



Michigan Supreme Court

State Court Administrative Office

Trial Court Services Division

Michigan Hall of Justice

P.O. Box 30048

Lansing, Michigan 48909

Phone (517) 373-4835

Jennifer Warner
Director

MEMORANDUM

DATE: January 25, 2018

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;
Probate Court Records Transfer and Destruction Projects

In a September 28, 2017, Quarterly Update on the Trial Court Records Retention and Disposal Project, we indicated that circuit and probate courts are required to transfer certain records to the Archives of Michigan (Archives) when those records are eligible for destruction. To facilitate that process, Archives will first visit every probate court to assess the court's records, starting in 2018. Archives will begin with the Southeast Region and end in the Upper Peninsula as identified on the attached map. After visiting every probate court, Archives will begin to schedule a visit to every circuit court to assess the court's records, following a similar process. Please understand that this will be a multi-year project as Archives is assessing a large body of records.

Archives has divided the state into regions and will contact courts per the attached schedule. Archives will contact probate courts in a given year's scheduled region via telephone and send a survey to the probate courts before visiting those courts in person. In conjunction with these visits, Trial Court Services (TCS) will contact the probate courts to determine each court's interest in disposing of the records eligible for destruction, and if the court is interested, TCS will develop a disposal plan for the court, relying on the court's records survey and, as necessary, an onsite visit.

2018 Probate Court Records Transfer and Destruction Projects: Archives will contact the probate courts in the Southeast Region by the end of February to schedule visits for 2018. Following the initial contact by Archives, Jim Inloes of Trial Court Services will contact each court to determine its interest in a disposal plan and will coordinate any necessary visits with

January 25, 2018

Page 2

Archives. When you are contacted by Archives, if your court has not completed the online court record survey, please do so that we can develop a plan for disposal of your court's records. [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.

Training and Resources: Training on the revised retention and disposal schedules was completed in 2017 and webcasts of the sessions are available. Other records retention and disposal resources are also available. See

<http://courts.mi.gov/Administration/admin/op/Pages/records-management.aspx> for:

- Link to training webcasts
- FAQs
- Summary of records retention and disposal schedule revisions
- Links to records retention and disposal schedules
- Records disposal plan templates, including list of data fields by case-type group

Further Amendments to Records Retention and Disposal Schedules: As the new schedules are used, we will make note of any amendments that need to be made. These will be processed as soon as possible and the courts will be notified of further revisions when they have been adopted by the State Administrative Board.

Feel free to contact TCS with any questions or suggestions about the records retention and disposal project at 517-373-4864 or TrialCourtServices@courts.mi.gov.

Probate Court Records Project Archives of Michigan

