

NOTICE TO THE BAR

PROPOSED REVISION TO RECORDS RETENTION SCHEDULE – BAR APPLICATION AND CHARACTER COMMITTEE FILES

The Supreme Court has received a proposal to reduce the retention period for bar application files, which includes Character Committee files, from the current permanent retention to a 35-year retention period. Before acting on the proposal, the Court directed that it be published for comment.

These bar application and Character Committee records are confidential and can only be accessed by the bar applicant or with a release from the applicant. While these records are frequently accessed by the Board of Bar Examiners up to two years after the admission process and on occasion but less frequently up to ten years after the admission process, there have been no requests for access to any of these records after 25 years. The proposal for a 35-year retention period, submitted by staff on behalf of the Board of Bar Examiners, would result over time in significant savings in storage and microfilming costs.

Any comments on this proposal should be submitted in writing by August 8, 2013 to the following address:

Glenn A. Grant, J.A.D.
Acting Administrative Director of the Courts
Attn: Bar Records Retention Schedule
Hughes Justice Complex; P.O. Box 037
Trenton, New Jersey 08625-0037

Comments may also be submitted via Internet e-mail to the following address: Comments.Mailbox@judiciary.state.nj.us. The Court will not consider comments submitted anonymously. Comments submitted are subject to public disclosure after the Court has acted on the proposal.

/s/ Glenn A. Grant

Glenn A. Grant, J.A.D.
Acting Administrative Director of the Courts

Dated: July 8, 2013