

# HOUSE BILL No. 5323

December 5, 1989, Introduced by Rep. Niederstadt and referred to the Committee on Towns and Counties.

A bill to amend sections 269 and 287 of Act No. 431 of the Public Acts of 1984, entitled as amended

"The management and budget act,"

section 287 as amended by Act No. 504 of the Public Acts of 1988, being sections 18.1269 and 18.1287 of the Michigan Compiled Laws.

## THE PEOPLE OF THE STATE OF MICHIGAN ENACT:

1       Section 1. Sections 269 and 287 of Act No. 431 of the  
2 Public Acts of 1984, section 287 as amended by Act No. 504 of the  
3 Public Acts of 1988, being sections 18.1269 and 18.1287 of the  
4 Michigan Compiled Laws, are amended to read as follows:

5       Sec. 269. (1) The department shall establish, administer,  
6 operate, or provide centralized services such as the following:

7       (a) Duplicating, microfilming, mailing, warehousing, and  
8 drug packaging.

1 (b) Telecommunications.

2 (c) Supplying and storing of forms, publications, paper, and  
3 stationery.

4 (D) OFF-SITE STORAGE OF OPTICAL DISCS.

5 (E) ~~(d)~~ Other services to state agencies ~~which~~ THAT are  
6 advantageous to the state, after consultation with ~~any~~ EACH  
7 affected state agency.

8 (2) The department shall charge ~~the state agencies for the~~  
9 ~~services~~ A STATE AGENCY FOR A SERVICE provided TO THE STATE  
10 AGENCY pursuant to subsection (1). ~~The charges received~~ A  
11 PAYMENT shall be credited to the office services revolving fund  
12 created in subsection (3). The ~~rates for the services to be~~  
13 ~~charged~~ RATE CHARGED FOR A SERVICE shall be coordinated, to the  
14 extent possible, with the budget cycle. The ~~rates~~ RATE shall  
15 reflect the actual cost for ~~services~~ THE SERVICE provided. ~~to~~  
16 ~~user state agencies.~~

17 (3) The office services revolving fund is ~~hereby~~ created.  
18 The amounts in the office services revolving fund are continu-  
19 ously appropriated only for implementing subsection (1).

20 (4) The inventory value of the paper and stationery opera-  
21 tion of the centralized services shall not exceed at any given  
22 time 1/3 of the gross sales of the previous fiscal year.

23 Sec. 287. (1) The department shall maintain a records man-  
24 agement program to provide for the development, implementation,  
25 and coordination of standards, procedures, and techniques for  
26 forms management, and for the creation, retention, maintenance,  
27 preservation, and disposition of the records of this state. All

1 records of this state ARE AND shall ~~be and~~ remain the property  
2 of the state and shall be preserved, stored, transferred,  
3 destroyed, ~~or~~ disposed of, and otherwise managed in accordance  
4 with the provisions of this act and other applicable provisions  
5 of law.

6 (2) In managing the records of this state, the department  
7 shall do all of the following:

8 (a) Establish, implement, and maintain standards, proce-  
9 dures, and techniques of records management throughout state  
10 agencies.

11 (b) Provide education, training, and information programs to  
12 state agencies regarding ~~all phases~~ EACH PHASE of records  
13 management.

14 (c) Promote the establishment of a vital records program in  
15 each state agency by assisting in identifying and preserving  
16 records considered to be critically essential to the continued  
17 operation of state government or necessary to the protection of  
18 the rights and privileges of its citizens, or both. Preservation  
19 of designated vital records shall be accomplished by storing  
20 duplicate copies of the original records in a secure remote  
21 records center to assure retention of those records in the event  
22 of disaster and loss of original records.

23 (d) Operate a ~~record~~ RECORDS center or centers for the  
24 purpose of providing maintenance, security, and preservation of  
25 state records.

26 (e) Provide ~~a~~ centralized microfilming service AND, AFTER  
27 RULES GOVERNING OPTICAL STORAGE PROMULGATED UNDER THE RECORDS

1 MEDIA ACT TAKE EFFECT, SERVICE FOR OFF-SITE STORAGE OF OPTICAL  
2 DISCS as an integral part of the records management program.

3 (f) Provide safeguards against unauthorized or unlawful  
4 ~~disposals~~ DISPOSAL, removal, or loss of state records.

5 (g) Initiate action to recover ~~any~~ A state ~~records~~  
6 RECORD that may have been removed unlawfully or without  
7 authorization.

8 (h) Establish retention and disposal schedules for the offi-  
9 cial records of each state agency with consideration to their  
10 administrative, fiscal, legal, and archival value.

11 (3) The department shall issue directives ~~which shall~~ THAT  
12 provide for all of the following:

13 (a) The security of records maintained by state agencies.

14 (b) The establishment of retention and disposal schedules  
15 for all records in view of their administrative, fiscal, legal,  
16 and archival value.

17 (c) The submission of proposed retention and disposal sched-  
18 ules to the secretary of state, the auditor general, the attorney  
19 general, and the board for review and approval.

20 (d) The transfer of records from ~~the~~ A custodian state  
21 ~~agencies~~ AGENCY to a state records center or the custody of the  
22 secretary of state.

23 (e) The disposal of records in accordance with retention and  
24 disposal schedules, or the transfer of records to the custody of  
25 the secretary of state.

1 (f) The establishment of a records management liaison  
2 officer in each department to assist in maintaining a records  
3 management program.

4 (g) The cooperation of other state departments in complying  
5 with the provisions of this act.

6 (h) The storage of records in orderly filing systems  
7 designed to make records conveniently accessible for use.

8 Section 2. This amendatory act shall not take effect unless  
9 House Bill No. 5013 of the 85th Legislature is enacted into law.