JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE	SCHEDULE: **SUPREME COURT**
DIRECTIVE #3-01	DATE: **Issued March 16, 2001** **REVISED: Dec. 30, 2013 (by Directive #08-13)**

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 or on microfilm.		
35-01-00	**Briefs, Appendices, Transcripts, & Audio Tapes**		
35-01-01	Appeals and petitions for certification (Public) -- microfilmed records maintained by State Law Library	Permanent	Permanent Microfilmed at least one year after disposition
35-01-02	Appeals & Petitions for Certification (Impounded) -- microfilmed records maintained by Clerk's Office	Permanent	Permanent Microfilmed at least one year after disposition
35-01-03	Attorney / Judicial Disciplinaries (Impounded) -- see section on disciplinary case files (35-02-03)	Permanent	Permanent
35-01-04	Supreme Court Oral Argument Tapes	Recycle tapes one year after conclusion of term in which arguments conducted	Recycle tapes
35-01-05	Law Clerk Bench Memoranda	Permanent	Permanent

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SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
35-01-06	Exhibits	Make available to counsel no earlier than thirty days after final disposition of the appeal; if counsel does not reclaim, destroy	Return or destroy
35-02-00	**Case Files**		
35-02-01	Public case files (includes appeals, petitions for certification, motions, and public disciplinaries)	Permanent	Permanent
35-02-02	Impounded case files (Includes appeals, petitions for certification, and motions) --microfilm retained by Clerk's Office	Permanent	Permanent
35-02-03	Impounded disciplinary files -- microfilm retained by Clerk's Office	Permanent	Permanent
35-03-00	**Docket Books/Records**		
35-03-01	Bound Docket Books (1948-1972)	Permanent	Permanent in book form
35-03-02	Looseleaf Docket Books (1972-1987)	Permanent	Permanent
35-03-03	Computerized Docket (1987- present)	Permanent	Permanent

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35-04-00	**Indices**		
35-04-01	Looseleaf Index Books (1948-1972)	Permanent	Permanent
35-04-02	Index Cards (1972-1987)	Transfer to computer database & retain in that format. Permanent	Permanent
35-04-03	Computerized Indices (1987- present)	Permanent	Permanent
35-05-00	**Administrative Orders**		
35-05-01	Supreme Court Administrative Orders	Permanent	Permanent
35-05-02	Administrative Order Index (1948-1972)	Permanent	Permanent
35-05-03	Administrative Order Index (1972-1996) -- looseleaf binders	Transfer to computer database. Permanent	Permanent

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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)		Destroy
35-06-05	Bar Applicant Cards (1972-1987)	Permanent	Permanent
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

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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. Transfer 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 and then destroyed)	Permanent
35-08-00	**Attorney Certification Records**		
35-08-01	Certified Attorney files (original application & reapplications) (Impounded)	Permanent	Permanent
35-08-02	Ineligible applicant files (Impounded)	Five years after last action	Destroy
35-09-00	**Professional Corporations/LLCs/LLPs**		

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35-09-01	Annual certificate of insurance	Five years	Destroy
35-10-00	**Administrative Operations** – Attendance		
35-10-01	Attendance records (daily attendance report, biweekly signature report, & attendance detail report)	Maintain 2 years plus current year	Destroy
35-10-02	Yearly attendance/schedule book	Maintain on computer database; archive & format per AOC Human Resources	
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

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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 FINANCIAL RECORDS schedule.	

HISTORICAL NOTE:

This schedule is a compilation of items from the following schedule(s):
>Supreme Court (Rev. 1/20/82)

>Directive #08-13 (dated 12/30/13) revised the schedule as follows: 35-06-01, Bar Applicant Files, previously had a permanent retention period.