

**GENERAL SCHEDULE #13 - District Courts**

This Retention and Disposal Schedule revises item #13.001 that was approved 8-1-2017, and #13.304 that was approved on 5-9-2017, on General Schedule #13 for District Courts.

This Retention and Disposal Schedule covers records that are commonly found in **district 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

6/18/18

(Date)



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

6/25/18

(Date)



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

6/27/18

(Date)



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

7/16/18

(Date)

**APPROVED**

State Administrative Board

8.14.2018

(Date)

STATE OF MICHIGAN  
RETENTION AND DISPOSAL SCHEDULE  
GENERAL SCHEDULE #13 - DISTRICT COURTS

Item #	Series Title	Series Description	Retention Period	Approval Date
<b>13.000 - CASE RECORDS - MCR 8.119(D)</b>				
13.001A -	Civil Infraction and Parking (Satisfied) Register of Actions and Indices	This record is the complete case history created as described in MCR 8.119(D)(1)(a).	RETAIN UNTIL: Filing date PLUS: 10 years THEN: Destroy	8/1/2017
13.001B -	Civil Infraction and Parking (Unsatisfied) Register of Actions and Indices	This record is the complete case history created as described in MCR 8.119(D)(1)(a).	RETAIN UNTIL: Date license suspension is purged from the Secretary of State, unless the court re-suspends, or 10 years, whichever is later THEN: Destroy	8/14/2018
13.002 -	Civil Infraction and Parking Case Files	<p>These records include all traffic and non-traffic civil infraction and parking case files created as described in MCR 8.119(D)(1)(b). It includes proof of insurance certificates filed for waived citations.</p> <p>Note: If payable misdemeanor case files are stored with civil infraction case files and cannot be easily separated, the civil infraction case files may be maintained until 6 years from the date closed.</p> <p>Note: If a postjudgment bench warrant is issued for enforcing court-ordered financial obligations after a case file has already been 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 closed. Closed means paid, dismissed, waived, or purged from the Secretary of State. MCL 257.321a. PLUS: 3 years THEN: Destroy	8/1/2017
13.003A -	Civil Indices and Register of Actions (Money Judgment)	<p>This record is the complete case history created as described in MCR 8.119(D)(1)(a).</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 retention period; however, a duplicate subset of the case history must be maintained on the case management system in accordance with records series 13.003B.</p>	RETAIN UNTIL: Date of filing PLUS: 100 years THEN: Destroy	8/1/2017
13.003B -	Civil Financial Register of Actions	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.	RETAIN UNTIL: Date the case is closed. The case is closed 100 years from filing date or when a satisfaction of judgment is filed, whichever is earliest. THEN: Destroy	5/9/2017

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13.003C -	Civil Indices and Register of Actions (Non-money Judgment)	This record is the complete case history created as described in MCR 8.119(D)(1)(A).  Note: The case history of cases with nonmoney civil judgments may be destroyed at the same time the civil case files are destroyed if the case management system is capable of separating these cases from civil cases with money judgments. If the case history is not destroyed, it must be retained in accordance with record series 13.003A.	RETAIN UNTIL: Date of filing PLUS: 10 years THEN: Destroy	8/1/2017
13.003D -	Civil Case Files	These records include civil case files created as described in MCR 8.119(D)(1)(b) except the documents in records series 13.003E.	RETAIN UNTIL: Date of filing PLUS: 10 years THEN: Destroy	5/9/2017
13.003E -	Civil Postjudgment Filings	These records document all postjudgment collection efforts for civil cases. They may include requests, orders, proofs of service, documents relevant to garnishment, seizure of property, and liens, etc. 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.	RETAIN UNTIL: Date of postjudgment filing or order, whichever is later PLUS: 1 year THEN: Destroy	5/9/2017
13.004A -	Criminal Indices and Register of Actions	This record is the complete case history created as described in MCR 8.119(D)(1)(a).  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 records series 13.004B.	RETAIN UNTIL: Date of disposition PLUS: 100 years THEN: Destroy	8/1/2017
13.004B -	Criminal Financial Register of Actions	This record series includes a subset of case history data relevant to court-ordered financial obligations 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.	RETAIN UNTIL: Date the case is closed. The case is closed when the court-ordered financial obligations are paid in full or waived, whichever is earliest THEN: Destroy	5/9/2017
13.004C -	Criminal Case Files	These records include criminal case files created as described in MCR 8.119(D)(1)(b) except the documents in records series 13.004D that are filed after the criminal case file has been destroyed.  Note: If criminal case files are stored with civil case files and cannot be easily separated, the criminal case files may be kept for the retention period prescribed for civil case files (record series 13.003D).  Note: If a postjudgment bench warrant is issued for enforcing court-ordered financial obligations after a case file has already been 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: Date of disposition PLUS: 6 years THEN: Destroy	5/9/2017

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13.004D -	Criminal Postjudgment Documents (filed after destruction of criminal case files)	<p>These records include postjudgment criminal documents filed after a criminal case file has been destroyed as prescribed in record series 13.004C. 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>Note: If a postjudgment bench warrant is issued for enforcing court-ordered financial obligations after a case file has already been 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>	5/9/2017
<b>13.100 - OTHER CASE RECORDS (CONFIDENTIAL) - MCR 8.119(E)</b>				
13.101 -	Screening and Assessment Evaluations, Presentence Reports, Pretrial Risk Assessments, Probation Files, and Problem-Solving Court Treatment Files	This record series includes alcohol assessments.	<p>RETAIN UNTIL: Discharge from probation or until date of sentencing if not placed on probation PLUS: 3 years THEN: Destroy</p>	5/9/2017
13.102 -	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).	<p>RETAIN UNTIL: Evaluation is filed PLUS: 6 years THEN: Destroy</p>	5/9/2017
13.103 -	Financial Statement for Collections	This record consists of the financial statement (form MC 287) or other document containing a defendant's identifying and financial information that is used to aid the court in collecting payments toward criminal and civil infraction judgments.	<p>RETAIN UNTIL: Records are of no further value, but not less than 6 years THEN: Destroy</p>	5/9/2017
<b>13.200 - COURT RECORDING RECORDS - MCR 8.119(F)</b>				
13.201A1 -	Untranscribed Notes, Tapes, Recordings (video/audio/digital), Logs - All Cases Except Civil Infraction	<p>All records pertaining to recordings of all cases except civil infraction. It includes jury seating charts.</p> <p>Note: Jury verdict forms are maintained in the case files.</p>	<p>RETAIN UNTIL: Entry of a judgment PLUS: 6 years THEN: Destroy</p>	5/9/2017
13.201A2 -	Untranscribed Notes, Tapes, Recordings (video/audio/digital), Logs - Civil Infraction Cases	<p>All records pertaining to recordings of all civil infraction cases. It includes jury seating charts.</p> <p>Note: Jury verdict forms are maintained in the case files.</p>	<p>RETAIN UNTIL: Entry of a finding in the action PLUS: 3 years THEN: Destroy</p>	5/9/2017
13.201B -	Transcribed Notes, Tapes, Recordings (video/audio/digital), Logs	<p>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.</p> <p>Note: Jury verdict forms are maintained in the case files.</p>	<p>RETAIN UNTIL: Transcript is filed with the court PLUS: 1 year THEN: Destroy</p>	5/9/2017
<b>13.300 - ADMINISTRATIVE AND FISCAL RECORDS - MCR 8.119(G)</b>				

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Item #	Series Title	Series Description	Retention Period	Approval Date
13.301 -	Accounting Records	Accounting records for district courts, 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.	RETAIN UNTIL: End of the fiscal year PLUS: 6 years THEN: Destroy	5/9/2017
13.302 -	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	5/9/2017
13.303 -	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	5/9/2017
13.304 -	Personnel Files		RETAIN UNTIL: Employment ends PLUS: 7 years THEN: Destroy	8/14/2018
13.305 -	Job Applications (hired and not hired)		RETAIN UNTIL: Position is filled PLUS: 3 years THEN: Destroy	5/9/2017
13.306A -	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	5/9/2017
13.306B -	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	5/9/2017
13.307 -	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	5/9/2017
13.308 -	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	5/9/2017

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Item #	Series Title	Series Description	Retention Period	Approval Date
13.309A -	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	5/9/2017
13.309B -	Non-Case Records-Other	These records are not part of a case-record series. They may include petitions and orders for investigative subpoenas, petitions and orders for discovery subpoenas for out-of-state cases, records regarding juror contempt and witness contempt proceedings, 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	5/9/2017
13.310 -	Operational Records	These records document the functional responsibilities and operations of the courts (including problem-solving courts). 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.	RETAIN UNTIL: Superseded, rescinded, or of no further value THEN: Destroy	5/9/2017
13.311 -	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	5/9/2017
13.312 -	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	5/9/2017
13.313 -	Marriage Records Log	A person authorized to solemnize a marriage shall keep proper records as required by 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	5/9/2017
<b>13.400 - NON-RECORD MATERIALS</b>				
13.401 -	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	5/9/2017
13.402 -	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	5/9/2017

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Item #	Series Title	Series Description	Retention Period	Approval Date
13.403 -	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	5/9/2017
13.404 -	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	5/9/2017
13.405 -	Reference Materials for Case Files	LEIN records, warrant information, driving records, copies of temporary vehicle registration plates, criminal responsibility and competency reports, 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	5/9/2017
13.406 -	Exhibits Offered Into Evidence	Exhibits received and accepted into evidence are not court records.  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.	RETAIN UNTIL: 56 days after conclusion of the trial if not retrieved by the parties as directed, MCR 2.518(B) THEN: Destroy	5/9/2017

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