

EFFECTIVE

October 1, 2016.

Subject(s)**Administrative Policy Organization (APO) 401, Email Management Policy****Records Retention and Disposal Schedules**

Michigan law requires all public records be listed on an approved retention and disposal schedule that identifies how long records must be kept, when they may be destroyed and when they can be sent to the Archives of Michigan for permanent preservation. Records covered by this law include email and instant messages.

There is no single retention period for all email or instant messages. The retention period depends upon the content of the message, and the business process it supports.

Reason: Conversion of former DCH policy 1.2.1.9.2, Electronic Mail Retention and Disposal, and DHS policy EHP-401, Employee Email Retention.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Added Items ...

[APO 401](#)