



County Treasurers and the Archives of Michigan

Michigan Association of
County Treasurers Meeting

February 8, 2016

Archives of Michigan Overview

- Official repository for state and local government records of historic value.
 - PA 271 of 1913.
 - Assist local government units with preservation.
- Located in downtown Lansing (702 W. Kalamazoo Street).
- Reading room open to the public 1:00-5:00 pm, Monday through Friday, and 10:00 to 4:00 on Saturdays.

Determining What Records Can Be Transferred

- Eligible records are generally noted on retention and disposal schedules issued by the state records management division.
- Schedules are available online at www.michigan.gov/recordsmanagement.
- Check other local government schedules if you have records that aren't on the county treasurers schedule.

Retention and Disposal Schedules

The screenshot shows the DTMB website with the following elements:

- Header:** DTMB Home, About DTMB, Contact DTMB, MI.gov, Search bar, and the slogan "ENABLING MICHIGAN'S REINVENTION".
- Left Navigation:** Regional Prosperity Initiative, Careers, DTMB Governance, Procurement & Contracts, Retirement Services, Services & Facilities, BOA Baseline Services, Design & Construction Information, Infrastructure Protection, Mail & Delivery Services, MiBid Internet Auction, Parking, Printing Services, Real Estate Services, and Records.
- Breadcrumbs:** DTMB > SERVICES & FACILITIES > RECORDS MANAGEMENT
- Navigation Tabs:** Welcome, Services for Government, **Retention and Disposal** (circled in red), and Training.
- Records Management Section:**
 - Records Management:** Michigan's Records Management Services (RMS) provides expertise and assistance to state and local government agencies with managing records and information in the most effective, cost efficient, and legally compliant manner.
 - Contact Information:** 3400 N. Grand River Ave., Lansing, Michigan 48909, Phone: 517-335-9132, Fax: 517-321-3408, www.michigan.gov/recordsmanagement
 - Logo:** "Practical Solutions * Because Records Matter" with "Records Management Services" in the center.
- Policies, Standards and Guidance:** Electronic Mail (E-mail), Electronic Records, Imaging, Recordkeeping Issues: Schedules, Filing and Storage, Disaster Planning.
- Quick Links:** Records Center Operations (state agencies only), Disposition of Public Records, Records Management Officers (state agencies only).

www.michigan.gov/recordsmanagement

Retention and Disposal Schedules

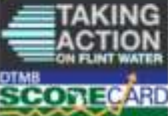


The screenshot shows the DTMB website with the following elements:

- Header:** MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET. ENABLING MICHIGAN'S REINVENTION.
- Navigation:** DTMB Home, About DTMB, Contact DTMB, MI gov, Search.
- Left Sidebar:** Regional Prosperity Initiative, Careers, DTMB Governance, Procurement & Contracts, Retirement Services, Services & Facilities, BOA Baseline Services, Design & Construction Information, Infrastructure Protection, Mail & Delivery Services, MiBid Internet Auction, Parking, Printing Services, Real Estate Services, Records.
- Main Content:**
 - Retention and Disposal Schedules**

Retention & Disposal Schedules identify all of the records that are maintained by government agencies, regardless of format. Schedules define how long records need to be retained to satisfy administrative, fiscal, legal and historical requirements, and they specify if/when records can be destroyed. Schedules are legal documents approved by an agency, Records Management Services, Archives of Michigan, Auditor General (state government only), Attorney General (state government only), and the State Administrative Board. Approved schedules provide the only legal authority to
 - Links:**
 - Agency-Specific Schedules: Agency-specific schedules cover records that are unique to a particular agency. This page has information about creating specific schedules.
 - General Schedules for State Government: General Schedules cover records that are common to a particular function or type of agency. Electronic copies are available for viewing and printing.
 - General Schedules for Local Government: General Schedules cover records that are common to a particular function or type of agency. Electronic copies are available for viewing and printing.
 - Definitions of Retention Codes: Definitions of the codes that appear on Records Retention and Disposal Schedules.
 - Frequently Asked Questions about General Schedules: Information about general schedules for state agencies and local governments.

Retention and Disposal Schedules

Retention and Disposal

- Services for Government
- Training
- Shop Surplus
- State Building Addresses & Supervisors
- Travel
- Vehicle Services
- Warehousing
- Technology
- State Budget Office
- 
DTMB SCORECARD
- 
-  Follow us on Twitter

9. [County Roads Commissions \(approved 8-4-1998\)](#)
10. [Townships \(approved 7-1-1997, updated 2009, 2014\)](#)
11. [Local Law Enforcement \(approved 8-2-2005, updated 2009, revised 2012\)](#)
16. [Trial Courts \(approved 7-15-2014\)](#)
17. [Public Libraries \(approved 1-18-2005\)](#)
18. [Fire/Ambulance Departments \(approved 3-6-2007\)](#)
19. [Prosecuting Attorneys \(approved 5-1-2007\)](#)
20. [Community Mental Health Services Programs \(approved 5-1-2007\)](#)
21. [County Veterans Affairs \(approved 11-6-2007\)](#)
22. [Veterans Trust Fund \(approved 12-4-2007\)](#)
23. [Elections Records \(approved 10-16-2007, revised 11-26-2013\)](#)
24. [City and Village Clerks \(approved 11-5-2008\)](#)
25. [Township Clerks \(approved 6-17-2008\)](#)
26. [Local Government Human Resources \(approved 10-7-2008\)](#)
27. [County Treasurers \(approved 9-12-2008\)](#)
28. [City and Village Treasurers \(approved 7-20-2010\)](#)
29. [Township Treasurers \(approved 9-1-2009\)](#)
30. [Local Government Information Technology \(approved 12-1-2009\)](#)
31. [Local Government Financial Records \(approved 4-7-2009\)](#)
32. [Local Government Parks and Recreation Departments \(approved 4-20-2010\)](#)
34. [Local 9-1-1 Call Centers \(approved 7-20-2010\)](#)
36. [Drain and Water Resources Commissioners \(approved 2-24-2015\)](#)

To receive copies of these schedules, you may also contact:
Records Management Services

Retention and Disposal Schedules

Dept Code **Dept Name**
/GS27/ *County Treasurer*

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
27.041 -	<u>Tax Rolls</u>	CR+20	9/12/2008
		Transfer to the Archives of Michigan	

A tax roll is a list of all taxable property within a given jurisdiction. The tax rolls will include the parcel number, address, county tax breakdown, property description, the amount of the tax owed, etc. (MCL211.various)

If the volumes are microfilmed or imaged, the original records may be destroyed or transferred to the Archives of Michigan (see below) and the microfilm or image retained for 20 years.

Original Tax Rolls from the years 1900 and prior (from all counties) may be transferred to the Archives of Michigan for permanent preservation.

For Tax Rolls after the year 1900, every fifth year (i.e., 1905, 1910, 1915, etc.) may be transferred to the Archives of Michigan for permanent preservation.

Before destroying any original tax rolls after the year 1900, you may wish to contact your local historical society to inquire if they would like to maintain these records for historical reference.

27.042 Delinquent Tax Rolls

CR+20

9/12/2008

Commonly Transferred County Treasurer Records

- Tax Assessment Rolls
 - All years prior to 1900 may be transferred
 - After 1900, rolls for every five years (1905, 1910, 1915, etc.)
 - The Archives does not accept transfers of delinquent tax rolls.

Arranging a Transfer

- Call or e-mail ahead.
- Have a sense for the type, volume, and dates of material.
 - Estimates are fine.
 - For volumes, know an approximate number.
 - For boxes, know an approximate number and size of boxes.
 - We may arrange a site visit or ask you to send photographs of the records in their storage area.
- Once we agree that a transfer will work, fill out an Archives direct transmittal form and work out a day/time for pickup.

County Treasurer Records at the Archives

- Most local government records are cataloged in ANSWER (www.answercat.org).
 - Limit search to Archives of Michigan.
 - Search for “_____ County, Mich. treasurer”
- Catalog entry will give you a brief description of the records and may include an inventory.
- If no inventory is included, Archives staff can scan and e-mail one to you.
- More recent transfers may not be cataloged, so call or e-mail if you can't find what you need.

ANSWER Catalog



Keyword Author Title

More Search Options
Advanced Search
LC Subject
Call Number

Narrow Your Search by Location
Archives of Michigan
Library of Michigan Law Library
Rare Materials Collection

NOTICE Back by popular demand:
Saturday hours!

The Library of Michigan is pleased to offer expanded hours. We will be open 10:00 a.m. to 4:00 p.m. the second Saturday of every month: May 10, June 14, July 12, Aug. 9, Sept. 13, Oct. 11, Nov. 8, Dec. 13



Statewide Library Catalog
& Borrowing Service

ANSWER Catalog



Search Results from the Archives of Michigan Collection

YOU ARE NOW SEARCHING THE HOLDINGS OF THE
[Archives of Michigan](#)

Keyword Author Title

st. clair county mich. treasurer

More Search Options

Narrow Your Search by Location



ANSWER Catalog



ANSWER
The Library of Michigan's Online Catalog

[ANSWER Home](#) | [LM Home](#) | [Hours/Contact](#) | [Ask a Librarian](#) | [My Library Record](#) | [Help](#)

Search Results from the Archives of Michigan Collection

[Modify Search](#) Center for Research Libraries [Search MeLCat](#)

KEYWORD LM Archives of Michigan

3 results found. Sorted by [relevance](#) | [date](#) | [title](#)

KEYWORDS (1-3 of 3)

Other relevant titles entries 1-3

- [Records of the St. Clair County Treasurer, 1839-1904.](#)
Saint Clair County (Mich.). Treasurer.
- [Records of the St. Clair County Treasurer, 1833-1944.](#)
Saint Clair County (Mich.). Treasurer.
- [Minutes of the Township Board, 1880-1963.](#)
Fort Gratiot (Mich. : Township). Board.

ANSWER Catalog

Corp Author	Mecosta County (Mich.). Clerk.	
Title	Records of the Mecosta County Clerk, 1860-1949.	
LOCATION	CALL #	STATUS
ARCHIVES OF MICHIGAN- Michigan Historical Center (2E)	RG 69-54	ON-SITE USE
Description	16 volumes (.5 cu. ft.)	
Summary	<p>This record group consist of various records of the Mecosta County Clerk for the years 1860-1949. Included are schedules 1 (free inhabitants) and 3 (products of agriculture) of the 1870 census of Mecosta County. These schedules provide information and statistics on the residents of and agricultural production in the county. The record group also includes: register of log marks (1868-1885); report of burial of indigent soldiers, sailors, and marines honorably discharged from the Union Army (1888-1915); record of township and city officers (1879-1897); statements of County Board of Canvassers (1860-1890) giving narrative statements of votes given for various offices, amendmements, and the like; proceedings of the Board of Election Commissioners (1892-1916); canvass of votes cast (1891-1910, 1912-1928) giving statistical record of votes given in all townships and wards for various offices, together with total votes and certificates of authority; record of hunter's licenses (1895-1896); records of the Methodist Episcopal Church (1880-1882, ca. 1883-1885, 1889, 1893) on the pastor's salary; and a typewritten text of an autobiography of Woodbridge N. Ferris (ca. 1975).</p>	
Note	<p>Woodbridge (Nathan) Ferris, also known as "The Big Rapids Schoolmaster," was born near Spencer, New York on January 6, 1853. He was a delegate to the Democratic National Convention from Michigan in 1912, 1916, and 1924. He was governor of Michigan from 1913-1916 (he was defeated in 1904). He also was elected as a U.S. senator from Michigan and served 1923-1928. He died in Washington, D.C. on March 23, 1928 and was interred at Big Rapids,</p>	

Archives of Michigan Inventories

MHC-41 10/87 - 1M	Location R4-U17-S1,2 MICROFILM REEL 886 (764)	Accession No. 69-54-A	Lot No. 1
Michigan Historical Commission State Archives	Total Quantity 33 volumes 4 Miss Boxes (7 ft., 8 in.)	Received By Disposal per General Schedule	Date Received May 15, 1969
LOCATION GUIDE	Date Prepared May 20, 1969		

Agency MECOSTA COUNTY Division Office of County Clerk

Container No.	Description of Archival Items	SEE ALSO: MICROFILM REEL: <u>647</u>	Inclusive Dates of Records	Comment
Vol. 1	CENSUS OF MECOSTA COUNTY, Schedules 1--4		1870	
2	List of Persons whose usual place of abode... was in...Mecosta County		✓ 1880	
3	REGISTER OF LOG MARKS		1868-1885	
4	REPORT OF BURIAL OF INDIGENT SOLDIERS, SAILORS AND MARINES HONORABLY DISCHARGED FROM UNION ARMY		1888-1915	
5	RECORD OF TOWNSHIP AND CITY OFFICERS		1879-1897	
6	STATEMENTS OF COUNTY BOARD OF CANVASSERS		1860-1890	
7	PROCEEDINGS OF BOARD OF ELECTION COMMISSIONERS		1892-1916	
8	CANVAISS OF VOTES CAST		1891-1910	
9	" " " "		1912-1928	
10	RECORD OF CLATHS		1877-1898	
11	RECORD OF HUNTER'S LICENSE		1895-1896	
12	RECORDS OF CIRCUIT COURT - Chancery Orders		1859-1874	
13	- General Orders		1859-1876	
14	- Special Motions		1860-1912	
15	- Common Rule Book		1875-1915	
16	CLERK'S ACCOUNT BOOK		1895-1920	
17	RECORDS OF JUSTICE COURT - Journal		1859-1884	
18	- Docket		1869-1872	

MHC-41,
11/87 - 2M

Michigan Historical Commission
State Archives

Page 2 of RG-59-54-

LOCATION GUIDE TO RECORDS - (Continuation Sheet)

Agency MECOSTA COUNTY

Container No.	Description of Archival Items	Inclusive Dates of Records	Comment
Vol. 19	RECORDS OF JUSTICE COURT - Docket	1872-1874	
20	- "	1874-1876	
21	- "	1876	
22	- "	1889-1890	
23	- Criminal Docket		
	City of Big Rapids, 2nd Ward	1879-1886	
24	" " " " 4th Ward	1881-1885	
25	" " " " 4th Ward	1885-1889	
26	LEDGER OF ACCOUNTS RELATING TO COUNTY EXPENDITURES	1879-[1884]	
27	DAYBOOK	N.D.	
28	RECORDS OF M[ETHODIST] E[PISCOPAL] CHURCH - Ledger	C1883-1886	
29	" " " " " " "	1880-1882	
30 th	CALENDARS OF THE CIRCUIT COURT, Printed.	1874	
31 st	" " " " " " "	1885	
32 nd	" " " " " " "	1889	
33 rd	" " " " " " "	1893	
	th In Box 3		
MSS Box 1	SELECTED ADMINISTRATIVE RECORDS	C1895-1949	
	Applications to Michigan Planning Commission for Courthouse Construction, n.d.[1945]		
	Record of Time Worked on County Roads, 1909-1915		
2	Report of Audit of County Social Welfare Dept., 1939-44		
	--Records Relating to Tax Allocation Commission, 1934-37		
3	Report Re: Courthouse, 1937 -- Drafts & Statements for Collection, C1895-1896		
	Calendars of the Circuit Court, printed 1874-1893		
4	Rough Notes & Draft of Autobiography by W. N. FERRIS	N.D. [1925]	

Accessing Records After Transfer

- Archives staff can scan and e-mail records needed by county staff needed in the course of conducting county business.
- Clerks should refer members of the public and researchers to Archives reference staff.
- In either case, e-mail archives@michigan.gov or call (517) 373-3559 (option 3).

Questions?

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(517) 373-1446