

STATE OF MICHIGAN  
RECORDS RETENTION AND DISPOSAL SCHEDULE

11/EXE Department of Attorney General  
Executive Office

Item #	Series Title	Series Description	Retention Period	Approval Date
00000 -	Introduction	M.C.L. 18.1284 - 18.1292 requires that all state records, regardless of media or location, be listed on an approved Retention and Disposal Schedule. Records, regardless of format, cannot legally be destroyed without the authorization of a schedule. This schedule is supplemented by the State of Michigan's general schedules that are available online at <a href="https://stateofmichigan.sharepoint.com/teams/insidemi/recordsmanagement/Pages/schedules.aspx">https://stateofmichigan.sharepoint.com/teams/insidemi/recordsmanagement/Pages/schedules.aspx</a> .		
2001 -	Litigation Files-- Obsolete	These files contain copies of litigation files that are maintained by the other divisions in the department. They are used for reference purposes by the Attorney General and may include depositions, transcripts, decisions, related correspondence and supporting documentation, exhibits, pleadings, etc. ACT = Until litigation ends.	RETAIN UNTIL: No longer active (see last sentence of description) PLUS: 10 years THEN: Transfer to Archives of Michigan	4/30/2009
2002 -	Investigations Files-- Obsolete	Investigation files contain copies of inter-office memos informing the attorney general and his staff of the progress of investigations conducted in other parts of state government. ACT = Until investigation ends.	RETAIN UNTIL: No longer active (see last sentence of description) PLUS: 10 years THEN: Transfer to Archives of Michigan	4/21/2009
2005 -	Speeches	These files document speeches made by the Attorney General and the Chief Deputy Attorney General. The files may contain invitations, programs, speaker notes, speeches, electronic presentations, supplementary documents, etc. ACT = While the Attorney General serves in this office.	RETAIN UNTIL: No longer active (see last sentence of description) THEN: Transfer to Archives of Michigan	4/21/2009

This agency-specific schedule supplements the approved general schedules.

General schedules are available online at

<https://stateofmichigan.sharepoint.com/teams/insidemi/recordsmanagement/Pages/schedules.aspx> .

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2006 -	Legislative Files	These files are used to analyze the impact that legislation may have on the Department of Attorney General (such as budget or staffing issues), or other government entities. They may include copies of the bill, correspondence, and analyses. ACT = While the Attorney General serves in this office.	RETAIN UNTIL: No longer active (see last sentence of description) THEN: Transfer to Archives of Michigan	4/21/2009
2007 -	Invitations	These files contain invitations received by the Attorney General, as well as replies of acceptance or rejection, if the response is written or sent via e-mail. ACT = If the invitation is accepted, until the event is held, or until the invitation is rejected.	RETAIN UNTIL: No longer active (see last sentence of description) THEN: Destroy	4/21/2009
2008 -	Calendars	This series includes electronic and/or hardcopy calendars that document the official activities of the Attorney General while in office. ACT = While the Attorney General serves in this office.	RETAIN UNTIL: No longer active (see last sentence of description) THEN: Transfer to Archives of Michigan	4/21/2009
2009 -	Program Development	These records document the development of new programs and initiatives within the Department of Attorney General. Examples of these programs include mortgage fraud, child support, etc. These files may include meeting notes, research materials, reports, plans, press releases, presentations, etc. ACT = While the Attorney General serves in this office.	RETAIN UNTIL: No longer active (see last sentence of description) THEN: Transfer to Archives of Michigan	4/21/2009
2010 -	Signature File	These records document correspondence about a variety of issues between the Attorney General and other elected officials such as the Governor, Lieutenant Governor, Secretary of State, state legislators, members of Congress, etc. This correspondence does not include opinions. ACT = While the Attorney General serves in this office.	RETAIN UNTIL: No longer active (see last sentence of description) THEN: Transfer to Archives of Michigan	4/21/2009

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