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

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**To:** **Hon. Carmen Messano**  
**Assignment Judges**  
**Hon. Joseph M. Andresini**

**Supplement to Directive #03-01**

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

**Subj:** **Records Retention Schedule #41 (New) – Information Technology Office**

**Date:** **May 29, 2018**

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The Supreme Court has approved the promulgation of a records retention schedule for the Information Technology Office (ITO). That records retention schedule – Schedule #41 – is attached and is effective immediately. Heretofore there was no retention schedule directly applicable to ITO.

Questions regarding Directive #03-01 or about Records Retention Schedule #41 may be directed to Michelle M. Smith, Superior Court Clerk, at 609-815-2900 ext. 54200 or [michelle.smith@njcourts.gov](mailto:michelle.smith@njcourts.gov).

G.A.G.

**Attachment**

**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  
Melaney S. Payne, Special Assistant  
Ann Marie Fleury, Special Assistant  
Jessica Lewis Kelly, Special Assistant  
Kathryn Shabel, Deputy Clerk  
Octavia Gurley, Assistant Chief, SCCO  
ATCAs/Operations Managers

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: Schedule #41 - Information Technology Office (ITO)	
DIRECTIVE #3-01		DATE: Issued May 29, 2018 (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
41-01-00	e-Mails - Internal and external e-mail correspondence, including all attachments ( <i>already archived by ITO.</i> )	Seven (7) years from the date of creation or receipt, except those exempted by litigation hold or Administrative Director approval.	Destroy

**\*Note: Fiscal records may not be disposed of until they have been audited and the audit approved, or upon approval by the Office of the State Auditor, that they are not required for future audit**