employee of the local government. They document hiring, promotion, demotion, transfer, layoff, performance, discipline, termination, etc. They may include employment applications and resumes, job descriptions and classification history, clippings, correspondence, service record change forms, attendance, evaluations, investigations, COBRA, training records, blood borne pathogen training, contracts, disciplinary records, layoff notices, recall notices, apprenticeships, transcripts, tuition reimbursement, policy acknowledgements, property sign-out forms, certifications, current driver's licenses, driving records, police accident reports, exit interviews, severance agreements, etc. **ACT = term of employment.**

#### **1601 Personnel Files—Temporary Employees      ACT+6**

*Office of Record: Managers Office*

These files are maintained on all temporary, seasonal and student employees. They may contain the same documents listed in item #100A, as well as work permits and certificates of age for minors. **ACT = term of employment.**

#### **1602 Personnel Files—Contractual Employees      EXP+6**

*Office of Record: Managers Office*

These files are maintained on all contractual employees. They may include 1099 forms, W-9 forms, verification of insurance, copies of contracts, etc.

#### **1603 Employee Database      ACT+7**

*Office of Record: Managers Office*

Local governments may maintain electronic data to administer personnel and payroll functions including timekeeping, tenure, payroll, retirement, etc. **ACT = term of employment.**

#### **1604 Employment Verification Forms      CR+30 days**

*Office of Record: Managers Office*

These forms are received from mortgage or credit companies that want to verify the employment status of an employee.

#### **1605 Background Files      ACT+6**

*Office of Record: Managers Office*

These files document that the local government conducted appropriate background checks on employees. These files may contain release forms to conduct criminal history checks, fingerprint checks and professional conduct checks, and the results of those checks. They may also include driving records, drug and alcohol tests, physical exam results, polygraph test results, credit history reports, etc. **ACT = term of employment.**

## Delta Township Record Retention Schedule

### Record Number / Title and Description / Total Retention

#### 1606 Medical Files      ACT+30

##### *Office of Record: Managers Office*

These files document private medical information for a specific employee, including disability accommodations. They may contain insurance forms, physician correspondence, tuberculosis tests, polygraph test results, off-work notices, Family Medical Leave Act forms and requests, long and short-term disability paperwork, drug and alcohol tests, physical exams, accident reports, personal requests, etc. [29 CFR 1910.1020(d)] These records must be retained separately from personnel files (see item #100A). The medical records of employees who have worked for less than 1 year for the employer need not be retained beyond the term of employment, if they are provided to the employee upon the termination of employment. **ACT = term of employment.** Note: this series does not include the official copy of insurance claims, which are usually retained by the business or finance office.

#### 1607 Employee Test Results      CR+6

##### *Office of Record: Managers Office*

Some employees attend professional development, continuing education, licensing and/or certification training. These records will document the results of tests that employees may take when completing these courses. Other training records are kept in the employee file (see item #100).

#### 1608 Commercial Drivers License Test Results      CR+5

##### *Office of Record: Managers Office*

Employers of individuals holding commercial drivers licenses maintain records about their alcohol misuse and controlled substances use prevention programs. These records contain test results for alcohol or controlled substances, test refusals, driver evaluations and referrals, calibration documentation, test administration documents, calendar year summaries, etc. 49CFR382.401.

#### 1609 I-9 File      EVT

##### *Office of Record: Managers Office*

Federal Form I-9 includes verification by employers of identity and immigration status of all new employees. These files will contain Employment Eligibility Verification form, copy of one document from List A or copy of one document from List B and C. This file may also include a copy of driver's license and any Department of Homeland Security correspondence and subsequent documentation regarding "no match" verification. Note: These files are maintained separately from the basic personnel file. **EVT = 8 CFR 274 a.2 (1998) requires that employers maintain signed copies of I-9 forms for 3 years after the date of hire or one year after termination, whichever is later.**

#### 1610 Policies and Procedures      SUP+6

##### *Office of Record: Managers Office*

These records document employee policies and procedures adopted by the local government. Drafts and other development documents should be retained until the final document is adopted.

#### 1611 Grievances      ACT

##### *Office of Record: Managers Office*

These files document employee grievances against the local government and the resolution of the grievance. They may include written grievances, correspondence, summary sheets, legal documents, employee history information, etc. **ACT = until the contract that the grievance is related to expires.**

## Delta Township Record Retention Schedule

### Record Number / Title and Description / Total Retention

#### 1612 Complaints ACT+6

##### *Office of Record: Managers Office*

These records document the filing and investigation of a complaint. Complaints may relate to affirmative action, sexual harassment, labor practices, disability issues, etc. **ACT = until complaint is dismissed or resolved.**

#### 1613 Investigations ACT

##### *Office of Record: Managers Office*

If an employer has reasonable cause to believe that an employee is engaged in criminal activity which may result in loss or damage to the employer's property or disruption of the employer's business operation, and the employer is engaged in an investigation, then the employer may keep a separate file of information relating to the investigation. **ACT = upon completion of the investigation, if disciplinary action is not taken (MCL 423.509). If disciplinary action is taken, the investigation file shall be retained for 4 years after the completion of the investigation. A disciplinary report will be retained in the employee's personnel file (see item # 100A).**

#### 1614 Benefit Plans SUP+6

##### *Office of Record: Managers Office*

These documents define the terms of benefit plans that are available to employees. These files may include the plan documents, plan descriptions, reports, etc.

#### 1615 Employee Injury Records—Exposure CR+30

##### *Office of Record: Managers Office*

These files include any reports of accidents or injuries involving exposure to toxic substances or blood-borne pathogens. These files are maintained separately from the personnel file. These files may include incident reports, medical reports, responses by supervisors and management, requests for medical leave, insurance forms, applications for continuation of insurance, supporting medical documentation, etc. [ 29 CFR 1910.1020]

#### 1616 Employee Injury Records—Non-exposure CR+5

##### *Office of Record: Managers Office*

These files include any reports of accidents or injuries involving an employee. Records of injuries are kept separate from the personnel file. These files may include incident reports, responses by supervisors and management, requests for medical leave, insurance forms, application for continuation of insurance, etc. OSHA requires that any information pertaining to a job-related illness and injury be kept on file for five years after the end of the fiscal year in which the event occurred.

#### 1617 Employee Injury Records--OSHA 300 and 300A Log CR+5

##### *Office of Record: Managers Office*

This log identifies all employee injuries within a calendar year. In accordance with 9 CFR 1904.33, this log and other supplementary records shall be retained for 5 years following the calendar year that the records cover.

## Delta Township Record Retention Schedule

### Record Number / Title and Description / Total Retention

#### 1618 Job Classifications and Descriptions SUP+6

##### *Office of Record: Managers Office*

These records document job classification systems and all existing positions. Job descriptions may include a summary of responsibilities, functions, applicant requirements, salary and benefit classifications, etc.

#### 1619 Salary Studies ACT

##### *Office of Record: Managers Office*

These records document the analysis of employee salaries to ensure fair compensation. They may include research, surveys, reports, etc. **ACT = while of reference value.**

#### 1620 Position Re-classifications CR+6

##### *Office of Record: Managers Office*

These records document requests to have a position re-classified. They may contain the request, copies of existing and proposed job descriptions, decisions affecting the request and other related documents.

#### 1621 Job Advertisements/Postings CR+1

##### *Office of Record: Managers Office*

These records document the advertising of available positions that the local government intends to fill, both internally and externally. They may include notices, published advertisements, etc.

#### 1622 Job Applications ACT

##### *Office of Record: Managers Office*

These files document applicants for positions who were not hired, regardless of whether they were interviewed (this includes unsolicited applications, unless the local government has a written policy prohibiting the acceptance of unsolicited applications). They may include resumes, letters of interest, applications, regret letters, qualification exam scores, and supporting documents. **ACT = If the application is unsolicited (no position is currently available) or if the person is determined to be ineligible for the position to which they applied, retain for one year from the date that the decision was made not to hire the individual. If the person was considered for a posted position, retain for 2 years from the date the position is filled.**

#### 1623 Selection Files ACT+2

##### *Office of Record: Managers Office*

These records contain all documents that support the appointment and selection of employees. They may contain employment lists, transfer lists, selection criteria, evaluations of candidates, position descriptions, applications, interview questions, reference checks, rating forms, and appointment recommendations/notifications. **ACT = until the position is filled.**

#### 1624 Job Qualification Exams SUP+6

##### *Office of Record: Managers Office*

These records are used to test potential employees' qualifications for employment. They include the master exam and master answer sheet, as well as test development documentation (if applicable).

## Delta Township Record Retention Schedule

### Record Number / Title and Description / Total Retention

#### 1625 Emergency Contacts SUP

*Office of Record: Managers Office*

These records identify the people that the employee wants to be contacted if they are involved in an emergency situation.

#### 1626 Workers Disability Compensation Files ACT+7

*Office of Record: Managers Office*

These files document any claims made for workers disability compensation benefits. They may consist of a copy of the report of the incident/injury made by the employee (original is sent to the insurer), a copy of all reports from the occupational health center, etc. Any litigation is kept in a separate file. **ACT = until the claim is settled.**

#### 1627 Worker Disability Compensation Reports FY+7

*Office of Record: Managers Office*

These reports are received from disability insurance providers. They identify the amount of benefits that were paid from the policy.

#### 1628 Labor Agreements and Negotiations EXP+10

*Office of Record: Managers Office*

These files document labor negotiations and resulting contracts with individual employees and employee groups. It may include salary and benefit schedules, ground rules proposals and counter proposals, secondary negotiations, meeting minutes, any agreements, final contracts, etc. Separate files are maintained for each employee negotiating group. **Note: Select records may need to be kept longer, if they are needed to document retirement benefits that an employee is entitled to.**

#### 1629 Union Files FY+7

*Office of Record: Managers Office*

These files are maintained on each union that represents employees. They may include correspondence, dues information, etc.

#### 1630 Seniority Lists SUP+1

*Office of Record: Managers Office*

These documents are sent to union presidents for notification of seniority status.

#### 1631 Affirmative Action Plans EXP+2

*Office of Record: Managers Office*

These records document the local government's plans to comply with affirmative action requirements. They may include the plan, supporting documentation, analyses, raw data, tests given to employees, validation studies, etc.

#### 1632 Adverse Impact Determination CR+2

*Office of Record: Managers Office*

## Delta Township Record Retention Schedule

### Record Number / Title and Description / Total Retention

State or federal agencies can audit or investigate for civil rights violations. These records are created after there has been a determination of adverse impact upon employees. They document that the cause of the adverse impact was eliminated.

#### **1633 Organization Charts SUP**

*Office of Record: Managers Office*

These records document the organizational structure of the local government. They may include mission statements and other supporting documents. Note: these records may continue to have reference value after they are superseded.

#### **1634 Employee Directories SUP**

*Office of Record: Managers Office*

These records contain contact information for employees. Note: these records may continue to have reference value after they are superseded.

#### **1635 Government Reports CR+1**

*Office of Record: Managers Office*

These reports include equal employment opportunity reports, veteran employment reports, census of government employment reports, etc.

#### **1636 Employee Files—Employees Enrolled in a Pension Plan ACT**

*Office of Record: Managers Office*

These files are maintained on each employee who is enrolled in a pension plan (such as the Municipal Employees Retirement System or a locally operated plan). *They document activities that affect payroll.* They may include W-4, hiring authorization, requisitions, pay increase/change of status notices, contract calculations, long-term disability, retirement purchases, current enrollment for benefits (including health, life, disability, dental, vision and supplemental insurance), credit union deposits, flexible spending accounts, investments in tax deferred accounts (such as 403B, 401K, 457, etc.), employee/employer deferral elections, employee/employer loan agreements, contribution limit testing, supporting documentation for garnishments, levies and deductions, tax deferred payment agreements, retirement beneficiary forms, final salary affidavit, electronic funds transfer applications, etc. **ACT = while individual is employed by the local government plus 50 years, or until retirement plus 6 years, whichever is sooner.**

#### **1637 Employee Files—Employees Enrolled in Defined Contribution Plans Only ACT+6**

*Office of Record: Managers Office*

These files are maintained on each employee who is enrolled in a defined contribution plan only and does not receive a pension. *They document activities that affect payroll.* They may include W-4, hiring authorization, requisitions, pay increase/change of status notices, contract calculations, long-term disability, current enrollment for health benefits, credit union deposits, flexible spending accounts, investments in tax deferred accounts (such as 403B, 401K, 457, etc.), employee/employer deferral elections, employee/employer loan agreements, contribution limit testing, supporting documentation for garnishments, levies and deductions, tax deferred payment agreements, beneficiary forms, final salary affidavit, electronic funds transfer applications, etc. **ACT = term of employment. Note: if an**



## Delta Township Record Retention Schedule

### Record Number / Title and Description / Total Retention

employee's abandoned wages are reported and remitted to the Michigan Department of Treasury, the employee's name and last known address need to be retained by the employer for 10 years.

#### 1638 Salary and Benefit Schedules CR+6

*Office of Record: Managers Office*

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

#### 1639 Payroll Registers FY+50

*Office of Record: Accounting Department*

These reports are produced to document payroll activities. Information in the report may include the employee name, social security number, employee identification number, gross wages, deductions, net pay, current pay period, year to date earnings, etc. **Note: if none of the local government's employees that are listed on the register are not enrolled in a pension plan, these records can be retained for FY+7, in accordance with item #203.**

#### 1640 Payroll Reports FY+7

*Office of Record: Accounting Department*

Various reports are generated for each pay cycle to verify the accuracy of the payroll. These reports may include payroll summaries, pay journals, check registers, account distributions, payroll liabilities, payroll transactions, payroll account creation reports, gross pay balance, deduction registers, etc.

#### 1641 State Retirement Reports FY+7

*Office of Record: Accounting Department*

These reports are prepared to track employee and employer contributions into state retirement plans. Information in the report includes the payroll date, employee name, social security number, employee identification number, retirement hours, wage code, classification, retirement wages, withholding for the member investment plan, district contribution, rate of pay, contract dates, number of payments per year, etc.

#### 1642 Time and Attendance FY+3

*Office of Record: Accounting Department*

These records are submitted by employees for each pay period to document hours worked and leave time used. In addition, these records contain the statement that is furnished to each employee at the time of payment. The statement will identify the hours worked by the employee, the gross wages paid, the pay period for which payment is being made, itemized deductions, itemized fringe benefits, wage assignments, garnishments and levies. **Note: if the local government's final average compensation calculation is longer than 3 years, it will need to retain these records for at least that calculation timeframe.**

#### 1643 Federal/State Tax Deductions FY+7

*Office of Record: Accounting Department*

These records document payment of financial liabilities for monies withheld from employee wages. The records may include the quarterly form 941 reporting to the Internal Revenue Service for taxes withheld, quarterly transfer of state withholding and sales taxes, Medicaid wage detail, quarterly reports, etc.

## Delta Township Record Retention Schedule

**Record Number / Title and Description / Total Retention**

### **1644 W-2 and W-3 Forms      FY+7**

*Office of Record: Managers Office*

This form documents the annual gross wages, federal, state, Medicare, Social Security, and local taxes withheld for the purpose of reporting income taxes.

### **1645 Michigan Employment Security Commission (MESC) Reports      FY+7**

*Office of Record: Managers Office*

These reports are generated for both contributing and reimbursing employers, generally on a quarterly basis, to identify employees, their wages, social security numbers, etc.

### **1646 Unemployment Claims      FY+1**

*Office of Record: Managers Office*

These records are received from the Unemployment Agency. They identify people who are claiming unemployment benefits from the local government. They are used to verify that the people are entitled to these benefits, and to resolve discrepancies. They may include correspondence, appeals, etc.

### **1647 Wage Differential Reports      CR+2**

*Office of Record: Managers Office*

These records explain any wage differential between sexes and substantiating documents.

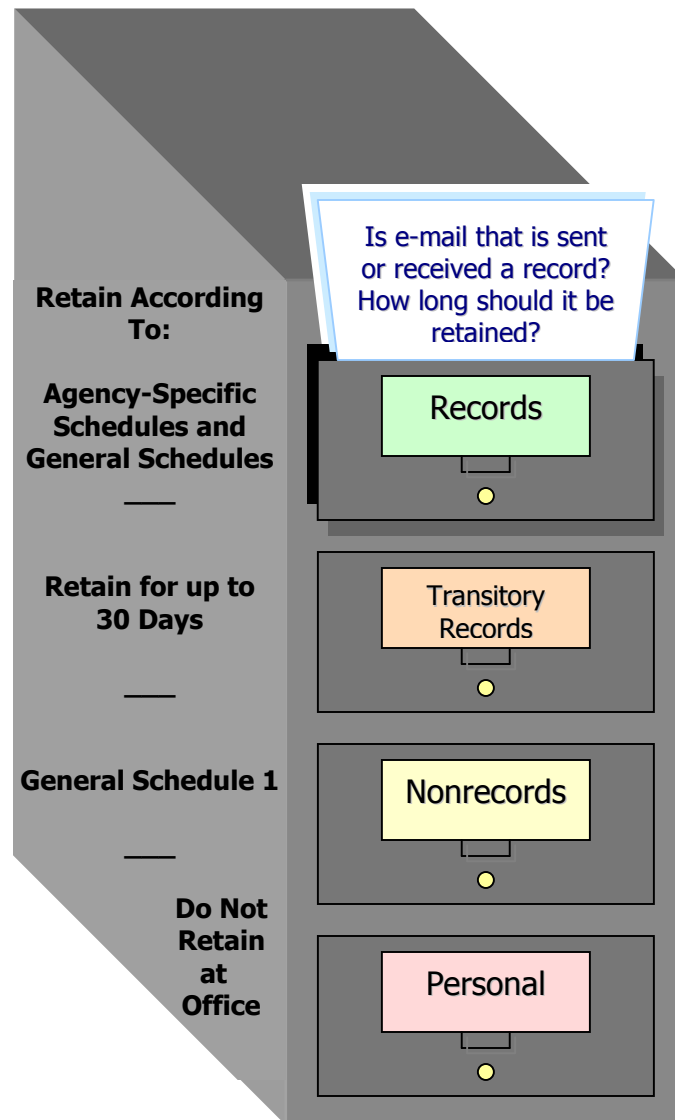
Delta Township Record Retention Schedule

Record Number / Title and Description / Total Retention
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Appendix A



## Michigan Department of History, Arts and Libraries Records Management Services Electronic Mail Retention Guidelines



**Warning!** Do not dispose of (or allow the automatic disposal of) any relevant e-mail message, even if its retention period has expired, that is responsive to a FOIA request or which is likely to be required in litigation.



**Caution!** Litigation/discovery and FOIA requests both apply to all relevant e-mail messages, including metadata associated with messages and any associated data stored on server back-up tapes.

## Definitions and Examples

**Records:** recorded information that is prepared, owned, used, in the possession of, or retained by an agency in the performance of an official function.

**TO:** Joe  
**FROM:** Jim  
**DATE:** February 13, 2005  
**SUBJECT:** Contract  
Please change the fourth paragraph in contract #10775 to read, "payment must be received within 30 days", removing the phrase "60 days."

**TO:** Bob  
**FROM:** Carol, Personnel Director  
**DATE:** May 10, 2005  
**SUBJECT:** Reallocation  
After further review, it is our decision that there is not sufficient justification to approve the reallocation for Susan's position, based upon the fact that . . .

**TO:** Vendor  
**FROM:** Lisa  
**DATE:** February 18, 2005  
**SUBJECT:** Contract  
Thank you for your question. The intent is to guarantee unit prices to all state agencies and to provide a mechanism to easily obtain imaging services.

**TO:** Mark  
**FROM:** John  
**DATE:** April 19, 2005  
**SUBJECT:** Appointment  
This is your official notification of your appointment to the Taxation Committee. Your responsibilities include . . .

**Transitory Records:** records relating to agency activities that have temporary value and do not need to be retained once their intended purpose has been fulfilled.

**TO:** Staff  
**FROM:** Janet  
**DATE:** January 6, 2005  
**SUBJECT:** staff meetings  
The staff meetings will be held on Tuesday mornings from now on instead of Thursday afternoons.

**TO:** Marilyn  
**FROM:** Doug  
**DATE:** March 12, 2005  
**SUBJECT:** supplies  
I noticed that there are no more blue ink pens in the supply cabinet. Can you please order more? Thanks.

**TO:** Doug  
**FROM:** Becky  
**DATE:** July 20, 2004  
**SUBJECT:** Retention Schedule  
Would you please send me a copy of the schedule for Administrative Services through ID mail or fax it to me at . . . ?"

**TO:** Debbie  
**FROM:** Jim  
**DATE:** September 7, 2004  
**SUBJECT:** training  
You have my approval to attend the seminar "Buying over the Internet." Please complete your registration form within the next two weeks.

**Nonrecords:** recorded information in the possession of an agency that is not needed to document the performance of an official function.

**TO:** Jim  
**FROM:** Marilyn  
**CC:** Brice  
**DATE:** October 4, 2004  
**SUBJECT:** Contract  
For your information, the contract has been mailed to Purchasing.

**TO:** Debbie  
**FROM:** ARMA  
**DATE:** February 23, 2005  
**SUBJECT:** Books  
The Association of Records Managers and Administrators has four new books for sale regarding e-commerce. They are . . .

**TO:** DMB  
**FROM:** Susan  
**DATE:** November 1, 2004  
**SUBJECT:** Give Blood!  
The American Red Cross Blood Drive will be held in Baker-Olin West on December 20, 2000.

**TO:** Dave  
**FROM:** Karen  
**DATE:** August 11, 2004  
**SUBJECT:** brochure  
The attached Word document is a draft for your review. Please let me know if you have any comments. Thanks.

**Personal Records:** records that document non-government business or activities. Note: agencies may have policies that prohibit the use of personal e-mail.

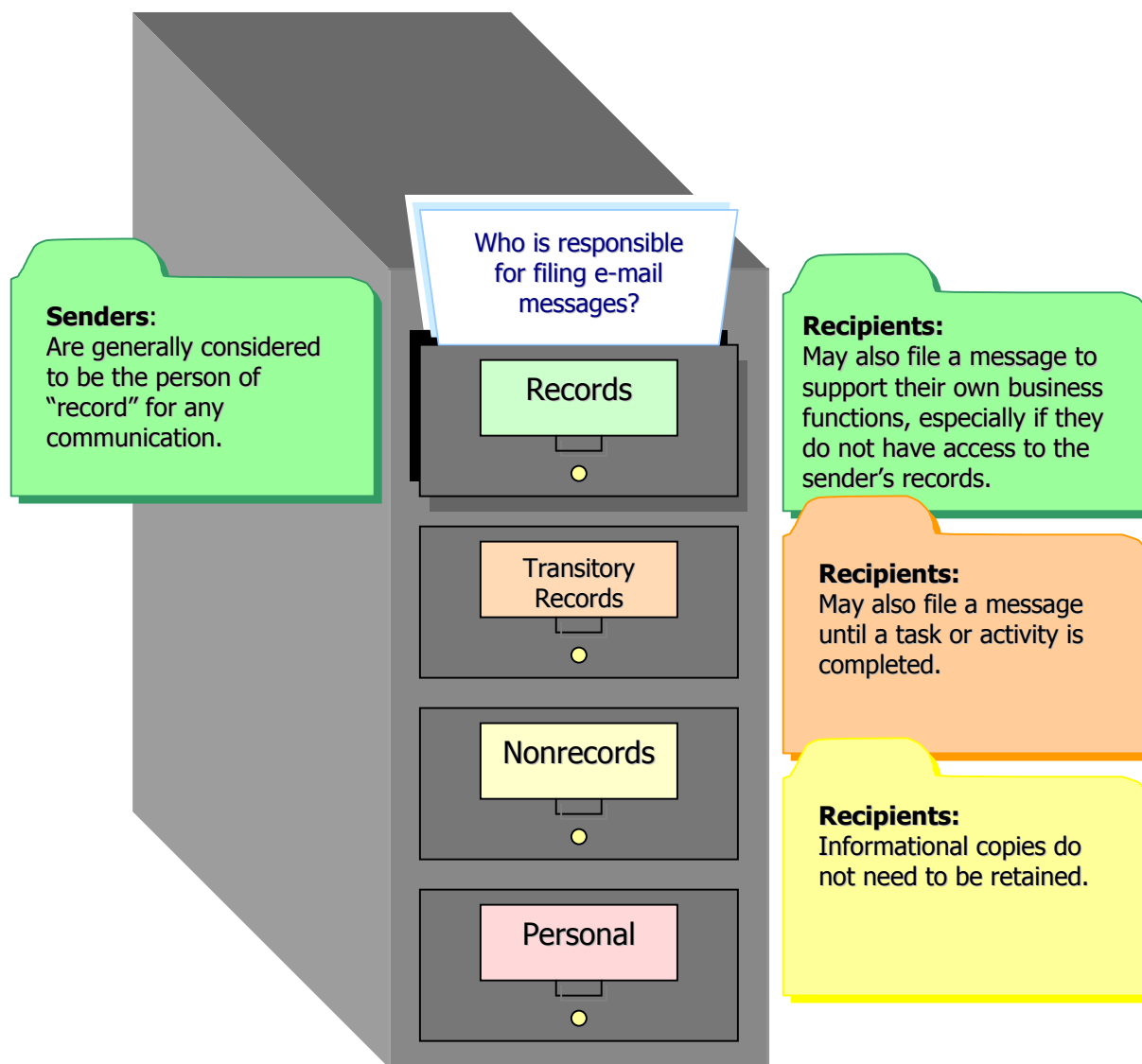
**TO:** Sandy  
**FROM:** Debbie  
**DATE:** June 3, 2004  
**SUBJECT:** Good luck!  
Congratulations on your new job! It has been great working with you these past three years. Keep in touch!

**TO:** Jane Smith  
**FROM:** John Smith  
**DATE:** May 27, 2004  
**SUBJECT:** late  
Honey. My meeting is running later than expected. Please save dinner for me. Thanks.

**TO:** All Division Employees  
**FROM:** John Smith, Director  
**DATE:** October 29, 2004  
**SUBJECT:** holiday  
This year's annual holiday buffet will be held on December 21 at noon in the conference room. Please remember to sign-up to bring a dish to pass.

**TO:** Fairlane Building Employees  
**FROM:** Phyllis  
**DATE:** January 16, 2005  
**SUBJECT:** car  
FYI. I noticed that a blue Oldsmobile in the parking lot with the license plate XYZ 123 has its lights on.

## Electronic Mail Filing Guidelines



### QUESTIONS MAY BE DIRECTED TO:

Records Management Services

Department of History, Arts and Libraries

(517) 335-9132

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