



RESOLUTION #25-34: To Adopt the Michigan Record Retention Schedules

WHEREAS, Michigan state law requires that all public records be listed on an approved Record Retention and Disposal Schedule that identifies the minimum amount of time that records must be kept to satisfy administrative, legal, fiscal, and historical needs. This law is part of the broader framework of Michigan's record management laws, which ensure transparency, accountability and operational efficiency within government operations.

WHEREAS, the State of Michigan, through the Department of Technology, Management, and Budget (DTMB) and in collaboration with the Archives of Michigan, has developed and issued Record Retention Schedules to provide standardized guidance for the retention and disposal of records created by local government agencies; and

WHEREAS, these Record Retention Schedules are intended to ensure proper management, preservation, and legal compliance in the handling of public records, and are periodically reviewed and updated to reflect current laws, best practices, and operational needs; and

WHEREAS, the State of Michigan continues to update and revise these schedules to account for changes in law, technology, and administrative requirements, and it is the intent of Highland Township to remain in compliance with the most current versions of these schedules as they are issued; and

WHEREAS, Highland Township recognizes the importance of consistent records management practices, including compliance with state laws and regulations regarding records retention and destruction; and

WHEREAS, Highland Township previously adopted state approved Record Retention Schedule #10 on October 9, 1996, for zoning records; and

WHEREAS, adopting all of the Michigan Record Retention Schedules for Townships will assist Highland Township in promoting transparency, efficiency, and accountability in public administration;

NOW, THEREFORE, BE IT RESOLVED, that the Highland Township Board of Trustees hereby adopts the Michigan Record Retention Schedules for Townships, as issued and maintained by the State of Michigan Department of Technology, Management, and Budget and the Archives of Michigan;

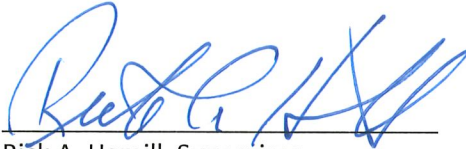
BE IT FURTHER RESOLVED, that the current Michigan General Retention Schedules applicable to Highland Township shall be attached to this resolution and maintained as part of the Township's official records.

BE IT FURTHER RESOLVED, that all departments and officials of Highland Township are directed to implement and comply with the attached retention schedules and to coordinate with the Township Clerk to ensure that records are retained and disposed of in accordance with state guidelines.

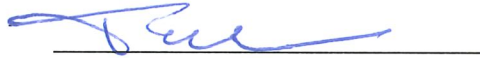
BE IT FURTHER RESOLVED, that this resolution shall take effect immediately upon adoption and that a copy of the adopted retention schedules shall be made available to all departments as appropriate.

Ayes: Hamill, Flowers, Frederick, Charlick, Howe, Lewis, Salvia
Nays: None
Abstentions: None

RESOLUTION DECLARED ADOPTED



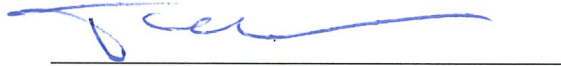
Rick A. Hamill, Supervisor



Tami Flowers, MiPMC Clerk

STATE OF MICHIGAN)
COUNTY OF OAKLAND)

I, the undersigned, the duly qualified and elected Clerk of the Charter Township of Highland, Oakland County, Michigan, do hereby certify that the foregoing resolution was adopted by the Township Board of Trustees at a regular meeting held on the 3rd day of November 2025.



Tami Flowers, MiPMC Clerk