

<b>JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE</b>		SCHEDULE: <b>LAW DIVISION - CRIMINAL</b>	
<b>DIRECTIVE #3-01</b>		DATE: <b>March 16, 2001 REVISED: March 7, 2017 (by Supplement to Directive 03-01)</b>	
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
18-01-00	Indictments, Accusations & State Grand Jury Indictments (see Series 18-05-00)		
18-02-00 through 18-02-09	Bail Records (Transferred to Schedule #11, Financial Records)		
18-03-00	Bench Warrants Book dismissed by court (Deleted)		
18-04-00	Calendars (Merged with Series 18-10-00)		
18-05-00	<b>Case Files (Closed)</b> A case file may contain but is not limited to: Indictments, Appeals, Judgment of Conviction, Verdict Sheet, Violation of Probation, Presentence Investigation and Pretrial Intervention Reports, Pre and Post-Conviction Motions, any and all Orders, copies of Complaints, Drug Court files, etc.	50 years from year of indictment	Destroy
18-05-01	Capital Cases (Merged with Series 18-05-00) <b>Note:</b> Capital case designation deleted since capital punishment was repealed December 17, 2007.		

SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
18-05-02	First and Second Degree Convictions (Merged with Series 18-05-00)		
18-05-03	Third and Fourth Degree Convictions (Merged with Series 18-05-00)		
18-05-04	Complaints Disposed by Superior Court by Dismissal, Plea, Conditional Discharge	6 years	Destroy
18-05-05	Municipal Appeal Case Files	5 years	Destroy
18-05-06	Expunged Case Files	50 years from year of expungement	Destroy
18-06-00	Complaints (Copies) Copies of complaints submitted as per Court Rule 3:2-1 (Merged with Series 18-05-00)		
18-07-00	Fee Processing and other financial records (Transferred to Retention Schedule #11, Financial Records)		
18-08-00	Control Sheets / Books (Deleted)		
18-09-00	Docket and/or Index Books	50 years	Destroy
18-10-00	Minute Books, Worksheets and/or Calendars (Hard copies of internal working documents)	5 years	Destroy
18-11-00	Extradition Orders	1 year	Destroy
18-12-00	Monthly Reports to AOC, statistical (copy) (Deleted)		

SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
18-13-00	Search Warrants	20 years from date of issuance	Destroy
18-13-05	Wiretap Applications and Orders (and other related matters stored by the Wiretap Judge including, but not limited to Communication Data Warrants (CDWs), etc.	See Retention Schedule #08, Criminal Practice, Record Series #08-03-00.	
18-14-00	Gun Permit Appeals and/or Dealer Licenses	6 years	Destroy
18-15-00	<b>Presentence Investigations</b>		
18-15-01	Presentence Investigations -- Criminal (Merged with Series 18-05-00)		
18-15-02	Municipal Presentence Investigations	5 years from date of hearing	Destroy
18-16-00	<b>PRE TRIAL SERVICES UNIT</b> -- Pre-Trial Intervention Report (Merged with Series 18-05-00)		
18-16-10	<b>Pre-Indictment Case Files</b> (Merged with Series 18-05-00)		
18-16-11	Rejected Cases (Merged with Series 18-05-00)		
18-16-12	Accepted Cases (Merged with Series 18-05-00)		

SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
18-16-20	<b>Post Indictment Case Files</b> (Merged with Series 18-05-00)		
18-16-21	Rejected Cases (Merged with Series 18-05-00)		
18-16-22	Accepted Cases (Merged with Series 18-05-00)		
18-16-30	Post Indictment and Pre-Indictment Case File Cards (Deleted)		
18-16-40	Post Indictment and Pre-Indictment Daily Record Ledgers (Deleted)		
18-17-00	Treatment Assessment and Services for the Courts (TASC) Drug and Alcohol Evaluations (Substance Abuse Evaluator copy)	7 years	Destroy
18-19-00	Sexually Violent Predator Records/Case Files	50 years from year of indictment	Destroy
18-21-00	Registration and Community Notification Law (Megan's Law) Case Files	50 years from year of tier determination or upon granting of the motion to terminate the obligation to register	Destroy

## **HISTORICAL NOTE:**

This schedule is a compilation of relevant items from the following retention schedule(s):

COUNTY CLERK - JUDICIAL - CRIMINAL  
PRETRIAL SERVICES UNIT  
COUNTY CLERK - CIVIL

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

Series #18-01-00, Indictments, Accusations and State Grand Jury Indictments, revised to add cross reference.

Series #18-02-00 through 18-02-09, regarding bail records, transferred to Retention Schedule #11, Financial Records.

Series #18-03-00, Bench Warrants Book dismissed by court, was deleted.

Series #18-04-00, Calendars, was merged with Series #18-10-00, Minute Books and Worksheets and the retention period was increased from 3 (three) years to 5 (five) years.

Series #18-05-00, Case Files, was revised to eliminate retention based on the degree of crime and to require all case files be retained 50 years from year of indictment. Therefore, Series #18-05-01, #18-05-02 and #18-05-03 have been merged into Series #18-05-00, Case Files. Series #18-05-01 had required a permanent retention for capital cases. To align with the repeal of capital punishment and the fact that these cases have been commuted to life sentences, this category was merged with Series #18-05-00. The retention period for first and second degree convictions was 40 (forty) years after disposition under Series #18-05-02, and the retention period for third and fourth degree convictions was 20 (twenty) years after disposition under series #18-05-03. In addition, the definition of what may be contained in a case file was amended to remove expungements and to add presentence investigation and pre-trial intervention reports, pre and post conviction motions, any and all Orders, copies of complaints and closed drug court case files. Specifications for Krol hearing decisions, Notice of Appeal, In Forma Pauperis (UDIR) and Post-Conviction Relief files were deleted.

Series #18-05-04, Dismissals, was revised to more accurately describe the record, specifically, complaints disposed by Superior Court by dismissal, plea, conditional discharge and to increase the retention period from 5 (five) years after disposition to 6 (six) years to align with the retention requirement for the same record as specified in Retention Schedule #22, Municipal Courts.

Series #18-05-06, Municipal Expungement Case Files, was revised to delete the designation of municipal and to require a retention period of 50 (fifty) years from year of expungement for all expunged case files, whether from Municipal or Superior Court.

Series #18-06-00, Complaints (copies), was merged with series #18-05-00, Case Files.

Series #18-07-00, Fee Processing and other financial records, was transferred to Retention Schedule #11, Financial Records.

Series #18-08-00, Control Sheets/Books, was deleted.

Series #18-09-00, Dockets and/or Index Books, was amended to reduce the retention period from permanent to 50 (fifty) years.

Series #18-10-00, Minute Books and Worksheets, was amended to include calendars and to reduce the retention period for minute books and worksheets from 10 (ten) years to 5 (five) years and to increase the retention period for calendars from 3 (three) years to 5 (five) years.

Series #18-11-00, Extradition Orders, was revised to reduce the retention period from 20 (twenty) years to 1 (one) year.

Series #18-12-00, Monthly Reports to AOC, statistical (copy), was deleted.

Series #18-13-00, Search Warrants, was revised to delete the detailed record description and the reference regarding checking with the prosecutor to verify case disposition.

Series #18-13-05, Wiretap Applications and Orders, was added to provide a cross reference.

Series #18-14-00, Gun Permits, was revised to specify that the requirement applies to appeals and/or dealer licenses and to increase the retention period from 2 (two) years to 6 (six) years.

Series #18-15-01, Criminal Presentence Investigations, was merged with Series #18-05-00, Case Files, to require a retention period of 50

Series #18-15-02 was revised to clarify record title.

Series #18-16-00, 18-16-10, 18-16-11, 18-16-12, 18-16-20, 18-16-21, 18-16-22, regarding Pre-Indictment and Post-Indictment case files was merged with Series #18-05-00, Case Files, to increase the retention period to 50 (fifty) years from year of indictment. Formerly, the retention period for pre-indicted rejected cases was 1 (one) year and 6 (six) years for accepted cases. The retention period for post-indicted rejected cases was 3 (three) years and 6 (six) years for accepted cases.

Series #18-16-30, Post-Indictment and Pre-Indictment Case File Cards, was deleted. Formerly, they were retained 10 (ten) years.

Series #18-16-40, Post-Indictment and Pre-Indictment Daily Record Ledgers, was deleted. Formerly, they were retained 10 (ten) years.

Series #18-17-00, Treatment Assessment and Services for the Courts (TASC) Drug and Alcohol Evaluations, was revised to add the designation of "substance abuse evaluator copy" and to reduce the retention period from 20 (twenty) years to 7 (seven) years.

Series #18-19-00, Sexually Violent Predator Records/Case Files, was added to require retention for 50 (fifty) years from year of indictment.

Series #18-21-00, Registration and Community Notification Law (Megan's Law) Case Files, was added to require a retention period of 50 (fifty) years from year of tier determination or upon granting of the motion to terminate the obligation to register. Formerly, Megan's Law case files were specified under records series #17-05-00 in the Law Division – Civil Part Retention Schedule #17 with a required retention of 20 (twenty) years.

Purge List was deleted.