

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

www.njcourts.com • phone: 609-984-0275 • fax: 609-984-6968

**Directive #08-13**

[Modifies Directive #03-01 in Part]

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

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

**Subj: Revision to Records Retention Schedule – Supreme Court**

**Date: December 30, 2013**

This directive promulgates a revision to Judiciary Records Retention Schedules as approved by the Supreme Court, specifically the Supreme Court Records Retention Schedule (Schedule #35) (7 pages). This revised schedule, copy attached, is effective immediately.

The revised retention schedule (Supreme Court) amends series number 35-06-01 for Bar Applicant Files from a permanent retention period to a 35-year retention period. This revised retention schedule also supersedes the corresponding sections in Directive #03-01 (Judiciary Records Management Policy).

The Bar Admissions Unit of the Supreme Court will proceed with implementation of this retention schedule as expeditiously as practicable. Questions or concerns regarding the schedule or about the records retention process may be directed to Mary 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](mailto:Mary.Patterson@judiciary.state.nj.us).

G.A.G

Attachment

cc: Chief Justice Stuart Rabner  
Steven D. Bonville, Chief of Staff  
AOC Directors and Assistant Directors  
Gurpreet M. Singh, Special Assistant  
Clerks of Court  
Trial Court Administrators  
Elisabeth Ann Strom, Chief, SCCO  
Mary B. Patterson, Assistant Chief, SCCO  
ATCAs/Operations Managers