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DATE: March 12, 2002

TO: All Local Health Departments
 Attn: Chief Sanitarian/Director of Environmental Health

FROM: Neal D. Fortin, Manager
 Food Service Sanitation Section
 Food and Dairy Division, Michigan Department of Agriculture

SUBJECT: Record Retention Schedule

The portion of Part 129 of the Public Health Code that required permanent retention of food service establishment construction plans was rescinded with enactment of the Food Law of 2000. With this in mind, we reviewed the existing record retention schedule. Our review included a survey of all local health departments, who recommended a 5-year retention schedule for construction plans. The revised minimum retention schedule follows:

Record Type	Minimum Retention Period (Years)
License Applications	5
Licenses	5
Inspection Reports	5
Correspondence	Retain according to applicable record type (e.g., enforcement correspondence as enforcement), or, if no other category, then 2
Plans & Specifications	5
Enforcement (Administrative) Actions	10
Legal Documents	10
Water Sample Results Log Forms	5
Water Supply Information	Permanent (May destroy after 5 years if the establishment is connected to municipal water or sewer).
Sewage Disposal Information	Permanent
Food Outbreak Investigations	5
Consumer Complaints	5

Note that these time periods are the minimum, and you may maintain longer retention periods should you wish. The above chart is consistent with the record retention schedule of the Michigan Department Agriculture in accordance with Food Law of 2000 section 3121(4).

NDF:khg

cc: MDA Food Program Managers