

ADMINISTRATIVE OFFICE OF THE COURTS  
STATE OF NEW JERSEY

**GLENN A. GRANT, J.A.D.**  
ACTING ADMINISTRATIVE DIRECTOR  
OF THE COURTS



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[Questions and comments may  
be directed to 609-984-4200.]

**TO: Assignment Judges  
Trial Court Administrators**

**Directive # 06-09**  
**[Modifies Directive  
#03-01 in Part]**

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

**DATE: August 18, 2009**

**SUBJ: Reduction of Records Retention Period for Child Support Enforcement  
Records as Promulgated by Directive # 03-01**

On March 31, 2009, the Supreme Court approved the Probation Division's recommendation to reduce the retention period for records in Child Support Enforcement cases, including cases where alimony is collected through Probation, from ten years after a case is closed to three years after the case is closed, provided that no litigation, financial reviews, or audits were commenced during the three years following case closure. Attached is a revised Schedule 29 (three pages) related to Child Support Enforcement cases reflecting this change. This revised Schedule 29 supersedes and thus replaces the prior version of Schedule 29 appended to Directive #03-01.

Vicines thus should proceed with efforts to reduce their Child Support Enforcement records to conform to this change in the retention period. Any questions or concerns related to this process should be directed to Acting Superior Court Clerk Jennifer M. Perez at Jennifer.Perez@judiciary.state.nj.us or (609) 984-4200.

G.A.G.

Attachment

cc: Chief Justice Stuart Rabner  
Family Presiding Judges  
AOC Directors and Assistant Directors  
Jennifer M. Perez, Acting Clerk  
Richard Narcini, Chief  
Family Division Managers

Vicinage Chief Probation Officers  
ATCAs/Operations Managers  
VACPOs-Child Support  
Steven D. Bonville, Special Assistant  
Francis W. Hoeber, Special Assistant

<b>JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE</b>		SCHEDULE: <b>PROBATION SERVICES -- VICINAGES</b>	
<b>DIRECTIVE #3-01</b>		DATE: Issued March 16, 2001 <b>REVISED August 18, 2009 (by Directive #06-09)</b>	
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
29-01-00	<b>Case Files</b>		
29-01-01	Adult Criminal Supervision Case Files (including Interstate Compact transfers)	10 years after case is closed	Destroy
29-01-02 *	Child Support Enforcement Case Files (including alimony only)	3 years after case is closed, provided that no litigation, financial reviews or audits were commenced in the 3 years following case closure	Destroy
29-01-03	Juvenile Supervision Case Files (including Interstate Compact transfers)	10 years after case is closed	Destroy
29-01-04	Adult Municipal Court Supervision Case Files (including Adult Municipal Court Community Service files and Conditional Discharge files)	5 years after case is closed	Destroy
29-02-00	Master Reports Monthly report of case load / month, by types of cases and court	2 years	Destroy

(Revised August 18, 2009)

29-03-00	Probation Card / Electronic File, reference Lists name, charge(s), series number, age, juvenile and/or adult record and if it has been microfilmed, date of birth, alias(es), address.	60 years	Destroy
29-04-00	Urine Testing Sign-in books	10 years after last entry	Destroy
29-05-00	Front Door Visitor Register	10 years	Destroy
29-06-00	<b>Presentence Investigations</b>		
29-06-01	Presentence Investigations -Criminal	20 years	Destroy
29-06-02	Presentence Investigations - Municipal	5 years from date of hearing	Destroy
	<b>PRE TRIAL SERVICES UNIT - (PTI)</b>		
29-07-10	<b>Pre-Indictment Case Files</b> 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		
29-07-11	Rejected Case	1 year*	Destroy
29-07-12	Accepted Cases	6 years after dismissal of charges or termination unless in litigation *	Destroy
29-08-20	<b>Post Indictment Case Files</b> 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		
29-08-21	Rejected Cases	3 years *	Destroy

(Revised August 18, 2009)

29-08-22	Accepted Cases	6 years after dismissal of charges or termination unless in litigation *	Destroy
29-08-30	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
29-08-40	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
	*Provided case is entered on PTI registry		

**HISTORICAL NOTES:**

This schedule is a compilation of items from the following schedule(s):

- Administrative Office of the Courts - Probation Offices (Rev. 1/26/83)

\* Series # 29-01-02 revised August 18, 2009 (by Directive #06-09) as follows:

- Retention period formerly 10 years after case closure.