

**BAY  
COUNTY  
MICHIGAN**

**RECORDS  
MANAGEMENT  
PROGRAM**

**POLICIES  
and  
PROCEDURES**

**January 2004**

**Adopted by the Bay County Employee's  
Retirement System Board of Trustees:  
October 14, 2014**

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# **Bay County Michigan**

## **Records Management Policy**

It is the policy of Bay County, Michigan to maintain its records in accordance with all applicable laws and statutes and in keeping with prudent fiscal and historical practices. It will, further, retain its records for periods as required by law and as mandated by the demands and best interests of its citizens.

On an annual basis, each department is to evaluate all stored records during the first quarter of each year to determine if any can be legally removed from storage and properly discarded. This evaluation is to be in compliance with previously approved individual department retention schedules. Any and all documents determined to be qualified for removal shall be removed by the department storing the documents. Notification of such removal shall be made to the Buildings & Grounds Superintendent within 5 days of removal on a Records Management Annual, First Quarter Report form.

The Buildings & Grounds Department will ensure that all departments that have official records collections complete the records disposal evaluation task on an annual basis. All documents regarding records storage changes, including the Annual report, will be retained by the Buildings & Grounds Department.

Documents not considered official County records shall be disposed of in an environmentally responsible manner when the retention of them provides no additional substantive purpose. Documents that are confidential or sensitive shall be shredded or otherwise mutilated.

Non-sensitive documents past their required retention period will be made available to the Bay County Historical Society or the Bay County Genealogy Society before the destruction of such records is undertaken.

**January 2004**

**RECORDS MANAGEMENT  
ANNUAL, FIRST QUARTER REPORT  
Due No Later than April 1<sup>st</sup> Each Year**

TO: Buildings & Grounds Superintendent

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

Department/ Division Name	File Name	Original Storage Date	Date of Removal	Individual Authorizing Removal	Disposition of Document or File

Prepared By: \_\_\_\_\_

Date: \_\_\_\_\_

# Bay County Michigan

## Revisions to Records Retention Schedule

Additions, revisions, and deletions to the Bay County Records Retention Schedule shall be requested as follows:

### ADDITIONS:

1. Obtain a Request for Revisions to the Records Retention Schedule form from Administrative Services.
2. Enter the Department and the name and telephone number of the person submitting the request.
3. Provide a description of the records to be added to the Records Retention Schedule. Include record format (media type) and if the record is the original or a duplicate.
4. Recommend a retention period for the new document and a reason for such recommendation.

### REVISIONS:

1. Obtain a Request for Revisions to the Records Retention Schedule form from Administrative Services.
2. Enter the Department and the name and telephone number of the person submitting the request.
3. Attach a copy of the appropriate page of the current Records Retention Schedule.
4. Indicate needed revisions in red.
5. Submit the marked up page(s) to the Administrative Services department.

### DELETIONS:

1. Obtain a Request for Revisions to the Records Retention Schedule form from Administrative Services.
2. Enter the Department and the name and telephone number of the person submitting the request.
3. Attach a copy of the appropriate page of the current Records Retention Schedule.
4. Indicate needed deletions in red. Provide a reason for the recommended deletion.
5. Submit the marked up page(s) to the Administrative Services department.

Bay County

## REQUESTS FOR REVISIONS TO THE RECORDS RETENTION SCHEDULE

Department	Bureau/Division	Date
Person to Contact	Telephone No.	

**Indicate the type of revision requested:**

**ADDITION:**

Department: \_\_\_\_\_

Record Series Description (*Briefly describe the types of information in this category of records, including their purpose and function*):

\_\_\_\_\_

Record format:  Paper     Electronic     Microfilm

Record is:

Original *Specify other departments that have duplicate copies:*

Duplicate Copy *Specify the department that has original copy:*

Suggested Retention Period: \_\_\_\_\_

Reason for suggestion:

\_\_\_\_\_

**REVISION:**

Attach a copy of the current Records Retention Schedule with requested revisions marked in red.

**DELETION:**

Attach a copy of the current Records Retention Schedule with requested revisions marked in red.

Reason for deletion: \_\_\_\_\_

# Bay County Michigan Transfer of Records To/From Inactive Storage

The transfer of records to inactive storage or retrieval of records from inactive storage shall be requested as follows:

## Transfer to Storage

1. Obtain Records Transfer Request forms and approved Records Storage containers from the Buildings and Grounds Department
2. Place documents in storage containers as required in the Guidelines for Packing Boxes.
3. Prepare a Request For Transfer Of Records To Inactive Storage form, one for each container, as follows:
  - a. Department Name
  - b. Records Retention Code (from Records Retention Schedule)
  - c. Records Description (from Records Retention Schedule)
    - i. Records series identifiers as necessary (i.e., alphabetical or numerical ranges)
    - ii. Provide additional detailed description as necessary
  - d. Enter date periods of records
  - e. Person preparing form and date
4. Contact Buildings and Grounds Department for pick-up

## Retrieval from Storage

2. Obtain Records Retrieval Request forms from Buildings and Grounds Department (or call the request in to the Inactive Records Center)
3. Prepare the Request For Retrieval Of Records From Inactive Storage form as follows:
  - a. Department Name
  - b. Records Storage Container number(s) from inventory list (for individual files, provide records descriptions, date periods of records, etc.)
  - c. Person preparing form and date
4. Forward the Retrieval Request Form to Buildings and Grounds Department



# **GUIDELINES FOR PACKING BOXES**

- **Pack the same kinds of records, with the same record series codes, together in the same box**
- **Use standard letter/legal storage boxes that are heavy duty, 10H x 12W x 15L**
- **Remove all documents from binders and hanging folders**
- **Lay the box on its side for loading documents so that the documents will not keep falling inward and so that, when turned upright, the documents in the box will be upright**
- **Orient the documents in the box according to whether they are legal or letter size (Try not to mix collections of letter size and legal size in same box)**
- **Fill the box completely whenever possible, making the documents snug but not so tight that you can't remove a file**
- **If the box cannot be filled, use some filler to prevent to documents from falling inward**

# BAY COUNTY MICHIGAN FILING/INDEXING GUIDELINES

## GENERAL

The approved Records Retention Schedule lists an Item Number code that is unique for the type of records series. The schedule gives a description of the records series, how long the records series needs to be retained, and other pertinent information about it.

The Item Number should be used whenever documents are being filed, transferred to inactive storage, or being listed as due for destruction. It should also be used when requesting retrieval from storage.

*In addition to the Bay County Item Number system, the identification parameters and rules for documents that fall under the jurisdiction of State agencies must ALSO adhere to any appropriate requirements of that entity.*

The Item Number system can be augmented with additional sub-category numbers to better identify desirable sub-systems. For example, for large collections, a year identifier could be added to the Item Number to provide more efficient access and retrievability.

These concepts should apply equally to electronic records. Electronic documents are to be retained for the same time periods as paper documents, and should be organized in the same manner as the paper equivalents. *(It is not the document itself, but the content of documents, whether paper or electronic, that dictates how and for how long they should be maintained.)*

# BAY COUNTY MICHIGAN FILING/INDEXING GUIDELINES (continued)

## MAINTAINING ACTIVE FILES

Active filing systems should be set up in such a manner as to provide for efficient retrieval of documents from the files. The files should be organized and identified sufficiently to provide for easy access in the absence of the person normally maintaining them.

- The files should be arranged alphabetically, numerically, or chronologically as dictated by the type of record
  - Color coding and/or bar coding are useful concepts to employ with large file collections
- Appropriate filing folders should always be compatible with the filing equipment in which they will be housed
  - Use top tab folders for vertical file cabinets
  - Use side tab folders for lateral filing systems
- The potential number of documents in a single file should be taken into account when deciding on the file folder style
  - Overcrowded files should always be avoided
    - They become cumbersome to retrieve from file drawers
    - Individual documents can easily fall out of overcrowded files
  - Consideration should be given to using file jackets in place of open folders
- Use adhesive folder labels rather than writing directly on the folders, thus allowing for the reusing of the folders for future collections
  - Adhesive folder labels can be created with word processing systems, thus eliminating possible illegibility if hand written

**BAY COUNTY MICHIGAN  
RECORDS RETENTION SCHEDULE**  
*General Records Schedules for Local Governments and Michigan Trial Courts published by State Archives will take precedence over discrepancies or omissions.*

ITEM NO.	DEPARTMENT	RECORDS SERIES DESCRIPTION	GENERAL RETENTION	EXEMPTIONS	COMMENTS	FOR USE BY
ADM-001	Administrative Services	Census Reports	General 20 yrs			
ADM-002		Correspondence	General 2 yrs			
ADM-003		Employee File	Special and Policy matters Permanent			
ADM-004		Notices	Including Preliminary and Final 5 yrs			
ADM-005		Certificates of Records Disposal	State of Michigan Form MH-38 Permanent			
ADM-006						

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ITEM NO.	DEPARTMENT	RECORDS SERIES DESCRIPTION	GENERAL NATURE	RECORDS MAINTAINED PERIOD	RECORDS SCHEDULE	REMARKS
BOC-001	Board of Commissioners	Agreements and Contracts		Act + 7 yrs		
BOC-002		Annual Reports		Permanent (by originating department)	5 yrs active in office	
BOC-003		Audit Reports		Permanent	5 yrs active in office - official copy in Finance	
BOC-005		Board and Committee Packets	Copies for reference only	Act + 4 yrs	Original/official copies with Committee Minutes	
BOC-006		Budget Data	Work Papers and Final Draft	CY + 5 yrs		
BOC-007		Clipping Files		Permanent		
BOC-009		Correspondence	General - Routine Nature	5 yrs		
BOC-010			General - Special Subjects	Permanent		
BOC-011			Policy Nature	Permanent		
BOC-012			Communication Log	Permanent		
BOC-013			Memoranda Log	Permanent		
BOC-015		Minutes - Board of Commissioners (Supplemental Meeting)		Permanent	County Clerk copy is official	
BOC-016		Minutes - Board of Commissioners (Committee Meeting)		Permanent	Bd of Comm copy is official	
BOC-017		Prosecuting Attorney Opinions		Permanent	Corporation counsel also has copy	

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E.O. 13526	DEPARTMENT	RECORDS DESCRIPTION	RECORDS CHARACTERIZATION	RECALL AND/OR RETENTION	COMMENTS	FOR USE BY AGENCIES
CC-001	Corporation Counsel	Civil Files	Includes files of a risk management nature	5 Yrs after closed		

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ITEM NO.	DEPARTMENT	RESOURCE DESCRIPTION	LEGAL EXEMPT AND/OR RETENTION	COMMENTS	FORSEEN APPROVING AGENCY
CTGEN-001	All Trial Courts - Administrative and Financial Records (See Schedule 76)	All Accounting Records	Receipts, Disbursement Records, Bank Records, Bond and trust records, Vouchers and payments; Requisitions	6 yrs	
CTGEN-002		Used Checkbooks and Canceled Checks		6 yrs	
CTGEN-003		Audit reports	Reports of Financial and Procedural audits performed by outside entities	6 yrs	
CTGEN-004		Personnel Files	Review files before destruction to ensure that no work related injuries occurred, if so, keep 7 years after employment ended.	6 yrs after employment ends	
CTGEN-004(a)		Job Applications	Applications hired and not hired	3 yrs after filing position	
CTGEN-005		Judicial Assignment records	Assignment request and order to specific case	Filed in case file and retained for retention period of case	
CTGEN-006		Judicial Assignment records	Blanket assignment and order	Until assignment terminates	
CTGEN-007		Juror Personal Histories	Not court records but if the court maintains these records for the jury board, then follow the county's retention and disposal schedule	3 yrs	
CTGEN-008		Juror List first and second list		3 yrs	
CTGEN-009		Administrative orders for jurors		1 yr	
CTGEN-010		Statistical Reports (e.g. caseload and speedy trial) and other internally generated reports		1 yr	
CTGEN-011		Marriage record logs		6 yrs	

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ITEM NO.	DESCRIPTION	RECORDS SCHEDULE DESCRIPTION	RETENTION	COMMENTS	APPROVED BY AGENCIES
CTCAS-001	General Case Records	Register of Actions (formerly "stock", "case history", "journal")	Chronological listing of events in a case, not required for civil infractions.	Permanent except in small claims cases	
CTCAS-002		Stenographic notes, tapes, recordings, videotapes.	Unterscribed Circuit and Probate Court - felony	15 yrs from creation	
CTCAS-003			Unterscribed Circuit and Probate Court - any other case	10yrs from creation	
CTCAS-004			Unterscribed District Court	10yrs from creation	
CTCAS-005			Unterscribed District Court - criminal case	5 yrs from creation	
CTCAS-006			Unterscribed District Court - civil infraction	5 yrs from creation	
CTCAS-007			Unterscribed Videotape	5 yrs from creation	
CTCAS-008			Transcribed	1 yr after transcription filed	
CTCAS-008		Indices	Alpha and numerical indices must be maintained (except District Court Civil infractions)	Permanent	
CTCAS-009		Case Evaluations	Maintained separately from case files	6 yrs	

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ITEM NO.	DEPARTMENT	DESCRIPTION	LEGISLATIVE AND JUDICIAL RETENTION	COMMENTS	OTHER AGENCIES
CIR-001	Circuit Court	Other records that are not part of a Case Record Series such as applications and orders for PEN Register (writings) petitions and orders for investigative and discovery subpoenas.	10 yrs		
CIR-002		Judges' personal files	3 yrs (NO legal requirements)		
CIR-003		Naturalization Proceedings	50 yrs	Notes about cases over which individual judges may have presided	
CIR-CAS-001	Circuit Court Case Files	Case Files (civil, criminal, and domestic relations)	25 yrs from latest order		
CIR-CAS-002		Final judgments and orders	Permanent		

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FILE NO.	DEPARTMENT	RECORDS DESCRIPTION	RECORDS MAINTENANCE/RETENTION	COMMENTS	OTHER APPROVING AGENCIES
DIS-001	District Court	Search warrants that are not placed in case files	10 yrs		
DISCAS-001	District Court Case Files	Civil infraction cases, including parking, in which a judgment was rendered and satisfied or dismissed	3 yrs from latest court order		
DISCAS-002		Unsatisfied civil infraction judgments	7 yrs from latest court order		
DISCAS-003		Miscellaneous cases arising under State law, charter, or ordinance payable through a traffic bureau or magistrate	6 yrs from latest court order		
DISCAS-004		All other cases arising under charter or ordinance	5 yrs from latest court order		
DISCAS-005		Cases arising under State law not payable through a traffic bureau or magistrate	10 yrs after latest court order		
DISCAS-006		General Civil cases	10 yrs after latest court order		
DISCAS-007		Summary Proceedings and landlord/tenant cases	6 yrs from latest court order	Although files may be destroyed after 6 yrs, the statute of limitations for non-contractual money judgments from a court of record is 10 yrs	
DISCAS-008		Small Claims cases	5 yrs from latest court order	The Register of Actions must also be kept	
DISCAS-009		Probation files and presentence reports	3 yrs after discharge from probation		

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PROCESSED	DEPARTMENT	PROCESSED	RECORDS RETENTION	RECORDS RETENTION	RECORDS RETENTION	RECORDS RETENTION
PRO-001	Probate Court	Inventory of safe deposit box		1 yr		
PRO-002		Foster Home files		7 yrs		
PRO-003		Marriage ceremony files		Permanent		
PRO-004		Secret marriage files		Permanent		
PRO-005		Acknowledgment of Paternity records		Permanent		
PRO-006		Libers of Orders		Permanent		
PRO-007		Condemnation Proceedings files		Permanent		
PRO-008		Adoption-related records	Includes records concerning adoption proceedings and requests for adoption information	Permanent		
PRO-009		Change-of-name records		Permanent		
PRO-010		Emancipation of Minors		When minor turns 25		
PRO-011		Infectious disease files		6 yrs from latest entry		
PRO-012		Safe delivery of newborn		When child turns 18		
PRO-013		Waiver of parental consent to obtain an abortion	Files not to be microfilmed or otherwise reproduced	2 yrs after minor reaches age of majority		
PRO-014		Legal and Social files of juvenile delinquency proceedings	Diversion records, consent calendar, and informal records	Until a minor reaches 17 and not more than 28 days after that date		
PRO-015			Records of cases where adjudication was set aside	Destroy upon entry of order of adjudication set aside		
PRO-016			Records of cases where adjudication was not set aside where the offense if committed by an adult would be a felony for which the maximum punishment would be life in prison, would be a criminal traffic violation or is a reportable juvenile offense	Permanent		
PRO-017			All other records	Until and not beyond the minor becomes 30 or sooner if good cause		
PRO-018		Legal and Social files of Child protective proceedings		At least, and not more than, 25 years after the court's jurisdiction over the last child in the family ends, or sooner for good cause		
PRO-019		Designated cases		25 yrs from latest order		

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ITEM #	DEPARTMENT	RECORDS SERIES DESCRIPTION	LEGISLATION	MANAGED	COMMENTS	REVISIONS
			RETENTION	RETENTION		
PROCAS-001	Probate Court Case Files	Conservatorship files		Permanent		
PROCAS-002		Estate files		Permanent		
PROCAS-003		Guardianship files, developmentally disabled persons		Permanent	These files must be retained in original form for 6 yrs or 2 yrs after discharge or administrative closure whichever is longer	
PROCAS-004		Guardianship files, legally incapacitated individuals		Permanent	These files must be retained in original form for 6 yrs or 2 yrs after discharge or administrative closure whichever is longer	
PROCAS-005		Guardianship files, minors		Permanent	These files must be retained in original form for 6 yrs or 2 yrs after discharge or administrative closure whichever is longer	
PROCAS-006		Mental illness files		Permanent	These files must be retained in original form for 6 yrs or 2 yrs after discharge or administrative closure whichever is longer	
PROCAS-007		Trusts files, testamentary and inter vivos		Permanent		
PROCAS-008		Wills filed for safekeeping		Permanent	Maintained in original form for 32 yrs	
PROCAS-009		Miscellaneous proceedings files		25 yrs from latest court order		

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ITEM NO.	DEPARTMENT	RECORDS SERIES DESCRIPTION	RECORDS RETENTION	LEGISLATIVE RETENTION	COMMENTS	FOR USE BY APPROVING AGENCIES
FOC-001	Friend of the Court	Support Files and Support Payments - Lodgers and account records not cancelled checks and receipts.	When arrears is reflected in the support records, When no arrears is reflected in the support records.	10 yrs after the obligation to pay ends		
FOC-002		Mediation Files		5 yrs after the obligation to pay ends		
FOC-003		Files other than support		Mediation concludes 5 yrs after the child emancipates.		

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GENERAL RECORDS SCHEDULE	DEPARTMENT	RECORDS SERIES DESCRIPTION	RECORDS RETENTION	REMARKS	EXEMPTION	COMMENTS	EXEMPTION
FIN-001	Finance	1098's	7 yrs				
FIN-002		Accounts Payable Voucher Packet	Permanent	Includes purchase requisition, purchase order, packing list, invoice, voucher			
FIN-003		Annual Reports	Permanent			Includes CAFR, Single Audit, & other audit records and documentation	
FIN-008		Benefit Plans Enrollment forms	Term + 7 yrs			Or until superseded	
FIN-004		Cash Receipts Book	7 yrs			Individual cash receipts	
FIN-002-01		Check book copy of Voucher checks --	7 yrs				
		Check Register	7 yrs				
FIN-006		Closed debt	7 yrs				
FIN-004		Closed receivables	7 yrs				
FIN-007		Convention & Visitor's Bureau records	Permanent				
FIN-008		Cost Allocation	6 yrs				
FIN-009		Customer/Vendor Master	3 yrs				
FIN-002-02		Delivery receipts (packing list) --	7 yrs				
FIN-011		Deposit Advices	3 yrs				
FIN-012		Disbursements Journal	Permanent				
FIN-013		Expense Voucher Registers	7 yrs				
FIN-014		Fixed Asset records	Permanent				
FIN-015		General Fund Classification Ledger	Permanent				
FIN-016		General Ledger	Permanent	Includes Balance Sheet, Revenue and Expenditure accounts		Includes General Ledger Cards	
FIN-017		Grants	3 yrs			Finance retains for 5 years	
FIN-044		Health & Life Insurance Registers	7 yrs				
FIN-037		Individual earnings records	30 yrs				
FIN-018		Insurance Policies	1 yr after all claims settled				
FIN-019		Internal Audit/Control Studies	Permanent				
FIN-020		Inventory Cards	7 yrs	For Resale Items			



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TRC NO.	DEPARTMENT	RECORDS DESCRIPTION	APPLICABLE RECORDS RETENTION	COMMENTS	FOR REVIEW BY AGENCIES
TRE-001	Treasurer	Annual Report to Supervisors	Permanent		
TRE-002		Annual Settlements - Township Treasurer	10 yrs		
TRE-003		Auditor General Settlements	6 yrs		
TRE-004		Bank Deposit Slips	6 yrs		
TRE-005		Bank Reconciliation	6 yrs		
TRE-006		Bank Statements	6 yrs		
TRE-007		Bond Statements	6 yrs		
TRE-008		Bond Registers	6 yrs after expiration		
TRE-009		Certification Receipts	1 yr		
TRE-010		Checks and Check Register	6 yrs		
TRE-011		Correspondence	6 yrs	Policy and Special Subject	
TRE-012			1 yr	General	
TRE-013		Daily Cash Balance and Register	6 yrs		
TRE-014		Dog License Receipts	1 yr after audit by State		
TRE-015		Duplicate Tax Receipts	6 yrs		
TRE-016		General Ledger	Permanent		
TRE-017		Inheritance Tax Abstracts	6 yrs	No longer County records	
TRE-018		Journal (Transfer Ledger)	Permanent		
TRE-019		Official Receipts	6 yrs		
TRE-020		Officers Bonds	10 yrs		
TRE-021		Plat Records	Permanent		
TRE-022		Revenue Vouchers	6 yrs		
TRE-023		State Aid, Schools	1 yr after audit by State		
TRE-024		Tax Receipt Register	10 yrs		
TRE-025		Tax Rolls	20 yrs		
TRE-026		Tax Rolls Delinquent	20 yrs		
TRE-027		Tax Sale Record	Permanent		
TRE-028		Warrants - Paid	6 yrs		

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ITEM NO.	DEPARTMENT	RECORDS SERIES/DESCRIPTION	PROPERTY DAMAGE ONLY	MANDATED RETENTION	COMMENTS	FOR USE BY ARCHIVISTS
SHE-001	Sheriff	Accident Reports	Property Damage Only	7 yrs unless suit in Court		
SHE-002		Accident Reports	Personal Injury Cases	7 yrs unless suit in Court		
SHE-003		Accident Summary Report - State Police		Current Issue		
SHE-004		Annual Report - Sheriff Department		Permanent		
SHE-005		Arrest Book or Docket		75 yrs		
SHE-006		Arrest File	Not associated with a filed complaint	75 yrs		
SHE-007		Audit Report - Auditor General		10 yrs		
SHE-008		Boat Inspection Receipts		Audit + 5 yrs		
SHE-009		Boat and Motor Vehicle Registration		C		
SHE-010		Bond Register - Civil Actions		Audit + 6 yrs		
SHE-011		Budget Expenditure Account Book		Audit + 6 yrs		
SHE-012		Cash Receipt Book		Audit + 6 yrs		
SHE-013		Cash Deposit Slip		Audit + 5 yrs		
SHE-014		Cash and/or Property Record - Prisoner		10 yrs		
SHE-015		Cash Voucher - Treasurer		Audit + 5 yrs		
SHE-016		Checks Cancelled		Audit + 5 yrs		
SHE-017		Check Register		Audit + 5 yrs		
SHE-018		Civil Process Record		3 yrs		
SHE-019		Commitments	Jail and Mental Health	5 yrs		
SHE-020		Complaints - Civil	Reports/incidents such as Mental Health Transports, Barking Dog Complaints, Friend of the Court issues	10 yrs		
SHE-021		Complaints - Criminal	Incidents/reports that get reported to the Uniform Crime Reporting (UCR) and Michigan Crime Reporting (M/CRI)	10 yrs		
SHE-022		Daily Activity Log		6 yrs		
SHE-023		Jail Census Logs		7 yrs		
SHE-024		Jail Inspection Reports		10 yrs		
SHE-025		Jail Incident Reports		7 yrs		
SHE-026		Liquor Establishment Record		7 yrs		

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FILE NO.	GENERAL DESCRIPTION	RECORDS DESCRIPTION	LEGAL OR OTHER RETENTION	RECORDS RETENTION	RECORDS RETENTION	RECORDS RETENTION
SHE-027	Sheriff (cont)	Photographs	Mug Shots	75 yrs		
SHE-028		Photographs	Accidents - Autos	7 yrs		
SHE-029		Photographs	Other	0		
SHE-030		Predatory Animal Control Report	Animal Control/911	2 yrs		
SHE-031		Radio Log		1 yr		
SHE-032		Traffic Control Orders		C + 2 yrs		
SHE-033		Traffic Violations Record		Audit + 6 yrs		
SHE-034		Visitors Logs		7 yrs		
SHE-035		Vouchers - All Funds		Audit + 6 yrs		

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REC. NO.	DEPARTMENT	RECORDS SERIES DESCRIPTION	ESCALATED AND/OR REVISED RETENTION	COMMENTS	APPROVALS
CRDEF-001	Criminal Defense	Closed Case Files	5 yrs after closed		

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RECORDS RETENTION SCHEDULE**  
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EMNO	DEPARTMENT	REGORSSERIESDESCRIPTION	RECORDS RETENTION	REQUIREMENTS AND REVISIONS	GOVERNMENTS	FOR USE BY REPORTING AGENCIES
PROS-001	Prosecutor	Closed Case Files	See applicable court			
PROS-002		Appeal Case Files	See applicable court			
PROS-003		Fatal Accident Case Files	See applicable court			
PROS-004		Civil Litigation Files	Permanent			
PROS-005		Office Files	6 yrs			

**BAY COUNTY MICHIGAN  
RECORDS RETENTION SCHEDULE**

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FILE NO.	DEPARTMENT	DESCRIPTION	RETENTION	REMARKS
CCLK-001	County Clerk	County Officers Bonds	10 yrs	
CCLK-002		Log Mark register	25 yrs	After expirations of Term unless claim arises then 1 yr after settled
CCLK-003		Medical Registrations	50 yrs	
CCLK-004		Notary Public Bonds	1 yr after expiration	
CCLK-005		Notary Public Record	Permanent	
CCLK-006		Veterans Discharge Records	Permanent	
CCLK-007		Appointment Records	Permanent	County Government Officials and Oaths of Office
CCLK-008		Minutes - Board of Commissioners (Supervisors) Meetings	Permanent	County Clerk copy is official