

Retention of FAMILY DIVISION CASE RECORDS

Type of Record	Old Retention Schedule	New Retention Schedule
Adoption: Indices, ROA, and Case Files	Permanent.	Retain until date filed + 100 years; then destroy. Item #: 15.008
Child Protective Records – Petitions Not Authorized	Active.	Retain until court’s denial to authorize petition + 2 years; then destroy. Item #: 15.009
Child Protective Indices, ROA, and Legal Case Files – Petitions Authorized	Active + 25 years.	Retain until 1) jurisdiction over the last child is terminated and the last child in the case is 21 years of age, or 2) if the case is otherwise closed when the last child in the case is 21 years of age; then destroy. Item #: 15.010A
Child Protective Financial Register of Actions	X	Retain until reimbursement is paid in full or waived by the court, whichever is earliest; then destroy. Item #: 15.010B
Child Protective Postjudgment Documents Filed After Destruction of Child Protective Case Files	X	Retain until disposition date + 1 year; then destroy. Item #: 15.010C
Child Protective Social Files	Active.	Retain until 1) an order terminating jurisdiction over the last child is entered or the petition is dismissed, or in the alternative, 2) per item # 15.010A (legal files); then destroy. Item #: 15.010D
Juvenile Guardianship: Indices, ROA, and Case Files	Active + 25 years.	Retain until 21 years from the date of the order appointing a juvenile guardian or until the juvenile becomes age 21, whichever is earlier; then destroy. Item #: 15.016A
Juvenile Guardianship Order of Appointment	X	Retain until order date + 50 years; then destroy. Item #: 15.016B
Juvenile Delinquency Records: Indices, ROA, and Case Files – Denied, Referred for Services, or Diverted	Active.	Retain until juvenile becomes age 21 + 2 years; then destroy. Item #: 15.014

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Juvenile Delinquency: Indices and ROA (includes consent calendar) – pre 1988	Active.	Retain until approval of this retention and disposal schedule; then destroy. Item #: 15.015A1
Juvenile Delinquency: Indices and ROA (includes consent calendar) – post 1987	Active.	Retain until juvenile becomes age 21 + 100 years; then destroy. Item #: 15.015A2
Juvenile Delinquency Financial ROA (includes consent calendar)	X	Retain until court-ordered financial obligations are paid in full or waived by the court, whichever is earliest; then destroy. Item #: 15.015B
Juvenile Delinquency Order of Adjudication – post 1987	X	Retain until juvenile becomes age 21 + 75 years; then destroy. Item #: 15.015C
Juvenile Delinquency Legal and Social Case Files – Consent Calendar and Authorized Petitions – pre 1988	Active.	Retain until approval of this retention and disposal schedule; then destroy. Item #: 15.015D1
Juvenile Delinquency Legal and Social Case Files – Consent Calendar and Authorized Petitions – post 1987	Active.	Retain until juvenile becomes age 21; then destroy. Item #: 15.015D2
Juvenile Delinquency Postjudgment Documents Filed After Destruction of Case Files	X	Retain until date of postjudgment filing or order, whichever is later + 1 year; then destroy. Item #: 15.015E
Juvenile Traffic and Local Ordinance: Indices and ROA – Uniform Law Citations	X	Retain until case is satisfied, until 10 years after the date of filing is satisfied, or if the case is unsatisfied, on the date license suspension is purged from the Secretary of State unless the court re-suspends; then destroy. Item #: 15.017A
Juvenile Traffic and Local Ordinance Uniform Law Citations and Related Files	Active.	Retain until paid, dismissed, waived, or purged from the Secretary of State (MCL 257.321a) + 3 years; then destroy. Item #: 15.017B

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Designated Juvenile: Indices and ROA	Active + 25 years.	Retain until disposition date + 100 years; then transfer to Archives. Item #: 15.011A
Designated Juvenile Financial ROA	X	Retain until court-ordered financial obligations are paid in full or waived by the court, whichever is earliest; then destroy. Item #: 15.011B
Designated Juvenile Case Final Judgments/Orders	Permanent; may transfer to Archives when over 50 years old.	Retain until order dated + 100 years; then transfer to Archives. Item #: 15.011C
Designated Juvenile Legal Case Files	Active + 25 years.	Retain until adjudication or conviction (disposition) date + 30 years; then destroy. Item #: 15.011D
Designated Juvenile Postjudgment Documents Filed After Destruction of Designated Case Files	X	Retain until date of postjudgment filing or order, whichever is later + 1 year; then destroy. Item #: 15.011E
Designated Juvenile Social Files	X	Retain until juvenile becomes 21; then destroy. Item #: 15.011F
Name Change: Indices, ROA, and Case Files	Permanent.	Retain until date filed + 100 years; then offer to Archives and destroy if not accepted. Item #: 15.018
Emancipation of Minors: Indices, ROA, and Case Files	Active.	Retain until minor becomes age 21; then destroy. Item #: 15.012
Infectious Diseases: Indices, ROA, and Case Files	Active + 6 years.	Retain until date filed + 6 years; then destroy. Item #: 15.013
Personal Protection Proceedings: Indices, ROA, and Case Files (Adults and Minors)	Active.	Retain until date filed + 10 years; then destroy. Item #: 15.019
Safe Delivery of Newborn: Indices, ROA, and Case Files	Active.	Retain until child becomes age 18 + 2 years; then destroy. Item #: 15.020
Waiver of Parental Consent Case Files	Active + 2 years.	Retain until date filed + 6 years; then destroy. Item #: 15.021

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<p>Young Adult Voluntary Foster Care: Indices, ROA, and Case Files</p>	<p>Active + 25 years.</p>	<p>Retain until date filed + 6 years; then destroy. Item #: 15.022</p>
<p>Ancillary Proceedings – Conservatorship, Protective Orders, and Guardianship: Indices, ROA, and Case Files</p>	<p>Permanent.</p>	<p>Retain until guardianship is terminated, the ward dies, the minor reaches age 18, or the case is otherwise closed pursuant to statute or court rule, whichever occurs first + 30 years; then destroy. Item #: 15.023</p>
<p>Ancillary Proceedings – Mental Health Code Proceedings: Indices, ROA, and Case Files</p>	<p>Permanent.</p>	<p>Retain until disposition date + 10 years; then destroy. Item #: 15.024</p>