

0910.10 Electronic Records Management and Storage

Issued: May 17, 2012

- SUBJECT:** Electronic Records Management and Storage.
- APPLICATION:** Executive Branch Departments and Sub-units and all other state operations which utilize Records Management Services.
- PURPOSE:** To inform agencies of their responsibilities for creating, using, managing, destroying and preserving electronic records.
- CONTACT AGENCY:** Department of Technology, Management and Budget (DTMB)
Office of Support Services (OSS)
Records Management Services (RMS)
3400 N. Grand River Avenue
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- TELEPHONE:** 517-335-9132
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- SUMMARY:** Agencies must plan for proper management of electronic records by addressing retention issues during the development and design of electronic recordkeeping systems, especially the need to migrate records to subsequent technology.
- APPLICABLE FORMS:** DTMB-0504 Retention and Disposal Schedule
See the [Records Management Services](#) website for more information.
- PROCEDURES:**
- Agency:
- Lists its public records, regardless of their physical form or characteristics, on an approved Retention and Disposal Schedule (see Administrative Guide Procedure 0910.01).
 - Updates its Retention and Disposal Schedule to include electronic records created, maintained and accessed by new and upgraded computer technology prior to use of such technology.
 - Ensures that all official electronic records remain accessible during their entire retention period as identified on an approved Retention and Disposal Schedule.
 - Monitors technology changes that affect electronic records and ensures records are properly migrated to new technology (thereby mitigating abandonment in obsolete hardware and software).
 - Retains all documentation related to legacy technology that creates, maintains and provides access to electronic records while that technology remains operational.
