

Thank you in advance for taking the time to complete this survey. Your answers will provide the State Court Administrative Office (SCAO) with information necessary to develop a general retention/disposal plan for the trial courts, as well as the best plan for your court. SCAO will use the information to develop:

- Statewide policy, standards, and guidelines for creating, maintaining, and disposing of court records
- Best practices to aid in future records disposal
- Court-specific plans to help courts process records for disposal

It is extremely important that questions be answered fully and by the person most knowledgeable about maintaining of the court's records. If you have any questions about this survey, please contact Amy Byrd, Forms and Records Manager, at 517-373-4864 or [TrialCourtServices@courts.mi.gov](mailto:TrialCourtServices@courts.mi.gov) with the subject line "Court Records Survey."

Please enter your contact information.

\* 1. Name

\* 2. E-mail Address

\* 3. County

\* 4. Court

\* 5. In what year did the court start using an automated case management system? (Answer must be a specific year.)

\* 6. Does the court enter any case history from the docket book or similar medium into the automated case management system for any case filed prior to the existence of your automated case management system?

Yes

No

\* 7. Did the court enter all required case history from the docket book, i.e. register of actions, into the automated case management system? If not, specify what was entered.

\* 8. What is the first and last year the court entered case history into a docket book, journal, etc.?

First year

Last year

\* 9. Do any of the court's paper case files contain a paper register of actions?

Yes

No

\* 10. Is the paper register of actions part of the file jacket or is it a separate document? (Check all that apply)

File jacket

Separate document

Other (please specify)

\* 11. For what years did case files contain a paper register of actions?

\* 12. Does the court still have all of its docket books or journals?

- Yes, and they were all reproduced onto another medium.
- Yes, and some were reproduced onto another medium.
- Yes, and none were reproduced onto another medium.
- No, because they were all reproduced onto another medium and then destroyed.
- No. (Please indicate which years are missing.)

\* 13. Does the court still have all of its numerical and alphabetical index cards from before it automated its case management system?

- Yes, and they were all reproduced onto another medium.
- Yes, and some were reproduced onto another medium.
- Yes, and none were reproduced onto another medium.
- No, because they were all reproduced onto another medium and then destroyed.
- No. (Please indicate what is missing.)

\* 14. Which court records and years do the court's index cards include? Please describe the court records by the item numbers in the retention schedule or the case type groups.

In order to determine whether the court has an adequate case history of its case records and whether it will need to pull final orders and judgments from its case files during the records disposal process, please indicate specifically which of the items listed in MCR 8.119(D)(1)(c) and Component 14 of the Case File Management Standards have been entered into the court's automated register of actions. (see below)

**Component 14 - Register of Actions Standard**  
Form and Maintenance in General

- When referring to a case history, all courts are to use the term "register of actions" instead of "journal," "docket," "docket entry," "case history," "case file information," or any other synonymous term. Journals are not required except for recording marriages, and the register of actions replaces a docket. MCR 8.119(D)(4); MCL 551.7.
- The clerk of the court must keep and maintain a register of actions for each case except civil infractions. MCR 8.119(D)(1). Each notation in the register of actions shall be brief, but shall show the nature of each item filed and shall identify who made the notation. MCR 8.119(D)(1).
- Since the register of actions represents the complete history of a case, it is vital that it be updated regularly and with as much specificity as possible. It is the permanent record of the case once the case file and its contents are destroyed in accordance with the record retention and destruction schedule.
- Documents or other materials filed with the clerk of the court and placed in the "social" file or that are confidential must be recorded on the register of actions even though they are maintained separately from the case file. However, entries regarding sobriety, drug, or treatment courts shall be coded so as not to reveal participation in the program.

\* 15. Required Content: Please indicate whether the court's register of actions contain each of the following minimum requirements MCR 8.119(D)(1)(c) -

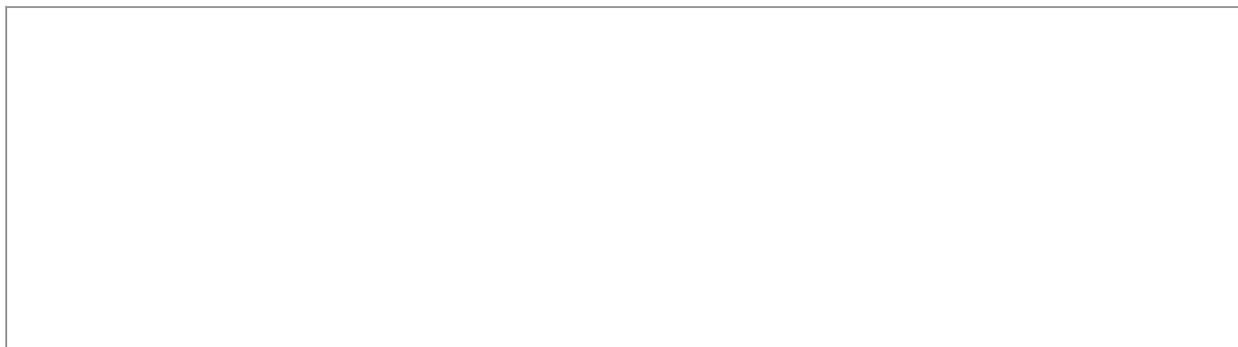
	Yes	No	I Don't Know
Case number (also appears on index)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Case type (code)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Case name (also appears on index)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attorneys (also appears on index)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date filed (also appears on index)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fees paid (when applicable)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Offense (if one)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Judge assigned	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date process was issued and returned, as well as date of service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date of each "filed" item	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Detailed title or description of each item "filed" (i.e., "Defendant's motion to exclude evidence" as opposed to just "motion filed").	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Each event and type of action, and result of action	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date of scheduled trials, hearings, and all other appearances or reviews, including a notation indicating whether the proceedings were heard on the record and the name and certification number of the court reporter or recorder present	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Orders, judgments, and verdicts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Judge at adjudication and disposition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date of adjudication and disposition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Manner of adjudication and disposition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Location of documents and materials filed apart from the case folder (e.g. videotapes, audiotapes, or court reporter log)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fees for officers, transportation, attorneys, GAL, L-GAL, and jurors (if not maintained in the accounting system)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 16. Has the court ever destroyed any of its case files?

Yes

No

\* 17. Which case files and what years were destroyed? Please describe the case files by the item numbers in the retention schedule or the case type groups.

A large, empty rectangular box with a thin black border, intended for the user to provide details about destroyed case files, including item numbers and years.

\* 18. Are any other court records (aside from docket books or index cards) on microfilm or microfiche?

Yes

No

\* 19. Which court records and what years were put on microfilm or microfiche? Please describe the court records by the item numbers in the retention schedule or the case type groups.

\* 20. Are the microfilm/microfiche cross-referenced in the register of actions (docket book, document, or case management system)?

- All of them
- Some of them
- None of them

\* 21. Did the court destroy the original paper records after filming?

- All of them
- Some of them
- None of them

\* 22. Are any of the court records digitally imaged?

Yes

No

\* 23. Which court records and what years were digitally imaged? Please describe the court records by the item numbers in the retention schedule or the case type groups.

24. Does the court scan any inactive case files?

- Yes, we scan inactive case files.
- No, but we plan to scan inactive case files.
- No, we don't scan inactive case files.

\* 25. Is each digital image tagged according to the type of document?

- Yes
- No

\* 26. Describe how the stored images are organized.



\* 27. Does the court tag the images or files with a retention period?

- Yes
- No
- I Don't Know

\* 28. Did the court destroy the original paper documents after scanning?

- All of them
- Some of them
- None of them

\* 29. Does the court use off-site storage, separate from the courthouse, for court records?

Yes

No

\* 30. Which court records, in what medium (paper, microfilm), and what years are stored off-site? Please describe the court records by the item numbers in the retention schedule or the case type groups.

\* 31. How are these off-site records organized and indexed?

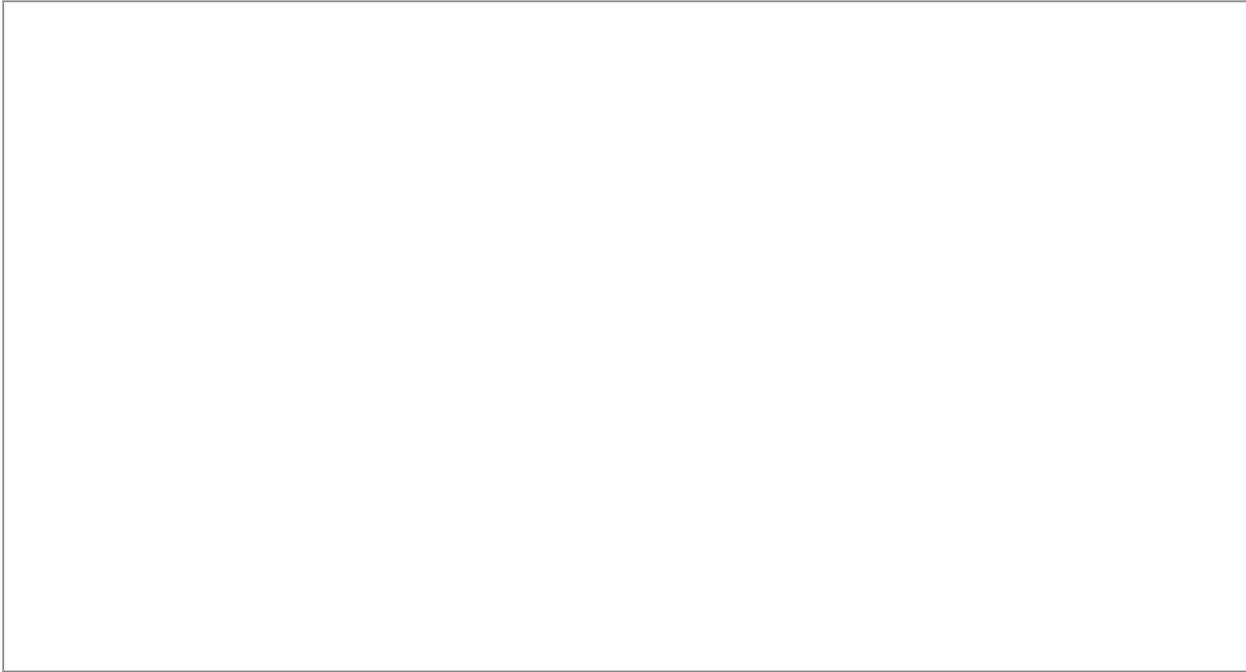
\* 32. How many cubic feet of off-site storage is being used?

\* 33. What is the cost for this off-site storage (monthly/annually)?

\* 34. Indicate the manner in which the court's active paper case files are physically stored and maintained. Case type groups might be civil, criminal, domestic relations, juvenile, estates, guardianship, mental health, etc.

- Separated by case type groups and numeric
- Separated by case type groups and alphabetical
- Combined into a single numbering system
- Organized by next action date
- Combined into a single alphabetical system
- Other (please specify)

\* 35. If records are stored by case type groups, what are those case type groups?



\* 36. Are the court's closed paper case files physically stored and maintained separately by filing year?

Yes (go to Question 37)

No (go to Question 38)

37. Indicate the manner in which the court's closed case files are physically stored and maintained.

- Separated by case type groups and numeric
- Separated by case type groups and alphabetic
- Combined into a single numbering system
- Combined into a single alphabetical system
- Other (please specify)

38. Please describe how the court's closed paper case files are physically stored and maintained.

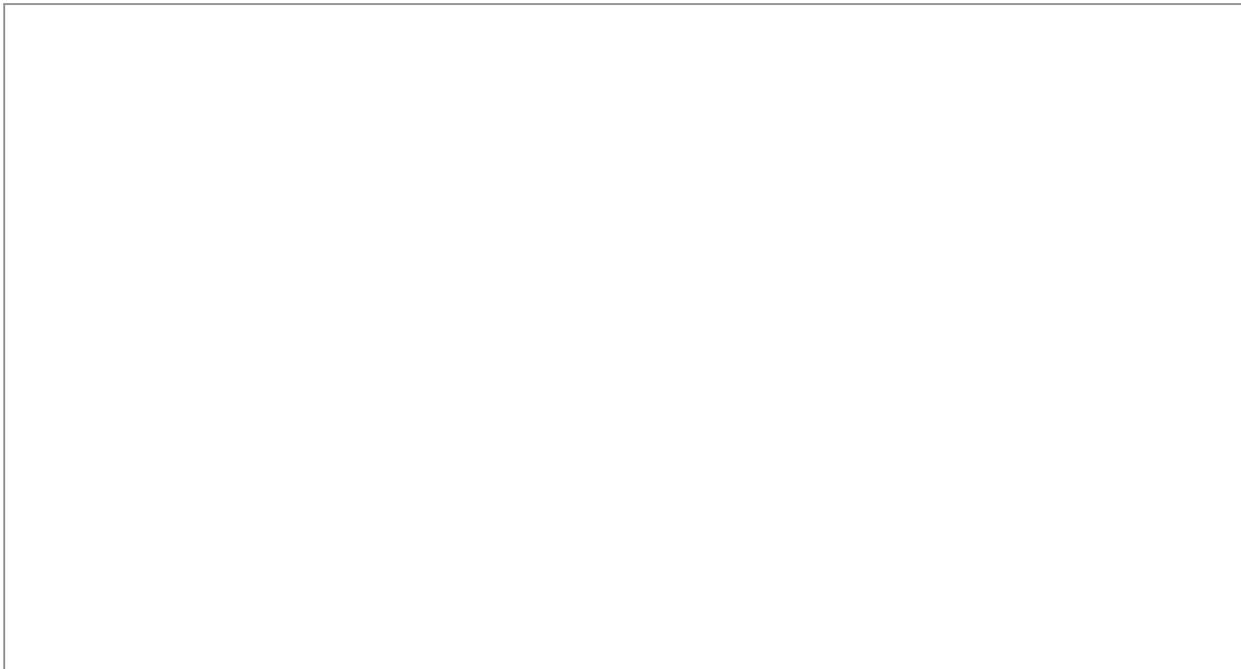
A large, empty rectangular box with a thin black border, intended for the respondent to provide a detailed description of the court's physical storage and maintenance procedures for closed paper case files.

\* 39. Has the court transferred any records to the Archives of Michigan?

Yes

No

\* 40. Which case files and what years were transferred to the Archives of Michigan? Please describe the case files by the item numbers in the retention schedule or the case type groups.

A large, empty rectangular box with a thin black border, intended for the user to provide a detailed answer to the question above. The box is currently blank.

\* 41. Has the court given any court records to a local historical society or local library?

Yes

No

\* 42. Which case files and what years were given to the local historical society or local library? Please describe the case files by the item numbers in the retention schedule or the case type groups.