



Michigan Supreme Court

State Court Administrative Office

Trial Court Services Division

Michigan Hall of Justice

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Jennifer Warner
Director

MEMORANDUM

DATE: March 15, 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: Quarterly Update on Trial Court Records Retention and Disposal Project

In a January update on the trial court records retention and disposal project, we communicated that the State Court Administrative Office (SCAO) was in the late stages of developing court-specific records retention and disposal schedules to replace General Records Retention and Disposal Schedule #16. Those schedules have been approved by the State Court Administrator and are now undergoing the approval process with the Archives of Michigan and the Attorney General.

County clerks, probate registers, and district court administrators were provided with an online court record survey on February 23, to be completed by March 31. If you have not started work on the survey, we encourage you to begin soon. [See details on our website](#). We will be evaluating the results of that survey this spring and devising both general and court-specific plans to aid courts in the disposal of records eligible for destruction or transfer to the Archives of Michigan. Discussion of these plans will be included in late summer and fall training on the revised record retention and disposal schedules. Details about training will be communicated next in the June quarterly update.

SCAO continues to develop the trial court records retention and disposal policy, standards, and guidelines as required by MCL 600.1428 and MCR 8.119(D). As part of that task, we will be considering the long-term impact of the e-filing project on electronic document management as it

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pertains to these standards. Again, this resource will help courts to manage and dispose of paper and electronic records and to implement best practices for case processing, documenting case history for long-term retention, and organizing records in a manner that facilitates the disposal process. Finally, we will also be updating the [Michigan Trial Court Case File Management Standards](#) and the [Michigan Trial Court Guidelines and Standards for Digital Imaging](#) in conjunction with this project.

In this quarter, we will be communicating with the Michigan State Police the implications of the intended retention schedules as to criminal history records. We are also working with the probate judges and probate registers to determine a long-term solution as to the deposit and safekeeping of wills under MCL 700.2515.

If you have questions about the records retention and disposal project, please contact me at 517-373-4864 or TrialCourtServices@courts.mi.gov.