



STATE OF MICHIGAN  
DEPARTMENT OF HUMAN SERVICES  
LANSING



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GOVERNOR

**MICHIGAN IV-D ACTION TRANSMITTAL 2005-026**

**TO:** All Office of Child Support (OCS) Staff  
All Friends of the Court (FOCs)  
All Prosecuting Attorneys (PAs)

**FROM:** Marilyn F. Stephen, Director  
Office of Child Support

**DATE:** December 12, 2005

**SUBJECT:** Document Archiving in the Michigan Child Support Enforcement System  
(MiCSES) 3.6 Release

**PURPOSE:**

This Action Transmittal (AT) provides information about the document archiving system for the MiCSES 3.6 release.

**BACKGROUND:**

Federal regulations and state statutes mandate the preservation of documents by the Michigan IV-D program.

Currently, MiCSES stores all data associated with documents in the production database. When a user wants to reprint a document, the *Template Markup Language* (TML) forms regenerate using the template that was used when the form **originally** printed. Oracle forms regenerate with the most recent template saved in MiCSES. Therefore, Oracle forms may not regenerate as they were originally printed. Future releases will convert the Oracle forms into Exstream, and store the original document in the archive.

Reasons for Implementing 3.6 Archiving Functionality:

- The accumulation of TML data required to regenerate the documents for reprint (without archiving) has a negative impact on the production database and in batch system performance; and
- Oracle forms do not reprint with 100% certainty exactly as the original.

## DEFINITIONS:

Definitions used in this AT are specific to the document generation process and may not reflect common usage of traditional MiCSES terms.

**Documentum** – The document archiving application. The overall document archiving system consists of additional elements such as the rules governing the integration of the program into MiCSES and document generation.

**Exstream** – The name of the document composition application that will be integrated into MiCSES in a future release.

**IV-D confidential documents** – Documents that must comply with the IV-D rules of confidentiality. These documents carry out the IV-D function and are not part of the public record.

**Portable Document Format (PDF)** – Adobe Acrobat *Portable Document Format*. The format document-images use in the document archiving system.

**Public record documents** – Documents that the court files with the court clerk as part of the clerk's case file. The information from these documents is available to the public and to non-IV-D employees.

**Re-creation** – The ability for worker(s) to reuse the original merge field data and template version from an initial document and allow modification of some of the data to create a new document.

**Reprinting** – The ability of a worker to print a document exactly as MiCSES generated and printed the original document.

**Template** – A rendition of a document showing the merge fields (example: “<<PRF\_CrtCty>>”), language (example: “In the name of the People of the State of Michigan, you are notified:”), formatting and functionality (such as selectability and edibility).

## POLICY:

The name of the document archiving application selected for MiCSES is Documentum. This application is not visible to MiCSES users. The archiving system will improve MiCSES performance and maintain federal and state document retention requirements. Further information about MiCSES 3.6 system enhancements about archiving can be found in the Customer Information Guide (CIG) as *MiCSES Document Archiving* on mi-support.<sup>2</sup>

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<sup>2</sup>Ref: <http://mi-support.cses.state.mi.us/systems/micses/document.aspx?id=790>

## Document Retention:

To comply with the IV-D retention requirement and the court retention requirements in Michigan, all PDFs will be retained for 30 years. The decision was based upon the longest statutory retention requirement for documents used by a IV-D partner.

After 30 years and one day, documents from closed court cases will be deleted, within one year, from the archive.

## IV-D Confidential or Public Record Indicator

The PA and FOC forms committees have identified all templates as either IV-D confidential or public record. The committees determined that “public record” documents would be those forms filed with the clerk of court.

Note: IV-D workers must exercise caution when dealing with templates considered “public record” and cases with family violence indicator “Y.” IV-D workers needing more information can refer to:

State Court Administrative Office (SCAO) Michigan Trial Court Case File Management Standards, revised May 2001 at:

[http://courts.michigan.gov/scao/resources/standards/cf\\_stds.pdf](http://courts.michigan.gov/scao/resources/standards/cf_stds.pdf)

AT 2004-018, *Family Violence Indicator (FVI)* at:

<http://mi-support.cses.state.mi.us/policy/stateat/pdf/2004/2004-018.pdf>

AT 2005-007, *Family Violence Indicator (FVI) and Address Confidentiality Changes in the Michigan Child Support Enforcement System (MiCSES) 3.4 Release* at:

<http://mi-support.cses.state.mi.us/policy/stateat/pdf/2005/2005-007.pdf>

MiCSES creates files for importing forms into county imaging systems. These files include an indicator that informs the county imaging system if the forms can be accessed only by IV-D workers or if the forms can be part of the public court record. As a part of the MiCSES 3.6 release, MiCSES will no longer send documents to the county imaging systems using the *File Transfer Protocol* (FTP) method.<sup>3</sup> The files will be made available to counties that need them for county imaging systems.

## Re-creation

The PA forms committee determined that a re-creation period was necessary to edit some forms after a court hearing. The FOC forms committee determined that enforcement activities were effected in such a way that re-creation of forms would not

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<sup>3</sup> Counties seeking file transfers to their imaging systems must contact Hotline for assistance.  
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be used. The default re-creation retention period will be 90 days and the maximum re-creation retention period will be 180 days period for eligible form templates. The re-creation period for each form is listed on mi-support.<sup>4</sup>

When a document is re-created, it becomes available for an additional period of re-creation. After the specified re-creation period for a document has expired, the document is archived and is no longer eligible for re-creation. The document is then available only for viewing and reprinting. The document re-creation process will not initiate the MiCSES activity chains.

The default re-creation retention period for all other templates will be 10 days. A 10-day period allows MiCSES to re-create forms without initiating activity chains if a major problem occurs.

**LEGAL REFERENCES:**

Federal  
45 CFR 74.53  
45 CFR 302.15

State  
MCL 600.5809  
Michigan Court Rule (MCR) 3.203(F)

**POLICY REFERENCES:**

AT 2004-018, *Family Violence Indicator (FVI)*  
AT 2005-007, *Family Violence Indicator (FVI)*  
*and Address Confidentiality Changes in the*  
*Michigan Child Support Enforcement System*  
*(MiCSES) 3.4 Release*  
SCAO Michigan Trial Court Case File  
Management Standards, revised May 2001

**AT MAINTENANCE:**

Retain until further notice.

**EFFECTIVE DATE:**

Upon receipt of the AT.

**REVIEW PARTICIPANTS:**

Program Leadership Group (PLG)  
Document Generation Workgroup  
Establishment Work Improvement Team (WIT)  
James Fricke, MiCSES Project  
Cheryl Webster, Michigan State Disbursement  
Unit

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<sup>4</sup> MiCSES 3.6 Release - Document Recreation Information:  
<http://mi-support.cses.state.mi.us/systems/micses/document.aspx?id=799>  
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MFS/RB