



## Michigan Supreme Court

State Court Administrative Office

### Trial Court Services Division

Michigan Hall of Justice

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Lansing, Michigan 48909

Phone (517) 373-4835

Jennifer Warner  
Director

### MEMORANDUM

DATE: January 5, 2017

TO: All Judges  
Court Administrators  
Probate Registers  
County Clerks

cc: Regional Offices  
Judicial Information Systems  
Trial Court Services

FROM: Amy L. Byrd, Forms and Records Manager

RE: Update on Trial Court Records Retention and Disposal Project

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As you are probably aware by now, the State Court Administrative Office (SCAO) has been in the process of developing court-specific records retention and disposal schedules to replace General Records Retention and Disposal Schedule #16. The proposed schedules will be presented for approval in January, 2017, which is a six-month process overseen by Records Management Services of the Department of Technology, Management & Budget.

Trial Court Services has also been developing trial court records retention and disposal policy, standards, and guidelines in collaboration with the Archives of Michigan. This resource will provide courts with the criteria and guidance to: 1) better manage existing paper records, 2) facilitate management and future disposal of electronic records, and 3) implement best practices for case processing, documenting case history for long-term retention, and organizing records in a manner that facilitates the disposal process. We will help courts implement the standards and guidelines, establish plans for disposal of eligible records, and transition from paper to electronic records.

We will work with you to establish individualized court plans for transferring and destroying paper, microfilm/microfiche, and electronic records eligible for disposal under the new retention and disposal schedules. To help us develop these plans, we are distributing a records survey to county clerks, probate registers, and district court administrators in late February. The survey

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answers will provide us with information necessary to create both a general disposal plan and court-specific plans. We appreciate your assistance in this activity.

If you have questions about the survey or any other details about the records retention and disposal project, please contact me at 517-373-4864 or [TrialCourtServices@courts.mi.gov](mailto:TrialCourtServices@courts.mi.gov).