

FORTY-NINTH JUDICIAL CIRCUIT OF MICHIGAN

COUNTIES OF MECOSTA AND OSCEOLA



Honorable Scott Hill-Kennedy
Chief Circuit Judge

Honorable Ronald C. Nichols
Chief Circuit Judge Pro tem

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Local Administrative Order: 2008-02

CASE FILE RETENTION AND DESTRUCTION SCHEDULE FOR MECOSTA COUNTY AND OSCEOLA COUNTY

IT IS ORDERED:

For cases filed after December 31, 1940, the county clerk shall retain the original paper format circuit court files for 25 years from the date of entry of the last dispositive order, except as set out below.

For cases filed after December 31, 1940, if a suitable duplicate record format (such as microfilming) of the entire, original paper format circuit court files is produced/maintained, then the county clerk shall retain the original paper format circuit court file of these files for 6 years, after which time the paper format file may be destroyed, except as set out below.

For cases filed after December 31, 1940, whether the circuit court files are kept in the original paper format or maintained in a suitable record format (such as microfilming), after 25 years the county clerk may destroy the files, except as set out below.

For all cases filed after December 31, 1940, the county clerk shall permanently retain the original paper format or suitable duplicate record format (such as microfilming) of the register of actions and final dispositive orders.

For all cases filed after December 31, 1940, resulting in a conviction and a minimum sentence of twenty years or more or a sentence of life imprisonment, the county clerk shall permanently retain the entire paper format files. (To the extent that these files are also maintained in a suitable duplicate record format (such as microfilming), the paper format files must be pulled apart/disassembled for duplication. To the fullest extent possible, these files will be re-assembled to their original state (SCAO requirements) at the conclusion of the duplication.)

LAO: 2008-02

For all cases filed after December 31, 1940, at the direction of the chief circuit court judge (where cases are of significant public interest, address significant legal or public issues, or are otherwise deemed significant), the county clerk shall permanently retain the entire paper format files. (To the extent that these files are also maintained in a suitable duplicate record format (such as microfilming), the paper format files must be pulled apart/disassembled for duplication. To the fullest extent possible, these files will be re-assembled to their original state (SCAO requirements) at the conclusion of the duplication.)

For cases filed prior to January 1, 1941, the entire case file shall be maintained permanently by the county clerk or the Archives of Michigan. If such files are transferred to and maintained by the Archives of Michigan, the county clerk must clearly mark those portions of the files that are non-public so that the files may be properly handled by Archives of Michigan personnel. The county clerk shall refer those requesting files from the county clerk that are maintained by the Archives of Michigan to the Archives of Michigan.

Effective Date: 6/02/08

Date: June 2, 2008

Chief Judge Signature


Hon. Scott P. Hill-Kennedy