

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

www.njcourts.com • Phone: 609-984-0275 • Fax: 609-984-6968

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

**Supplement to Directive #03-01  
(Supplements and Modifies in  
Part Directive #03-01)**

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

**Subj:** (A) Records Retention Schedules – Revised (Law Division – Criminal;  
Financial Records; Superior Court Clerk’s Office; Jury Management)

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

**Date:** March 7, 2017

---

**A. Records Retention Schedules (Revised)**

This Supplement to Directive #03-01 promulgates the following revisions to Judiciary Records Retention Schedules as approved by the Supreme Court, to be effective immediately: (1) Law Division – Criminal, Retention Schedule #18 (7 pages); (2) Financial Records, Retention Schedule #11 (17 pages); (3) Superior Court Clerk’s Office, Retention Schedule #34 (6 pages); and (4) Jury Management, Retention Schedule #15 (4 pages).

Copies of all four revised retention schedules are attached. The revised schedules supersede the corresponding sections in Directive #03-01 (Judiciary Records Management Policy). The vicinages and the relevant central offices should proceed with implementation of these retention schedules as expeditiously as practicable.

**B. Records Disposal Form (Revised)**

In addition, this Supplement to Directive #03-01 also promulgates a revision to the Judiciary Request and Authorization for Records Disposal Form (1 page, copy attached) so as to add the phrase “or Designee” in Item #12, Judiciary Authorization. This revision permits the final authorization for Judiciary records disposal to be provided by the Superior Court Clerk or the Clerk’s designee. 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 revised retention schedules or about the records retention process may be directed to Mary B. Patterson, Assistant Chief, Superior Court Clerk's Office, by e-mail at [mary.patterson@njcourts.gov](mailto:mary.patterson@njcourts.gov) or by telephone at 609-815-2900 (ext. 52762).

G.A.G

Attachments

cc: Chief Justice Stuart Rabner  
Hon. Jack Sabatino  
Steven D. Bonville, Chief of Staff  
AOC Directors and Assistant Directors  
Clerks of Court  
Trial Court Administrators  
Ann Marie Fleury, Special Assistant  
Mary B. Patterson, Assistant Chief, SCCO  
Jamar Purnsley, Assistant Chief, SCCO  
Kathryn Shabel, Assistant Chief, SCCO  
Irene Komandis, Ombudsman, SCCO  
ATCAs/Operations Managers

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE:  LAW DIVISION - CRIMINAL	
DIRECTIVE #3-01		DATE: March 16, 2001 REVISED: March 7, 2017 (by Supplement to Directive 03-01)	
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
18-01-00	Indictments, Accusations & State Grand Jury Indictments (see Series 18-05-00)		
18-02-00 through 18-02-09	Bail Records (Transferred to Schedule #11, Financial Records)		
18-03-00	Bench Warrants Book dismissed by court (Deleted)		
18-04-00	Calendars (Merged with Series 18-10-00)		
18-05-00	<b>Case Files (Closed)</b> A case file may contain but is not limited to: Indictments, Appeals, Judgment of Conviction, Verdict Sheet, Violation of Probation, Presentence Investigation and Pretrial Intervention Reports, Pre and Post-Conviction Motions, any and all Orders, copies of Complaints, Drug Court files, etc.	50 years from year of indictment	Destroy
18-05-01	Capital Cases (Merged with Series 18-05-00) <b>Note:</b> Capital case designation deleted since capital punishment was repealed December 17, 2007.		

SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
18-05-02	First and Second Degree Convictions (Merged with Series 18-05-00)		
18-05-03	Third and Fourth Degree Convictions (Merged with Series 18-05-00)		
18-05-04	Complaints Disposed by Superior Court by Dismissal, Plea, Conditional Discharge	6 years	Destroy
18-05-05	Municipal Appeal Case Files	5 years	Destroy
18-05-06	Expunged Case Files	50 years from year of expungement	Destroy
18-06-00	Complaints (Copies) Copies of complaints submitted as per Court Rule 3:2-1 (Merged with Series 18-05-00)		
18-07-00	Fee Processing and other financial records (Transferred to Retention Schedule #11, Financial Records)		
18-08-00	Control Sheets / Books (Deleted)		
18-09-00	Docket and/or Index Books	50 years	Destroy
18-10-00	Minute Books, Worksheets and/or Calendars (Hard copies of internal working documents)	5 years	Destroy
18-11-00	Extradition Orders	1 year	Destroy
18-12-00	Monthly Reports to AOC, statistical (copy) (Deleted)		

SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
18-13-00	Search Warrants	20 years from date of issuance	Destroy
18-13-05	Wiretap Applications and Orders (and other related matters stored by the Wiretap Judge including, but not limited to Communication Data Warrants (CDWs), etc.	See Retention Schedule #08, Criminal Practice, Record Series #08-03-00.	
18-14-00	Gun Permit Appeals and/or Dealer Licenses	6 years	Destroy
18-15-00	<b>Presentence Investigations</b>		
18-15-01	Presentence Investigations -- Criminal (Merged with Series 18-05-00)		
18-15-02	Municipal Presentence Investigations	5 years from date of hearing	Destroy
18-16-00	<b>PRE TRIAL SERVICES UNIT</b> -- Pre-Trial Intervention Report (Merged with Series 18-05-00)		
18-16-10	<b>Pre-Indictment Case Files</b> (Merged with Series 18-05-00)		
18-16-11	Rejected Cases (Merged with Series 18-05-00)		
18-16-12	Accepted Cases (Merged with Series 18-05-00)		

SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
18-16-20	<b>Post Indictment Case Files</b> (Merged with Series 18-05-00)		
18-16-21	Rejected Cases (Merged with Series 18-05-00)		
18-16-22	Accepted Cases (Merged with Series 18-05-00)		
18-16-30	Post Indictment and Pre-Indictment Case File Cards (Deleted)		
18-16-40	Post Indictment and Pre-Indictment Daily Record Ledgers (Deleted)		
18-17-00	Treatment Assessment and Services for the Courts (TASC) Drug and Alcohol Evaluations (Substance Abuse Evaluator copy)	7 years	Destroy
18-19-00	Sexually Violent Predator Records/Case Files	50 years from year of indictment	Destroy
18-21-00	Registration and Community Notification Law (Megan's Law) Case Files	50 years from year of tier determination or upon granting of the motion to terminate the obligation to register	Destroy

## **HISTORICAL NOTE:**

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

COUNTY CLERK - JUDICIAL - CRIMINAL  
PRETRIAL SERVICES UNIT  
COUNTY CLERK - CIVIL

### **Supplement to Directive #03-01 (dated March 7, 2017) revised the schedule as follows:**

Series #18-01-00, Indictments, Accusations and State Grand Jury Indictments, revised to add cross reference.

Series #18-02-00 through 18-02-09, regarding bail records, transferred to Retention Schedule #11, Financial Records.

Series #18-03-00, Bench Warrants Book dismissed by court, was deleted.

Series #18-04-00, Calendars, was merged with Series #18-10-00, Minute Books and Worksheets and the retention period was increased from 3 (three) years to 5 (five) years.

Series #18-05-00, Case Files, was revised to eliminate retention based on the degree of crime and to require all case files be retained 50 years from year of indictment. Therefore, Series #18-05-01, #18-05-02 and #18-05-03 have been merged into Series #18-05-00, Case Files. Series #18-05-01 had required a permanent retention for capital cases. To align with the repeal of capital punishment and the fact that these cases have been commuted to life sentences, this category was merged with Series #18-05-00. The retention period for first and second degree convictions was 40 (forty) years after disposition under Series #18-05-02, and the retention period for third and fourth degree convictions was 20 (twenty) years after disposition under series #18-05-03. In addition, the definition of what may be contained in a case file was amended to remove expungements and to add presentence investigation and pre-trial intervention reports, pre and post conviction motions, any and all Orders, copies of complaints and closed drug court case files. Specifications for Krol hearing decisions, Notice of Appeal, In Forma Pauperis (UDIR) and Post-Conviction Relief files were deleted.

Series #18-05-04, Dismissals, was revised to more accurately describe the record, specifically, complaints disposed by Superior Court by dismissal, plea, conditional discharge and to increase the retention period from 5 (five) years after disposition to 6 (six) years to align with the retention requirement for the same record as specified in Retention Schedule #22, Municipal Courts.

Series #18-05-06, Municipal Expungement Case Files, was revised to delete the designation of municipal and to require a retention period of 50 (fifty) years from year of expungement for all expunged case files, whether from Municipal or Superior Court.

Series #18-06-00, Complaints (copies), was merged with series #18-05-00, Case Files.

Series #18-07-00, Fee Processing and other financial records, was transferred to Retention Schedule #11, Financial Records.

Series #18-08-00, Control Sheets/Books, was deleted.

Series #18-09-00, Dockets and/or Index Books, was amended to reduce the retention period from permanent to 50 (fifty) years.

Series #18-10-00, Minute Books and Worksheets, was amended to include calendars and to reduce the retention period for minute books and worksheets from 10 (ten) years to 5 (five) years and to increase the retention period for calendars from 3 (three) years to 5 (five) years.

Series #18-11-00, Extradition Orders, was revised to reduce the retention period from 20 (twenty) years to 1 (one) year.

Series #18-12-00, Monthly Reports to AOC, statistical (copy), was deleted.

Series #18-13-00, Search Warrants, was revised to delete the detailed record description and the reference regarding checking with the prosecutor to verify case disposition.

Series #18-13-05, Wiretap Applications and Orders, was added to provide a cross reference.

Series #18-14-00, Gun Permits, was revised to specify that the requirement applies to appeals and/or dealer licenses and to increase the retention period from 2 (two) years to 6 (six) years.

Series #18-15-01, Criminal Presentence Investigations, was merged with Series #18-05-00, Case Files, to require a retention period of 50



Series #18-15-02 was revised to clarify record title.

Series #18-16-00, 18-16-10, 18-16-11, 18-16-12, 18-16-20, 18-16-21, 18-16-22, regarding Pre-Indictment and Post-Indictment case files was merged with Series #18-05-00, Case Files, to increase the retention period to 50 (fifty) years from year of indictment. Formerly, the retention period for pre-indicted rejected cases was 1 (one) year and 6 (six) years for accepted cases. The retention period for post-indicted rejected cases was 3 (three) years and 6 (six) years for accepted cases.

Series #18-16-30, Post-Indictment and Pre-Indictment Case File Cards, was deleted. Formerly, they were retained 10 (ten) years.

Series #18-16-40, Post-Indictment and Pre-Indictment Daily Record Ledgers, was deleted. Formerly, they were retained 10 (ten) years.

Series #18-17-00, Treatment Assessment and Services for the Courts (TASC) Drug and Alcohol Evaluations, was revised to add the designation of "substance abuse evaluator copy" and to reduce the retention period from 20 (twenty) years to 7 (seven) years.

Series #18-19-00, Sexually Violent Predator Records/Case Files, was added to require retention for 50 (fifty) years from year of indictment.

Series #18-21-00, Registration and Community Notification Law (Megan's Law) Case Files, was added to require a retention period of 50 (fifty) years from year of tier determination or upon granting of the motion to terminate the obligation to register. Formerly, Megan's Law case files were specified under records series #17-05-00 in the Law Division – Civil Part Retention Schedule #17 with a required retention of 20 (twenty) years.

Purge List was deleted.

<b>JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE</b>		SCHEDULE: <b>FINANCIAL RECORDS</b>	
<b>DIRECTIVE #3-01</b>		DATE:	<b>Issued March 16, 2001 REVISED: March 7, 2017 (by Supplement to Directive #03-01)</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
	<b>FINANCIAL RECORDS</b>  New Jersey Comprehensive Financial System (NJCFS) / New Jersey Management Control System Enhanced (NJMACS-E)  These records reflect the financial transactions of state agencies in accordance with the Department of the Treasury's NJCFS and NJMACS-E systems, and are retained in electronic and/or paper format.		
11-01-00	Invoice/Quick Invoice (In/QI)  Usage: to establish an account(s) receivable file. Formerly known as Accounts Receivable Request. File copy, supporting documentation and electronic record.	7 years	Destroy

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: <b>FINANCIAL RECORDS</b>	
SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
11-02-00	<p>Cash Receipt/Alternate Cash Receipt/Quick Receipt (CR/C1/QR) and associated CFS Print Screens and documents.</p> <p>Usage: record a bank charge representing checks submitted to the State of New Jersey for payment and subsequently dishonored by a bank; to record refunds of disbursements; and to transmit receipts to be recorded in the general journal. Formerly known as Transmittal of Receipts, Refund of Disbursements, and Advice of Dishonored Check. File copy, supporting documentation and electronic record.</p>	7 years	Destroy
11-03-00	<p>Agency Contract Order/Grant Loan Order (AO/GO)</p> <p>Usage: obligate funds in an appropriation account approved agency contract when an agency has entered into a formal contract without the approval of the Purchase Bureau: to issue purchase orders directly to vendors; and change any open obligation. Formerly known as Invoice, Agency Contract Obligation, and Change/Cancel Agency Obligation - Purchase Bureau. File copy, supporting documentation and electronic record.</p>	7 years	Destroy

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: <b>FINANCIAL RECORDS</b>	
SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
11-04-00	<b>Allotment (AL)</b> Usage: allocate funds between the reserve and the current allotment of a given account. Formerly known as Allotment Adjustment. File copy, supporting documentation and electronic record.	3 years	Destroy
11-05-00	<b>Appropriation</b> Usage: to establish new appropriation accounts and to adjust the accounts. Formerly known as Appropriation Account Number Request and Appropriation Adjustments. File copy, supporting documentation and electronic record.	7 years	Destroy
11-06-00	<b>Expense Budget (EB)</b> Usage: to establish new expense budgets and to adjust the accounts. File copy, supporting documentation and electronic record.	3 years	Destroy

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: FINANCIAL RECORDS	
SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
11-07-00	<p>Accounting Bureau Payment Voucher /Using Agency Payment /Payment Voucher / Vendor Invoice (AV/UA/PV/U1/A1)</p> <p>Usage: reimbursements of service charges from the using agency; to submit a request for vendor payment for goods or services supplied through direct agency purchases, formal purchases, or contract obligations; to establish and maintain a change fund and request for payment of revenue refunds and vendor invoices. Formerly known as Revenue Refund Voucher, Petty Cash Fund Reimbursement, Certificate of Debit and Credit, and Invoice. File copy, supporting documentation and electronic record.</p>	7 years	Destroy
11-08-00	<p>DBC Purchase Order (DO)</p> <p>Usage: to issue or adjust DBC orders or contracts for architectural and engineering designs. Utilized for building construction alterations and maintenance, buildings and equipment repair, and reservation of funds for a contingency fund. Issued in accordance with the requisition form initiated by a state agency. Formerly known as DBC Order and Change/Cancel Obligation. File copy, supporting documentation and electronic record.</p>	7 years	Destroy

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE:  FINANCIAL RECORDS	
SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
11-09-00	Revenue Modification/Cash Receipt (RM/CR)  Usage: to defer recognition of revenue and undefer revenue when earned. Is used in conjunction with a balance sheet account code. Formerly known as Deferred Revenue Adjustment. File copy, supporting documentation and electronic record.	7 years	Destroy
11-10-00	Fiscal Notes Worksheet  Usage: determine the cost of implementing a legislative bill if put into law. Original retained by the Department of the Treasury, Office of Management and Budget. File copy, supporting documentation and electronic record.	7 years	Destroy
11-11-00	DBC Requisition (RD)  Usage: to reserve appropriation account funds for architectural, engineering design, building construction, alteration, maintenance, and repair of buildings or equipment; to cancel, decrease, or increase outstanding balances and to make adjustments to an outstanding requisition for Division of Building and Construction. Formerly known as Requisition/Requisition Change - Division of Building and Construction (DBC). File copy, supporting documentation and electronic record.	7 years	Destroy

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: FINANCIAL RECORDS	
SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
11-12-00	Accounting Bureau Requisition/Purchase Bureau Requisition (RA/RP) Usage: to cancel, increase, decrease, or create an outstanding or open requisition balance. Formerly known as Requisition Change - Purchase Bureau. File copy, supporting documentation and electronic record.	7 years	Destroy
11-13-00	Revenue Budget (RB) Usage: to establish new or change a revenue budget. Formerly known as Revenue Account Number - Agency Request and Revenue Anticipation Adjustments. File copy, supporting documentation and electronic record.	7 years	Destroy
11-14-00	Journal Voucher (JV) Usage: to record accruals, adjustments, reclassifications, and reversing entries to accounting records. Formerly known as Journal Entries which were manually recorded in a general ledger. File copy, supporting documentation and electronic record.	7 years	Destroy

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE:  FINANCIAL RECORDS	
SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
11-15-00	Transfer Appropriation  Usage: to transfer funds between current fiscal year appropriation accounts. Formerly known as Transfer of Appropriation. File copy, supporting documentation and electronic record.	7 years	Destroy
11-16-00	Transfer Budget (TB)  Usage: to transfer funds between current fiscal year expense budget accounts. Includes file copy, supporting documentation and electronic record.	3 years	Destroy
11-17-00	Travel Voucher/Accounting Bureau Payment Voucher/Using Agency Payment (TV/A1/U1)  Usage: to reimburse state employees for travel expenses while on official state business. Formerly known as Travel Expense Invoice. Includes file copy, supporting documentation and electronic record.	7 years	Destroy
11-18-00	Travel Authorization (TE) - PB141  Usage: to authorize travel for state employees while on official state business. Includes file copy and supporting documentation.	7 years	Destroy



JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: FINANCIAL RECORDS	
SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
11-19-00	Expenditure Modification (EM)  Usage: to modify recorded expenditures. Formerly known as Disbursement/Journal Entry. Includes file copy, supporting documentation and electronic record.	7 years	Destroy
11-20-00	Manual Warrant (MW)  Usage: to request and record a manual check. Includes file copy, supporting documentation and electronic record.	7 years	Destroy
11-21-00	Federal Aid Master Transaction (FM)  Usage: to establish and record a new federal grant program. Includes file copy, supporting documentation and electronic record.	7 years	Destroy
	<b>BANK RECORDS</b>		
11-22-00	Bank Statement and Reconciliation Statement reflecting the status of an agency's account.	7 years	Destroy

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE:  FINANCIAL RECORDS	
SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
11-23-00	<b>Check File</b>		
11-23-01	Check File - Cancelled Checks, Voided Checks, Bounced Checks, Lost Check References and copies of Request for Stop Payment forms sent to JCCU.	7 years	Destroy
11-23-02	Check File - Check Register Contains: reconciliation sheet, outstanding check lists, and copies of issued/received checks and check stubs.	7 years	Destroy
11-23-03	Bank signature cards	7 years from date of execution of card	Destroy
11-24-00	Deposit Slip (Bank) and armored car receipt	7 years	Destroy
11-25-00	Bank debit / credit memos and advices	7 years	Destroy
	<b>Books of Account</b>		
11-26-00	Account Cards  A card is prepared for each case in which security has been posted against the cost. This series succeeds the security cards.	7 years	Destroy

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE:  FINANCIAL RECORDS	
SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
11-27-00	<p>Journal - Daily Receipts</p> <p>Book of original entry. This includes: journals, books, computer reports, registers, cash receipts, and copies of daily receipt and reconciliation reports that go into the NJCFS General ledger system or that back up transmittals to the State Treasurer. It includes also criminal fee processing and other criminal financial records.</p>	7 years	Destroy
11-28-00	<p>Ledger - General Ledger (Central Office)</p> <p>The general ledger is a transactional database kept by the central office of the Judiciary based upon NJCFS transactions. Central control of open and closed accounts.</p>	Permanent	Permanent
11-29-00	<p>Ledger - Subsidiary</p> <p>Daily transactions that are verified against the controlling accounts in the General Ledger.</p>	7 years	Destroy
11-30-00	<p>Reconciliation Reports</p> <p>Daily and Monthly reports for all automated state and local financial processing systems --ACSES, ACMS, CABS, CAPS, FACTS, etc.</p>	7 years	Destroy

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE:  FINANCIAL RECORDS	
SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
11-30-50	<b>Bail Records</b> Bail records are currently recorded on the Criminal Automated Bail System (CABS)		
11-30-51	Bail Recognizances	7 years	Destroy
11-30-52	Bail Cards	7 years	Destroy
11-30-53	Bail Set Slips/Cards	7 years	Destroy
11-30-54	Bail Bond Record Book	7 years	Destroy
11-30-55	Bail Docket	Permanent	Permanent
11-30-56	Bail Discharge Forms	7 years	Destroy
11-30-57	Affidavits - Return of Cash	7 years	Destroy
11-30-58	Notices of Forfeiture, Cash Bail	7 years	Destroy
11-30-59	Notices of Forfeit / Sureties & Copies. Notifying Administrative Office of the Courts and the Department of Insurance of nonpayment of sureties.	7 years	Destroy

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE:  FINANCIAL RECORDS	
SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
	<b>BUDGET RECORDS</b>		
11-31-00	Budget Appropriation Handbook (Copy)  Indicates the amount of funds allocated for a department's daily operations during a fiscal year. Original retained by the Department of the Treasury.		
11-31-01	Budget Appropriation Handbook - Departmental (Copy)	3 years	Destroy
11-32-00	Budget Planning Documents - Departmental, Divisional, and Subdivisional (Copy)  Annually prepared planning documents which include: Program Justification (BB 101), Fiscal and Position Request (BB 102), Revenue Statement (BB 103), Revolving Funds (BB 103A), Evaluation Data, Position Data, and Affirmative Action Data (BB 104 [Diskette]), Priority Request (PD 206), Appropriations Data - Minor Object Detail (IPB Report - IBN311OR [Diskette]), Personnel Data (IPB Report - 1739A), objectives and program descriptions, organization charts, and supporting documentation. Original retained by the Department of the Treasury, Office of Management and Budget.	3 years	Destroy

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: <b>FINANCIAL RECORDS</b>	
SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
11-33-00	<b>Budget Request - Departmental (Copy)</b> Annual request made to the Department of the Treasury for the allocation of funds for operations during the upcoming fiscal year. Original retained by the Department of the Treasury.		
11-33-01	Budget Request - Departmental (Copy)	3 years	Destroy
11-33-02	Budget Request - Departmental Work Papers	3 years	Destroy
11-34-00	<b>Budget Request - Divisional and Subdivisional (Copy)</b> Annual request made to the department's fiscal office for the allocation of funds for operations during the upcoming fiscal year. Original retained by the Department of the Treasury.		
11-34-01	Budget Request - Divisional and Subdivisional (Copy)	3 years	Destroy
11-34-02	Budget Request - Divisional and Subdivisional (Additional Copy)	1 year	Destroy
11-34-03	Budget Request - Divisional and Subdivisional Work papers	3 years	Destroy

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: <b>FINANCIAL RECORDS</b>	
SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
	<b>MISCELLANEOUS FINANCIAL RECORDS</b>		
11-35-00	<b>Audit Reports</b>		
11-35-01	State Agency copy of report prepared by the Office of Legislative Services (OLS), Office of the State Auditor. (Original retained by OLS.)	3 years	Destroy
11-35-02	State Agency copy of report prepared by a non-state auditor.	Permanent	Permanent
11-35-03	Internal Audit Report - Original (The original report is maintained by the Internal Audit Office.)	7 years	Destroy
11-35-04	Internal Audit Report - Copy	3 years	Destroy
11-36-00	<b>Grant File</b> Agreements between state agencies and federal, state, and private institutions for the award of monies to finance operations for state, county, municipal, or private agencies.		
11-36-01	Grant File - Approved (Original)  File pertains to original documentation for a state agency receiving federal grant monies or for a state agency issuing grant monies.	7 years	Destroy

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: FINANCIAL RECORDS	
SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
11-36-02	Grant File - Denied (Original and Copy)	3 years	Destroy
11-37-00	Off-System Funds/Non-Appropriated Accounts File  State agency funds not appropriated by the State Treasurer. File contains: transaction records, receipts/expenditures, banking records, Division of Investment - Fund Investment Reports (copy), and supporting documentation.	7 years	Destroy
	<b>OTHER</b>		
11-38-00	Request forms to Judicial Cash Control Unit (JCCU) for funding of local disbursement accounts	7 years	Destroy
11-39-00	Escheat Funds  Detail file containing reports and information regarding the transfer of unclaimed monies to the State Treasurer	Permanent	Permanent
11-40-00	Monthly reports JCCU - 004 (copy)	3 years	Destroy
11-41-00	Probation Individual Payment Histories These are manually recorded individual payment histories for fines, fees, restitution and support payment made. Includes dates and list of all payments made, check number, balance, receipt copy, etc. which predate the Automated Child Support Enforcement Systems (ACSES) and Comprehensive Adult Probation System (CAPS).	20 years from last payment recorded	Destroy



JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: <b>FINANCIAL RECORDS</b>	
SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
11-42-00	Batch Slips	1 year	Destroy
11-43-00	Reports on Filing Fee Revenues and / or statistics.	10 years	Destroy
11-44-00	Reports that support the receipt of monies by the court and / or monies owed to the court by attorneys or the general public. Examples could be but are not limited to: NSF computer reports that reflect money due to the courts; computer reports that reflect miscellaneous receipts (writs, copies, exemplifications, etc.); computer reports that track court officer receipts or disbursements.	7 years	Destroy

#### **HISTORICAL NOTE:**

This schedule contains a compilation of items from the following schedules:

- Financial Records - Management Services
- State of New Jersey - General Schedule
- Law Division - Civil
- Law Division - Criminal
- Law Division - Special Civil Part
- Probation

**Supplement to Directive #03-01 (dated March 7, 2017)** revised the schedule as follows:

Series #11-27-00, Journal -- Daily Receipts, revised to add criminal fee processing and other criminal financial records. Formerly, this provision was cross referenced in the Law Division - Criminal Retention Schedule #18, Record Series #18-07-00.

Series #11-30-50 through 11-30-59, Bail Records, added. Formerly, these provisions were specified in the Law Division - Criminal Retention Schedule #18, Record Series #18-02-00 through 18-02-09.

**Directive #06-14 (dated October 24, 2014)** revised the schedule as follows:

Series #11-42-00, Batch Slips, formerly had a retention period of 7 years.

<b>JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE</b>		<b>SCHEDULE: SUPERIOR COURT CLERK'S OFFICE</b>	
<b>DIRECTIVE #3-01</b>		<b>DATE:</b> Issued March 16, 2001 - <b>REVISED March 7, 2017 (by Supplement to Directive #03-01)</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.			
<b>SERIES NO</b>	<b>RECORD TITLE AND DESCRIPTION</b>	<b>RETENTION PERIOD</b>	<b>DISPOSITION</b>
34-01-00	Adoption Index-Confidential Statewide index of adoption compiled by Probate Section from information provided by Superior Court, SCP Surrogates and Family Court.	75 years	Destroy
34-02-00	Attestations Certifications filed with wills that verify the documents.	75 years	Destroy
34-03-00	Audits of Fiduciaries Detailed examinations of persons who by court order have been given trust and who must file an accounting or statement of money received and expanded for approval by the court.	75 years	Destroy
34-04-00	Financial Records (See Schedule #11, Financial Records)		
34-05-00	Chancery Foreclosure Electronic and Paper Case Files	36 years	Destroy
34-05-10	Docketed Judgment Electronic and Paper Case Files (N.J.S.A. 2A:14-5)	20 years	Destroy

SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
34-05-20	Case Management Database (AMIS, ACMS and CJOD)	Permanent	Permanent
34-06-00	<b>DOCKETS AND/OR INDICES</b>		
34-06-01	Dockets and/or Indices	75 years	Destroy
34-06-02	Dockets and/or Indices (AMIS) (Consolidated with Series 34-05-20)		
34-06-03	Chancery Enrollment Dockets (Bound Volumes) Recorded Chancery Court pleadings.	75 years	Destroy
34-07-00	Court Schedules / Calendars	Retain Electronic Calendar in ACMS for 18 months	Destroy
34-08-00	Docketed Judgments (Bound Volumes)	50 years	Destroy
34-08-01	Judgment and Order Books and Indices	50 years	Destroy
34-09-00	Inventories Estate lists maintained by Probate Section.	75 years	Destroy
34-10-00	Adoption Judgments (Copies) Copies of adoption judgments sent by Surrogates for inclusion in Probate Section index.	Until indexed	Destroy
34-11-00	Money Judgments (Copies) (Consolidated with Series 34-05-10)		
34-12-00	Public Defender Liens (Bound Volumes) See <u>N.J.S.A. 2A:158A-17</u> (Deleted)		

SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
34-13-00	Public Defender Warrants of Satisfaction Received by Judgment Section upon satisfaction of lien. (Consolidated with Series 34-05-10)		
34-14-00	Report of Administrations Granted Surrogates send a list of letters of administration to the Probate Section to be indexed.	75 years	Destroy
34-15-00	Wills Original wills are sent by Surrogates to be indexed.	75 years	Destroy
34-16-00	<b>State Grand Jury</b>		
34-16-01	State Grand Jury Pleadings (Transferred to Schedule #15, Jury Management)		
34-16-02	State Grand Jury Index / Docket (Deleted)		
34-17-00	<b>Trust Funds -- Legal Unit Files</b>		
34-17-01	Final Payment Claimed -- Remitted to interested parties	7 years	Destroy
34-17-02	Final Payment Unclaimed -- Remitted to State Treasurer	10 years	Destroy
34-17-03	Trust Fund Database	Permanent	Permanent

SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
<b>34-20-00</b>	<b>Records of Former Courts (pre-1948 Court System)</b>		
34-20-01	Dockets and Indices of Former Courts (pre-1948 Court System)	50 years	Destroy
34-20-02	Case Files and Related Papers of Former Courts (pre-1948 Court System)	50 years	Destroy

#### **HISTORY OF DOCKETING AND INDEXING METHODS:**

The method used to index and docket cases changed over the years. Methods used include: written entries in books, index cards, computer systems and other electronic media, etc. The Automated Case Management System (ACMS) is currently used to index and docket Chancery Foreclosure cases. The retention schedule applies to the record type regardless of the medium used.

#### **HISTORICAL NOTE:**

Judiciary - Courts - Superior Court Clerk's Office (Rev. 7/22/87)  
Judiciary-Courts-Superior Court- Trust Fund Unit (Rev. 3/27/91)

#### **Supplement to Directive #03-01 (dated March 7, 2017) revised the schedule as follows:**

Series #34-01-00, Adoption Index - Confidential, revised to reduce retention from permanent to seventy-five (75) years.

Series #34-02-00, Attestations, revised to reduce retention from permanent to seventy-five (75) years and to delete notation that they are filmed with wills.

Series #34-03-00, Audits of Fiduciaries, revised to reduce retention from permanent to seventy-five (75) years.

Series #34-05-00, Chancery Foreclosure Case Files, renamed Chancery Foreclosure Electronic and Paper Case Files and revised to reduce retention from permanent to thirty-six (36) years.

Series #34-05-10, Docketed Judgment Electronic and Paper Case Files, added to require retention for twenty (20) years.

Series #34-05-20, Case Management Database (AMIS, ACMS and CJOD), added to require permanent retention.

Series #34-06-01, Dockets and/or Indices, revised to reduce retention from permanent to seventy-five (75) years and to delete history of indexing and docketing methods. The history was moved to end of schedule.

Series #34-06-02, Dockets and/or Indices (AMIS), consolidated with Series #34-05-20; retention period unchanged. Requirement for removal of docket/index information from the Automated Case Management System (ACMS) to the Archive Management Information System (AMIS) deleted.

Series #34-06-03, Chancery Enrollment Dockets (Bound Volumes), revised to reduce retention from permanent to seventy-five (75) years.

Series #34-07-00, Court Schedules / Calendars, revised to require retention of electronic calendars in Automated Case Management System (ACMS) for eighteen (18) months. Formerly, required retention of current year plus one (1) year.

Series #34-08-00, Docketed Judgments (Bound Volumes), revised to reduce retention from permanent to fifty (50) years.

Series #34-08-01, Judgment and Order Books and Indices, added to require retention for fifty (50) years.

Series #34-09-00, Inventories, revised to reduce retention from permanent to seventy-five (75) years.

Series #34-11-00, Money Judgments (Copies) amended to delete reference to paper or microfilm and consolidated with Series #34-05-10; retention remains unchanged.

Series #34-12-00, Public Defender Liens (Bound Volumes) deleted. Formerly, retained ten (10) years after entry of lien.

Series #34-13-00, Public Defender Warrants of Satisfaction - Received by Judgment Section upon satisfaction of lien, consolidated with Series #34-05-10 to require retention for twenty (20) years. Formerly, retained ten (10) years after entry of lien.

Series #34-14-00, Report of Administrations Granted, revised to reduce retention from permanent to seventy-five (75) years.

Series #34-15-00, Wills, revised to reduce retention from permanent to seventy-five (75) years and to delete microfilm requirement.

Series #34-16-01, State Grand Jury Pleadings, transferred to Retention Schedule #15, Jury Management.

Series 34-16-02, State Grand Jury Index/Docket, deleted. Formerly, required permanent retention.

Series #34-17-00, Trust Funds, renamed Trust Funds -- Legal Unit Files, for clarification.

Series #34-17-01, Trust Fund Case File (Regular), renamed Final Payment Claimed -- Remitted to interested parties, for clarification and revised to reduce retention from permanent to seven (7) years.

Series #34-17-02, Trust Fund Case File (Special), renamed Final Payment Unclaimed -- Remitted to State Treasurer, for clarification and revised to reduce retention from permanent to ten (10) years.

Series #34-20-00, Records of Former Courts (pre-1948 Court System), added.

Series #34-20-01, Dockets and Indices of Former Courts (pre-1948 Court System), added to require retention for fifty (50) years.

Series #34-20-02, Case Files and Related Papers of Former Courts (pre-1948 Court System), added to require retention for fifty (50) years.



JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE:  JURY MANAGEMENT	
DIRECTIVE #3-01		DATE: March 16, 2001 -- REVISED March 7, 2017 (by Supplement to Directive #03-01)	
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
15-01-00	State and County Grand Jury		
15-01-01	Attendance Sheets A separate attendance sheet must be retained <u>only in the event</u> that it serves as the only record of grand jurors' attendance and that information is not captured on the Caption or Voting sheets.	10 years after the date on which the grand jury met.	Destroy
15-01-02	Case Caption Sheets  The caption sheet is a record of all matters considered by the grand jury in a particular session, no matter their eventual determination by the grand Jury as True Bills, no bills, and remands. The Caption Sheet contains the list of cases heard, the jurors in attendance, the voting record of each grand juror for each matter considered, and outcome of the vote for each matter considered.  <u>Note:</u> Calendars that double as caption sheets must follow this retention period.	10 years after the date on which the grand jury considered the matters listed.	Destroy

SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
15-01-03	<b>Voting Sheets</b> A separate voting sheet must be retained <u>only in the event</u> that it serves as the only record of grand jurors' votes on each matter considered by the grand jury and that information is not captured on the Caption or Voting sheets.	10 years after the date on which the grand jury voted on the matters listed	Destroy
15-01-04	<b>Names of Cases Returned by the Grand Jury in Court</b> (known as Hand-ups and including True Bills, No Bills, and Remands)	5 years after decision	Destroy
15-01-05	<b>Original Presentment</b> (goes to the Assignment Judge or designee, copy to Administrative Director) [Note: Rarely used.]	10 years (If Grand Jury office is designated by Assignment Judge)	Destroy
15-01-06	<b>Minute Sheets / Audio Recording Logs</b> Also called Session Sheets, the Minute Sheets contain information from the Grand Jury proceedings. The minute sheets include but are not limited to the following information: the stated session and date, names of jurors present, vote tally and outcome, witnesses subpoenaed and sworn in, Prosecutor, case caption, offense and docket number. Cross reference Court Reporters Schedule Grand Jury 07-08-00 which also covers the tapes and log sheets.  <u>Note:</u> Calendars that double as minute sheets must follow this retention period.	20 years after session date	Destroy

SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
15-01-07	<b>Secrecy Oath</b> Paper signed by jurors after taking the Oath of Secrecy. Signed oaths, e.g., grand jury clerks and other Judiciary staff, are to be retained at the Jury Management Office or in the central personnel file. Oaths required for others are to be done (and properly identified) on the record for each session of the grand jury.	5 years	Destroy
	<b>NOTE:</b> Documents used as a source for entry of data into an automated system may be destroyed, without the usual required authorization, upon entry and verification of data into the automated system.	Retain until no longer needed	Destroy
	<b>NOTE – Calendars:</b> This record is used solely for listing cases to be heard. Calendars that double as minute or caption sheets must follow the retention for those records.		
15-01-08	State Grand Jury Pleadings Indictments, presentments, designation of venue, and miscellaneous documents filed with the Clerk of the Superior Court by the Attorney General relating to investigations.	20 years	Destroy
15-02-00	<b>Grand and Petit Jury Lists</b>		
15-02-01	Certified Lists	5 years	Destroy
15-02-02	Uncertified Lists	5 years	Destroy

SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
15-03-00	<b>Uniform Questionnaire for Prospective Jurors</b>		
15-03-01	Eligible	3 years	Destroy
15-03-02	Ineligible	3 years	Destroy

#### **HISTORICAL NOTE:**

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

> County Jury Commission (Rev. 10/17/84)

Supplement to Directive #03-01 (March 7, 2017) revised the schedule as follows:

Series #15-01-08, State Grand Jury Pleadings, added to transfer twenty (20) year retention requirement from Superior Court Clerk's Office Retention Schedule #34.

Directive #01-12 revised the schedule as follows:

Series #15-01-00 -- Title was previously State Grand Jury.

Series #15-01-01—Formerly, specified a retention period of five (5) years for lists of state grand juries and other papers relating to summoning, impaneling and the charging of such juries. It was replaced with newly added Series # 15-01-01 through #15-01-07.

**State of New Jersey -- Judiciary**  
**REQUEST AND AUTHORIZATION FOR RECORDS DISPOSAL**

INSTRUCTIONS: This form must be submitted prior to destruction of any judiciary records. Complete Items 1 through 9. The information for Items 2, 3 and 5 are found on the Judiciary Retention Schedules. Submit the completed form to: Judiciary Records Management, P.O. Box 967, Trenton, NJ 08625-0967. Please keep a copy for your records. For questions and assistance call (609) 943-4670.

**1. REQUESTING DEPARTMENT (Name/Address/Telephone No.)**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Ext. \_\_\_\_\_

Authorization is hereby requested for the disposal of the following judiciary records in accordance with N.J.S.A. 2B:1-2. It is further certified that the record series listed herein have exceeded their respective retention periods and are not involved in litigation and are not required for a present or future audit.

2. SERIES NUMBER	3. RECORD SERIES TITLE	4. INCLUSIVE DATES FROM (Mo./Yr.) TO (Mo./Yr.)	5. RETENTION PERIOD	6. VOLUME (Cubic Feet)

		<b>Total Volume</b>
<b>7. REQUESTOR (Signature and Title)</b>	<b>8. REQUEST APPROVED BY: (Signature &amp; Title)</b>	<b>9. REQUEST DATE</b>
<b>10. AUDIT VERIFICATION</b>	<b>11. SUPERIOR COURT CLERK'S VERIFICATION</b>	<b>12. JUDICIARY AUTHORIZATION</b>
AUDITOR'S SIGNATURE / DATE	SIGNATURE / DATE	SUPERIOR COURT CLERK or DESIGNEE / DATE
<b>13. DISPOSITION</b> <input type="checkbox"/> shred <input type="checkbox"/> recycle <input type="checkbox"/> Other _____	Disposition Verification (Signature/Date)	Authorization No.