

Retention of PROBATE CASE RECORDS

Type of Record	Old Retention Schedule	New Retention Schedule
Estates and Trusts: Indices, ROA, and Case Files	Permanent; may transfer to Archives when over 50 years old.	Retain until date closed + 50 years; then offer to Archives and destroy if not accepted. Item #: 14.001
Statutory Demands/Requests for Notice	Creation + 6 years; Destroy.	Retain until date filed + 3 years; then destroy. Item #: 14.009
Wills Delivered After Death of Testator	Permanent; may transfer to Archives when over 50 years old.	Retain until date filed + 100 years; then offer to Archives and destroy if not accepted. Item #: 14.010
Wills Filed For Safekeeping and Receipts of Return of Will to Testator	Permanent; may transfer to Archives when over 50 years old Probate Court Receipt of Return of Will to Testator: Permanent.	Retain until date filed + 100 years; then retain in accordance with Wills Delivered After Death of Testator (offer to Archives and destroy if not accepted). Item #: 14.102
Conservatorship, Protective Orders, and Guardianship: Indices and ROA	Permanent.	Retain until date closed + 30 years; then offer to Archives and destroy if not accepted. Item #: 14.002
Conservatorship, Protective Orders, and Guardianship: Case Files	Permanent.	Retain until date closed (the case is closed when the 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 #: 14.006
Mental Health Code Proceedings: Indices and ROA	Permanent.	Retain until date of latest disposition + 10 years; then offer to Archives and destroy if not accepted. Item #: 14.003
Mental Health Code Proceedings: Case Files	Permanent.	Retain until date of latest disposition + 10 years; then destroy. Item #: 14.007
Delayed Registration of Birth (State and Foreign): Indices and ROA	Permanent; transfer to Archives.	Retain until order is entered + 100 years; then offer to Archives and destroy if not accepted. Item #: 14.004

## Retention of PROBATE CASE RECORDS

Delayed Registration of Birth (State and Foreign): Case Files	Active + 25 years; transfer to Archives.	Retain until order is entered + 100 years; then destroy. Item #: 14.008
Miscellaneous Proceedings: Indices, ROA, and Case Files	ROA and Indices: Permanent; may transfer to Archives when over 50 years old. Miscellaneous Proceedings Files: Active + 25 years; destroy. Probate Court Inventory of Safe Deposit Box: Creation + 1 year; destroy. Condemnation Proceedings Files: Permanent; may transfer to Archives when over 50 years old.	Retain until date of latest dispositive order + 10 years; then offer to Archives and destroy if not accepted. Item #: 14.005
Civil: Indices and ROA	Permanent.	Retain until date filed + 30 years; then transfer to Archives; if case files are not accepted by Archives, then retain 100 years. Item #: 14.011
Civil: Case Files	Active + 25 years; destroy.	Retain until date filed + 30 years; then offer to Archives and destroy if not accepted. Item #: 14.012
Civil: Post-Judgment Filings	X	Retain until date of post-judgment filing or order, whichever is later + 1 year; then destroy. Item #: 14.013
Marriage Records Log	Creation + 6 years; destroy.	Retain until date filed + 6 years; then destroy. Item #: 14.313
Secret Marriage Files	Permanent.	Retain until date filed + 100 years; then destroy. Item #: 14.314