



Michigan Supreme Court

State Court Administrative Office

Trial Court Services Division

Michigan Hall of Justice

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Jennifer Warner
Director

MEMORANDUM

DATE: February 16, 2017

TO: County Clerks
Probate Registers
District Court Administrators

cc: Chief Judges
Circuit Court Administrators
Family Division Administrators
Regional Administrators

FROM: Amy L. Byrd, Forms and Records Manager

RE: Court Records Survey

On January 5, we provided [an update](#) to all court administrators, county clerks, and probate registers regarding the records retention and disposal project, including a plan to distribute a records survey to each county clerk, probate register, and district court administrator in late February.

You will receive an e-mail from Kimberly Tody, Data Projects Coordinator, on February 23 with a unique link to your online records survey. **Please complete the survey by March 31.** We will use all the surveys to help us establish plans for destroying (and as applicable, transferring to the Archives of Michigan) court records in paper, microfilm/ microfiche, and electronic format that are eligible for disposal under the proposed retention and disposal schedules. Your survey answers will provide us with the information necessary to create both a general disposal plan as well as court-specific plans. Your assistance in this activity is vital.

To provide adequate detail to the questions being asked, you will need to gather information before completing the online. This activity will take some time and you may need to schedule blocks of time to respond to some of the questions. Information about family division records should be provided by the court that handles those records. For example, if the probate register handles juvenile records, provide that information on the probate court survey.

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We recommend that you first read through the survey applicable to you ([circuit](#), [district](#), [probate](#)) and identify those questions that will require prolonged visits to storage areas or uninterrupted periods of your time. As you gather information, record it on the paper survey or in some other manner that will aid you in transferring the information to the online survey. After you have gathered your answers to all the survey questions, submit them using the link you receive on February 23. You can start the survey and return to it at a later date to modify or finish it.

If you have questions about the survey or any other details about the records retention and disposal project, please contact me at 517-373-4864 or TrialCourtServices@courts.mi.gov. If you inquire by e-mail, please type "Court Records Survey" in the subject line.