

**Michigan Supreme Court**  
State Court Administrative Office  
309 N. Washington Square, P. O. Box 30048  
Lansing, Michigan 48909  
(517) 373-4835  
John D. Ferry, Jr., State Court Administrator

## Memorandum

To: All Chief Judges, Court Administrators, Friends of the Court, and County Clerks  
From: James L. Covault, Acting Director of Trial Court Services  
Date: August 9, 1999  
Re: SCAO Administrative Memorandum 1999-08  
Records Retention and Disposal Schedule #16

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Attached for your information is an electronic copy of Records Retention and Disposal Schedule #16 which was certified by the State Administrative Board on July 20, 1999. Schedule #16 consolidates the records retention and disposal schedules for friend of the court, circuit, district, and probate courts into one schedule for trial courts and replaces Schedules 12, 13, 14, and 15. Recognizing the significance of this change, only a few retention periods were revised.

The old schedules should be removed from Volume 2, Section 8, Appendix of the Michigan Court Administration Reference Guide and replaced with this new schedule. Should you have questions in this regard, please contact Deb Marks by phone at (517) 373-7496 or by e-mail at [marksd@jud.state.mi.us](mailto:marksd@jud.state.mi.us).

