

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: LAW DIVISION - CRIMINAL	
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
18-01-00	Indictments, Accusations & State Grand Jury Indictments	See Item 18-05-00, CASE FILES for retention.	
18-02-00	BAIL RECORDS Bail records are currently recorded on the Criminal Automated Bail System (CABS)		
18-02-01	Bail Recognizances	7 years	Destroy
18-02-02	Bail Cards	7 years	Destroy
18-02-03	Bail Set Slips/Cards	7 years	Destroy
18-02-04	Bail Bond Record Book	7 years	Destroy
18-02-05	Bail Docket	Permanent	Permanent
18-02-06	Bail Discharge Forms	7 years	Destroy
18-02-07	Affidavits-Return of Cash	7 years	Destroy
18-02-08	Notices of Forfeiture, Cash Bail	7 years	Destroy
18-02-09	Notices of Forfeit / Sureties & Copies. Notifying Administrative Office of the Courts and the Department of Insurance of non-payment of sureties.	7 years	Destroy

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18-03-00	Bench Warrants Book dismissed by court	7 years	Destroy
18-04-00	Calendars (not if file=by judge/proceeding)	3 years	Destroy
18-05-00	Case Files A case file may contain but is not limited to: Indictments, Appeals, Expungements, Krol hearing decisions, Judgment of Conviction, Notice of Appeal, In forma Pauperis (UDIR), Verdict Sheet, Violation of Probation, Post-Conviction Relief Files, etc.	Purge ** case file one year after termination of the appeal period or disposition of the appeal provided no filings have occurred in the prior six (6) months.	With the exception of capital and Municipal appeal cases, the retention of a case is based upon the final disposition. See items 18-05-02 to 18-05-04.
18-05-01	Capital Cases	Purge ** / Permanent	Permanent
18-05-02	First and Second Degree Convictions	Purge ** / 40 years after disposition	Destroy
18-05-03	Third and Fourth Degree Convictions	Purge **/ 20 years after disposition	Destroy
18-05-04	Dismissals	5 years after disposition	Destroy
18-05-05	Municipal Appeal Case Files	5 years	Destroy
18-05-06	Municipal Expungement Case Files	20 years	Destroy
18-06-00	Complaints (Copies) Copies of complaints submitted as per Court Rule 3:2-1	1 year	Destroy

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18-07-00	Fee Processing and other financial records	See FINANCIAL RECORDS schedule	
18-08-00	Control Sheets / Books (In-house reference guide to all complaints, commitments, appeals, indictments, Forfeiture of bail, Krol, Post Conviction relief, search warrants, motions and statistics)	1 year after final judgment	Destroy
18-09-00	Docket and/or Index Books The method used to index and docket cases changed over the years. Methods used include: written entries in books, index cards, computer systems and other electronic media, etc. The PROMIS GAVEL System is currently used to index and docket criminal cases. The retention schedule applies to the record type regardless of the medium used.	Permanent	Permanent
18-10-00	Minute Books and Worksheets	10 years	Destroy
18-11-00	Extradition Orders	20 years	Destroy
18-12-00	Monthly Reports to AOC, statistical (<u>copy</u>)	1 year	Destroy
18-13-00	Search Warrants (Municipal, Homicide, Non Homicide) File includes: affidavits, transcripts or summary of any oral testimony, search warrant, return and inventory and any original tape or stenographic recording. Record copy is maintained in the Prosecutor's case files.	20 years from date of issuance / Check with Prosecutor to verify case disposition	Destroy

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18-14-00	Gun Permits	2 years	Destroy
18-15-00	Presentence Investigations		
18-15-01	Presentence Investigations -Criminal	20 years	Destroy
18-15-02	Presentence Investigations - Municipal	5 years from date of hearing	Destroy
18-16-00	PRE TRIAL SERVICES UNIT - (PTI)		
18-16-10	Pre-Indictment Case Files may contain: Application, Participation Agreement and release, Copy of rejection or copy of acceptance report, (depending on circumstances) Standard Conditions of Participation, Copies of Postponement and Dismissal Orders, Copy of Termination Order, Correspondence		
18-16-11	Rejected Cases	1 year	Destroy
18-16-12	Accepted Cases	6 years after dismissal of charges or termination unless in litigation *	Destroy
18-16-20	Post Indictment Case Files may contain: Application, Participation agreement and release, Copy of 25- or 30-day order, Copy of rejection or acceptance report, (depending on circumstances) Standard Conditions of participation, Copy of termination order, Correspondence		

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18-16-21	Rejected Cases	3 years *	Destroy
18-16-22	Accepted Cases	6 years after dismissal of charges or termination unless in litigation *	Destroy
18-16-30	Post Indictment and Pre-Indictment Case File Cards contain: PTI File number, name and address of applicant, Indictment number or Municipal Court Complaint number, arrest date, counselor assigned, disposition of case, status of case, DOB, AKA, Maiden Name, State PTI number, prior supervisory treatment, application withdrawn, etc.	10 years	Destroy
18-16-40	Post Indictment and Pre Indictment Daily Record Ledgers contain: Daily Record of Applications received, date received, defendant's name, Indictment or Municipal Complaint number, arraignment date, name of municipal court, PTI file number, date of 25-day postponement, status.	10 years	Destroy
18-17-00	Treatment Assessment and Services for the Courts (TASC) Drug and Alcohol Evaluations	20 years	Destroy
	*Provided case is entered on PTI registry		

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	<p>**Purge List The following papers are to be purged one (1) year after termination of the appeal period or disposition of the appeal, provided no filings have occurred in the prior six (6) months:</p> <ul style="list-style-type: none"> - All duplicates of original documents - Miscellaneous correspondence including letters merely transmittal in nature, confirmation of dates, rescheduling problems, letters of inquiry and replies - Computer generated notices to appear/subpoenas - Calendar sheets which do not reflect any courtroom activity (e.g., adjournments) - Requests for transcripts - Copies of documents forwarded to defendants and returned undelivered - Envelopes - 4-part Bail slip (intact) that has the notation "no bail" or "no bail information" - Notice of Appeal - Informa Pauperis (5A UDIR) 	<p>List of documents to be purged from the case file one (1) year after termination of the appeal period or disposition of the appeal, provided no filings have occurred in the prior six (6) months.</p>	<p>Destroy</p>
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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