

| <b>JUDICIARY - STATE OF NEW JERSEY<br/>RECORDS RETENTION SCHEDULE</b>  |  | SCHEDULE:<br><b>DISCIPLINARY REVIEW BOARD</b> |             |
|--|--|---|-------------|
| <b>DIRECTIVE #3-01</b>   |  | DATE: <b>March 16, 2001</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 |
| 09-01-00   | <b>APPEALS FROM DISMISSALS</b>   |   |             |
| 09-01-01   | Ethics Appeals<br>Attorney Ethics case files where, after an appeal has been made, the Disciplinary Review Board reviews the determination to dismiss the case by the local District Ethics Committee. Records include: letter of complaint, investigatory report(s), letter of dismissal by local Ethics Committee, letter of appeal, and letter by the Disciplinary Review Board affirming dismissal, remanding case to District Ethics Committee for further proceedings or other action. See Rules Governing the Courts of New Jersey 1:20-9(i). | 3 years after case is closed                  | Destroy     |

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| 09-01-02 | <p>Fee Arbitration Appeals<br/> Fee arbitration case files where, after an appeal has been made, the Disciplinary Review Board reviews the determination concerning attorneys' fees made by the local District Fee Arbitration Committee. Records include: letter of complaint, respondent's answer, fee determination by the local District Fee Arbitration Committee, letter of appeal, response to appeal and letter stating the determination by the Disciplinary Review Board. See Rules Governing the Courts of New Jersey 1:20-9(i).</p> | 3 years after case is closed | Destroy   |
| 09-02-00 | <b>DISCIPLINARY CASE FILES</b>  |                              |           |
| 09-02-01 | <p>Disciplinary Case Files<br/> Admonition (formerly private reprimands) files which result in admonitions (formerly private reprimands) include: complaint, exhibits, hearing panel report, briefs, and formal letter of admonition. See Rules Governing the Courts of New Jersey 1:20-9(i).</p>   | Permanent                    | Permanent |

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| 09-02-02 | Disciplinary Case Files - Public Discipline (Copy)<br>Attorney ethics case files reviewed by the Disciplinary Review Board which involve the imposition of public discipline. The entire file is forwarded to the Supreme Court for further action, where the record copy is retained permanently. Records include: formal pleadings, exhibits, hearing transcript(s), hearing panel report, briefs, Disciplinary Review Board transcript(s), and Disciplinary Review Board formal decision. See Rules Governing the Courts of New Jersey 1:20-9(i). | 5 years after case disposition | Destroy   |
| 09-03-00 | Disciplinary Review Board - Docket / Index<br>Information includes: docket number, name of complaint, name of attorney, type of filing, docket number of local District Ethics or Fee Arbitration Committee, county and relevant dates. May either be in paper or computer format.   | Permanent                      | Permanent |

**HISTORICAL NOTE:**

This schedule is a compilation of items from the following schedule(s):  
 ? Supreme Court - Disciplinary Review Board (Rev. 10/28/87)