

Policy: 702
Subject: Records Retention and Disposal Schedule
Reviewed: 04/10/2010
Approved: 04/26/2005
Revised:

1. Michigan law (MCL 399.5 and 750.491) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies how long the records must be kept to satisfy administrative, legal, fiscal and historical needs.
2. To ensure that records of the Milford Public Library are retained and disposed of according to law, Michigan General Retention Schedule #17 is incorporated as policy. <http://www.michigan.gov/documents/hal_mhc_rms_gs17_114359_7.pdf>