

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: FINANCIAL RECORDS	
DIRECTIVE #3-01		DATE: Issued March 16, 2001 REVISED: March 7, 2017 (by Supplement to Directive #03-01)	
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
	FINANCIAL RECORDS New Jersey Comprehensive Financial System (NJCFs) / New Jersey Management Control System Enhanced (NJMACS-E) These records reflect the financial transactions of state agencies in accordance with the Department of the Treasury's NJCFs and NJMACS-E systems, and are retained in electronic and/or paper format.		
11-01-00	Invoice/Quick Invoice (In/QI) Usage: to establish an account(s) receivable file. Formerly known as Accounts Receivable Request. File copy, supporting documentation and electronic record.	7 years	Destroy

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11-02-00	<p>Cash Receipt/Alternate Cash Receipt/Quick Receipt (CR/C1/QR) and associated CFS Print Screens and documents.</p> <p>Usage: record a bank charge representing checks submitted to the State of New Jersey for payment and subsequently dishonored by a bank; to record refunds of disbursements; and to transmit receipts to be recorded in the general journal. Formerly known as Transmittal of Receipts, Refund of Disbursements, and Advice of Dishonored Check. File copy, supporting documentation and electronic record.</p>	7 years	Destroy
11-03-00	<p>Agency Contract Order/Grant Loan Order (AO/GO)</p> <p>Usage: obligate funds in an appropriation account approved agency contract when an agency has entered into a formal contract without the approval of the Purchase Bureau: to issue purchase orders directly to vendors; and change any open obligation. Formerly known as Invoice, Agency Contract Obligation, and Change/Cancel Agency Obligation - Purchase Bureau. File copy, supporting documentation and electronic record.</p>	7 years	Destroy

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11-04-00	<p>Allotment (AL)</p> <p>Usage: allocate funds between the reserve and the current allotment of a given account. Formerly known as Allotment Adjustment. File copy, supporting documentation and electronic record.</p>	3 years	Destroy
11-05-00	<p>Appropriation</p> <p>Usage: to establish new appropriation accounts and to adjust the accounts. Formerly known as Appropriation Account Number Request and Appropriation Adjustments. File copy, supporting documentation and electronic record.</p>	7 years	Destroy
11-06-00	<p>Expense Budget (EB)</p> <p>Usage: to establish new expense budgets and to adjust the accounts. File copy, supporting documentation and electronic record.</p>	3 years	Destroy

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11-07-00	<p>Accounting Bureau Payment Voucher /Using Agency Payment /Payment Voucher / Vendor Invoice (AV/UA/PV/U1/A1)</p> <p>Usage: reimbursements of service charges from the using agency; to submit a request for vendor payment for goods or services supplied through direct agency purchases, formal purchases, or contract obligations; to establish and maintain a change fund and request for payment of revenue refunds and vendor invoices. Formerly known as Revenue Refund Voucher, Petty Cash Fund Reimbursement, Certificate of Debit and Credit, and Invoice. File copy, supporting documentation and electronic record.</p>	7 years	Destroy
11-08-00	<p>DBC Purchase Order (DO)</p> <p>Usage: to issue or adjust DBC orders or contracts for architectural and engineering designs. Utilized for building construction alterations and maintenance, buildings and equipment repair, and reservation of funds for a contingency fund. Issued in accordance with the requisition form initiated by a state agency. Formerly known as DBC Order and Change/Cancel Obligation. File copy, supporting documentation and electronic record.</p>	7 years	Destroy

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11-09-00	Revenue Modification/Cash Receipt (RM/CR) Usage: to defer recognition of revenue and undefer revenue when earned. Is used in conjunction with a balance sheet account code. Formerly known as Deferred Revenue Adjustment. File copy, supporting documentation and electronic record.	7 years	Destroy
11-10-00	Fiscal Notes Worksheet Usage: determine the cost of implementing a legislative bill if put into law. Original retained by the Department of the Treasury, Office of Management and Budget. File copy, supporting documentation and electronic record.	7 years	Destroy
11-11-00	DBC Requisition (RD) Usage: to reserve appropriation account funds for architectural, engineering design, building construction, alteration, maintenance, and repair of buildings or equipment; to cancel, decrease, or increase outstanding balances and to make adjustments to an outstanding requisition for Division of Building and Construction. Formerly known as Requisition/Requisition Change - Division of Building and Construction (DBC). File copy, supporting documentation and electronic record.	7 years	Destroy

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11-12-00	<p>Accounting Bureau Requisition/Purchase Bureau Requisition (RA/RP)</p> <p>Usage: to cancel, increase, decrease, or create an outstanding or open requisition balance. Formerly known as Requisition Change - Purchase Bureau. File copy, supporting documentation and electronic record.</p>	7 years	Destroy
11-13-00	<p>Revenue Budget (RB)</p> <p>Usage: to establish new or change a revenue budget. Formerly known as Revenue Account Number - Agency Request and Revenue Anticipation Adjustments. File copy, supporting documentation and electronic record.</p>	7 years	Destroy
11-14-00	<p>Journal Voucher (JV)</p> <p>Usage: to record accruals, adjustments, reclassifications, and reversing entries to accounting records. Formerly known as Journal Entries which were manually recorded in a general ledger. File copy, supporting documentation and electronic record.</p>	7 years	Destroy

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11-15-00	Transfer Appropriation Usage: to transfer funds between current fiscal year appropriation accounts. Formerly known as Transfer of Appropriation. File copy, supporting documentation and electronic record.	7 years	Destroy
11-16-00	Transfer Budget (TB) Usage: to transfer funds between current fiscal year expense budget accounts. Includes file copy, supporting documentation and electronic record.	3 years	Destroy
11-17-00	Travel Voucher/Accounting Bureau Payment Voucher/Using Agency Payment (TV/A1/U1) Usage: to reimburse state employees for travel expenses while on official state business. Formerly known as Travel Expense Invoice. Includes file copy, supporting documentation and electronic record.	7 years	Destroy
11-18-00	Travel Authorization (TE) - PB141 Usage: to authorize travel for state employees while on official state business. Includes file copy and supporting documentation.	7 years	Destroy

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11-19-00	Expenditure Modification (EM) Usage: to modify recorded expenditures. Formerly known as Disbursement/Journal Entry. Includes file copy, supporting documentation and electronic record.	7 years	Destroy
11-20-00	Manual Warrant (MW) Usage: to request and record a manual check. Includes file copy, supporting documentation and electronic record.	7 years	Destroy
11-21-00	Federal Aid Master Transaction (FM) Usage: to establish and record a new federal grant program. Includes file copy, supporting documentation and electronic record.	7 years	Destroy
	BANK RECORDS		
11-22-00	Bank Statement and Reconciliation Statement reflecting the status of an agency's account.	7 years	Destroy

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11-23-00	Check File		
11-23-01	Check File - Cancelled Checks, Voided Checks, Bounced Checks, Lost Check References and copies of Request for Stop Payment forms sent to JCCU.	7 years	Destroy
11-23-02	Check File - Check Register Contains: reconciliation sheet, outstanding check lists, and copies of issued/received checks and check stubs.	7 years	Destroy
11-23-03	Bank signature cards	7 years from date of execution of card	Destroy
11-24-00	Deposit Slip (Bank) and armored car receipt	7 years	Destroy
11-25-00	Bank debit / credit memos and advices	7 years	Destroy
	Books of Account		
11-26-00	Account Cards A card is prepared for each case in which security has been posted against the cost. This series succeeds the security cards.	7 years	Destroy

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11-27-00	<p>Journal - Daily Receipts</p> <p>Book of original entry. This includes: journals, books, computer reports, registers, cash receipts, and copies of daily receipt and reconciliation reports that go into the NJCFS General ledger system or that back up transmittals to the State Treasurer. It includes also criminal fee processing and other criminal financial records.</p>	7 years	Destroy
11-28-00	<p>Ledger - General Ledger (Central Office)</p> <p>The general ledger is a transactional database kept by the central office of the Judiciary based upon NJCFS transactions. Central control of open and closed accounts.</p>	Permanent	Permanent
11-29-00	<p>Ledger - Subsidiary</p> <p>Daily transactions that are verified against the controlling accounts in the General Ledger.</p>	7 years	Destroy
11-30-00	<p>Reconciliation Reports</p> <p>Daily and Monthly reports for all automated state and local financial processing systems --ACSES, ACMS, CABS, CAPS, FACTS, etc.</p>	7 years	Destroy

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11-30-50	Bail Records Bail records are currently recorded on the Criminal Automated Bail System (CABS)		
11-30-51	Bail Recognizances	7 years	Destroy
11-30-52	Bail Cards	7 years	Destroy
11-30-53	Bail Set Slips/Cards	7 years	Destroy
11-30-54	Bail Bond Record Book	7 years	Destroy
11-30-55	Bail Docket	Permanent	Permanent
11-30-56	Bail Discharge Forms	7 years	Destroy
11-30-57	Affidavits - Return of Cash	7 years	Destroy
11-30-58	Notices of Forfeiture, Cash Bail	7 years	Destroy
11-30-59	Notices of Forfeit / Sureties & Copies. Notifying Administrative Office of the Courts and the Department of Insurance of nonpayment of sureties.	7 years	Destroy

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	BUDGET RECORDS		
11-31-00	Budget Appropriation Handbook (Copy) Indicates the amount of funds allocated for a department's daily operations during a fiscal year. Original retained by the Department of the Treasury.		
11-31-01	Budget Appropriation Handbook - Departmental (Copy)	3 years	Destroy
11-32-00	Budget Planning Documents - Departmental, Divisional, and Subdivisional (Copy) Annually prepared planning documents which include: Program Justification (BB 101), Fiscal and Position Request (BB 102), Revenue Statement (BB 103), Revolving Funds (BB 103A), Evaluation Data, Position Data, and Affirmative Action Data (BB 104 [Diskette]), Priority Request (PD 206), Appropriations Data - Minor Object Detail (IPB Report - IBN311OR [Diskette]), Personnel Data (IPB Report - 1739A), objectives and program descriptions, organization charts, and supporting documentation. Original retained by the Department of the Treasury, Office of Management and Budget.	3 years	Destroy

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11-33-00	<p>Budget Request - Departmental (Copy)</p> <p>Annual request made to the Department of the Treasury for the allocation of funds for operations during the upcoming fiscal year. Original retained by the Department of the Treasury.</p>		
11-33-01	Budget Request - Departmental (Copy)	3 years	Destroy
11-33-02	Budget Request - Departmental Work Papers	3 years	Destroy
11-34-00	<p>Budget Request - Divisional and Subdivisional (Copy)</p> <p>Annual request made to the department's fiscal office for the allocation of funds for operations during the upcoming fiscal year. Original retained by the Department of the Treasury.</p>		
11-34-01	Budget Request - Divisional and Subdivisional (Copy)	3 years	Destroy
11-34-02	Budget Request - Divisional and Subdivisional (Additional Copy)	1 year	Destroy
11-34-03	Budget Request - Divisional and Subdivisional Work papers	3 years	Destroy

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	MISCELLANEOUS FINANCIAL RECORDS		
11-35-00	Audit Reports		
11-35-01	State Agency copy of report prepared by the Office of Legislative Services (OLS), Office of the State Auditor. (Original retained by OLS.)	3 years	Destroy
11-35-02	State Agency copy of report prepared by a non-state auditor.	Permanent	Permanent
11-35-03	Internal Audit Report - Original (The original report is maintained by the Internal Audit Office.)	7 years	Destroy
11-35-04	Internal Audit Report - Copy	3 years	Destroy
11-36-00	Grant File Agreements between state agencies and federal, state, and private institutions for the award of monies to finance operations for state, county, municipal, or private agencies.		
11-36-01	Grant File - Approved (Original) File pertains to original documentation for a state agency receiving federal grant monies or for a state agency issuing grant monies.	7 years	Destroy

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11-36-02	Grant File - Denied (Original and Copy)	3 years	Destroy
11-37-00	Off-System Funds/Non-Appropriated Accounts File State agency funds not appropriated by the State Treasurer. File contains: transaction records, receipts/expenditures, banking records, Division of Investment - Fund Investment Reports (copy), and supporting documentation.	7 years	Destroy
	OTHER		
11-38-00	Request forms to Judicial Cash Control Unit (JCCU) for funding of local disbursement accounts	7 years	Destroy
11-39-00	Escheat Funds Detail file containing reports and information regarding the transfer of unclaimed monies to the State Treasurer	Permanent	Permanent
11-40-00	Monthly reports JCCU - 004 (copy)	3 years	Destroy
11-41-00	Probation Individual Payment Histories These are manually recorded individual payment histories for fines, fees, restitution and support payment made. Includes dates and list of all payments made, check number, balance, receipt copy, etc. which predate the Automated Child Support Enforcement Systems (ACSES) and Comprehensive Adult Probation System (CAPS).	20 years from last payment recorded	Destroy

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SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
11-42-00	Batch Slips	1 year	Destroy
11-43-00	Reports on Filing Fee Revenues and / or statistics.	10 years	Destroy
11-44-00	Reports that support the receipt of monies by the court and / or monies owed to the court by attorneys or the general public. Examples could be but are not limited to: NSF computer reports that reflect money due to the courts; computer reports that reflect miscellaneous receipts (writs, copies, exemplifications, etc.); computer reports that track court officer receipts or disbursements.	7 years	Destroy

HISTORICAL NOTE:

This schedule contains a compilation of items from the following schedules:

- Financial Records - Management Services
- State of New Jersey - General Schedule
- Law Division - Civil
- Law Division - Criminal
- Law Division - Special Civil Part
- Probation

Supplement to Directive #03-01 (dated March 7, 2017) revised the schedule as follows:

Series #11-27-00, Journal -- Daily Receipts, revised to add criminal fee processing and other criminal financial records. Formerly, this provision was cross referenced in the Law Division - Criminal Retention Schedule #18, Record Series #18-07-00.

Series #11-30-50 through 11-30-59, Bail Records, added. Formerly, these provisions were specified in the Law Division - Criminal Retention Schedule #18, Record Series #18-02-00 through 18-02-09.

Directive #06-14 (dated October 24, 2014) revised the schedule as follows:

Series #11-42-00, Batch Slips, formerly had a retention period of 7 years.