

Michigan Township Record Retention General Schedule #10

TOWNSHIP OFFICE	RECORD TITLE	COMMON NAME	RETENTION PERIOD	MCL (if applicable)	State Admin. Board
<i>The records scheduled for destruction as they reach the age specified herein are certified to be no longer required for the effective operation of the agency; to have no further legal, administrative, or fiscal value to the agency, and are no longer required to protect the rights of the individual or the public. Legal counsel has advised the agency as to legal value.</i>					
Accounting Department					
	Accounts Payable: (a) Less than 1 year (b) Over 1 year	Check requests, vouchers, purchase orders, vendor invoices	7 years after audit Life of item purchased plus 7 years	600.5807(8)	
	Banking Materials	Check registers, canceled checks, reconciliations, deposit slips	7 years after audit	600.5807(8)	
	Cash Receipts Journal		7 years after audit	600.5807(8)	
	Fixed Assets Inventory		Until replaced by update		
	General Ledger	Detailed accounts	7 years after audit	600.5807(8)	
	Warrant report	Payables	7 years after audit	600.5807(8)	
Building Department					
	Aerial Photos		Permanent		
	Application for Construction		Life of structure plus 7 years	600.5807(8)	
	Architectural Plans		Permanent		
	Building Plans, commercial.		Permanent		
	Building Plans, non- commercial.		Life of structure plus 7 years		
	Certificate of Occupancy		Life of structure plus 7 years		
	Licensing Certificates of inspectors or contractors.		Permanent		
	Master Plan		Permanent		
	Permits and construction Applications.		Life of structure plus 7 years		

Michigan Township Record Retention General Schedule #10

	Reports (inspector)		Life of structure plus 7 years		
	Site Plans		Permanent		
<i>Cemetery Department</i>					
	Authorization for delayed interment.	Weather conditions prevent immediate interment, authorization to store body.	10 years	600.5807(2) period of limitations on a public officer's bond.	
	Burial Permits	Deeds, burial rights certificates	Permanent		
	Burial Transit Permits	Accompanies body until interred	10 years	600.5807(2) period of limitation on a public officer's bond.	
	Burial Space Records (lot section and numbers, lot ownership and persons buried).	Documents related to burial location	Permanent		
	Foundation Requests	Permit to place base for monument	Keep until base placed, plus 1 year		
	Grave Opening Requests.		1 year after opening		
	Maps and plots		Permanent		
	Permit for Disinterment or Reinterment		Permanent	333.2853	
	Perpetual Care Records		Permanent		
	Record of Final Disposition of Body		Permanent	333.2853	

Clerk's Office has been replaced by Records Retention and Disposal Schedule for Michigan Township Clerks General Schedule #25

Elections Department has been replaced by General Retention Schedule #23 Elections Records

Michigan Township Record Retention General Schedule #10

Fire Department has been replaced by [General Retention Schedule #18 Local Fire and Ambulance Departments](#)

Human Resources/Personnel					
	Job Description for employees		Period of employment plus 7 years	600.5807(8)	
	Payroll Records	941's, MESC papers, IRS reports	7 years after audit	600.5807(8)	
	Personnel Files for individual employees		Until termination plus 7 years		
	Worker's Comp Policy		Permanent	Tolls claims period 418.381(1)	
	Acknowledgment of working policies by employees		7 years after termination	600.5807(8)	
	Eligibility List for employment	Scores, ranking sheets, evaluations, applications, etc.	7 years after termination or rejection	600.5807(8)	
	Employee Personnel Files	All documents related to training, payroll, discipline, health, etc.	7 years after termination	600.5807(8)	
	Employment Applications		2 years		
	Grievance Files by or against employees		Permanent		
	Labor Contracts		Permanent		
	Loss Control Reports (internal)		3 years		
	MIOSHA Personnel Policies	All documents	Permanent		
	Seniority List	Employee roster (date of hire)	During employment plus 7 years	600.5807(8)	
	Testing Requirements for employees		Permanent		
Ordinance Enforcement					
	Complaints (general)	Written	7 years	600.5807(8)	

Michigan Township Record Retention General Schedule #10

	Court Cases (closed)		7 years	600.5807(8) and repeat offenders record	
	Court Cases (open)	Cases pending in court	7 years after resolution	600.5807(8)	
	Ordinances		Permanent	41.185	
<i>Parks & Recreation</i>					
	Activities Roster		4 years after activity	600.5805(8)	
	Applications/ Permits	For use of recreation property	4 years after event	600.5805(8)	
	CDBG/Grants as stipulated	Any related documents	Permanent		
<i>Planning/Zoning</i>					
	Permits	Applications for variances, supporting documents	Permanent		
	Rezoning Applications		10 years		
	Site Plans		Permanent		
	Subdivision Plans		Permanent		
	Zoning Amendment Files		Permanent	125.279	
	Zoning Board and ZBA minutes		Permanent	41.185; 125.281	
	Zoning Maps		Permanent		
	Zoning Ordinances		Permanent	41.185	

Police Department has been replaced by [General Retention Schedule #11 Local Law Enforcement Agencies](#)

Michigan Township Record Retention General Schedule #10

<i>Public Works Department</i>					
	Agreements - construction		Completion plus 7 years	600.5807(8)	
	Agreements - water and sewer franchise		Permanent		
	Agreements - water and sewer hookup		Permanent		
	Arrears Report		5 years	123.162	
	Claims Record		Permanent		
	Complaint Forms		4 years after complaint	600.5805(8)	
	Compliance Orders		Permanent		
	Cross Connection Reports	Safe Drinking Water Act Compliance	10 years	Safe Drinking Water Act	
	Debt Service Report		5 years		
	Easement Forms		Permanent		
	Hydrant Permits		4 years	600.5805(9)	
	Maintenance Log	Equipment repairs	Life of equipment plus 7 years	600.5807(8)	
	Material Safety Data Sheets		4 years from report or from subsequent changes		
	Meter Replacement File		Until replaced plus 4 years	600.5805(9)	
	MISS DIG Reports		Permanent		
	Policies - administrative		Permanent		
	Pumpage Reports	MDPH reports required	10 years		
	Safety Training Reports		Permanent	14.32	
	Sewer Inspection Files		Permanent		
	Sewer Violations		7 years	600.5813	
	Specifications for Sewer Projects		Permanent		

Michigan Township Record Retention General Schedule #10

	Tap & Meter Cards		Permanent		
	Tap Reports		7 years		
	Vehicle Repair Log		Ownership plus 7 years	600.5807(8)	
	Water Service Control File		Permanent		
<i>Supervisor/Assessing Department</i>					
	Assessment Increase Notices		3 years	211.24c	
	Assessment Roll	Real and personal	7 years after certified		†
	Assessment Roll	Special assessment	3 years after payment in full	211.67a; 554.709	
	Field Sheets/ “Property Cards”	Record cards	Permanent		
	Forms (various assessment)	Assessed values, tax levy and tax spreads (“L” forms for STC)	7 years		
	Hardship Exemption Policies		Permanent		
	Homestead Affidavits		3 years after termination		
	I F E Certificates (IFT’s)		3 years after expiration & pmt		
	Land Division Applications		Permanent		
	Mylar Subdivision Maps		Permanent		
	Personal Property Statements		3 years after payment	211.23	
	Plat Maps		Permanent		
	Real Property Transfer Statements		3 years after new transfer		
	Tax Tribunal Appeals Records		7 years after decision of Tribunal or court		

† If 19th century assessment rolls, contact Michigan Historical Center.

Michigan Township Record Retention General Schedule #10

<i>Treasurer's Department</i>					
	Banking Materials	Check registers, cancelled checks, reconciliations, deposit slips	7 years after audit		
	Bond Files		11 years after last maturity	600.5807(7)	
	Delinquent Tax Collection Warrant		7 years	211.56a	
	Dog License Record		1 year		
	Ledgers/Journals		7 years after audit		
	Tax Bill Receipts	Duplicates/Paid	7 years after audit		
	Tax Roll - Real, personal, and delinquent		7 years after certified		
	Tax Roll -Special assessment		3 years after last installment payment	211.67a; 554.709	
	Tax Roll Changes		7 years after certified		