

HOUSE BILL No. 4446

March 5, 1991, Introduced by Reps. Niederstadt, Bartnik, Pitoniak, Byrum, Dobronski, Baade, McNutt, Anthony, Middaugh and Dalman 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~~ THIS state, after consultation with ~~any~~
7 EACH 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~~ THIS state and shall be preserved, stored, transferred,
3 destroyed, ~~or~~ disposed of, and otherwise managed ~~in accordance~~
4 ~~with the provisions of~~ PURSUANT TO this act and other applicable
5 provisions 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 THE EFFECTIVE DATE OF RULES PROMULGATED UNDER THE RECORDS MEDIA

1 ACT TO GOVERN OPTICAL STORAGE, SERVICE FOR OFF-SITE STORAGE OF
2 OPTICAL DISCS as an integral part of the records management
3 program.

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

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

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

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

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

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

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

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

24 (e) The disposal of records ~~in accordance with~~ PURSUANT TO
25 retention and disposal schedules, or the transfer of records to
26 the custody of 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 Senate Bill No. ____ or House Bill No. 4438 (request
10 no. 01788'91) of the 86th Legislature is enacted into law.