

0910.07 Storing Electronic Media

Issued: January 1, 1994

Revised: May 17, 2012

SUBJECT: Storing Electronic Media.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To enable data centers and individual offices to utilize off-site storage for copies of their computer data.

CONTACT AGENCY: Department of Technology, Management and Budget (DTMB)
Office of Support Services (OSS)
Records Management Services (RMS)
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SUMMARY: Individual offices and data centers which have a need to assure availability of back-up security copies of data they create and store electronically on various electronic media may arrange for off-site storage of these media at the State Records Center.

APPLICABLE FORMS: DTMB-0594 Transmittal of Electronic Media to Off-Site Storage
See the [Records Management Services](#) website for more information.

PROCEDURES:

Agency:

- Completes a Transmittal of Electronic Media to Off-site Storage (DTMB-0594), which can be obtained from Records Management Services (RMS).
- Uses specialized containers for transporting electronic media as needed in order to protect items from damage.
- Sends the media to RMS accompanied by the DTMB-0594.
- Submits a DTMB-0594 to RMS to request retrieval of items.
- May send a representative with proper identification to the State Records Center to pick up any requested items.

Records Management Services:

- Receives the items for storage and places them in a secure location.
- Signs and returns a receipt to the agency acknowledging delivery and acceptance of the items.
- Retrieves any items requested on the DTMB-0594.
- Signs and returns a copy of the DTMB-0594 to the agency along with the requested items.
