

<b>JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE</b>	SCHEDULE: <b>JUDICIAL EDUCATION</b>
<b>DIRECTIVE #3-01</b>	DATE: <b>March 16, 2001</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
13-01-00	Legal Intern Program Contains record copies of petitions submitted by various offices or agencies to the Supreme Court requesting approval for legal intern programs, whereby third year law students are allowed to practice law, appearing before a trial court or agency. Also contains annually updated lists of law students participating in the program as well as the nature of their assignments. See, Rules of General Application 1:21-3(c) in Rules Governing the Courts of New Jersey.	3 years	Destroy
13-02-00	<b>REQUEST FORMS</b> Various request forms returned to Judicial Education in conjunction with booking arrangements for various seminars, meetings, and conferences.		
13-02-01	Committee Meeting Reservation/Confirmation	1 year after date of meeting	Destroy

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13-02-02	Audiovisual Equipment/Materials Request Request form for audiovisual equipment as well as publications and materials.	Until equipment is returned	Destroy
13-03-00	Transcripts - In-State Seminars and Conferences Verbatim transcripts prepared by court reporters of various in-state seminars and conferences including the Judicial Conference of New Jersey. See, Rules of General Application 1:35-1 in Rules Governing the Courts of New Jersey.	Permanent	Permanent
13-04-00	Reference material, course material	Periodic review	Destroy
13-05-00	Films and video tapes	Periodic review	Destroy
13-06-00	Film Information File - Lists who has film, when due, description of film.	As updated	Destroy
13-07-00	Certified Public Manager Program File (CPM) (Copy) File contains: Application for CPM Program: Levels I - VI, Waiver for CPM Classes, Recommendation for CPM Classes, and Supporting documentation.	5 Years	Destroy

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**HISTORICAL NOTE:**

This schedule is a compilation of items from the following schedules:  
 ? Judicial Education