



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: July 6, 2017

TO: 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

Reminder to Complete Records Survey: 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. For those courts who responded, thank you very much. If you have not completed the survey, please do so. We will use your surveys to create court-specific plans to assist in the disposal of records eligible for destruction or transfer to the Archives of Michigan. [See details on our website](#), and contact Kimberly Tody at 517-373-5538 or todyk@courts.mi.gov for a unique link to your survey.

Revised Retention Schedules: The proposed records retention and disposal schedules are in the approval process. The records retention and disposal schedules are posted to the Records Management Services website on the date they are approved by State Administrative Board. We will provide training on the new schedules before the end of the year. Although we will be working with courts to create plans for disposal of records, if you have plans to dispose of records before then, please contact me to make sure you use the revised schedules.

Training: We will be explaining the changes to the record retention and disposal policies and schedules and how they will affect the courts. Training is scheduled for county clerks at the August conference of the Michigan Association of County Clerks; for probate registers and

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family division staff at the October conference of the Michigan Probate and Juvenile Registers Association; and to district court administrators and clerks in November at the Hall of Justice in Lansing. Specific dates and details will be shared in the coming months.

Scanning Old Records: If you are scanning records that are eligible for disposal, we recommend you discontinue this practice. Aside from the unnecessary expense, it is likely many of those records will be disposed in accordance with the revised record retention and disposal schedules. We invite you to work with the SCAO and the Archives of Michigan to identify records that can be transferred to the Archives of Michigan and those than can be destroyed.

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