

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: PROBATION SERVICES -- AOC	
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
	JUVENILE		
28-01-00	Interstate Compact Cases		
28-01-01	Requests for investigation / transfer	One (1) year from date of receipt	Destroy
28-01-02	Interstate correspondence Rejection / acceptance letters, progress reports, violations of probation	Forward all correspondence to the counties.	
28-01-03	Problem Interstate Compact Case Files	One (1) year from date of action	Destroy
28-01-04	Case material on Juvenile absconders and runaways	One (1) year	Destroy
28-02-00	Probationer Travel Permit forms	One (1) year	Destroy

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	CHILD SUPPORT ENFORCEMENT		
28-03-00	Uniform Interstate Family Support Act (UIFSA) Interstate Complaint Letters - incoming & outgoing	3 years	Destroy
28-04-00	Advanced Planning Documents		
28-04-01	Originals	7 years	Destroy
28-04-02	Drafts	1 year	Destroy
28-04-03	Copies	As updated	Destroy
28-05-00	Cooperative Agreements	7 years	Destroy
28-06-00	Federal Audit Reports	3 years after audit is completed	Destroy
28-07-00	State Audit Reports	3 years after audit is completed	Destroy
28-08-00	Child Support Statistical Reports	7 years	Destroy
28-09-00	Quarterly Personnel & Expenditure Reports	10 years	Destroy

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28-10-00	Intensive Supervision Program (ISP)		
28-10-01	ISP Graduate case files Consist of: ISP Application, Referral Sheet, Sentencing Fact Sheet, Intake Record, Multiple Indictment Worksheet, and Judgment of Conviction and Order for Commitment	10 years after the case is closed	Destroy
28-10-02	ISP Violation case files Consist of: ISP Application, Ineligibility letter, ISP Rejection Memo, Referral Sheet, Sentencing Fact Sheet, Intake Record, Multiple Indictment Worksheet, and Judgment of Conviction and Order for Commitment	10 years after the case is closed	Destroy
28-10-03	Ineligible applicant case files Consist of: ISP Application, Ineligibility letter, ISP Rejection Memo, Referral Sheet, Sentencing Fact Sheet, Intake Record, Multiple Indictment Worksheet, and Judgment of Conviction and Order for Commitment	1 year after ineligibility determined	Destroy
28-10-04	ISP Database	Permanent	Permanent
28-10-05	Calendars	1 year	Destroy
28-11-00	Juvenile Intensive Supervision Program (JISP)		
28-11-01	JISP - Court orders allowing participation in the Juvenile Intensive Supervision Program	10 years after the case is closed	Destroy
28-11-02	JISP Database	Permanent	Permanent

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28-11-03	JISP Graduate case files	10 years after the case is closed	Destroy
28-11-04	JISP Violation case files	10 years after the case is closed	Destroy
28-11-05	Ineligible applicant case files	1 year after ineligibility determined	Destroy
28-12-00	Adult Supervision Monthly Statistical Reports	5 years	Destroy
28-13-00	Community Service Monthly Statistical Reports	5 years	Destroy

HISTORICAL NOTE:

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

- ? Administrative Office of the Courts - Probation-Administration (Rev. 1/26 /83)
- ? Administrative Office of the Courts - Probation-Training (Rev. 1/26 /83)
- ? Administrative Office of the Courts - Probation-Child Support Enforcement (Rev.1/26 /83)
- ? Intensive Supervision Program