



## Michigan Supreme Court

State Court Administrative Office

### Trial Court Services Division

Michigan Hall of Justice

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Jennifer Warner  
Director

### MEMORANDUM

DATE: September 28, 2017

TO: All Judges  
Court Administrators  
Probate Registers  
County Clerks

FROM: Amy L. Byrd, Forms and Records Manager

RE: Quarterly Update on Trial Court Records Retention and Disposal Project;  
Revised Record Retention and Disposal Schedules

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In a July 6, 2017, Quarterly Update on the Trial Court Records Retention and Disposal Project, we indicated that revised records and retention disposal schedules were in the approval process. The State Administrative Board recently approved three court-specific schedules that supersede General Records Retention and Disposal Schedule #16 as follows: [Schedule #13 – District Court](#), [Schedule #14 – Probate Court](#), and [Schedule #15 – Circuit Court](#). Schedule #16 must no longer be used.

**Training:** Training on the revised retention and disposal schedules was provided to county clerks on August 21 and will be provided to others as follows:

- October 6, Mt. Pleasant Comfort Inn  
Michigan Probate and Juvenile Registers Association
- October 20, Mt. Pleasant Comfort Inn  
Michigan Probate and Juvenile Registers Association
- November 6 and 7, Lansing Hall of Justice  
District and municipal court administrators and other staff
- November 9, Lansing Hall of Justice  
Circuit and probate court staff

Announcements for the November trainings were distributed by the Michigan Judicial Institute last week.

**Court Records Survey and Records Disposal Project Plans:** Circuit and probate courts are required to transfer certain records to the Archives of Michigan (Archives) when those records are eligible for destruction. As this affects so many courts, we will be coordinating a schedule so that it is manageable for both Archives and the courts.

In February 2017 we distributed an online court record survey that is essential to this process because it provides details about volume and medium of records and storage. This survey and the e-filing implementation schedule will be used by our office and Archives to determine a baseline schedule to review and transfer these records. If you have not completed the online court record survey, please do so. Also, as indicated in the quarterly update, SCAO will assist courts to develop plans for disposal of records in accordance with the revised schedules. If you would like assistance developing a disposal plan, you will need to complete the survey. [See details on our website](#), and contact Kimberly Tody at 517-373-5538 or [todyk@courts.mi.gov](mailto:todyk@courts.mi.gov) for a unique link to your survey.

In addition to the SCAO court records survey, Archives sent out a separate survey to certain counties to gain a better inventory of records with historic value in the county offices or on loan to local groups. Archives will schedule one to two webinars to raise awareness of Archive's services and answer any questions regarding the schedule changes as it pertains to transferring records to Archives.

**Scanning Old Records:** We recommend that courts discontinue scanning records that are eligible for disposal as many of those records may be disposed in accordance with the revised record retention and disposal schedules.

**FAQs:** Answers to questions you may have about the revised record retention and disposal schedules and their impact on your court are available on our website and will be updated with additional questions and answers that are discussed during each of the training sessions. Also, feel free to contact me with any questions about the records retention and disposal project at 517-373-4864 or [TrialCourtServices@courts.mi.gov](mailto:TrialCourtServices@courts.mi.gov).