

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE	SCHEDULE: CHANCERY DIVISION - FAMILY PART
DIRECTIVE #03-01	DATE: Issued: March 16, 2001 REVISED: August 14, 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 <u>N.J.S.A. 2B</u> of the New Jersey Statutes Annotated.	

SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
03-01-00	Daily Calendars (Deleted)		
03-02-00	Court Minutes (Deleted)		
03-03-00	Proceeding Notes (Deleted)		
03-04-00	Statistical Reports (Deleted)		
03-05-00	Transcripts (Copies) (Deleted)		
03-06-00	Title IV-D logbooks (Deleted)		
03-07-00	Docket (Hard Copies / Bound Volumes)	Permanent	Permanent
03-07-01	Case Management Database (CAMIS and FACTS)	Permanent	Permanent

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SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
03-08-00	Indices to Docket (Hard Copies / Bound Volumes)	Permanent	Permanent
03-09-00	Docket Books and / or Indices (DUPLICATE) (Deleted)		
03-10-00	CASE FILES		
03-10-10	Child Placement Review (FC)	23 (twenty-three) years from year of case initiation	Destroy
03-10-20	Family Crisis (FF)	Eighteen (18) years from year of case initiation	Destroy
03-10-30	Juvenile (FJ), excluding homicide, expunged, Megan's Law, inactivated cases (open warrant or lack of fitness for prosecution)	Twenty-six (26) years from year of case initiation	Destroy
03-10-31	Juvenile (FJ) homicides, Megan's Law, inactivated cases (open warrant or lack of fitness for prosecution)	Eighty (80) years from year of case initiation	Destroy
03-10-32	Juvenile (FJ), expunged cases	Fifty (50) years from year of case initiation	Destroy
03-10-40	Non-Dissolution Case Files		
03-10-41	Non-dissolution (FD), dismissed cases	Two (2) years from year of dismissal	Destroy
03-10-42	Non-dissolution (FD), excluding Developmentally Disabled	Twenty-six (26) years from year of case initiation	Destroy

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03-10-43	Non-dissolution (FD), Developmentally Disabled	Eighty (80) years from year of case initiation	Destroy
03-10-50	Dissolution (FM) PRE-CAMIS, CAMIS and FACTS/LOCAL FILING Case Files	Eighty (80) years from year of case initiation	Destroy
03-10-51	Dissolution (FM) - PRE CAMIS (Consolidated with Series 03-10-50)		
03-10-52	Dissolution (FM) - PRE-CAMIS Duplicate case file in the county of venue. (Deleted)		
03-10-53	Dissolution (FM)- CAMIS (Consolidated with Series 03-10-50)		
03-10-54	Dissolution (FM), dismissed cases	Two (2) years from year of dismissal	Destroy
03-10-55	Dissolution(FM) - FACTS / LOCAL FILING (Consolidated with Series 03-10-50)		
03-10-60	Guardianship Case Files		
03-10-61	Guardianship (FG), dismissed cases (Consolidated with Series 03-10-62)		
03-10-62	Guardianship (FG)	Twenty-six (26) years from year of case initiation	Destroy
03-10-65	Kinship Legal Guardianship (FL)	Twenty-six (26) years from year of case initiation	Destroy

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SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
03-10-70	Child Protection (FN) Case Files		
03-10-71	Child Protection (FN)	Twenty-six (26) years from year of case initiation	Destroy
03-10-80	Domestic Violence (FV) Case Files		
03-10-81	Domestic Violence (FV), dismissed cases	Two (2) years after case dismissal	Destroy
03-10-82	Domestic Violence (FV)	Eighty (80) years from year of case initiation	Destroy
03-10-90	Quasi Criminal and Other Matters (FO)		
03-10-91	Quasi Criminal and Other Matters (FO), dismissed cases	Two (2) years after case dismissal	Destroy
03-10-92	Quasi Criminal and Other Matters (FO), excluding expunged and dismissed cases	Twenty (20) years from year of case initiation	Destroy
03-10-93	Quasi Criminal and Other Matters (FO), expunged	Twenty (20) years from year of case initiation	Destroy
03-11-00	Fee Processing and Other Financial Records	See the FINANCIAL RECORDS schedule	
03-12-00	Hearing Investigations, Juvenile (Deleted)		
03-13-00	In forma Pauperis Investigation (Deleted)		

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SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
03-14-00	Records of Former Courts (pre-1948 Court System) (See Schedule #34, Superior Court Clerk's Office)		
	Disposition is defined as a final order or judgment in connection with the disposition of the original complaint as defined by the Family Division statistical reporting procedures.		
** Follow Applicable "Purge List." **			

HISTORY OF DISSOLUTION (FM) FILING PROTOCOLS AND SYSTEMS:

- 1. PRE-CAMIS:** From 1948 up to and including court year 1978, original case papers were filed with the Superior Court Clerk in Trenton; duplicates were sent to the county.
- 2. CAMIS:** From 1979 until 1988 or local filing (whichever occurred first), original case papers were filed with the Superior Court Clerk, microfilmed and forwarded to the County.
- 3. FACTS / LOCAL FILING:** Under local filing, original case papers are filed directly in the county of venue. Local filing was implemented in the counties over a period of years from 1989 - 1993.

HISTORICAL NOTE:

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

- Judiciary - Courts - Superior Court - Clerk's Office (7-22-87)
- County Clerk- Judicial (5-21-86)
- Judiciary - Superior Court - Chancery Division - Family Division (12-16-87)
- Judiciary - Family Division - Child Placement Support Services (12-16-87)
- Judiciary - Family Division - Dissolution (12-16-87)
- Judiciary - Family Division - Non-dissolution (12-16-87)
- Judiciary - Family Division - Juvenile Delinquency (12-16-87)
- Judiciary - Family Division - Juvenile Family Crisis: Petition or Out-of-home Placement Petition (12-16-87)

Supplement to Directive #03-01 (dated August 14, 2017) revised the schedule as follows:

Series #03-01-00, Daily Calendars, deleted. Formerly, retention was based on periodic review.

Series #03-02-00, Court Minutes, deleted. Formerly, retention was based on periodic review.

Series #03-03-00, Proceeding Notes, deleted. Formerly, retention was one (1) year after hearing.

Series #03-04-00, Statistical Reports, deleted. Formerly, retention was one (1) year.

Series #03-05-00, Transcripts (Copies), deleted. Formerly, retention was upon disposition of appeal.

Series #03-06-00, Title IV-D logbooks, deleted. Formerly, retention was seven (7) years provided all audit findings are resolved.

Series #03-07-00, Docket, revised to specify hard copy and bound volume docket and to delete specifications regarding docketing methods.

Series #03-07-01, Case Management Database (CAMIS and FACTS), added to require permanent retention.

Series #03-08-00, Indices to Docket, revised to specify hard copy and bound volume indices to docket and to delete specifications regarding indexing methods.

Series #03-09-00, Docket Books and/or Indices (Duplicate), deleted. Formerly, retained until no longer needed for reference.

Series #03-10-10, Child Placement Review (FC), revised to require retention for 23 (twenty-three) years from year of case initiation and to delete purging instructions. Formerly, retained 4 (four) years after disposition or age 22 (twenty-two), whichever was later.

Series #03-10-20, Family Crisis (FF), revised to require retention of 18 (eighteen) years from year of case initiation and to delete purging instructions. Formerly, retained 4 (four) years after disposition or age 22 (twenty-two), whichever was later.

Series #03-10-30, Juvenile (FJ), revised to specify that Juvenile (FJ) case files, excluding homicide, expunged, Megan's Law and inactivated cases (open warrant or lack of fitness for prosecution) be retained 26 (twenty-six) years from year of case initiation and to delete purging instructions. Formerly, all Juvenile (FJ) case files were retained 4 (four) years after disposition or age 22 (twenty-two), whichever was later.

Series #03-10-31, Juvenile (FJ) homicide, Megan's Law and inactivated cases (open warrant or lack of fitness for prosecution) added to require retention for 80 (eighty) years from year of case initiation.

Series #03-10-32, Juvenile (FJ), expunged, added to require retention of 50 (fifty) years from year of case initiation. This recommended increase in retention was proposed to accommodate authorized requests for juvenile records when an individual is an adult pursuant to N.J.S.A 2A:4A-62(f), 2C:52-15 and 2C:52-18 through 2C:52-24, and 2C:52-27 (regarding use of expunged records).

Series #03-10-41, Non-dissolution (FD), revised to require that dismissed cases be retained for 2 (two) years from year of dismissal. Formerly, retained for 12 (twelve) months.

Series #03-10-42, Non-dissolution (FD), revised to specify that Non-dissolution (FD) case files, excluding those for developmentally disabled, be retained 26 (twenty-six) years from year of case initiation and to delete purging instructions. Formerly, all Non-dissolution (FD) case files, other than dismissed cases, were retained for 60 (sixty) years.

Series #03-10-43, Non-dissolution (FD), Developmentally Disabled added to require retention of 80 (eighty) years from year of case initiation.

Series #03-10-50, Dissolution (FM) Case Files, renamed Dissolution (FM) PRE-CAMIS, CAMIS and FACTS/LOCAL FILING Case Files, revised to require retention of 80 (eighty) years from year of case initiation. In addition, the history of filing protocols was transferred as a note to the retention schedule. Formerly, all PRE-CAMIS and CAMIS dissolution (FM) case files were retained permanently, all FACTS/LOCAL FILING dissolution (FM) case files, other than dismissed cases, were retained for 60 (sixty) years and all FACTS/LOCAL FILING dissolution (FM) dismissed cases were retained for 12 (twelve) months.

Series #03-10-51, Dissolution (FM) -- PRE-CAMIS, consolidated with Series #03-10-50. Formerly, retained permanently.

Series #03-10-52, Dissolution (FM) -- PRE-CAMIS, Duplicate case file in the county of venue, deleted. Formerly, 6 (six) months after case closed, remove original pleading from duplicate case file and forward to Superior Court Clerk.

Series #03-10-53, Dissolution (FM) CAMIS, consolidated with Series #03-10-50. Formerly, retained permanently.

Series #03-10-54, Dissolution (FM) - FACTS/LOCAL FILING, was renamed as Dissolution (FM), dismissed cases and was revised to require that retention is 2 (two) years from year of dismissal. Formerly, retained 12 (twelve) months.

Series #03-10-55, Dissolution (FM) - FACTS/LOCAL FILING, consolidated with Series #03-10-50. Formerly, retained 60 (sixty) years.

Series #03-10-60, Guardianship (FG) Case Files, revised to delete "FG" designation.

Series #03-10-61, Guardianship (FG), was renamed as Guardianship (FG) dismissed cases, and was consolidated with Series #03-10-62. Formerly, dismissed cases were retained for 12 (twelve) months.

Series #03-10-62, Guardianship (FG), revised to reduce the retention period from 60 (sixty) years to twenty-six (26) years from year of case initiation. Purging instructions were deleted also.

Series #03-10-65, Kinship Legal Guardianship (FL), added to require retention for twenty-six (26) years from year of case initiation.

Series #03-10-70, Child Abuse/Neglect (FN) Case Files, renamed Child Protection (FN) Case Files to more accurately describe the case type.

Series #03-10-71, Child Abuse/Neglect (FN), renamed Child Protection (FN) and revised to require retention for 26 (twenty-six) years from year of case initiation. Formerly, case files were retained for 4 (four) years after the youngest child who was subject to the complaint attained the age of 22 (twenty-two) years.

Series #03-10-81, Domestic Violence (FV), renamed as Domestic Violence (FV) dismissed cases, and revised to clarify that retention is 2 (two) years after case dismissal.

Series #03-10-82, Domestic Violence (FV), revised to require retention of 80 (eighty) years from year of case initiation. Formerly, retention was sixty (60) years. Purging instructions deleted also.

Series #03-10-91, Quasi Criminal and Other Matters (FO), renamed as Quasi Criminal and Other Matters (FO) dismissed cases, and revised to clarify that retention is 2 (two) years after case dismissal.

Series #03-10-92, Quasi Criminal and Other Matters (FO), renamed Quasi Criminal and Other Matters (FO), excluding expunged and dismissed cases, and revised to require retention for twenty (20) years from year of initiation. Formerly, retention was 20 (twenty) years after disposition.

Series #03-10-93, Quasi Criminal and Other Matters (FO), expunged, added to require retention for 20 (twenty) years from year of initiation.

Series #03-12-00, Hearing Investigations, Juvenile, deleted. Formerly, retention was ten (10) years from date of hearing.

Series #03-13-00, In forma Pauperis Investigation, deleted. Formerly, retention was one (1) year from date of hearing.

Series #03-14-00, Records of Former Courts, added to provide cross reference.

Note to follow applicable "Purge List" added.