

Retention of CIRCUIT CASE RECORDS

Type of Record:	Old Retention Schedule	New Retention Schedule
<i>CRIMINAL - Post-1986</i>		
Indices and ROA	Keep permanently. Item #16.031A	Keep for 100 years from the date of disposition, unless accepted by Archives of Michigan then 30 years. Item #15.004A
Financial ROA ¹	X	Keep until the court-ordered financial obligations are paid in full or waived, whichever is earliest. Item #15.004B
Case Files	Keep for 25 years from the date of the last dispositive order. Item#16.041B1	Keep for 30 years from the date of disposition. Offer to Archives of Michigan. Destroy if not accepted. Item #15.004C
Final Judgments/Orders	Keep permanently. Item #16.042	Keep for 100 years from the order date, then transfer to Archives of Michigan. Item# 15.004D
Post-judgment documents filed after file destroyed	X	Keep for 1 year after post-judgment filing or order, whichever is later. Item #15.004E
<i>CRIMINAL - 1941-1986</i>		
Indices and ROA	Keep permanently. Item #16.031A	Keep for 100 years from the date of filing, unless accepted by Archives of Michigan then 30 years. Item #15.003A
Financial ROA ¹	X	X
Case Files	Keep for 25 years from the date of the last dispositive order. Item#16.041B1	Keep for 30 years from the date of filing. Offer to Archives of Michigan. Destroy if not accepted. Item #15.003B
Final Judgments/Orders	Keep permanently. Item #16.042	Keep for 100 years from the order date, then transfer to Archives of Michigan. Item# 15.004D
Post-judgment documents filed after file destroyed	X	Keep for 1 year after post-judgment filing or order, whichever is later. Item #15.004E

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<i>CIVIL – Post 1987</i>		
Final Judgments/Orders	Keep permanently. Item #16.042	Keep for 100 years from the order date. Offer to Archives of Michigan. If not accepted, destroy. Item #15.002C1
<i>CIVIL – Post 1940</i>		
Indices and ROA	Keep permanently. Item #16.031A & B	Keep for 100 years from the date of filing, unless accepted by Archives of Michigan then 30 years. Item #15.002A
Financial ROA ¹	X	Keep for 100 years from the date of filing or satisfaction of judgment is filed, whichever is earlier. Item #15.002A
Final Judgments/Orders	Keep permanently. Item #16.042	Keep for 30 years from the filing date and offer to Archives of Michigan. If not accepted, destroy. Item #15.002C1
Case Files	Keep for 25 years from the date of the last dispositive order. Item #16.041B1	Keep for 30 years from the date of filing. Offer to Archives of Michigan. If not accepted, destroy. Item #15.002D
Post-judgment documents filed after file destroyed	X	Keep for 1 year from the date the post-judgment order or document was filed. Item #13.003E
<i>DOMESTIC RELATIONS – Post 1987</i>		
Final Judgments/Orders	Keep permanently. Items # 16.042	Keep for 50 years from the order date then transfer to the Archives of Michigan. Item #15.005B1
<i>DOMESTIC RELATIONS – Post 1940</i>		
Indices and ROA	Keep permanently. Item #16.031A	Keep for 50 years from the date of filing, then transfer to the Archives of Michigan. Item #15.005A

¹ Don't worry about the Financial ROA at this time. Courts do not currently separate a financial ROA from the standard ROA. It is meant to cover a type of data transfer that will likely not occur for another 50 years. It was mostly included to accommodate long-term future management of data.

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<i>DOMESTIC RELATIONS – Post 1940 (cont'd)</i>		
Final Judgments/Orders	Keep permanently. Items # 16.042	Keep for 30 years from the filing date then transfer to the Archives of Michigan. Item #15.005B1
Case Files	Keep for 25 years from the date of the last dispositive order. Item #16.041B1	Keep for 30 years from the filing date then destroy. Item #15.005C
<i>CRIMINAL, CIVIL AND DOMESTIC RELATIONS: Pre-1941</i>		
All Indices, Registers of Action and Case Files ²	Keep for 25 years from the date of the last dispositive order. Courts may keep or transfer, but not destroy these records. Item #16.041A	Transfer to the Archives of Michigan. Item #15.001

² Since the Records Retention schedule is already met for these records, any remaining records stored by the circuit court must be transfer to Archives of Michigan. When transferred to the Archives of Michigan, the court must destroy any duplicate case management system data pertaining to these records.