

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: MUNICIPAL COURT SERVICES	
DIRECTIVE #3-01		DATE: March 16, 2001	
This retention schedule has been adopted in accordance with Rule 1:32-2 of the Rules Governing the Courts of the State of New Jersey and N.J.S.A. 2B of the New Jersey Statutes Annotated.			
SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
21-01-00	Automated Traffic System File Records related to task force which developed and installed computer Automated Traffic System in the municipal courts. Includes: correspondence, installation Status Sheet, questionnaires, and commitment letters from judges requesting this computer system.	3 years after ATS/ACS conversion	Destroy
21-02-00	Citizen Inquiries/Complaints		
21-02-01	Inquiries/Complaints - No Public Reprimand/Action	3 years after last active contact	Destroy
21-02-02	Inquiries/Complaints - Public Reprimand/Action Original letters of inquiry or complaint that have resulted in a public reprimand or other public action against a judge or the court staff.	5 years after termination of office	Destroy
21-03-00	Municipal Court Files		
21-03-01	Oaths and Appointments of Judges (Copies) Originals are maintained by the municipal courts 5 years after termination of office.	5 years after termination of office	Destroy

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21-03-02	Report of Municipal Court Audit Report submitted annually by a municipal court to the Administrative Office of the Courts regarding the financial audit of their receipts and disbursements.	7 years after receipt of audit, unless under investigation	Destroy
21-03-03	Visitation Report - Municipal Courts Visitation/Inspection report completed annually by the Administrative Office of the Courts staff member to determine if procedures and conditions at a municipal court continue to comply with state standards.	7 years	Destroy
21-04-00	Questionnaires - Municipal Court Judges Questionnaires completed and signed by municipal court judges indicating compliance with Rules of General Application 1:17-1, which prohibits judges and their employees from holding other public offices, positions or employment without prior written approval of the Supreme Court.	5 years after termination of office	Destroy

HISTORICAL NOTE:

This schedule is a compilation of items from the following schedule(s):
 ? Administrative Office of the Courts - Municipal Court Services (Rev. 5/27/87)