

**0920.02 Direct Transfer of Archival Records to the Archives of Michigan**

Issued: January 1, 1994  
Updated: March 6, 2012

**SUBJECT:** Direct Transfer of Archival Records to the Archives of Michigan.

**APPLICATION:** Executive Branch Departments and Sub-units.

**PURPOSE:** To prescribe the procedure for a state agency to transfer public records having archival/historical value directly from the agency to the Archives of Michigan.

**CONTACT AGENCY:** Department of Natural Resources (DNR)  
Michigan Historical Center (MHC)  
Archives of Michigan  
Michigan Library and Historical Center Building  
702 W. Kalamazoo Street  
Lansing, MI 48915

**TELEPHONE:** 517-373-1408

**FAX:** 517-241-1658

**SUMMARY:** Certain public records are to be preserved in the Archives of Michigan to serve as “the memory of state government” (M.C.L. 399.5). Such records document the activities of government, indicating why and how decisions were made and implemented, and reveal relationships between the government and the people it serves. Records selected as being worthy of preservation are deposited in the Archives of Michigan and are available for reference and research purposes to the creating agency, other agencies and the public, unless the records are confidential by law.

An agency’s Retention and Disposal Schedule prescribes retention periods for its records, stipulating how long records should be retained by the agency, and when and if the records are to be transferred to the Archives of Michigan. Some records may be transferred directly from the agency to the Archives of Michigan without the need to store them in the State Records Center.

**APPLICABLE FORMS:** DTMB-0504 Retention and Disposal Schedule  
MH-22 Archives of Michigan Container Label  
MH-85 Direct Records Transmittal  
DTMB-0948 Request for Freight Services

**PROCEDURES:**

General Information:

- In certain instances Retention and Disposal Schedules will provide for transferring records directly from an agency to the Archives of Michigan, without the need to first have them stored in the State Records Center.

#### Archives of Michigan:

- Reviews an agency's proposed Retention and Disposal Schedule as it goes through the approval process, and makes the determination that certain records should be transferred directly from the agency to the Archives of Michigan when the record's administrative, fiscal and legal retention periods have expired.
- Reviews Direct Records Transmittals (MH-85) to determine if the records that are listed on the form are eligible for transfer to the Archives of Michigan.
- Notifies the agency that submitted the MH-85 if the records are eligible for transfer to the Archives of Michigan.
- If the records are eligible for transfer, sends the agency the container labels that are needed for shipping the boxes, and a receipt for the boxes.
- May only destroy/deaccession agency records in accordance with approved Retention and Disposal Schedules.
- Furnishes copies of finding aids, location guides, circulars, indexes and other access tools for processed records in the custody of the Archives of Michigan to government agencies which desire access to the records. These materials are furnished at no cost.

#### Agency:

- Identifies which records will be directly transferred to the Archives of Michigan by referring to its Retention and Disposal Schedule. For each record or records series that is to be directly transferred, the schedule should indicate no period of retention in the State Records Center. The words "Transfer to the Archives of Michigan" will appear in the records series description and in the retention columns of the Retention and Disposal Schedule.
- Ensures that records that are not currently listed on a Retention and Disposal Schedule are added to the schedule before they are destroyed or transferred to the Archives of Michigan. Agencies may contact their Records Management Officer (RMO) or the Records Management Services Division, Department of Technology, Management and Budget (DTMB), to request a change to their Retention and Disposal Schedule, in accordance with Administrative Guide Procedure 0910.01.
- May restrict access to statutorily confidential records that are transferred to the Archives of Michigan:
  - If an agency's statutorily confidential archival records have reached the point where they no longer have administrative, fiscal or legal usefulness, the records should be transferred to the Archives of Michigan subject to a written agreement of confidentiality that is written and signed by the transferring agency and DNR (M.C.L. 399.4a).
  - Statutorily confidential records in the custody of the Archives of Michigan will remain closed in accordance with a written agreement executed under M.C.L. 399.4a. Public access to transferred statutorily confidential records cannot be obtained without written permission from the transferring agency.
  - Public records in the custody of the Archives of Michigan are the property of the people of the state of Michigan. These records are available to the general public and any state agency, with the exception of those records that are confidential and have restricted access status. Records may be examined in the Archives of Michigan Reading Room, and may not be removed from the Archives of Michigan facility (see Administrative Guide Procedure 0920.03).

- Acquires appropriate boxes for transferring records to the Archives of Michigan:
  - Standard boxes must be used for transferring records to the Archives of Michigan. The boxes may be obtained from the state of Michigan's authorized government office supply contractor.
    - For letter or legal size records, use the standard box which is 15 x 12 x 9-3/4 inches in size.
    - For maps, tracing and similar items, use the long box which is 26 x 12 x 9-3/4 inches in size.
  - Determines the quantity of boxes needed by multiplying the number of file drawers of letter size records by 12. For legal size records, multiply the number of file drawers by 2.
- Packs the boxes:
  - Removes the records from the file drawers, but keeps the records in their file folders, and packs them in the boxes. Packs the records in the same order they were in when they were kept in the file drawers.
  - Faces letter size files in the box toward the label end of the box. Faces legal size files in the box toward the side of the box that is to the left of the label.
  - Two or more records series may not be mixed within any one box.
  - Do not over-back any box causing its sides or top to bulge.
- Seals the boxes:
  - After the records have been packed in the boxes, each box must be closed and taped shut in the following manner:
    - Fold the end flap that is at the far end of the box opposite from the label.
    - Fold in the two side flaps so that they lie over the end flap that was just folded in.
    - Take the remaining end flap that is at the label end of the box, and fold it over so that it lies on top of the two side flaps that were folded in.
    - Place a strip of 2-inch wide masking tape across the last folded end flap and secure it down tightly. The tape should extend fully across that flap and approximately half-way down the sides of the box so that it securely holds the box shut.
  - Checks to make sure that the flap on top that has been taped down is the flap located at the label end of the box.
- Enters the boxes into Versatile, unless there is a technological reason why the agency cannot access Versatile (see the Versatile User Manual, which is available online at <http://inside.michigan.gov/wr/records/>). If the agency cannot access Versatile, the agency will complete the MH-85.
- Completes the MH-85:
  - An MH-85 is used to arrange the actual transfer of records to the Archives of Michigan. This form can be obtained by calling the Archives of Michigan at 517-373-1408 or by accessing the Archives of Michigan web page at [www.mi.gov/archivesofmi](http://www.mi.gov/archivesofmi).
  - Completes the MH-85 by including the records series title, each folder/volume title, inclusive dates of the records and the item number from the Retention and Disposal Schedule. Providing detailed information about the contents of each box will assist with their retrieval in the future.
  - Sends the completed MH-85 to the Archives of Michigan for authorization to transfer the records. The Archives of Michigan will inform the agency as to whether the records are eligible for transfer.
- Transfers the records:
  - The Archives of Michigan will send the agency a receipt/inventory for the records that are approved for transfer, along with Archives of Michigan Container Labels (MH-22).
  - The agency shall affix the labels to the appropriate box (in accordance with the receipt provided by the Archives of Michigan), and then submit a Request for Freight Services (DTMB-0948) according to the instructions from DTMB Mail and Delivery Services.

DTMB Mail and Delivery Services:

- Picks up the boxes listed on the DTMB-0948 and delivers them to the Michigan Historical Center loading dock.
- Archives of Michigan staff, if convenient, may pick up materials directly from the agency, after notifying DTMB.

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