

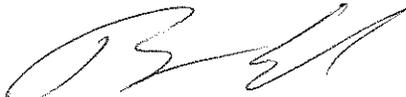
GENERAL SCHEDULE #15 - Circuit Courts

This Retention and Disposal Schedule revises item #15.010B, 15.011B, and 15.015B that were approved 8-1-2017 on General Schedule #15 for Circuit Courts.

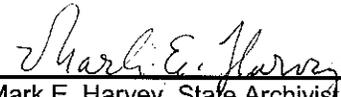
This Retention and Disposal Schedule covers records that are commonly found in **circuit courts**. The records that are described on the attached pages are deemed necessary (1) for the continued effective operation of Michigan government, (2) to constitute an adequate and proper recording of its activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.


Milton L. Mack, Jr., State Court Administrator
State Court Administrative Office

6/3/2019
(Date)


Brice Sample, Records Manager
Department of Technology, Management and Budget, Records Management Services

6/10/19
(Date)


Mark E. Harvey, State Archivist
Department of Natural Resources, Archives of Michigan

6/18/19
(Date)


Thomas Quasarano, Assistant Attorney General
Department of Attorney General, State Operations Division

6/27/19
(Date)

APPROVED
State Administrative Board

7/16/19
(Date)

STATE OF MICHIGAN
RETENTION AND DISPOSAL SCHEDULE
GENERAL SCHEDULE #15 - CIRCUIT COURTS

Item #	Series Title	Series Description	Retention Period	Approval Date
15.000 - CASE RECORDS - MCR 8.119(D)				
15.001 -	Civil, Criminal, and Domestic Relations Indices, Register of Actions and Case Files--pre 1941	<p>If any of these records still exist on the approval date of this schedule, the records must be transferred to Archives of Michigan.</p> <p>Note: When the records are transferred to Archives of Michigan, the court must destroy any duplicate case management system data pertaining to those cases.</p>	<p>RETAIN UNTIL: Date filed PLUS: 30 years THEN: Transfer to the Archives of Michigan NOTE: Since the retention period is already met, any remaining records stored by the circuit courts must be transferred to the Archives once this schedule is approved.</p>	11/14/2017
15.002A -	Civil Indices and Register of Actions--post 1940	<p>These records include the case history created as described in MCR 8.119(D)(1)(a) for civil cases. If the court is relying on the case history to meet the requirement in record series 15.002C1-C2, all the data elements in 15.002C1-C2 must be entered into the case history or case management system.</p> <p>Note: If the Archives of Michigan does not accept case files (record series 15.002B), the case history must be retained by the court for 100 years.</p> <p>Note: At the same time the civil case files are destroyed, the case history may be transferred from the case management system to a SCAO-approved statewide repository for the remainder of the 100-year retention period; however, a duplicate subset of the case history must be maintained on the case management system in accordance with record series 15.002B.</p>	<p>RETAIN UNTIL: Date filed PLUS: 30 years THEN: Transfer to the Archives of Michigan If the Archives of Michigan does not accept the case files, then retain 100 years</p>	8/1/2017
15.002B -	Civil Financial Register of Actions--post 1940	<p>This record series includes a subset of case history data relevant to money judgments issued in civil cases. It must contain the following data elements for each judgment creditor and debtor: judgment date, judgment amount, satisfaction of judgment, renewal dates, and filing dates of all documents filed pertaining to postjudgment collection.</p>	<p>RETAIN UNTIL: Date filed, or when a satisfaction of judgment is filed, whichever is earlier PLUS: 100 years THEN: Destroy</p>	8/1/2017
15.002C1 -	Civil Final Judgments/Orders--1941-1987	<p>These records include all final judgments and orders for each civil case. The judgments and orders must be in the form of paper or a reproduction as authorized by MCL 24.401 <i>et seq.</i></p> <p>Note: If these records are fully documented in case history (register of actions), they do not need to be separated from the case files and may instead be offered to the Archives of Michigan at the same time as the rest of the case files under record series 15.002D.</p>	<p>RETAIN UNTIL: Date filed PLUS: 30 years THEN: Offer to Archives of Michigan and destroy if not accepted</p>	8/1/2017

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Item #	Series Title	Series Description	Retention Period	Approval Date
15.002C2 -	Civil Final Judgments/Orders--post 1987	<p>These records include all final judgments and orders for each civil case. The judgments and orders may be in the form of paper, a reproduction as authorized by MCL 24.401 <i>et seq.</i>, or in the alternative, the minimum data elements specified in SCAO records management standards.</p> <p>Note: If the minimum data elements specified in SCAO records management standards are fully documented in case history (register of actions), the final judgments and orders do not need to be separated from the case files and may instead be offered to the Archives of Michigan at the same time as the rest of the case files under record series 15.002D.</p>	<p>RETAIN UNTIL: Order date PLUS: 100 years THEN: Offer to Archives of Michigan and destroy if not accepted</p>	8/1/2017
15.002D -	Civil Case Files--post 1940	<p>These records include case files created as described in MCR 8.119(D)(1)(b) for civil cases. It does not include the documents in records series 15.002C1-C2 and the documents in record series 15.002E.</p> <p>Note: These records must be offered to the Archives of Michigan before they can be destroyed. For any records the Archives of Michigan does not accept, the case history for those records (records series 15.002B) must be retained by the court for 100 years.</p>	<p>RETAIN UNTIL: Date filed PLUS: 30 years THEN: Offer to Archives of Michigan and destroy if not accepted</p>	8/1/2017
15.002E -	Civil Postjudgment Documents--post 1940	<p>These records include all postjudgment civil documents filed or created for purposes of postjudgment collection efforts, including requests, orders, proofs of service and other similar documents relevant to garnishment, seizure of property, and lien. After entry of case history information as described in MCR 8.119(D)(1)(a), some of these documents can be stored in batches separately from the case files for ease of destruction.</p>	<p>RETAIN UNTIL: Date of postjudgment filing or order, whichever is later PLUS: 1 year THEN: Destroy</p>	8/1/2017
15.003A -	Criminal Indices and Register of Actions--1941-1986	<p>These records include the case history created as described in MCR 8.119(D)(1)(a) for criminal cases.</p> <p>Note: If the Archives of Michigan does not accept the case files (record series 15.003B), the case history must be retained by the court for 100 years.</p>	<p>RETAIN UNTIL: Date filed PLUS: 30 years THEN: Transfer to the Archives of Michigan If the Archives of Michigan does not accept the case files, then retain 100 years</p>	8/1/2017

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Item #	Series Title	Series Description	Retention Period	Approval Date
15.003B -	Criminal Case Files--1941-1986	<p>These records include case files created as described in MCR 8.119(D)(1)(b) for criminal cases. It does not include the documents in record series 15.004D.</p> <p>Note: This applies only to cases that have been adjudicated or otherwise disposed. Pending or inactive cases (warrant status) may not be destroyed. If a postjudgment bench warrant is issued for enforcing court-ordered financial obligations after a case file has been transferred or destroyed, the bench warrant and any other documentation used in issuing the bench warrant must be maintained while the case is on warrant status.</p> <p>Note: These records must be offered to the Archives of Michigan before they can be destroyed. For any records the Archives of Michigan does not accept, the case history for those records (record series 15.003A) must be retained by the court for 100 years.</p>	<p>RETAIN UNTIL: Date filed PLUS: 30 years THEN: Offer to Archives of Michigan and destroy if not accepted</p>	8/1/2017
15.004A -	Criminal Indices and Register of Actions--post 1986	<p>These records include the case history created as described in MCR 8.119(D)(1)(a) for criminal cases.</p> <p>Note: If the Archives of Michigan does not accept the case files (record series 15.004C), the case history must be retained by the court for 100 years.</p> <p>Note: At the same time the criminal case files are destroyed, the case history may be transferred from the case management system to a SCAO-approved statewide repository for the remainder of the retention period; however, a duplicate subset of the case history must be maintained on the case management system in accordance with record series 15.004B.</p>	<p>RETAIN UNTIL: Disposition date PLUS: 30 years THEN: Transfer to the Archives of Michigan If the Archives of Michigan does not accept the case files, then retain 100 years</p>	8/1/2017
15.004B -	Criminal Financial Register of Actions --post 1986	<p>This record series includes a subset of case history data relevant to court-ordered financial obligations (including restitution) issued in criminal cases and must contain the following data elements: judgment date, judgment amount, satisfaction of judgment or judgment paid, payments made, payments disbursed, and filing dates of all documents filed pertaining to postjudgment collection.</p>	<p>RETAIN UNTIL: Court-ordered financial obligations are paid in full or waived by the court, whichever is earliest THEN: Destroy</p>	8/1/2017
15.004C -	Criminal Case Files--post 1986	<p>These records include case files created as described in MCR 8.119(D)(1)(b) for criminal cases. It does not include the documents in record series 15.004D and the documents in record series 15.004E that are filed after a criminal case file has been destroyed.</p> <p>Note: These records must be offered to the Archives of Michigan before they can be destroyed. For any records the Archives of Michigan does not accept, the case history for those records (record series 15.004A) must be retained by the court for 100 years. If a postjudgment bench warrant is issued for enforcing court-ordered financial obligations after a case file has been transferred or destroyed, the bench warrant and any other documentation used in issuing the bench warrant must be maintained while the case is on warrant status.</p>	<p>RETAIN UNTIL: Disposition date PLUS: 30 years THEN: Offer to Archives of Michigan and destroy if not accepted</p>	8/1/2017

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Item #	Series Title	Series Description	Retention Period	Approval Date
15.004D -	Criminal Final Judgments/Orders--post 1940	<p>These records include all final judgments and orders for each criminal case. The judgments and orders may be in the form of paper, a reproduction as authorized by MCL 24.401 <i>et seq.</i>, or in the alternative, the minimum data elements specified in SCAO records management standards.</p> <p>Note: If the minimum data elements specified in SCAO records management standards are fully documented in the case history (register of actions), the final judgments and orders do not need to be separated from the case files and may instead be offered to the Archives of Michigan at the same time as the rest of the case files under record series 15.003B and 15.004C.</p>	RETAIN UNTIL: Order date PLUS: 100 years THEN: Transfer to Archives of Michigan	8/1/2017
15.004E -	Criminal Postjudgment Documents Filed After Destruction of Criminal Case Files--post 1940	These records include all postjudgment criminal documents filed or created after a criminal case file has been destroyed as prescribed in record series 15.004C and 15.004D. After entry of case history information as described in MCR 8.119(D)(1)(a), these documents can be stored in batches separately from the case files for ease of destruction.	RETAIN UNTIL: Date of postjudgment filing or order, whichever is later PLUS: 1 year THEN: Destroy	8/1/2017
15.005A -	Domestic Relations Indices and Register of Actions--post 1940	This record is the case history created as described in MCR 8.119(D)(1)(a) for domestic relations cases.	RETAIN UNTIL: Date filed PLUS: 50 years THEN: Transfer to Archives of Michigan	8/1/2017
15.005B -	Domestic Relations Judgments and Orders (supersedes item #15.005B1-B2)	<p>These records include judgments of divorce, consent judgments of divorce, and qualified domestic relations orders. The judgments and orders must be in the form of paper or a reproduction as authorized by MCL 24.401 <i>et seq.</i></p> <p>Note: If these records are fully documented in the case history (register of actions), they do not need to be separated from the case files and may instead be offered to the Archives of Michigan along with the case files (record series 15.005C).</p>	RETAIN UNTIL: Date filed PLUS: 50 years THEN: Transfer to Archives of Michigan	1/8/2019
15.005C -	Domestic Relations Case Files--post 1940	<p>These records include case files created as described in MCR 8.119(D)(1)(b) for domestic relations cases. It does not include the documents in record series 15.005B.</p> <p>Note: If a postjudgment bench warrant is issued for enforcing court-ordered financial obligations after a case file has been transferred or destroyed, the bench warrant and any other documentation used in issuing the bench warrant must be maintained while the case is on warrant status.</p>	RETAIN UNTIL: Date filed PLUS: 50 years THEN: Destroy	1/8/2019
15.006 -	State Claims Indices, Register of Actions, and Case Files--pre 1963	<p>These records include case history created as described in MCR 8.119(D)(1)(a) and the case files created as described in MCR 8.119(D)(1)(b) for state claims commenced in the trial courts.</p> <p>Note: These records are the responsibility of the trial courts in which they were originally filed.</p>	RETAIN UNTIL: This Retention and Disposal Schedule is approved THEN: Destroy	8/1/2017

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Item #	Series Title	Series Description	Retention Period	Approval Date
15.007 -	Ingham County Court of Claims Indices, Register of Actions, and Case Files--pre 2012	<p>These records include case history created as described in MCR 8.119(D)(1)(a) and the case files created as described in MCR 8.119(D)(1)(b) for state claims commenced in the 30th Circuit Court.</p> <p>Note: These records are the responsibility of the 30th Circuit Court.</p>	<p>RETAIN UNTIL: Date filed PLUS: 30 years THEN: Destroy</p>	8/1/2017
15.008 -	Adoption Indices, Register of Actions, and Case Files	<p>These records include case history created as described in MCR 8.119(D)(1)(a) and case files created as described in MCR 8.119(D)(1)(b) for adoption cases.</p> <p>Note: These records do not include releases of parental rights under the adoption code and adoption-related documents where no underlying adoption cases exist (a petition for adoption has not been filed).</p>	<p>RETAIN UNTIL: Date filed PLUS: 100 years THEN: Destroy</p>	8/1/2017
15.009 -	Child Protective Records - Petitions Not Authorized	<p>These records include all records on petitions received but not authorized for formal court action.</p> <p>Note: The court must destroy any register of actions created as described in MCR 8.119(D)(1)(a), including case history data entered in the case management system regarding these petitions.</p> <p>Note: For ease of case file management, where the court maintains a single file for all petitions filed on a given child or family, if a subsequent petition is authorized on the same child before the retention period for an unauthorized petition is met, the unauthorized petition and any case history data may be retained for the retention period for authorized petitions (record series 15.010A).</p>	<p>RETAIN UNTIL: Court's denial to authorize petition PLUS: 2 years THEN: Destroy</p>	8/1/2017
15.010A -	Child Protective Indices, Register of Actions, and Legal Case Files - Petitions Authorized	<p>These records include case history created as described in MCR 8.119(D)(1)(a) and legal case files created as described in MCR 8.119(D)(1)(b) for authorized petitions on child protective proceedings. It does not include the case history in records series 15.010B and the documents in record series 15.010C that are filed after a child protective case has been destroyed.</p> <p>Note: If the case history data specified in record series 15.010B cannot be readily separated from the child protective files, the case files must be maintained in their entirety in accordance with the retention period described in record series 15.010B.</p> <p>Note: Confidential documents as defined by MCR 3.903(A)(3)(a) are part of the legal file and must not be maintained with the social files described in record series 15.010D.</p> <p>Note: If a postjudgment bench warrant is issued for enforcing court-ordered financial obligations after a case file has been transferred or destroyed, the bench warrant and any other documentation used in issuing the bench warrant must be maintained while the case is on warrant status.</p>	<p>RETAIN UNTIL: 1) until 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</p>	8/1/2017

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Item #	Series Title	Series Description	Retention Period	Approval Date
15.010B -	Child Protective Financial Register of Actions	This record series includes a subset of case history data relevant to reimbursement orders issued in child protective cases. The data elements in this series include case name, case number, date of reimbursement order, reimbursement amount, payments made, payments disbursed, and filing dates of all document filed pertaining to postjudgment collection.	RETAIN UNTIL: Reimbursement is paid in full or waived by the court, whichever is earliest PLUS: 2 years THEN: Destroy	7/16/2019
15.010C -	Child Protective Postjudgment Documents Filed After Destruction of Child Protective Case Files	These records include all postjudgment documents filed or created after a child protective case file has been destroyed as prescribed in record series 15.010A. After entry of case history information as described in MCR 8.119(D)(1), these documents can be stored in batches separately from the case files for ease of destruction. Note: If a postjudgment bench warrant is issued for enforcing court-ordered financial obligations after a case file has been transferred or destroyed, the bench warrant and any other documentation used in issuing the bench warrant must be maintained while the case is on warrant status.	RETAIN UNTIL: Disposition date PLUS: 1 year THEN: Destroy	8/1/2017
15.010D -	Child Protective Social Files	These records include all documents filed under MCR 3.903(A)(3)(b) and are maintained separately from the legal case file (record series 15.010A). Note: Confidential documents as defined in MCR 3.903(A)(3)(a) are to be maintained in the legal file. If they are placed in the social file and cannot easily be removed, the social file must be maintained for the full retention period prescribed for record series 15.010A.	RETAIN UNTIL: 1) until an order terminating jurisdiction over the last child is entered or the petition is dismissed, or in the alternative, 2) per item #15.010A. THEN: Destroy	8/1/2017
15.011A -	Designated Juvenile Indices and Register of Actions	This record is the case history created as described in MCR 8.119(D)(1)(a) for designated juvenile cases (juvenile is tried as an adult). Note: If the court is relying on the case history to meet the requirement in record series 15.011C, all the data elements in 15.011C must be entered into the case history or case management system. Note: At the same time the designated juvenile case files are destroyed, the case history may be transferred from the case management system to a SCAO-approved statewide repository for the remainder of the retention period; however, a duplicate subset of the case history must be maintained on the case management system in accordance with record series 15.011B.	RETAIN UNTIL: Disposition date PLUS: 100 years THEN: Transfer to the Archives of Michigan	8/1/2017
15.011B -	Designated Juvenile Financial Register of Actions	This record series includes a subset of case history data relevant to court-ordered financial obligations (including restitution) issued in designated juvenile cases (juvenile is tried as an adult) and must contain the following data elements: date of reimbursement order, reimbursement amount, date of restitution order, restitution amount, payments made, payments disbursed, and filing dates of all documents filed pertaining to postjudgment collection.	RETAIN UNTIL: Court-ordered financial obligations are paid in full or waived by the court, whichever is earliest PLUS: 2 years THEN: Destroy	7/16/2019

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Item #	Series Title	Series Description	Retention Period	Approval Date
15.011C -	Designated Juvenile Case Final Judgments/Orders	<p>These records include all final judgments and orders for each designated juvenile case (juvenile is tried as an adult). The judgments and orders may be in the form of paper, a reproduction as authorized by MCL 24.401 <i>et seq.</i>, or in the alternative, the minimum data elements specified in SCAO records management standards.</p> <p>Note: If the minimum data elements specified in SCAO records management standards are fully documented in the case history (register of actions), the final judgments and orders do not need to be separated from the case files and may instead be offered to the Archives of Michigan at the same time as the rest of the case files under record series 15.011D.</p>	<p>RETAIN UNTIL: Order date PLUS: 100 years THEN: Transfer to Archives of Michigan</p>	8/1/2017
15.011D -	Designated Juvenile Legal Case Files	<p>These records include legal case files created as described in MCR 8.119(D)(1)(b) for designated juvenile cases (juvenile is tried as an adult). It does not include the documents in record series 15.011C and the documents in records series 15.011E that are filed after a designated case file has been destroyed.</p> <p>Note: Confidential documents as defined by MCR 3.903(A)(3)(a) are part of the legal file and must not be maintained with the social files described in record series 15.011F.</p> <p>Note: If a postjudgment bench warrant is issued for enforcing court-ordered financial obligations after a case file has been transferred or destroyed, the bench warrant and any other documentation used in issuing the bench warrant must be maintained while the case is on warrant status.</p>	<p>RETAIN UNTIL: Adjudication or conviction (disposition) date PLUS: 30 years THEN: Destroy</p>	8/1/2017
15.011E -	Designated Juvenile Postjudgment Documents Filed After Destruction of Designated Case Files	<p>These records include all postjudgment documents filed or created after a designated juvenile case file (juvenile is tried as an adult) has been destroyed as prescribed in record series 15.011D. After entry of case history information as described in MCR 8.119(D)(1)(a), some these documents can be stored in batches separately from the case files for ease of destruction.</p> <p>Note: If a postjudgment bench warrant is issued for enforcing court-ordered financial obligations after a case file has been transferred or destroyed, the bench warrant and any other documentation used in issuing the bench warrant must be maintained while the case is on warrant status.</p>	<p>RETAIN UNTIL: Date of postjudgment filing or order, whichever is later PLUS: 1 year THEN: Destroy</p>	8/1/2017
15.011F -	Designated Juvenile Social Files	<p>These records include all documents filed under MCR 3.903(A)(3)(b) and are maintained separately from the legal case file (record series 15.011D) for designated juvenile cases (juvenile is tried as an adult).</p> <p>Note: Confidential documents as defined in MCR 3.903(A)(3)(a) are to be maintained in the legal file. If they are placed in the social file and cannot easily be removed, the social file must be maintained for the full retention period prescribed for record series 15.011D.</p>	<p>RETAIN UNTIL: Juvenile becomes age 21 THEN: Destroy</p>	8/1/2017
15.012A -	Emancipation of Minors Indices, Register of Actions, and Case Files	<p>These records include case history created as described in MCR 8.119(D)(1)(a) and the case files created as described in MCR 8.119(D)(1)(b) for emancipation of minors cases.</p>	<p>RETAIN UNTIL: Minor becomes age 21 THEN: Destroy</p>	8/14/2018

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Item #	Series Title	Series Description	Retention Period	Approval Date
15.012B -	Order Rescinding Emancipation	This record is the order rescinding an order of emancipation.	RETAIN UNTIL: Minor becomes age 25 THEN: Destroy	8/14/2018
15.013 -	Infectious Diseases Indices, Register of Actions, and Case Files	These records include case history created as described in MCR 8.119(D)(1)(a) and the case files created as described in MCR 8.119(D)(1)(b) for infectious disease cases.	RETAIN UNTIL: Date filed PLUS: 6 years THEN: Destroy	8/1/2017
15.014A -	Juvenile Delinquency Records Indices, Register of Actions, and Case Files - Denied or Referred for Services	These records include all records on petitions filed but not authorized (denied court action or referred for services). It does not include diverted cases (see record series 15.014B) or consent calendar cases (see record series 15.015A1-A2). Note: The court must destroy any register of actions created as described in MCR 8.119(D)(1)(a), including case history data entered in the case management system regarding these cases.	RETAIN UNTIL: Juvenile becomes age 21 PLUS: 2 years THEN: Destroy	8/14/2018
15.014B -	Juvenile Delinquency Records Indices, Register of Actions, and Case Files - Diverted	These records include all records on petitions diverted under MCL 722.821 <i>et seq.</i>	RETAIN UNTIL: Juvenile becomes age 17 PLUS: No more than 28 days THEN: Destroy	8/14/2018
15.015A1 -	Juvenile Delinquency Indices and Register of Actions (includes consent calendar)--pre 1988	This record is the case history created as described in MCR 8.119(D)(1)(a).	RETAIN UNTIL: This Retention and Disposal Schedule is approved THEN: Destroy	8/1/2017
15.015A2 -	Juvenile Delinquency Indices and Register of Actions (includes consent calendar)--post 1987	This record is the case history created as described in MCR 8.119(D)(1)(a). If the court is relying on the case history to meet the requirement in record series 15.015C, all the data elements in 15.015C must be entered into the case history or case management system. Note: Consent calendar cases are nonpublic. Note: At the same time the delinquency case files are destroyed, the case history may be transferred from the case management system to a SCAO-approved statewide repository for the remainder of the retention period; however, a duplicate subset of the case history must be maintained on the case management system in accordance with record series 15.015B.	RETAIN UNTIL: Juvenile becomes age 21 PLUS: 100 years THEN: Destroy	8/1/2017
15.015B -	Juvenile Delinquency Financial Register of Actions (includes consent calendar)	This record series includes a subset of case history data relevant to court-ordered financial obligations (including restitution) issued in juvenile delinquency cases and must contain the following data elements: date of reimbursement order, reimbursement amount, date of restitution order, restitution amount, payments made, payments disbursed, and filing dates of all documents filed pertaining to postjudgment collection.	RETAIN UNTIL: Court-ordered financial obligations are paid in full or waived by the court, whichever is earliest PLUS: 2 years THEN: Destroy	7/16/2019

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Item #	Series Title	Series Description	Retention Period	Approval Date
15.015C -	Juvenile Delinquency Order of Adjudication--post 1987	<p>This record is the order of adjudication for each juvenile delinquency case. The orders may be in the form of paper, a reproduction as authorized by MCL 24.401 <i>et seq.</i>, or in the alternative, the minimum data elements specified in SCAO records management standards.</p> <p>Note: If the minimum data elements specified in SCAO records management standards are fully documented in the case history (register of actions), the order of adjudication does not need to be separated from the case files and may be kept for the retention period in record series 15.015A2.</p>	RETAIN UNTIL: Juvenile becomes age 21 PLUS: 75 years THEN: Destroy	8/1/2017
15.015D1 -	Juvenile Delinquency Legal and Social Case Files - Consent Calendar and Authorized Petitions--pre 1988	These records include legal and social case files created as described in MCR 8.119(D)(1)(b) for consent calendar and authorized petitions on juvenile delinquency, including traffic and local ordinance violations filed on petitions.	RETAIN UNTIL: This Retention and Disposal Schedule is approved THEN: Destroy	8/1/2017
15.015D2 -	Juvenile Delinquency Legal and Social Case Files - Consent Calendar and Authorized Petitions--post 1987	<p>These records include legal and social case files created as described in MCR 8.119(D)(1)(b) for consent calendar and authorized petitions on juvenile delinquency, including traffic and local ordinance violations filed on petitions. It does not include the documents in records series 15.015C and the documents in record series 15.015E that are filed after a juvenile delinquency case has been destroyed.</p> <p>Note: Consent calendar cases are nonpublic.</p> <p>Note: Confidential documents as defined by MCR 3.903(A)(3)(a) (including competency reports under MCL 330.2068 and MCL 330.2070), are part of the legal file and must not be maintained with the social files filed under MCR 3.903(A)(3)(b).</p> <p>Note: If the case history data specified in record series 15.015B cannot be readily separated from the juvenile delinquency files, these files must be maintained in their entirety in accordance with the retention period described in record series 15.015A2 or 15.015B, whichever is latest.</p> <p>Note: If a postjudgment bench warrant is issued for enforcing court-ordered financial obligations after a case file has been transferred or destroyed, the bench warrant and any other documentation used in issuing the bench warrant must be maintained while the case is on warrant status.</p>	RETAIN UNTIL: Juvenile becomes age 21 THEN: Destroy	8/1/2017
15.015E -	Juvenile Delinquency Postjudgment Documents Filed After Destruction of Case Files	<p>These records include all postjudgment documents filed or created after a delinquency case file has been destroyed as prescribed in record series 15.015D1-D2. After entry of case history information as described in MCR 8.119(D)(1)(a), these documents can be stored in batches separately from the case files for ease of destruction.</p> <p>Note: If a postjudgment bench warrant is issued for enforcing court-ordered financial obligations after a case file has been transferred or destroyed, the bench warrant and any other documentation used in issuing the bench warrant must be maintained while the case is on warrant status.</p>	RETAIN UNTIL: Date of postjudgment filing or order, whichever is later PLUS: 1 year THEN: Destroy	8/1/2017

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Item #	Series Title	Series Description	Retention Period	Approval Date
15.016A -	Juvenile Guardianship Indices, Register of Actions, and Case Files	These records include case history created as described in MCR 8.119(D)(1)(a) and the case files created as described in MCR 8.119(D)(1)(b) for juvenile guardianship cases. It does not include the documents in record series 15.016B.	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	8/1/2017
15.016B -	Juvenile Guardianship Order of Appointment	This record includes all orders appointing a juvenile guardian.	RETAIN UNTIL: Order date PLUS: 50 years THEN: Destroy	8/1/2017
15.017A -	Juvenile Traffic and Local Ordinance Indices and Register of Actions--Uniform Law Citations	This record is the case history created as described in MCR 8.119(D)(1)(a) and pertains only to proceedings filed on a Uniform Law Citation as described in the Motor Vehicle Code or a corresponding local ordinance.	RETAIN UNTIL: Case is satisfied, until 10 years after the date of filing if 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	8/1/2017
15.017B -	Juvenile Traffic and Local Ordinance Uniform Law Citations and Related Files	This record series pertains only to proceedings filed on a Uniform Law Citation pursuant to the Motor Vehicle Code or a corresponding local ordinance. Note: If a postjudgment bench warrant is issued for enforcing court-ordered financial obligations after a case file has been transferred or destroyed, the bench warrant and any other documentation used in issuing the bench warrant must be maintained while the case is on warrant status.	RETAIN UNTIL: Paid, dismissed, waived, or purged from the Secretary of State (MCL 257.321a) PLUS: 3 years THEN: Destroy	8/1/2017
15.018 -	Name Change Indices, Register of Actions, and Case Files	These records include case history created as described in MCR 8.119(D)(1)(a) and the case files created as described in MCR 8.119(D)(1)(b) for name change cases.	RETAIN UNTIL: Date filed PLUS: 100 years THEN: Offer to Archives of Michigan and destroy if not accepted	8/1/2017
15.019 -	Personal Protection Proceedings Indices, Register of Actions, and Case Files (Adults and Minors)	These records include case history created as described in MCR 8.119(D)(1)(a) and the case files created as described in MCR 8.119(D)(1)(b) for personal protection proceedings. Note: If the latest order has not expired, the file cannot be destroyed.	RETAIN UNTIL: Date filed PLUS: 10 years THEN: Destroy	8/1/2017
15.020 -	Safe Delivery of Newborn Indices, Register of Actions, and Case Files	These records include case history created as described in MCR 8.119(D)(1)(a) and the case files created as described in MCR 8.119(D)(1)(b) for safe delivery of newborn cases.	RETAIN UNTIL: Child becomes age 18 PLUS: 2 years THEN: Destroy	8/1/2017
15.021 -	Waiver of Parental Consent Case Files	These records include the case files created as described in MCR 8.119(D)(1)(b) for waiver of parental consent cases. These documents may not be reproduced. MCR 3.615(B)(4).	RETAIN UNTIL: Date filed PLUS: 2 years THEN: Destroy	8/1/2017

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Item #	Series Title	Series Description	Retention Period	Approval Date
15.022 -	Young Adult Voluntary Foster Care Indices, Register of Actions, and Case Files	These records include case history created as described in MCR 8.119(D)(1)(a) and the case files created as described in MCR 8.119(D)(1)(b) for young adult voluntary foster care cases.	RETAIN UNTIL: Date filed PLUS: 6 years THEN: Destroy	8/1/2017
15.023-	Ancillary Proceedings - Conservatorship, Protective Orders, and Guardianship Indices, Register of Actions, and Case Files	These records include case history created as described in MCR 8.119(D)(1)(a) and the case files created as described in MCR 8.119(D)(1)(b) for conservatorships of adults and minors; protective orders; and guardianships of developmentally disabled persons, legally incapacitated individuals, and minors.	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) PLUS: 30 years THEN: Destroy	8/1/2017
15.024 -	Ancillary Proceedings - Mental Health Code Proceedings Indices, Register of Actions, and Case Files	These records include case history created as described in MCR 8.119(D)(1)(a) and the case files created as described in MCR 8.119(D)(1)(b) for mental health code proceedings.	RETAIN UNTIL: Disposition date PLUS: 10 years THEN: Destroy	8/1/2017
15.100 - OTHER CASE RECORDS (CONFIDENTIAL) - MCR 8.119(E)				
15.101 -	Case Evaluations	These records are maintained separately from case files and include case evaluations, acceptances, rejections, and awards. The retention period is based on the statute of limitations for a contract, which is 6 years. MCR 2.403(N)(4).	RETAIN UNTIL: Evaluation is filed PLUS: 6 years THEN: Destroy	8/1/2017
15.102 -	Presentence Reports, Pretrial Risk Assessments, and Adult Problem-Solving Court Treatment Files	This record series includes alcohol assessments	RETAIN UNTIL: Discharge from probation, or until sentencing date if not placed on probation PLUS: 3 years THEN: Destroy	8/1/2017
15.103 -	Juvenile Delinquency, Designated Juvenile, Juvenile Traffic, and Juvenile Local Ordinance Probation Files	This record series does not include consent calendar cases.	RETAIN UNTIL: Juvenile becomes age 21 THEN: Destroy	8/1/2017
15.104 -	Financial Statement for Collections	This record consists of the financial statement (forms MC 287 and JC 34) or other document containing identifying and financial information that is used to aid the court in collecting payments toward criminal judgments, designated dispositional orders or judgments, child protective dispositional orders, juvenile delinquency dispositional orders, and other reimbursement orders.	RETAIN UNTIL: Of no further value, but not less than 6 years THEN: Destroy	8/1/2017

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15.105 -	Friend of the Court Support Records - Arrearage	This record series includes support files and support payment records where there is an arrearage. Support payment records are the compilation of accounting records (ledgers and account records) rather than accounting records (cancelled checks, receipts, etc.). Friend of the court copies of records contained in the court's case file may be destroyed 1 year after the friend of the court case is administratively closed. MCL 600.5809.	RETAIN UNTIL: Obligation to pay support ends, and the case is administratively closed PLUS: 10 years THEN: Destroy	8/1/2017
15.106 -	Friend of the Court Support Payment Records - No Arrearage	This record series includes support payment records where there is no arrearage. Support payment records are the compilation of accounting records (ledgers and account records) as opposed to the accounting records themselves (cancelled checks, receipts, etc.).	RETAIN UNTIL: Obligation to pay support ends (MCL 600.5809) PLUS: 6 years THEN: Destroy	8/1/2017
15.107 -	Friend of the Court Support Records - No Arrearage	This record series includes all support records, except payment records, where there is no arrearage.	RETAIN UNTIL: Obligation to pay support ends, and the case is administratively closed, provided notice was sent to parties advising them of the administrative closing and the intent to destroy the file PLUS: 1 year THEN: Destroy	8/1/2017
15.108 -	Friend of the Court Mediation Records	MCL 600.5807(8).	RETAIN UNTIL: Mediation concludes PLUS: 6 years THEN: Destroy	8/1/2017
15.109 -	Friend of the Court Non-support Records	This record series includes all nonsupport records. MCL 600.5807(8). Emancipation includes other termination events such as death of a child or parent.	RETAIN UNTIL: Youngest child emancipates PLUS: 6 years THEN: Destroy	8/1/2017
15.200 - COURT RECORDING RECORDS - MCR 8.119(F)				
15.201A1 -	Untranscribed Notes, Tapes, Recordings (video/audio/digital), Logs - Felony and Designated Juvenile Cases	All records pertaining to recordings of all felony and designated juvenile cases. Includes jury seating charts. Does not include district court recordings of preliminary examinations. Note: Jury verdict forms are maintained in the case files.	RETAIN UNTIL: Date created PLUS: 15 years THEN: Destroy	8/1/2017
15.201A2 -	Untranscribed Notes, Tapes, Recordings (video/audio/digital), Logs - All Cases Except Felony and Designated Juvenile	All records pertaining to recordings of all cases other than felony and designated. Includes jury seating charts. Note: Jury verdict forms are maintained in the case files.	RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	8/1/2017

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Item #	Series Title	Series Description	Retention Period	Approval Date
15.201A3 -	Untranscribed Notes, Tapes, Recordings (video/audio/digital), Logs - Admission of Person Found Not Guilty by Reason of Insanity	All records pertaining to recordings of admission of mentally ill defendant found not guilty by reason of insanity. Note: Jury verdict forms are maintained in the case files.	RETAIN UNTIL: Date created PLUS: 10 years, or as long as the person is in the relevant hospital or facility, whichever is longer THEN: Destroy	8/1/2017
15.201B -	Transcribed Notes, Tapes, Recordings (video/audio/digital), Logs	One year after a transcript of a note, tape, or recording is filed with the court, the court may order the destruction of the note, tape, or recording. The actual transcripts are filed in the case files and are maintained in accordance with the retention periods for those case files. Includes jury seating charts. Note: Jury verdict forms are maintained in the case files.	RETAIN UNTIL: Transcript is filed with the court PLUS: 1 year THEN: Destroy	8/1/2017
15.300 - ADMINISTRATIVE AND FISCAL RECORDS - MCR 8.119(G)				
15.301 -	Accounting Records	Accounting records for circuit courts and friend of the court offices, such as receipts (including summary receipt reports, individual receipts, and transmittal/deposit advices); disbursement records (including check registers, bank records, bank statements, bank reconciliations, and deposit slips); bond and trust records (including open bond and trust reports and bond and trust check registers); vouchers and payments (including attorney fee payments, time book of jurors/juror payments, and witness payments); requisitions; e-Filing and related payment transactions. This series includes accounting records of court-operated diversion programs under the Juvenile Diversion Act. MCL 722.821 <i>et seq.</i>	RETAIN UNTIL: End of the fiscal year PLUS: 6 years THEN: Destroy	8/1/2017
15.302 -	Used Checkbooks and Cancelled Checks	Unused checks are not records and should be destroyed in a manner that renders them unusable when they are no longer of use. The court should keep a record of the check numbers destroyed and the date they were destroyed; this record should be kept with the checkbooks and retained for the period specified in this records series.	RETAIN UNTIL: End of the fiscal year PLUS: 6 years THEN: Destroy	8/1/2017
15.303 -	Audit Reports	Financial and procedural audit reports performed by outside entities (court contracted or Treasury audits).	RETAIN UNTIL: End of the fiscal year PLUS: 6 years THEN: Destroy	8/1/2017
15.304 -	Personnel Files	This series includes personnel files of court-operated diversion programs under the Juvenile Diversion Act. MCL 722.821 <i>et seq.</i>	RETAIN UNTIL: Employment ends PLUS: 7 years THEN: Destroy	8/14/2018
15.305 -	Job Applications (hired and not hired)		RETAIN UNTIL: Position is filled PLUS: 3 years THEN: Destroy	8/1/2017
15.306A -	Judicial Assignments - Case-Specific	The order of disqualification and the assignment to a specific case are filed in the case file and retained for the retention period of the case.	RETAIN UNTIL: Retention period for the case expires THEN: Destroy	8/1/2017

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Item #	Series Title	Series Description	Retention Period	Approval Date
15.306B -	Judicial Assignments - Not Case-Specific	Blanket assignment requests and the blanket assignment are retained until termination or expiration.	RETAIN UNTIL: assignment terminates or expires PLUS: 1 year THEN: Destroy	8/1/2017
15.307 -	Juror Personal History Questionnaires and Jury Summonses	These records include all completed juror personal history questionnaires maintained in accordance with MCR 2.510(C)(3) and all jury summonses issued under MCL 600.1332. MCR 2.510(C)(3). Note: Juror Qualification Questionnaires are not court records, but if the court maintains these records for the jury board, then the court must follow the county's record retention and disposal schedule.	RETAIN UNTIL: Date returned PLUS: 3 years THEN: Destroy	8/1/2017
15.308 -	Juror Panel and Pool Lists	This record is the list of jurors delivered pursuant to MCL 600.1331. First and second jury lists are not court records, but if the court maintains these records for the jury board, then the court must follow the county's record retention and disposal schedule.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	8/1/2017
15.309A -	Non-Case Records - Search Warrants	These records are not part of a case-record series and include affidavits for search warrants and public search warrants that are not placed in case files. Note: Nonpublic search warrants, including those that have been suppressed after the initial 56 days from issuance, cannot be destroyed until they become public.	RETAIN UNTIL: Search warrant or affidavit becomes public PLUS: 3 years THEN: Destroy	8/1/2017
15.309B -	Non-Case Records - Adoption Releases	These records are not part of a case-record series and include releases of parental rights under the adoption code and adoption-related documents where no underlying adoption cases exist (a petition for adoption has not been filed). Note: These records are confidential. If a petition for adoption of the minor child is subsequently filed with the court, the release and any other adoption-related documents are placed in the case file and retained in accordance with record series 15.008.	RETAIN UNTIL: Date filed PLUS: 100 years THEN: Destroy	8/1/2017
15.309C -	Non-Case Records - Other	These records are not part of a case record series. They may include applications and orders for PEN register (wiretaps), petitions and orders for investigative subpoenas, petitions and orders for discovery subpoenas for out-of-state cases, juror contempt and witness contempt proceedings, marriage license correction orders (MCL 551.111), certificates for mechanics/construction discharge liens, orders admitting attorneys to the State Bar, and other similar records. They may also include reports issued pursuant to MCL 722.623, monthly LEIN validation lists, and other similar report-related requirements between the courts and state agencies.	RETAIN UNTIL: Date filed or created PLUS: 3 years THEN: Destroy	8/1/2017

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Item #	Series Title	Series Description	Retention Period	Approval Date
15.310 -	Operational Records	<p>These records document the functional responsibilities and operations of the courts, including problem-solving courts and court-operated programs for juveniles under MCL 712A.2(e), MCL 712A.16, and MCL 722.821 <i>et seq.</i> They may include local administrative orders, internal policies and procedures, memoranda of understanding, directives from judges regarding internal practices, internal and external correspondence regarding operations, minutes from staff meetings, and other similar records.</p> <p>Note: Any court that is operating a program or foster home for juveniles under MCL 712A.2(e), MCL 712A.16, or MCL 722.821 <i>et seq.</i> should comply with auditing or other records maintenance requirements of the county or Department of Health and Human Services licensing before disposing of the records created and maintained in the operation of these programs or homes.</p>	RETAIN UNTIL: Superseded, rescinded, or of no further value THEN: Destroy	8/1/2017
15.311 -	Statistical Reports, Correspondence, and Calendars	This series includes caseload and delay reports, internally generated reports such as annual reports, court daily calendars, annual statutory reviews, and related correspondence.	RETAIN UNTIL: Records are of no further value, but not less than 1 year THEN: Destroy	8/1/2017
15.312 -	Order to Dispose Court Records	This record consists of the orders entered by the chief judge authorizing the clerk of the court to dispose of the court records. The original is maintained in the office of the court administrator and a copy is maintained in the office of the clerk of the court.	Permanent	8/1/2017
15.313 -	Marriage Records Log	A person authorized to solemnize a marriage shall keep proper records as described in MCL 551.104. MCL 551.7(2). The magistrate shall keep an accurate record of all marriages solemnized in a book used expressly for that purpose. MCL 551.104.	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	8/1/2017
15.314 -	Petitions, Orders, and Other Information Related to Authorizing Bonding Companies		RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	8/1/2017
15.315 -	Naturalization Proceedings - Obsolete Circuit Court Records	These records are no longer processed in circuit courts.	RETAIN UNTIL: Approval date of this schedule THEN: Transfer to the Archives of Michigan	8/1/2017
15.316A -	Court-Operated Foster Home Files and Delinquency Prevention Program and Services Files	These records are youth files created and maintained by court-operated foster homes under MCL 712A.16 and court-operated delinquency prevention programs under MCL 712A.2(e). They include, but are not limited to, referral source information, applications by parents, emergency contacts, caseworker contact notes, and home visit logs.	RETAIN UNTIL: Minor becomes age 21 THEN: Destroy	8/14/2018

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Item #	Series Title	Series Description	Retention Period	Approval Date
15.316B -	Court-Operated Delinquency Diversion Program and Services Files	These records are youth files created and maintained by court-operated delinquency diversion programs under MCL 722.821 <i>et seq.</i> They include, but are not limited to, referral source information, applications by parents, emergency contacts, caseworker contact notes, and home visit logs.	RETAIN UNTIL: Minor becomes age 17 PLUS: No more than 28 days THEN: Destroy	8/14/2018
15.317 -	Friend of the Court Grievances		RETAIN UNTIL: Youngest child in the related case reaches the age of 19 ½ THEN: Destroy	8/1/2017
15.400 - NON-RECORD MATERIALS				
15.401 -	Copies/Duplicates	Extra copies of correspondence and other documents preserved only for reference, such as reading, tickler, or follow-up files; employee time sheets and other payroll records; copies of documents maintained in the same office; and outdated copies of printed or processed materials of which official copies have been retained for record purposes.	RETAIN UNTIL: Records are of no further reference value THEN: Destroy	8/1/2017
15.402 -	Personal Records	Materials neither made nor received pursuant to statute nor in connection with the functional responsibilities of the office, such as privately purchased material or correspondence of a personal nature kept at the office for convenience, notice of employee meetings, etc.	RETAIN UNTIL: Records are of no further reference value THEN: Destroy	8/1/2017
15.403 -	Drafts and Informational Items	File copy request forms, preliminary drafts of letters, preliminary reports (including printouts of database queries* and other preliminary information used to assist in preparing reports), data provided in response to a public query that has no value-added information (electronic or paper)**, and memoranda that do not represent significant basic steps in preparing records. *A record created by accessing a database can be destroyed at the convenience of the court provided the record can be regenerated in its original form and the retention requirements for the database meet or exceed the retention period for the record that is created. **While data provided in response to a public query is considered a non-record, there are instances where the court may want to keep the information for at least 1 year.	RETAIN UNTIL: Records are of no further reference value THEN: Destroy	8/1/2017
15.404 -	Routing Slips	Routing and other interdepartmental records that do not add any significant information about the activity concerned.	RETAIN UNTIL: Records are of no further reference value THEN: Destroy	8/1/2017
15.405 -	Reference Materials for Case Files	LEIN records, warrant information, adult criminal responsibility and competency reports, driving records, copies of temporary vehicle registration plates, mental health records, victim information, fingerprints, judges' notes/day sheets, and other similar records that are filed with or created by the court for use with specific cases, but which are not part of the court record.	RETAIN UNTIL: Records are of no further reference value THEN: Destroy	8/1/2017

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Item #	Series Title	Series Description	Retention Period	Approval Date
15.406 -	Exhibits Offered Into Evidence	<p>Exhibits received and accepted into evidence are not court records.</p> <p>Note: The original of an exhibit log is placed in the case file and is maintained in accordance with the retention period for that case file.</p>	RETAIN UNTIL: 56 days after conclusion of the trial if not retrieved by the parties as directed, MCR 2.518(B), MCR 3.930(B) THEN: Destroy	8/1/2017

This document provides required records retention periods and disposal methods only. Courts must also comply with the Michigan Trial Court Records Management Standards.