

RECORDS RETENTION AND DISPOSAL SCHEDULE - LOCAL GOVERNMENT

Michigan Department of Technology, Management and Budget
Records Management Services

DTMB-0043 Revised 08/17/2020

SECTION 1. LOCAL GOVERNMENT INFORMATION

Local Government Type: Other

Government Unit Name General Schedule #11	Department Name Local Law Enforcement
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SECTION 2. APPROVALS

The records described herein are deemed necessary:

- (1) For the continued effective operation of this agency;
- (2) To constitute an adequate and proper recording of its activities; and
- (3) To protect the legal rights of the government entity and of the people of Michigan.

This Records Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.

Note: This schedule must be signed by all approving entities before the agency disposes of any records listed on this document.

E-SIGNED by Lori Hinkley on 2022-03-02 09:06:40 EST	
Local Government Agency Representative	
E-SIGNED by Brice Sample on 2022-03-02 09:09:22 EST	
Department of Technology, Management and Budget, Records Management Services	
E-SIGNED by Mark Harvey on 2022-03-03 13:26:35 EST	
Department of Natural Resources, Archives of Michigan	
E-SIGNED by Shelby Troub on 2022-03-15 14:20:18 EDT	Approval Date: 3/15/2022
State Administrative Board	

SECTION 3. RECORD INVENTORY

This schedule adds item #11.069 and 11.070.

General Schedule #11 - Local Law Enforcement

Item #	Series Title	Series Description	Retention Period	Approval Date
000000 -	Introduction	<p>This schedule applies to law enforcement at all levels of local government, including counties, cities, townships, villages, tribes, colleges, universities, etc.</p> <p>Records Division: 11.001 - 11.070 Administration Division: 11.100 - 11.152 County Jail Division: 11.200 - 11.224</p>		
11.069 -	LEIN Validation Records	<p>These records document the validation of the accuracy of LEIN and NCIC records. They may include, but may not be limited to, reports, warrants, injunctive orders, and notes.</p>	<p>RETAIN UNTIL: Calendar year ends PLUS: 1 year THEN: Destroy</p>	
11.070 -	Repossession Notices	<p>These records document notification that a vehicle was repossessed so local law enforcement is aware that the vehicle is not stolen. They may include, but may not be limited to, orders received from the repossessing company, and lists of repossessed vehicles.</p>	<p>RETAIN UNTIL: Date received PLUS: 5 years THEN: Destroy</p>	