

RECORDS MANAGEMENT POLICY
GENERAL SCHEDULE #1
Village of Nashville
Non-Record Material Defined

The following specific types of materials are designated as “non-record” and may be disposed of at the convenience of the local public official having jurisdiction over it without complying with the disposal procedures required under Section 399.5 MCL (1948), as amended by Public act 68 (1959):

1. Extra copies of correspondence and other documents preserved only for convenience of reference:
 - a. “Reading file,” “Tickler file,” “Suspense file,” “Follow up file,” etc.
 - b. Identical copies of all documents maintained in the same office.
 - c. Outdated copies of printed or processed materials of which official copies have been retained for record purposes.
2. All blank forms, books, etc., which are outdated.
3. Materials neither made nor received in pursuance of statutory requirements nor in connection with the functional responsibilities of the office:
 - a. Privately purchased material kept at the office for convenience.
 - b. Correspondence of a personal nature kept at the office for convenience.
 - c. Notices of employee meetings, community affairs, etc.
4. Preliminary drafts of letters, reports, and memoranda which do not represent significant basic steps in preparation of record documents.
5. Shorthand notes and mechanical recordings which have been transcribed.
6. Routing and other inter-departmental forms which do not add any significant material to the activity concerned.
7. Stocks of publications and processed documents preserved for supply proposed only.

Note: All other materials either created or received in pursuance of statutory requirements or in connection with the transaction of public business belong to the office concerned and are government property and not the personal property of the officer or employees concerned.

Therefore, any material not included in the above definition cannot be destroyed, given or taken away, or sold without complying with all statutory requirements specifically

relating to the record and/or with the provisions of Section 399.5 MCL (1948), as amended by Public Act 69 (1959).

Approved:

(Signature) (Date)

State Administrative Board

(Signature) (Date)

County Audit Division
Auditor General Department

(Signature) (Date)

Michigan Historical Commission