

**State of Michigan**  
**Department of History, Arts and Libraries - Records Management**  
**Records Retention and Disposal Schedule**

DeptCode      DeptName  
 /09/CGI/      *Michigan Center for Geographic Information*

Item Number	Series Title	Agency Retention	Total Retention	State Administrative Board Approval Date
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**0.INTRO - Introduction**

The Michigan Center for Geographic Information is responsible for coordinating the acquisition, processing, and dissemination of information and applies new technology to provide information to data users as quickly as possible. The Michigan Center for Geographic Information also provides Geographic Information System (GIS) services to link census information with other information produced by various state agencies under a common geographic framework.

<b>5206</b>	-	<b><u>Approval Letters</u></b>	<b>ACT</b>	<b>ACT</b>	<b>01/20/2004</b>
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Approval letters are sometimes received from users of the Michigan Center for Geographic Information and document positive feedback for services and products provided by this unit. These records will be retained until the agency determines that they have no further value (ACT).

<b>5207</b>	-	<b><u>Michigan Center for Geographic Information Annual Report (By Fiscal Year)</u></b>	<b>ACT</b>	<b>ACT</b>	<b>01/20/2004</b>
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**Transfer to the Archives of Michigan**

These annual financial and performance reports contain a narrative documentation of the growth in product sales, inquiries, staff, client sales and demand, and the future plans of the Michigan Center for Geographic Information. They are used for historical reference. These records will be retained by the agency while they are considered active (ACT) and then they will be transferred to the State Archives of Michigan for permanent preservation.

ACT = Active	CR = Creation	EXP = Expiration	FY = Fiscal Year
SUP = Superseded	EVT = Event	DISP = Immediate Disposal	

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5208	- <u>Directors Project Files</u>	ACT	ACT+6	01/20/2004 <b>Transfer to the Archives of Michigan</b>
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These files are maintained by the director of the Michigan Center for Geographic Information and may contain correspondence, status reports, contracts, financial monitoring reviews, etc., documenting large-scale projects involving this unit.

5209	- <u>Computer Program Documentation</u>	ACT+3	ACT+3	01/20/2004 <b>Transfer to the Archives of Michigan</b>
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These computer programs are written by the staff of the Michigan Center for Geographic Information to obtain data extracts requested by users/clients. The program documentation may include copies of requests, product update instructions, program descriptions, digitized program backups, etc. The documentation will be retained for the life of the program (ACT) plus three years.

5210	- <u>Data Resource Files</u>	ACT	ACT	01/20/2004 <b>Transfer to the Archives of Michigan</b>
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These files contain demographic, geographic, and project resource data. The data may be received from the U.S. Census Bureau, other state agencies, universities, etc., and is used by the Michigan Center for Geographic Information when data extracts (products) are needed to satisfy user/client requests. These data files are never purged and are used to maintain a cumulative data history. The files will include digital and hard copy data. The records will be retained by the agency until they have no further value (ACT) and then will be transferred to the State Archives of Michigan for permanent preservation.

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5211A - Data Extracts/Products-Standard Products      ACT      ACT      01/20/2004  
 Transfer to the Archives of Michigan

This record will document the data extracts/products that are created to satisfy user/client requests. They will include products that reflect: ZIP Code data, legislative district profiles, school district data, census of agriculture data, economic census data, digital data, and maps. Standard products include products that are created to satisfy common or frequent data requests and can be easily provided to users. The record will include digital and hard copy data. The records will be retained until the product is determined to have no further value (ACT).

5211B - Data Extracts/Products-Unique Products      ACT      ACT      01/20/2004  
 Transfer to the Archives of Michigan

This record will include products of a unique nature that contain Michigan-specific information and are only produced by the Michigan Center for Geographic Information. An example of these products would be the "monster maps" that contain 13 geographic layers, from block group level to county level and school district and legislative district regions, to which census data can be aggregated. The record will include digital and hard copy data. These records will be retained by the agency until they are determined to have no further value (ACT) and then will be transferred to the State Archives of Michigan for permanent preservation.

5212 - Geographic Information Services Project Files      ACT+6      ACT+6      01/20/2004  
 Transfer to the Archives of Michigan

These files will contain a project outline worksheet, master project cover sheet, project deliverable tracking sheet, samples of output, and digital data. They will document data extract projects in which computerized mapping is involved. The records will be retained until they are determined to be inactive (ACT) plus six years.

5213 - Digital Data      ACT      ACT+10      01/20/2004  
 Transfer to the Archives of Michigan

This digital data contains back up files. The records will be retained until the data is determined to have no further value (ACT) plus 10 years.

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 SUP = Superseded      EVT = Event      DISP = Immediate Disposal

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5214 - Source Maps      CR+5      CR+10      01/20/2004

**Transfer to the Archives of Michigan**

These maps are used as source documents to update data files and are also used for direct reference. Once the approved retention period has been met, the records will be transferred to the State Archives of Michigan, where they will be reviewed and select records will be retained permanently. The records will include the following:

**Precinct Maps:** These maps are received from the Dept. of State, Bureau of Elections and directly from jurisdictions. The maps are organized alphabetically by county.

**School District Maps:** These maps are received directly from the school districts as changes to boundary lines occur. Maps are organized alphabetically by county.

**School Precinct Maps:** These maps are received directly from the school districts as changes to boundary lines occur. Maps are organized alphabetically by county.

**Legislative District Maps:** These maps show boundary lines for State House, State Senate and U.S. Congressional districts. They are created by the Reapportionment Commission and are updated every 10 years.

**County Commissioner District Maps:** These maps are received directly from the counties. The record will include a copy of the formal resolution and the map. Maps are organized alphabetically by county.

**Political Boundary Maps:** These maps show boundary lines for counties, minor civil divisions, cities, township, and villages.

**Street and Road Maps:** These maps show streets, roads and private roads. The files will contain ordinances and maps.

**Village Precinct Maps:** These maps are recieved from village clerks and identify precinct boundaries for village political offices.