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

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

Subj: **Directive #06-14**
(Supplements and Modifies
in Part Directive #03-01)

(A) Records Retention Schedules – New (Judiciary Volunteer Programs) and Revised (Financial Records; Legal Counsel to the Administrative Director; Appellate Division; Purchase and Property)

(B) Judiciary Request and Authorization for Records Disposal Form -- Revised

Date: **October 24, 2014**

A. Records Retention Schedules (New and Revised)

This directive promulgates the following additions and revisions to Judiciary Records Retention Schedules (copies attached), to be effective immediately:

- (1) Judiciary Volunteer Programs Records Retention Schedule #40 (1 page) – Adds new schedule.
- (2) Financial Records Retention Schedule #11 (15 pages) – Revises Series 11-42-00, Batch Slips, to reduce the retention period from seven (7) years to one (1) year.
- (3) Legal Counsel to the Administrative Director Records Retention Schedule #20 (1 page) – Revises schedule to provide separate series numbers for each litigation file category: Judiciary, Judges, and Judiciary Employee, and to specify a retention period of twenty (20) years after final disposition for each. Transfers Series 20-01-00, Case Cards – Committee on Opinions, to Retention Schedule #02, Appellate Division.
- (4) Appellate Division Records Retention Schedule #02 (13 pages) – Adds Series 02-13-02, Case Cards – Committee on Opinions, to accommodate transfer of same from Retention Schedule #20, Legal Counsel to the Administrative Director.

(5) Purchase and Property Retention Schedule #32 (4 pages) – Revises Series 32-01-00, Declaration of Property Transfer/Surplus, to add Series 32-01-01, Information Assets and to specify a retention period of five (5) years after disposal or transfer for declarations regarding information assets. Revises Series 32-01-02, Non-Information Assets, to specify a retention period of three (3) years after disposal or transfer for declarations regarding non-information assets. Formerly, all declarations of property transfer/surplus were retained for three (3) years after disposal or transfer.

The revised retention schedules (Financial Records, Legal Counsel to the Administrative Director, Appellate Division, and Purchase and Property) supersede the corresponding sections in Directive #03-01 (Judiciary Records Management Policy). The new schedule (Judiciary Volunteer Programs) supplements Directive #03-01. The vicinages and the relevant central offices should proceed with implementation of these retention schedules as expeditiously as practicable.

B. Revised Records Disposal Form

In addition, this directive supplement promulgates a revision to the Judiciary Request and Authorization for Records Disposal Form (copy attached). The revision deletes the requirement that the Division of Archives and Records Management (DARM) sign the form. The revised form supersedes the version contained in Directive #03-01 (Judiciary Records Management Policy) and should be used effective immediately.

Questions or concerns regarding these schedules or about the records retention process may be directed to Mary B. Patterson, Assistant Chief in the Superior Court Clerk's Office, by telephone at 609-292-0339 or by e-mail at mary.patterson@judiciary.state.nj.us.

G.A.G

Attachments

cc: Chief Justice Stuart Rabner
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AOC Directors and Assistant Directors
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