

CITY OF MARQUETTE, MICHIGAN

CITY COMMISSION POLICY

Policy Number: 2001-01	Revision Date:
Date Adopted: August 27, 2001	
Department: Administrative	

SUBJECT: RECORDS RETENTION AND DISPOSAL POLICY

PURPOSE: Michigan law requires local municipalities to have a records retention and disposal policy. Adoption of Schedule #8 as prepared by the Michigan State Administrative Board and the Michigan State Archives will create a method for legal disposal of city records and thereby reduce the volume of paperwork which is often saved beyond its useful life.

POLICY: Schedule #8 has been developed through the cooperative efforts of Michigan cities, the Michigan Municipal League and the State Archives. It is inconclusive on electronic media but is complete regarding hard copy material. A disposition form is a part of this schedule which allows departments to notify the state archives of a planned disposition under the schedule. The State has 30 days to contact the City if they feel the records are of historic significance. If no comments are received, the City is then free to dispose of the records under State law.

This formal policy will require less storage of materials in the future and provide a legal policy for records disposal.