New Jersey Courts
Independence • Integrity • Fairness • Quality Service

Administrative Office of the Courts

GLENN A. GRANT, J.A.D.
Acting Administrative Director of the Courts

www.njcourts.gov • phone: 609-376-3000 • fax: 609-376-3002

Supplement to
Directive #03-01
(Revising Schedules # 03, 07, and 35)

To: **Hon. Carmen Messano**
Assignment Judges
Hon. Patrick DeAlmeida

From: **Glenn A. Grant, J.A.D.**

Subj: **Records Retention Schedules – Revised Schedules for (a) Family, (b) Court Reporting, and (c) Supreme Court**

Date: **August 14, 2017**

This directive promulgates the following three revised Judiciary Records Retention Schedules, as approved by the Supreme Court to be effective immediately: (a) Schedule #03 – Family (8 pages); (b) Schedule #07 – Court Reporting (2 pages); and (c) Schedule #35 – Supreme Court (12 pages). Copies are attached.

These revised retention schedules supersede the corresponding sections in Directive #03-01 ("Judiciary Records Management Policy"). The vicinages and the relevant central offices should proceed with implementation of these retention schedules as expeditiously as practicable.

Questions or concerns regarding these schedules or about the records retention process may be directed to Superior Court Clerk Michelle Smith by e-mail at michelle.smith@njcourts.gov or by telephone at (609) 815-2900, ext. 54200.

Attachments
cc: Chief Justice Stuart Rabner
Hon. Jack Sabatino
Steven D. Bonville, Chief of Staff
AOC Directors and Assistant Directors
Clerks of Court
Trial Court Administrators
Ann Marie Fleury, Special Assistant
Melaney S. Payne, Special Assistant
Kathryn Gilbertson Shabel, Deputy Clerk
Octavia Gurley, Acting Assistant Chief, SCCO
Irene Komandis, Acting Assistant Chief, SCCO
Jamar Purnsley, Assistant Chief, SCCO
ATCAs/Operations Managers

Retention Schedule #03 -- Family

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE	SCHEDULE: **CHANCERY DIVISION - FAMILY PART**
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
03-01-00	Daily Calendars (Deleted)		
03-02-00	Court Minutes (Deleted)		
03-03-00	Proceeding Notes (Deleted)		
03-04-00	Statistical Reports (Deleted)		
03-05-00	Transcripts (Copies) (Deleted)		
03-06-00	Title IV-D logbooks (Deleted)		
03-07-00	Docket (Hard Copies / Bound Volumes)	Permanent	Permanent
03-07-01	Case Management Database (CAMIS and FACTS)	Permanent	Permanent

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE	SCHEDULE: CHANCERY DIVISION - FAMILY PART		
SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
03-08-00	Indices to Docket (Hard Copies / Bound Volumes)	Permanent	Permanent
03-09-00	Docket Books and / or Indices (DUPLICATE) (Deleted)		
03-10-00	**CASE FILES**		
03-10-10	Child Placement Review (FC)	23 (twenty-three) years from year of case initiation	Destroy
03-10-20	Family Crisis (FF)	Eighteen (18) years from year of case initiation	Destroy
03-10-30	Juvenile (FJ), excluding homicide, expunged, Megan's Law, inactivated cases (open warrant or lack of fitness for prosecution)	Twenty-six (26) years from year of case initiation	Destroy
03-10-31	Juvenile (FJ) homicides, Megan's Law, inactivated cases (open warrant or lack of fitness for prosecution)	Eighty (80) years from year of case initiation	Destroy
03-10-32	Juvenile (FJ), expunged cases	Fifty (50) years from year of case initiation	Destroy
03-10-40	**Non-Dissolution Case Files**		
03-10-41	Non-dissolution (FD), dismissed cases	Two (2) years from year of dismissal	Destroy
03-10-42	Non-dissolution (FD), excluding Developmentally Disabled	Twenty-six (26) years from year of case initiation	Destroy

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE	SCHEDULE: CHANCERY DIVISION - FAMILY PART		
SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
03-10-43	Non-dissolution (FD), Developmentally Disabled	Eighty (80) years from year of case initiation	Destroy
03-10-50	**Dissolution (FM) PRE-CAMIS, CAMIS and FACTS/LOCAL FILING Case Files**	Eighty (80) years from year of case initiation	Destroy
03-10-51	Dissolution (FM) - PRE CAMIS (Consolidated with Series 03-10-50)		
03-10-52	Dissolution (FM) - PRE-CAMIS Duplicate case file in the county of venue. (Deleted)		
03-10-53	Dissolution (FM)- CAMIS (Consolidated with Series 03-10-50)		
03-10-54	Dissolution (FM), dismissed cases	Two (2) years from year of dismissal	Destroy
03-10-55	Dissolution(FM) - FACTS / LOCAL FILING (Consolidated with Series 03-10-50)		
03-10-60	**Guardianship Case Files**		
03-10-61	Guardianship (FG), dismissed cases (Consolidated with Series 03-10-62)		
03-10-62	Guardianship (FG)	Twenty-six (26) years from year of case initiation	Destroy
03-10-65	Kinship Legal Guardianship (FL)	Twenty-six (26) years from year of case initiation	Destroy

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE	SCHEDULE: **CHANCERY DIVISION - FAMILY PART**

SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
03-10-70	**Child Protection (FN) Case Files**		
03-10-71	Child Protection (FN)	Twenty-six (26) years from year of case initiation	Destroy
03-10-80	**Domestic Violence (FV) Case Files**		
03-10-81	Domestic Violence (FV), dismissed cases	Two (2) years after case dismissal	Destroy
03-10-82	Domestic Violence (FV)	Eighty (80) years from year of case initiation	Destroy
03-10-90	**Quasi Criminal and Other Matters (FO)**		
03-10-91	Quasi Criminal and Other Matters (FO), dismissed cases	Two (2) years after case dismissal	Destroy
03-10-92	Quasi Criminal and Other Matters (FO), excluding expunged and dismissed cases	Twenty (20) years from year of case initiation	Destroy
03-10-93	Quasi Criminal and Other Matters (FO), expunged	Twenty (20) years from year of case initiation	Destroy
03-11-00	Fee Processing and Other Financial Records	See the FINANCIAL RECORDS schedule	
03-12-00	Hearing Investigations, Juvenile (Deleted)		
03-13-00	In forma Pauperis Investigation (Deleted)		

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE	SCHEDULE: CHANCERY DIVISION - FAMILY PART

SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
03-14-00	Records of Former Courts (pre-1948 Court System) (See Schedule #34, Superior Court Clerk's Office)		
	Disposition is defined as a final order or judgment in connection with the disposition of the original complaint as defined by the Family Division statistical reporting procedures.		
	**** Follow Applicable "Purge List." ****		

HISTORY OF DISSOLUTION (FM) FILING PROTOCOLS AND SYSTEMS:

1. **PRE-CAMIS**: From 1948 up to and including court year 1978, original case papers were filed with the Superior Court Clerk in Trenton; duplicates were sent to the county.

2. **CAMIS**: From 1979 until 1988 or local filing (whichever occurred first), original case papers were filed with the Superior Court Clerk, microfilmed and forwarded to the County.

3. **FACTS / LOCAL FILING**: Under local filing, original case papers are filed directly in the county of venue. Local filing was implemented in the counties over a period of years from 1989 - 1993.

HISTORICAL NOTE:

This schedule is a compilation of relevant items from the following retention schedule(s):
Judiciary - Courts -Superior Court - Clerk's Office (7-22-87)
County Clerk- Judicial (5-21-86)
Judiciary - Superior Court - Chancery Division - Family Division (12-16-87)
Judiciary - Family Division - Child Placement Support Services (12-16-87)
Judiciary - Family Division - Dissolution (12-16-87)
Judiciary - Family Division - Non-dissolution (12-16-87)
Judiciary - Family Division - Juvenile Delinquency (12-16-87)
Judiciary - Family Division - Juvenile Family Crisis: Petition or Out-of-home Placement Petition (12-16-87)

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

Series #03-01-00, Daily Calendars, deleted. Formerly, retention was based on periodic review.

Series #03-02-00, Court Minutes, deleted. Formerly, retention was based on periodic review.

Series #03-03-00, Proceeding Notes, deleted. Formerly, retention was one (1) year after hearing.

Series #03-04-00, Statistical Reports, deleted. Formerly, retention was one (1) year.

Series #03-05-00, Transcripts (Copies), deleted. Formerly, retention was upon disposition of appeal.

Series #03-06-00, Title IV-D logbooks, deleted. Formerly, retention was seven (7) years provided all audit findings are resolved.

Series #03-07-00, Docket, revised to specify hard copy and bound volume docket and to delete specifications regarding docketing methods.

Series #03-07-01, Case Management Database (CAMIS and FACTS), added to require permanent retention.

Series #03-08-00, Indices to Docket, revised to specify hard copy and bound volume indices to docket and to delete specifications regarding indexing methods.

Series #03-09-00, Docket Books and/or Indices (Duplicate), deleted. Formerly, retained until no longer needed for reference.

Series #03-10-10, Child Placement Review (FC), revised to require retention for 23 (twenty-three) years from year of case initiation and to delete purging instructions. Formerly, retained 4 (four) years after disposition or age 22 (twenty-two), whichever was later.

Series #03-10-20, Family Crisis (FF), revised to require retention of 18 (eighteen) years from year of case initiation and to delete purging instructions. Formerly, retained 4 (four) years after disposition or age 22 (twenty-two), whichever was later.

Series #03-10-30, Juvenile (FJ), revised to specify that Juvenile (FJ) case files, excluding homicide, expunged, Megan's Law and inactivated cases (open warrant or lack of fitness for prosecution) be retained 26 (twenty-six) years from year of case initiation and to delete purging instructions. Formerly, all Juvenile (FJ) case files were retained 4 (four) years after disposition or age 22 (twenty-two), whichever was later.

Series #03-10-31, Juvenile (FJ) homicide, Megan's Law and inactivated cases (open warrant or lack of fitness for prosecution) added to require retention for 80 (eighty) years from year of case initiation.

Series #03-10-32, Juvenile (FJ), expunged, added to require retention of 50 (fifty) years from year of case initiation. This recommended increase in retention was proposed to accommodate authorized requests for juvenile records when an individual is an adult pursuant to N.J.S.A 2A:4A-62(f), 2C:52-15 and 2C:52-18 through 2C:52-24, and 2C:52-27 (regarding use of expunged records).

Series #03-10-41, Non-dissolution (FD), revised to require that dismissed cases be retained for 2 (two) years from year of dismissal. Formerly, retained for 12 (twelve) months.

Series #03-10-42, Non-dissolution (FD), revised to specify that Non-dissolution (FD) case files, excluding those for developmentally disabled, be retained 26 (twenty-six) years from year of case initiation and to delete purging instructions. Formerly, all Non-dissolution (FD) case files, other than dismissed cases, were retained for 60 (sixty) years.

Series #03-10-43, Non-dissolution (FD), Developmentally Disabled added to require retention of 80 (eighty) years from year of case initiation.

Series #03-10-50, Dissolution (FM) Case Files, renamed Dissolution (FM) PRE-CAMIS, CAMIS and FACTS/LOCAL FILING Case Files, revised to require retention of 80 (eighty) years from year of case initiation. In addition, the history of filing protocols was transferred as a note to the retention schedule. Formerly, all PRE-CAMIS and CAMIS dissolution (FM) case files were retained permanently, all FACTS/LOCAL FILING dissolution (FM) case files, other than dismissed cases, were retained for 60 (sixty) years and all FACTS/LOCAL FILING dissolution (FM) dismissed cases were retained for 12 (twelve) months.

Series #03-10-51, Dissolution (FM) -- PRE-CAMIS, consolidated with Series #03-10-50. Formerly, retained permanently.

Series #03-10-52, Dissolution (FM) -- PRE-CAMIS, Duplicate case file in the county of venue, deleted. Formerly, 6 (six) months after case closed, remove original pleading from duplicate case file and forward to Superior Court Clerk.

Series #03-10-53, Dissolution (FM) CAMIS, consolidated with Series #03-10-50. Formerly, retained permanently.

Series #03-10-54, Dissolution (FM) - FACTS/LOCAL FILING, was renamed as Dissolution (FM), dismissed cases and was revised to require that retention is 2 (two) years from year of dismissal. Formerly, retained 12 (twelve) months.

Series #03-10-55, Dissolution (FM) - FACTS/LOCAL FILING, consolidated with Series #03-10-50. Formerly, retained 60 (sixty) years.

Series #03-10-60, Guardianship (FG) Case Files, revised to delete "FG" designation.

Series #03-10-61, Guardianship (FG), was renamed as Guardianship (FG) dismissed cases, and was consolidated with Series #03-10-62. Formerly, dismissed cases were retained for 12 (twelve) months.

Series #03-10-62, Guardianship (FG), revised to reduce the retention period from 60 (sixty) years to twenty-six (26) years from year of case initiation. Purging instructions were deleted also.

Series #03-10-65, Kinship Legal Guardianship (FL), added to require retention for twenty-six (26) years from year of case initiation.

Series #03-10-70, Child Abuse/Neglect (FN) Case Files, renamed Child Protection (FN) Case Files to more accurately describe the case type.

Series #03-10-71, Child Abuse/Neglect (FN), renamed Child Protection (FN) and revised to require retention for 26 (twenty-six) years from year of case initiation. Formerly, case files were retained for 4 (four) years after the youngest child who was subject to the complaint attained the age of 22 (twenty-two) years.

Series #03-10-81, Domestic Violence (FV), renamed as Domestic Violence (FV) dismissed cases, and revised to clarify that retention is 2 (two) years after case dismissal.

Series #03-10-82, Domestic Violence (FV), revised to require retention of 80 (eighty) years from year of case initiation. Formerly, retention was sixty (60) years. Purging instructions deleted also.

Series #03-10-91, Quasi Criminal and Other Matters (FO), renamed as Quasi Criminal and Other Matters (FO) dismissed cases, and revised to clarify that retention is 2 (two) years after case dismissal.

Series #03-10-92, Quasi Criminal and Other Matters (FO), renamed Quasi Criminal and Other Matters (FO), excluding expunged and dismissed cases, and revised to require retention for twenty (20) years from year of initiation. Formerly, retention was 20 (twenty) years after disposition.

Series #03-10-93, Quasi Criminal and Other Matters (FO), expunged, added to require retention for 20 (twenty) years from year of initiation.

Series #03-12-00, Hearing Investigations, Juvenile, deleted. Formerly, retention was ten (10) years from date of hearing.

Series #03-13-00, In forma Pauperis Investigation, deleted. Formerly, retention was one (1) year from date of hearing.

Series #03-14-00, Records of Former Courts, added to provide cross reference.

Note to follow applicable "Purge List" added.

Retention Schedule #07 – Court Reporting

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE	SCHEDULE: **COURT REPORTING**
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 retention period for court reporter notes, audio and video tapes, electronic recordings and all corresponding tape logs is calculated from the date of recording.		
07-01-00	Criminal	20 Years	Destroy
07-01-01	Pre-Trial Services -- Weekend Video Recordings	Two Weeks	Destroy
07-01-02	Pre-Trial Services -- CourtSmart	20 Years	Destroy
07-02-00	Civil	5 Years	Destroy
07-03-00	Civil Commitment	20 Years	Destroy
07-04-00	Special Civil	2 years	Destroy
07-05-00	Family, excluding FV	20 years	Destroy
07-05-01	Family (FV) Final restraining order or indefinite temporary restraining order	60 years	Destroy
07-06-00	Municipal Appeals	3 Years	Destroy
07-07-00	Municipal Court	5 Years	Destroy

SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
07-08-00	Grand Jury	20 Years	Destroy
07-09-00	Registration and Community Notification Law (Megan's Law)	20 Years	Destroy
07-10-00	Supreme Court Oral Arguments	3 Years	Destroy

HISTORICAL NOTE:

This schedule is a compilation of items from the following schedule(s):
Judiciary - County - Court Reporters (Rev. 7/24/85)
Administrative Directives (#4-78, #10-25-82, #13-71, #7-71, #12-67)
AOC Municipal Bulletin Letter #8-75
Superior Court - Chancery Div.- Family Part (Rev. 12/16/87)

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

The note to the schedule was revised to add "electronic recordings."

Series #07-01-01, Pre-Trial Services -- Weekend Video Recordings, added to require retention for two (2) weeks.

Series #07-01-02, Pre-Trial Services -- CourtSmart, added to require retention for twenty (20) years.

Series #07-05-00, Family, revised to exclude Family (FV) cases and require retention for twenty (20) years. Formerly, all Family matters were retained for five (5) years.

Series #07-05-01, Family (FV), added to require retention of final restraining orders or indefinite temporary restraining orders for sixty (60) years.

Series #07-10-00, Supreme Court Oral Arguments, added to require retention for three (3) years. Formerly, tapes were recycled one year after conclusion of term in which arguments conducted.

Retention Schedule #35 – Supreme Court

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

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE	SCHEDULE: **SUPREME COURT**		
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

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE	SCHEDULE: **SUPREME COURT**

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)		

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE	SCHEDULE: **SUPREME COURT**		
SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
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

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE	SCHEDULE: **SUPREME COURT**		
SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
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

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE	SCHEDULE: **SUPREME COURT**

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

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE	SCHEDULE: **SUPREME COURT**

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

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE	SCHEDULE: **SUPREME COURT**

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

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE	SCHEDULE: **SUPREME COURT**

SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
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.