

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: SUPREME COURT	
DIRECTIVE #03-01		DATE: Issued: March 16, 2001 REVISED: August 14, 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
	The records designated as permanent can be held either in hard copy, microfilm or digital images.		
35-01-00	Briefs, Appendices and Transcripts		
35-01-01	Appeals, petitions for certification and petitions for review (Public) -- microfilmed records maintained by State Law Library	100 years	Microfilmed at least one year after disposition
35-01-02	Appeals, petitions for certification and petitions for review (Impounded) -- microfilmed records maintained by Clerk's Office	100 years	Microfilmed at least one year after disposition
35-01-03	Attorney / Judicial Disciplinaries (Impounded) -- For section on disciplinary case files see Series 35-02-03	100 years	Destroy
35-01-04	Supreme Court Oral Argument Tapes (Transferred to Retention Schedule #7, Court Reporting)		
35-01-05	Law Clerk Bench Memoranda	10 years	Destroy

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SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
35-01-06	Exhibits	One (1) year	Destroy
35-02-00	Paper, Microfilm and Electronic Case Files		
35-02-01	Public case files (includes appeals, petitions for certification, petitions for review, motions, and public disciplinaries)	100 years	Destroy
35-02-02	Impounded case files (Includes appeals, petitions for certification, petitions for review and motions) -- microfilm retained by Clerk's Office	100 years	Destroy
35-02-03	Impounded disciplinary files -- microfilm retained by Clerk's Office	100 years	Destroy
35-03-00	Docket Books / Records		
35-03-01	Bound Docket Books (1948 - 1972)	Permanent	Permanent in book form
35-03-02	Loose-leaf Docket Books (1972 - 1987)	Permanent	Permanent
35-03-03	Computerized Docket (1987 - present)	Permanent	Permanent

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SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
35-03-04	Case Management Database (Supreme Court Case Management System (CMS))	Permanent	Permanent
35-04-00	Indices		
35-04-01	Loose-leaf Index Books (1948 - 1972)	Permanent	Permanent
35-04-02	Index Cards (1972 - 1987) (Deleted)		
35-04-03	Computerized Indices (1987 - present)	Permanent	Permanent
35-05-00	Administrative Orders		
35-05-01	Supreme Court Administrative Orders (1948 to Present) Historical note: First Administrative Order governed by this Series begins in 1948.	100 years	Destroy
35-05-02	Administrative Order Index (1948 - 1972) (Deleted)		

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35-05-03	Administrative Order Index (1972 - 1996) -- loose-leaf binders (Deleted)		
35-05-04	Administrative Order Index (1996 - present) (Computerized database)	Permanent	Permanent
35-06-00	Bar Admissions		
35-06-01	Bar Applicant files (includes application; law school certificate; fingerprints; character committee records; related documents) (Impounded)	35 years	Destroy
35-06-02	Bar Applicant Test Booklets	Sixty (60) days after release of bar examination results	Destroy
35-06-03	Incomplete Applicant files (candidates who withdraw prior to taking bar examination)	Three years	Destroy
35-06-04	Foreign Attorney files; unsuccessful applicants (1974 - 1976) (Deleted)		
35-06-05	Bar Applicant Cards (1972 - 1987)	35 years	Destroy

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35-06-06	Bar Applicant Data (1987 - 1998) -- mainframe computer system	Permanent	Permanent
35-06-07	Bar Applicant Data (1998 - present) -- personal computer system	Permanent	Permanent
35-07-00	Roll of Attorney Signatures		
35-07-01	Attorney Rolls (pre-1900)	Permanent	Permanent Transferred to Division of Archives
35-07-02	Attorney Rolls (1900 - 1941) (paper scrolls)	Permanent	Permanent Transferred to Division of Archives in 2000
35-07-03	Attorney Rolls (1941 - 1984) (Signature Books)	Permanent	Permanent
35-07-04	Attorney Signature Cards (1984 - present)	Permanent (Paper is scanned into computer database, but is not destroyed)	Permanent

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SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
35-08-00	Board on Attorney Certification		
35-08-01	Certified Attorney files (original application & reapplications) (Impounded)	15 years	Destroy
35-08-02	Ineligible applicant files (Impounded)	Five years after last action	Destroy
35-08-03	Certified Attorney files (Pleadings related to malpractice and/or ethics grievances only)	50 years	Destroy
35-08-04	Certified Attorney Cards	Permanent	Permanent
35-08-05	Certified Attorney Computer Data (BAC Fox Pro database)	Permanent	Permanent
35-08-06	Certified Attorney Exam Drafts, Final Questions and Answers and Grading Sheets	50 years	Destroy
35-08-07	Certified Attorney Exam Answer Books	One year	Destroy
35-08-08	Board Meeting Minutes and Agendas	75 years	Destroy
35-08-09	Reports to Supreme Court (regarding Rule and Regulation changes or Fee Schedules and Budget)	75 years	Destroy
35-08-10	Chronological Files (including certification approval letters)	5 years	Destroy

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SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
35-08-60	Board on Continuing Legal Education		
35-08-61	Per Course Applications	One year	Destroy
35-08-62	Approved Provider Applications	Three years	Destroy
35-08-63	Semiannual Reports	Three years	Destroy
35-08-64	Compliance Reporting Records (paper)	10 years	Destroy
35-08-65	Waiver Requests	10 years	Destroy
35-08-66	Extension Requests	Four years	Destroy
35-08-67	Board Meeting Minutes and Agendas	75 years	Destroy
35-08-68	Reports to Supreme Court (regarding Rule and Regulation Changes or Fee Schedules and Budget)	75 years	Destroy
35-08-69	Chronological Files (including provider approval letters)	5 years	Destroy
35-08-70	Computer Data Related to the Board (CLE database and CAMS/Attorney Registration)	Permanent	Permanent
35-09-00	Professional Corporations/LLCs/LLPs		
35-09-01	Annual certificate of insurance	Five years	Destroy

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SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
35-10-00	Administrative Operations -- Attendance (Deleted)		
35-10-01	Attendance records (daily attendance report, biweekly signature report, & attendance detail report) (Deleted)		
35-10-02	Yearly attendance/schedule book (Deleted)		
35-11-00	Administrative Operations -- Miscellaneous		
35-11-01	Court Distribution Logs (Impounded)	One Year	Destroy
35-11-02	Mode Assignment Books (1972 - 1998)	Permanent	Permanent
35-11-03	Mode Assignment System (Computerized) (1998 & up)	Permanent	Permanent
35-12-00	Statistical Reports		
35-12-01	Weekly, Monthly and Annual Reports	Permanent	Permanent

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35-12-02	Ad Hoc Reports	Destroy unless Court directs that report be retained on computer per ISD archival schedule	Destroy unless Court directs that report be retained on computer per ISD archival schedule
35-12-03	Supreme Court opinions maintained for statistical reports	One year after completion of term in which opinion rendered	Destroy
35-13-00	Financial Records (See Retention Schedule #11, Financial Records)		
35-14-00	Records of Former Courts (pre-1948 Court System) (See Retention Schedule #34, Superior Court Clerk's Office)		

HISTORICAL NOTE:

This schedule is a compilation of items from the following schedule(s):
Supreme Court (Rev. 1/20/82)

Supplement to Directive #03-01 (dated August 14, 2017) revised the schedule as follows:

Notation revised to specify that records designated as permanent can be held either in hard copy, microfilm or digital images.

Series #35-01-00, Briefs, Appendices and Transcripts, revised to delete audio tapes.

Series #35-01-01, Appeals and petitions for certification (Public), revised to add petitions for review. In addition, the retention period was reduced from permanent to 100 (one hundred) years.

Series #35-01-02, Appeals and petitions for certification (Impounded), revised to add petitions for review. In addition, the retention period was reduced from permanent to 100 (one hundred) years.

Series #35-01-03, Attorney / Judicial Disciplinaries (Impounded), revised to reduce retention period from permanent to 100 (one hundred) years.

Series #35-01-04, Supreme Court Oral Argument Tapes, was transferred to Retention Schedule #7, Court Reporting, to require retention for 3 (three) years.

Series #35-01-05, Law Clerk Bench Memoranda, revised to reduce retention period from permanent to 10 (ten) years.

Series #35-01-06, Exhibits, revised to require retention for 1 (one) year. Formerly, exhibits were to be made available to counsel no earlier than thirty (30) days after final disposition of the appeal; if counsel did not reclaim, exhibits were destroyed.

Series #35-02-00, Case Files, renamed "Paper, Microfilm and Electronic Case Files."

Series #35-02-01, Public Case Files, revised to add petitions for review and to reduce retention period for public case files (including appeals, petitions for certification, petitions for review, motions, and public disciplinaries) from permanent to 100 (one hundred) years.

Series #35-02-02, Impounded Case Files, revised to add petitions for review and to reduce retention period for impounded case files (including appeals, petitions for certification, petitions for review and motions) from permanent to 100 (one hundred) years.

Series #35-02-03, Impounded disciplinary files, revised to reduce retention period from permanent to 100 (one hundred) years.

Series #35-03-04, Case Management Database (Supreme Court Case Management System (CMS)), added to require permanent retention.

Series #35-04-02, Index Cards (1972 -- 1987), deleted. These cards have been integrated into computerized system where they are retained permanently.

Series #35-05-01, Supreme Court Administrative Orders, revised to specify that retention requirement applies to the first Supreme Court Administrative Order of 1948 to the present. In addition, the retention period was reduced from permanent to 100 (one hundred) years.

Series #35-05-02, Administrative Order Index (1948 -- 1972), deleted. Formerly, retained permanently.

Series #35-05-03, Administrative Order Index (1972 -- 1996) -- loose leaf binders, deleted. Formerly, retained permanently.

Series #35-06-04, Foreign Attorney files; unsuccessful applicants (1974 -- 1976), deleted. Formerly, destroyed with no retention specified.

Series #35-06-05, Bar Applicant Cards (1972 -- 1987), revised to reduce retention period from permanent to 35 (thirty-five) years.

Series #35-07-02, Attorney Rolls (1900 – 1941) (paper scrolls), revised to specify that these records were transferred to Division of Archives in 2000.

Series #35-08-00, Attorney Certification Records, renamed "Board on Attorney Certification."

Series #35-08-01, Certified Attorney Files (original application and reapplications) (Impounded), revised to reduce retention period from permanent to 15 (fifteen) years.

Series # 35-08-03, Certified Attorney files (Pleadings related to malpractice and/or ethics grievances only) added to require retention for 50 (fifty) years. Formerly, all certified attorney files (original application and reapplications) were retained permanently.

Series #35-08-04, Certified Attorney Cards, added to require permanent retention.

Series #35-08-05, Certified Attorney Computer Data (BAC Fox Pro database), added to require permanent retention.

Series #35-08-06, Certified Attorney Exam Drafts, Final Questions and Answers and Grading Sheets, added to require retention for 50 (fifty) years.

Series #35-08-07, Certified Attorney Exam Answer Books, added to require retention for 1 (one) year.

Series #35-08-08, Board Meeting Minutes and Agendas, added to require retention for 75 (seventy-five) years.

Series #35-08-09, Reports to Supreme Court (regarding Rule and Regulation changes or Fee Schedules and Budget), added to require such Board on Attorney Certification reports be retained for 75 (seventy-five) years.

Series #35-08-10, Chronological Files (including certification approval letters) of the Board on Attorney Certification, added to require retention for 5 (five) years.

Series #35-08-60, Board on Continuing Legal Education, added.

Series #35-08-61, Per Course Applications, added to require retention for 1 (one) year.

Series #35-08-62, Approved Provider Applications, added to require retention for 3 (three) years.

Series #35-08-63, Semiannual Reports, added to require Board on Continuing Legal Education semiannual reports be retained for 3 (three) years.

Series #35-08-64, Compliance Reporting Records (paper), added to require Board on Continuing Legal Education paper compliance reporting records be retained for 10 (ten) years.

Series #35-08-65, Waiver Requests, added to require retention for 10 (ten) years.

Series #35-08-66, Extension Requests, added to require retention for 4 (four) years.

Series #35-08-67, Board Meeting Minutes and Agendas, added to require retention for 75 (seventy-five) years.

Series #35-08-68, Reports to Supreme Court (regarding Rule and Regulation Changes or Fee Schedules and Budget), added to require such Board on Continuing Legal Education reports be retained for 75 (seventy-five) years.

Series #35-08-69, Chronological Files (including provider approval letters) of the Board on Continuing Legal Education, added to require retention for 5 (five) years.

Series #35-08-70, Computer Data Related to the Board (CLE database and CAMS/Attorney Registration), added to require permanent retention.

Series #35-10-00 through #35-10-02 regarding Administrative Operations -- Attendance, deleted.

Series #35-14-00, Records of Former Courts (pre-1948 Court System), added to provide cross-reference to Retention Schedule #34, Superior Court Clerk's Office.

Directive #08-13 revised the schedule as follows: Series # 35-06-01, Bar Applicant Files, previously had a permanent retention period.