

**EXECUTIVE ORDER**

**No. 2015 - 1**

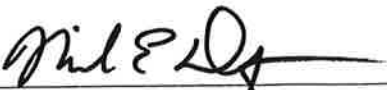
**POLICY REGARDING SUBMISSIONS BY EXECUTIVE  
BRANCH AGENCIES TO CITY COUNCIL**

WHEREAS, Article 5, Section 5-101 of the 2012 Detroit City Charter ("Charter") vests the powers and duties of the executive branch in the Mayor, specifically, "The Mayor is the chief executive of the City ("City") and, as provided by this Charter, has control of and is accountable for the executive branch of City government;" and

WHEREAS, it is the policy of this Administration that Executive Branch agencies must submit requests for City Council approval in a timely manner.

NOW THEREFORE, I, Michael E. Duggan, Mayor of the City of Detroit, order the following:

1. All requests from Executive Branch agencies requiring City Council approval must be submitted to the City Clerk's Office by the Mayor's Office, Council Liaison, or other mayoral designee, or by the Chief Procurement Officer ("CPO").
2. Executive Branch agencies must provide all necessary documents to the Mayor's Office or to the CPO by Wednesday at 12:00 Noon, before the following Tuesday's City Council session.
3. Any "Walk-On" request requires the written approval of the Mayor's Chief of Staff or Deputy Chief of Staff, unless emergency action is required as defined in the Procurement Ordinance (Sec. 18-5-21(c),(d)) and/or the CPO's Policy and Procedures Manual.
4. If this Executive Order 2015-1 is inconsistent with any prior Executive Order, this Executive Order 2015-1 shall apply. This Order does not apply to the Law Department's duty to submit ordinances or resolutions directly to the City Clerk for City Council approval (Charter, Sec. 7.5-207).
5. This Executive Order 2015-1 shall be effective upon filing with the City Clerk.

  
 \_\_\_\_\_  
 MICHAEL E. DUGGAN  
 MAYOR  
 CITY OF DETROIT

2/18/15  
 DATE

HONORABLE DETROIT CITY COUNCIL

2015 FEB 18 P 1:31

DETROIT  
 CITY CLERK





CITY OF DETROIT  
MAYOR'S OFFICE

COLEMAN A. YOUNG MUNICIPAL CENTER  
2 WOODWARD AVE., SUITE 1126  
DETROIT, MICHIGAN 48226  
PHONE 313•224•3400  
FAX 313•224•4123  
WWW.DETROITMI.GOV

**EXECUTIVE ORDER NO. 2015-2**

**TO: ALL DEPARTMENT DIRECTORS, AGENCY HEADS, BOARDS, COMMISSIONS, CITY COUNCIL MEMBERS, AND THE CITY CLERK**

**SUBJECT: CITY OF DETROIT OPEN DATA INITIATIVE AND CREATION OF DETROIT GO DATA (GOVERNMENT OPEN DATA ACCESS TO ALL)**

**DATE: February 19, 2015**

---

Pursuant to the powers vested in me by the 1963 Michigan Constitution and the 2012 Detroit City Charter, I, Mike Duggan, Mayor of the City of Detroit, do hereby establish the City of Detroit Open Data Initiative through the creation of Detroit GO DATA (GOVERNMENT OPEN DATA ACCESS TO ALL).

**Detroit GO DATA Initiative**

This Initiative, implemented through Detroit GO DATA, will foster and create a more transparent, open, collaborative, participatory and accountable relationship between the City government and the people it serves, fostering a creative culture and innovation-driven economy. In an effort to provide better customer service to the public, it is the purpose of this Executive Order to increase the accessibility and the availability of certain data collected or maintained by the City. Increasing the public's access to high quality, accurate data and information is critical to this mission and will also improve business functions and prepare for future innovations in City operations.

This open data philosophy will be coordinated and accomplished through Detroit GO DATA. The cornerstone of this major shift in City policy will be that data and information, unless exempt from disclosure under State or federal law, will be available to the public, starting with an open data portal.

**Task Force and Advisory Commission**

In order to accomplish the above-identified objectives, I am announcing the creation of a Task Force and an Advisory Commission, as more fully described below, to evaluate and determine the best methods for the design, implementation and monitoring of Detroit GO DATA.

2015 FEB 19 P 1:11

DETROIT  
CITY CLERK

MICHAEL E. DUGGAN, MAYOR



- b. The Advisory Commission will meet at least quarterly for the first year to evaluate and discuss the types of data that would have the most impact and use in an open data portal.

The collaborative efforts of the Task Force with the Advisory Commission will ensure that Detroit GO DATA will serve its purpose to make more information available and easily accessible to the public for their use. The Task Force and the Advisory Commission will jointly release an annual status report on Detroit GO DATA to document the previous year's progress and provide guidance to the City of Detroit's future open data efforts.

#### Cooperation by City Departments and Agencies

To further accomplish the objectives set forth in this Order, I direct that:

1. Each department, agency, board, and commission of the City shall identify an individual to function as an information/record manager to assist in the implementation of Detroit GO DATA.
2. Each department, agency, board, commission and elected official of the City shall identify and evaluate what information, if any, can be released in an open data portal, with the assistance of the Law Department.

#### Controlling Effect of this Order; Effective Date

To the extent this Order conflicts with Executive Order No. 15, dated December 26, 2001, or any other Order pertaining to Freedom of Information Act requests, this Executive Order will control. This Executive Order is effective this date.



---

Michael E. Duggan  
Mayor  
City of Detroit



# EXECUTIVE ORDER

No. 2015 - 3


## POLICY REGARDING FINANCIAL TRANSPARENCY FOR EXECUTIVE BRANCH APPOINTEES

WHEREAS, Article 5, Section 5-101 of the 2012 Detroit City Charter ("Charter") vests the powers and duties of the executive branch in the Mayor, specifically, "The Mayor is the chief executive of the City ("City") and, as provided by this Charter, has control of and is accountable for the executive branch of City government;" and

WHEREAS, it is the policy of this Administration for Executive Branch appointees to be transparent in their affairs, and to adhere to ethical standards of conduct, consistent with the "Ethical Standards of Conduct," and "Disclosures" provisions in the City Charter (Sec. 2-106.1; 2-106.2).

NOW THEREFORE, I, Michael E. Duggan, Mayor of the City of Detroit, order the following:

1. On or before March 15 of each year, the Mayor, Deputy Mayor, Cabinet members, Department Directors, and Deputy Department Directors ("Public Servants") shall fill out and file a Conflict of Interest Disclosure Statement ("Disclosure Statement") with the City's Director of Ethics and Human Rights. The Disclosure Statement shall identify the Public Servants'
  - A. Positions(s), titles, and duties with the City
  - B. Source(s) of Income
  - C. Personal interest pending before City agencies, City Council, or any court
  - D. Property ownership
  - E. Family member(s) employed by the City
  - F. Financial transactions involving any family member(s) and the City; and
  - G. Receipt of any gifts of \$250 or more from an individual or entity doing business or intending to do business with the City.
2. Any appointee who fails to file the Disclosure Statement, without reasonable cause, will be unappointed from his/her position with the City.
3. If this Executive Order 2015-3 is inconsistent with any prior Executive Order, this Executive Order 2015-3 shall apply. This Executive Order 2015-3 shall be effective upon filing with the City Clerk.

  
MICHAEL E. DUGGAN  
MAYOR  
CITY OF DETROIT

2/23/15  
DATE

CC: HONORABLE DETROIT CITY COUNCIL

2015 FEB 23 P 4: 25

DETROIT  
CITY CLERK





**CITY OF DETROIT**  
**2014 CONFLICT OF INTEREST DISCLOSURE STATEMENT**

Filing Deadline, March 15, 2015

**Notice of Penalties:**

**The failure of any elected official, appointee, director or deputy director to file by March 15, 2015, without reasonable cause shall render that person delinquent and may result in termination.**

*To be completed by city officials and employees who are currently serving or served in 2014  
Covering reporting period since January 1, 2014  
If you need additional space, please attach and label extra sheets*

**PART ONE: IDENTIFYING INFORMATION**

*Read all instructions carefully and complete each part.*

**(1) Name**

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

*The answers to questions 2-5 are for administrative purposes only and will not be made available online.*

**(2) Home Address\*** \_\_\_\_\_  
Street Apt.

City State Zip Code

**(3) Mailing Address** (if different) \_\_\_\_\_

**(4) Telephone Number\*** \_\_\_\_\_  
Day-time Other

**(5) E-mail Address\*** \_\_\_\_\_

**PART TWO: REASONS FOR FILING**

**(6) Filing Categories:** Select all categories that apply to you.

- Are you a city elected official or were you one in 2014?
- Are you a city employee or were you one in 2014?
- Are you a member of a city board or commission, appointed by the Mayor or City Council to another public board, or were you one in 2014?
- Are you the executive director, president, or chief executive officer of a city board, commission, authority, or similar body, or were you one in 2014?



(7) a. **City Elected Officials:** What is or was your position as a city elected official?

Mayor

Council President

City Council Member

b. Are you currently serving as an elected city official?

Yes  No (if no, answer the next question)

c. When was your last month as an elected city official? \_\_\_\_\_  
Month Year

**(8) Board & Authority Members**

a. What is the name of the board or entity?

b. Are you currently serving in this position?  Yes  No (if no, answer the next question)

c. When was your last month of service? \_\_\_\_\_  
Month Year

**(9) Executive Directors**

a. What is the name of the board or entity?

b. Are you currently serving in this position?  Yes  No (if no, answer the next question)

c. When was your last month of service? \_\_\_\_\_  
Month Year

**PART THREE: SOURCES OF INCOME**

(10) a. **City Employment Income** Since January 1, 2014, have you been employed by or received employment income from the City of Detroit or a city-related agency? *Select yes if you are now on the city's payroll or were in 2014.*

Yes  No

b. **City Employees.** What is or was your position with the City?

Deputy Mayor or Chief or Deputy Chief of Staff

Group Executive or Director

Deputy Director or its equivalent

Employee in the Mayor's office who reports directly to the Mayor

Other city employee

c. What is your specific city job title? \_\_\_\_\_

d. What is your city department or agency? \_\_\_\_\_

e. Are you currently employed with the City?  Yes  No (if no, answer next question)

f. When was your last month on the city's payroll? \_\_\_\_\_  
Month Year



(11) a. **Non-City Employment Income\*** Since January 1, 2014, have you received income (as an employee or through a contract) from any corporation, partnership, proprietorship, other business entity, non-profit organization, or other governmental entity which, to the best of your knowledge, is doing or intends to do business with an agency or department of the City of Detroit?

Yes  No

b. If yes, list the full name of every corporation, partnership, proprietorship, business entity, non-profit organization, or governmental agency. *You are not required to list any individual client or customer. Do not abbreviate or use initials. Example: John Smith Consultants, not JSC.*

(1) \_\_\_\_\_

(2) \_\_\_\_\_

c. What is the nature of its business or contract with the City? \_\_\_\_\_

d. To which department or city agency were the services or products provided? \_\_\_\_\_

e. Were you personally involved in any way in acquiring or doing work in connection with the business or contract for the City?

Yes  No

If yes, explain fully \_\_\_\_\_

(12)a. **Other Business Income** Since January 1, 2014, have you owned stocks, bonds, or other investments in a business entity which constitutes ownership of five (5) percent or more of that business and to the best of your knowledge, is doing or intends to do business with an agency/department of the City of Detroit?

Yes  No

b. List the full name of every business entity. *You are not required to list any individual client or customer. Do not abbreviate or use initials.*

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(13) a. **Representing Private Interests before City Agencies and City Council\*** Since January 1, 2014, have you been paid or compensated for appearing on behalf of any person, client, or private interest before any city agency or city council? *Select no if you appeared on your own behalf in your personal capacity as a city resident or appeared without compensation.*

Yes  No

b. What is the name of the person or client represented? \_\_\_\_\_



c. Before which department or city agency did you appear? \_\_\_\_\_

d. What was the nature of the business? \_\_\_\_\_

(14)a. **Representing Private Interests before Courts** Since January 1, 2014, have you been paid or compensated for appearing in court on behalf of any person or private interest in any action, proceeding, or litigation against the City of Detroit or a city agency or in which the City is the complainant?

Yes  No

b. In what court did you appear?

Thirty-Sixth District Court of Detroit

Third Circuit Court

State Appellate Court

Federal Court

Other (describe) \_\_\_\_\_

c. In what capacity did you appear?

Attorney

Expert witness

Other (describe) \_\_\_\_\_

#### PART FOUR: DIRECT OWNERSHIP INTERESTS IN REAL PROPERTY

(15)a. **Property Ownership** Do you own any real property in the City of Detroit? (Not including your principal residence). *Select yes when you have a mortgage or deed to secure debt on the property. Include any beneficial ownership interest, deed, trust, or interest in real property held by a partnership, corporation, or other business entity.*

Yes  No

b. List the address below. *If the information is the same for more than one parcel, you do not need to repeat the entry.*

(1) \_\_\_\_\_  
Address Zip Code

(2) \_\_\_\_\_  
Address Zip Code

#### PART FIVE: FAMILY MEMBERS

(16)a. **Family Employment with the City** Since January 1, 2014, has the City employed any of the following immediate family members: your spouse, registered domestic partner, father, mother, brother, sister, adopted or natural child, or the spouse of a parent, sibling, or child?

Yes  No

b. What is the family member's name? \_\_\_\_\_

c. What is your relationship? \_\_\_\_\_





- Spouse or registered domestic partner
- Father or mother
- Brother or sister
- Son or daughter
- A spouse of a parent, sibling, or child

d. In which city department or agency does he or she work? \_\_\_\_\_

e. Do you directly supervise or are you directly supervised by the immediate family member?

Yes  No

(17)a. **Family Transaction with the City** Since January 1, 2014, has your spouse, registered domestic partner, father, mother, brother, sister, adopted or natural child derived any financial interest from any transaction with the City directly or through a business in which they have a majority or controlling interest? *Select yes if you know, or with reasonable investigation should know, about the contract or other transaction with the City. Do not include any city employment listed in the last question.*

Yes  No

b. What is the family member's or business's name? \_\_\_\_\_

c. What is your relationship?

- Spouse or registered domestic partner
- Father or mother
- Brother or sister
- Son or daughter
- A spouse of a parent, sibling, or child

d. What is the nature of the transaction with the City?

- Contract
- Zoning matter
- Liquor license
- Grant or receipt of aid
- Professional Services
- Other (describe) \_\_\_\_\_

(18)a. **Individual Gifts** In 2014, did any of your immediate family members receive from any person who, to the best of your knowledge, is doing or intends to do business with an agency or department of the City of Detroit, one or more gifts or travel reimbursements having an aggregate value in excess of \$250.00?

Yes  No

b. What is the family member's name? \_\_\_\_\_

c. What is your relationship? \_\_\_\_\_

- Spouse or registered domestic partner
- Dependent



d. List the full name of every individual, business entity or other organization from which they received a gift or travel reimbursement with an aggregate value in excess of @250.00 in 2014.

(1) \_\_\_\_\_

(2) \_\_\_\_\_

**PART SIX: SIGNATURE.** *You must sign your statement to complete it.*

**I declare under penalty of perjury that I have reviewed this 2014 City Financial Disclosure Statement and to the best of my knowledge it is a true, accurate, and complete statement of my current financial interests. I understand that intentionally filing a statement that contains false or misleading information can result in sanctions or other penalties.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Filing Instructions:** The deadline for filing is March 15, 2015.

**Reminder Notice:** City officials and employees need to file a separate online disclosure form if any of the following conditions applied in 2014 and they have not previously filed a form about the matter:

File a **Conflict of Interest Disclosure Report** if you had a financial or personal interest in any proposed legislation or decision pending before you or your agency.

**Penalties for Violating Financial Disclosure Requirements**

• All appointees are subject to termination for their failure to file a Financial Disclosure Statement or any necessary supplemental information.





DETROIT  
CITY CLERK

COLEMAN A. YOUNG MUNICIPAL CENTER  
2 WOODWARD AVE., SUITE 1126  
DETROIT, MICHIGAN 48226  
PHONE 313•224•3400  
FAX 313•224•4128  
WWW.DETROITMI.GOV

2015 SEP -2 P 5: 06

**EXECUTIVE ORDER NO. 2015-4**

**TO: ALL DEPARTMENT DIRECTORS, AGENCY HEADS, BOARDS,  
COMMISSIONS, CITY COUNCIL MEMBERS, AND THE CITY CLERK**

**SUBJECT: CITY OF DETROIT RECORDS MANAGEMENT POLICY**

**DATE: September 2, 2015**

Pursuant to the powers vested in me by the 1963 Michigan Constitution and the 2012 Detroit City Charter, I, Michael E. Duggan, Mayor of the City of Detroit, do hereby establish a Records Management Policy for the City of Detroit to address the retention and disposal of City records.

**Purpose and Applicability**

Proper management of the public records—securing, retention, retrieval, disposal—is vital for effective and efficient government operations. It is necessary to have proper records management protocols in place for the City’s own use of its records, as well as to comply with provisions of law. Accordingly, this Records Management Policy (**Policy**) shall apply to all employees, appointees, agents, independent contractors, and volunteers of the City of Detroit.

The distinction between record and non-record materials is critical to the implementation of this Policy. A public record is one that documents the performance of an official act or function by a City agency or public servant. Non-record materials are those which do not document an official act or function. (See Exhibit A for General Schedule #1 applicable to non-record materials.) Every City Department, Agency, Board or Commission (**DABC**) shall have a retention and disposal schedule for public records applicable to its operations as set forth in this Policy.

The Policy relates to the retention and disposal of public records and consists of the following key elements:

**Coordination through Chief Information Officer**

The Chief Information Officer (**CIO**) through the Department of Innovation and Technology (**DoIT**) will coordinate the implementation of this Policy through education and outreach including a process to notify and train City employees and officials of City records management policies. The CIO, in conjunction with the Corporation Counsel, shall establish appropriate rules and protocols to implement this Policy. Ongoing training sessions will also be coordinated with the State of Michigan Records Management Services.

**Records Liaison**

The Director or Chairperson of every City Department, Agency, Board or Commission (**DABC**) shall designate an individual to serve as Records Liaison (**RL**) and another individual to





serve as Alternate Records Liaison (**ARL**) by providing the names, titles and contact information for those persons to the CIO. In the absence of a formal designation of the individuals to serve in this capacity, the Director or Chairperson is the RL and the Deputy Director or Vice-Chairperson is the ARL. The RL shall be responsible for the compilation, maintenance, retention and the destruction of the DABC's records. Each RL will coordinate with the Law Department in establishing protocols for responding to all third-party records-related requests including those made pursuant to the Michigan Freedom of Information Act (MCL 15.231 *et seq.*) (**FOIA**).

### **Retention and Disposal Schedules**

The State of Michigan has issued general retention and disposal schedules (**General Schedules**) for use by local units of government to identify how long records must be kept, when destruction is appropriate, and when certain records can be sent to the Detroit Public Library or Archives of Michigan for permanent preservation. The General Schedules may be supplemented by approved specific schedules (**Agency-Specific Schedules**) for circumstances or records not adequately covered by General Schedules. The Law Department and DoIT will compile the General and Agency-Specific Schedules in effect and distribute them to the RL and ARL for each DABC. Each RL and DABC shall review the schedules in light of the records created, received, and maintained by that DABC. If a DABC creates, receives, or maintains records not covered by a General Schedule or current Agency-Specific Schedule, the RL in conjunction with DoIT and the Law Department shall create or amend an Agency-Specific Schedule to address the particular needs of that DABC. New or amended Agency-Specific Schedules must be approved by the CIO and the State of Michigan.

### **Retention and Disposal of Records**

The policy of the City of Detroit is to maintain records necessary or useful for the conduct of the City's functions and to dispose of other records in accordance with the General and Agency-Specific Schedules in effect. In general, this means that records should be disposed of when a General or Agency-Specific Schedule allows for disposition. Retention for longer than the minimum period is authorized if the DABC has reason to believe that a record may be required beyond the minimum retention period for the efficient operation of the DABC or other City DABCs.


Records may be destroyed if their disposal is authorized by an approved General or Agency-Specific Schedule. (Not all documents are records that must be retained. See Exhibit A for examples of non-record materials that may be destroyed.) Retention of both public records and non-record materials is *required*, even if disposal is otherwise authorized by a schedule, if a FOIA request has been received, or if an investigation or litigation is imminent or has commenced. In such events, neither public records nor non-record materials may be disposed of until conclusion of the investigation, litigation, or FOIA request.

### **Adherence to this Records Management Policy**

Each individual who creates, sends, or receives records in the performance of his or her official functions is responsible for retaining those records in accordance with this Policy. Failure







---

to adhere to this Policy may result in applicable discipline, up to and including discharge from employment, termination of the contract, termination of the volunteer relationship, or expulsion.

**Controlling Effect of this Order; Effective Date**

This Records Management Policy will ensure that the records of the City of Detroit are retained and disposed of in a responsible manner in accordance with applicable law. To the extent this Order conflicts with any other Order pertaining to records management, this Executive Order will control. This Executive Order is effective this date.

  
\_\_\_\_\_  
Michael E. Duggan  
Mayor





**EXHIBIT A**

**State of Michigan  
Department of Technology, Management & Budget - Records Management Services  
Records Retention and Disposal Schedule**

*General Schedule #1: Non-record Materials*

| Item Number | Series Title                  | Agency Retention | Total Retention | State Administrative Board Approval Date |
|-------------|-------------------------------|------------------|-----------------|--|
| GS1         | - <u>Non-record Materials</u> | ACT              | ACT             |  |

Non-record materials are recorded information that are in the possession of an agency, but are not needed to document the performance of an official function. An agency's disposition practices needs to include managing non-record materials, because their volume may exceed that of records that do document official functions.

Examples of non-records may include:

- Draft documents that are replaced by new or final versions. Drafts that are not needed to document the development of the final record. Drafts that are not required to be retained by an agency-specific schedule.
- Duplicate copies of a document that are retained for convenience of reference.
- Information that does not document official activities.
- Letters of transmittal (including routing slips) that do not add any information to the transmitted material.
- Notes and recordings that have been transcribed into another format for record retention.
- Publications that are received from outside sources that are retained for reference purposes, such as newsletters, brochures, catalogs, books, professional development materials, etc.
- Mass mailings, notices, flyers, etc. that are received for informational purposes.
- Advertisements, spam and junk mail.
- Tracking documents or tools that are used to ensure that all steps in a business process take place, but are not the official documentation of the action or activity.
- Research and reference materials that are collected from outside sources, but are not needed to document how the final decision is made.

ACT = Non-record materials can be disposed of when they are no longer needed for reference purposes.

ACT = Active

