

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: HUMAN RESOURCES	
DIRECTIVE #3-01		DATE: March 16, 2001	
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
	ADMINISTRATION		
12-01-00	Suggestion Awards File (Copy) Includes: Suggestion Evaluation Report, Suggestion Award Card, Interim Note, Employee Suggestion Form, and correspondence. Original retained by the Department of Personnel.		
12-01-01	Suggestion Awards File - Departmental Personnel (Copy)	6 years	Destroy
12-01-02	Suggestion Awards File - Departmental Suggestion Awards Committee (Additional Copy)	1 year	Destroy
12-02-00	Department of Personnel Administrative Action File (Copy) File contains: Final Administrative Action of the Merit System Board and the Commissioner of Personnel and supporting documentation. Original maintained by the Department of Personnel.	6 years after termination of employment	Destroy
12-03-00	Reduction in Force File: Displaced Personnel Questionnaire and Appeal (Copy) Questionnaire asking employees to target what region they would prefer to transfer. Original maintained by the Department of Personnel.	3 years	Destroy

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: HUMAN RESOURCES	
SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION

	CLASSIFICATION & COMPENSATION		
12-04-00	Request for Title or Specification Modification (Classified and Unclassified) (Copy)	3 years	Destroy
12-05-00	Position Classification Questionnaire / Task Statement Verification Form Forms used to obtain basic data about a position in state government and in the Judiciary. Original Position Classification form for career service positions in the Central Office retained by the Department of Personnel. Originals otherwise retained by Judiciary Administrative Office of the Courts Personnel Classification Section as are copies for career service positions in the central office.	3 years	Destroy
12-06-00	Request for Reclassification / Reclassification Recommendation (Copy) Enables state employees in the Classified Service to change the classification of their position. Original retained by the Department of Personnel.	6 years	Destroy
12-07-00	Request to Appoint Confidential and/or Unclassified Employee (Copy)	3 years	Destroy
12-08-00	Lateral Title Request (Copy) Change request for transfer to a lateral title. Original retained by the Department of Personnel.	3 years	Destroy

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: HUMAN RESOURCES	
SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION

12-09-00	New Title Information Booklet (Copy) Original retained by the Department of Personnel.	3 years	Destroy
12-10-00	Title Rights Status (Copy) Listing of previous titles held. Original retained by the Department of Personnel.	3 years	Destroy
EMPLOYEE RELATIONS			
12-11-00	Grievance File Records of employees' dissatisfaction with working conditions which are beyond his / her control, but which may be subject to remedy by a supervisor. Steps I, II, or III settlements, which set departmental, divisional, or subdivisional precedent or policy are deemed necessary for future reference. File contains: Grievance Procedure, Grievance Form and Disposition, Grievance Appeal, and supporting documentation.		
12-11-01	Grievance File Establishing a Statewide Judiciary Policy - Settlement (Original)	Permanent	Permanent
12-11-02	Grievance File - Policy - Establishing Settlement (Copy) Retained by grievant's agency of employment.	Three (3) years after final settlement	Destroy
12-11-03	Grievance File - Policy - Establishing Settlement (Additional Copy)	One (1) year after final settlement	Destroy
12-11-04	Grievance File - Routine Settlement (Original)	Three (3) years after final settlement	Destroy

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: HUMAN RESOURCES	
SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION

12-11-05	Grievance File - Routine Settlement (Copy)	One (1) year after final settlement	Destroy
12-12-00	Disciplinary Actions Preliminary Notice / Final Notice / Appeal of Disciplinary Actions (Copy) Preliminary, final, and appeal notices of disciplinary actions taken pertaining to a classified, permanent employee. Original and copy retained by the Department of Personnel.		
12-12-01	Disciplinary Actions - Departmental of Personnel (Copy)	6 years after termination of employment	Destroy
12-12-02	Disciplinary Actions - Local Human Resources Office (Copy)	6 years after termination of employment	Destroy
12-12-03	Disciplinary Actions - (Additional Copy)	1 year	Destroy
12-13-00	Promotion Eligibility Appeal Letter (Copy) Original retained by the Department of Personnel.	3 years	Destroy
12-14-00	Americans With Disabilities Act Transition Plan and Self-Evaluation Plan Retention period prescribed by federal law (CFR 1910.1018)	65 years	Destroy

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: HUMAN RESOURCES	
SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION

	PAYROLL & BENEFITS		
12-15-00	EMPLOYEE RECORD CARDS		
12-15-01	<p>Employee Record Until 1988, an employee record card was prepared and filed in a file cabinet upon termination of employment and before the employee's personnel file was destroyed. This provided a record that the employee worked for us. The PMIS database replaces the card system.</p>	Permanent	Permanent
12-15-02	<p>Employee Record Cards - Judges Before a judge's personnel file is destroyed, an employee record card is filed in a file cabinet. This provides a record that the employee worked for us.</p>	Permanent	Permanent

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: HUMAN RESOURCES	
SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION

12-16-00	<p>Employee Personnel File</p> <p>File may contain but is not limited to the following: Employee's employment application/resume, job performance-related material, disciplinary actions, payroll records and PMIS transaction records, information pertaining to permanent and provisional full-time, part-time, and summer employees, Preliminary and Final Notices and Appeal of Disciplinary Action, Application for Reemployment, Application for Promotional Examination, Promotional Announcements, Report on Progress of Probationer, Data Processing Request for Correction of Social Security Number, Salary Refund Transmittals, Employee state and federal withholding tax documentation.</p>	Six (6) years after termination of employment	Destroy
12-17-00	<p>Employee Medical File</p> <p>Contains information concerning employee's medical disabilities, requests for accommodations (under ADA), Request for Employment Disability Leave/Return, benefits enrollment forms, Leave Requests: Disability, Administrative, Sick, Vacation, Maternity, leave of absence requests, Leave of Absence Maintenance Request and attendance information, Health Care Provider Program Enrollment Card.</p> <p>Retention period prescribed by federal law (CFR 1910.1018).</p>	40 years after termination of employment	Destroy
12-18-00	<p>Vision Care Cards and Tracking Sheets</p> <p>Records of employee vision care and reimbursements.</p>	6 years after termination of employment	Destroy

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: HUMAN RESOURCES	
SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION

12-19-00	Judiciary Human Resource Information System (JHRIS)	Permanent	Permanent
12-20-00	Employee Address List (Maintained on JHRIS)	As updated	Destroy
12-21-00	Position List Departmental and divisional personnel list listing name, position #, title. Appointing authorities maintain semi-annual (January & July) lists.	Six (6) years	Destroy
12-22-00	Position History File File used for fiscal verification.	7 years	Destroy
12-23-00	Bi-Weekly Time Records Attendance reports for state employees.	Six (6) years	Destroy
	PERSONNEL MANAGEMENT INFORMATION SYSTEM (PMIS) Records maintained online, by the Department of Personnel, in the PMIS system.		
12-24-00	Personnel Maintenance Request (Copy) Input document to update an employee's status.	3 years	Destroy
12-25-00	Position Maintenance Request Input document to update a position's status.	Six (6) years	Destroy

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: HUMAN RESOURCES	
SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION

12-26-00	Employee Transaction Verification Report (Copy) Verification report issued after an employee action is taken. Report contains: name, social security number, payroll number, action initiated (new hire, retirement, promotion, etc.), time balances, effective date, and PMIS request number. Original retained by the Department of Personnel.	Two (2) years	Destroy
	SELECTION, EVALUATION & EMPLOYEE SERVICES		
12-27-00	APPOINTMENT FILES		
12-27-01	Certification and Preappointment Forms For unclassified appointments at the county level, submitted for approval by the Assignment Judge.	6 years after termination of employment	Destroy
12-27-02	Master List - Certification and Preappointments Cumulative computer-generated list produced monthly which summarizes certification and preappointment data. Information contained on the list includes: name; day appointed; and salary.	As updated	Destroy
12-28-00	Personnel Requisition	Three (3) years	Destroy
12-29-00	Certification Delay (Copy) Original retained by the Department of Personnel.	Three (3) years	Destroy
12-30-00	Notification of Certification (Copy) Notification that an individual has passed a competitive examination and is eligible for appointment to a state government position. Original retained by the Department of Personnel.	Three (3) years	Destroy

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: HUMAN RESOURCES	
SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION

12-31-00	Certification Record Card (Copy) Record card of an individual who has passed a competitive examination and is eligible for appointment to a position in state government. Original retained by the Department of Personnel.	Four (4) years	Destroy
12-32-00	Job Applicant/Recruitment Files Includes resumes, applications, notice of vacancy, Selection Disposition Form, etc. of persons not hired for employment by state agencies. Retention applies to the paper and electronic records.	Three (3) years after closing date	Destroy
12-33-00	PAR Bi-Weekly Report (Copy) Submitted by each agency to the Department of Personnel. Original maintained by the Department of Personnel.	Three (3) years	Destroy
12-34-00	Special Reemployment Information/Preference (Copy) Original retained by the Department of Personnel.	Three (3) years	Destroy
	PERFORMANCE APPRAISAL		
12-35-00	Judiciary Performance Appraisal Form and the Performance Assessment Review File (PARS) Departmental Personnel (Original) Original of final appraisal / assessment is placed in the employee's official personnel file. Copy is retained by the employee.	Three (3) years after final rating	Destroy

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: HUMAN RESOURCES	
SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION

12-36-00	Performance Summary (Copy) Contains a listing of classified employees who have been rated satisfactory or unsatisfactory, unclassified employees not granted a salary increase, and supervisors who have failed to submit a Performance Certification and Salary Increase Recommendation form. Original retained by the Department of Personnel.	3 years	Destroy
	OPEN COMPETITIVE AND PROMOTIONAL EXAMINATION RECORDS		
12-37-00	Application for Open Competitive and Application for Promotional Examination - State Service File (Copy) Applications for an open competitive or promotional examination within state government. Original retained by the Department of Personnel.	Four (4) years	Destroy
12-38-00	Application Summary (Copy) List of persons eligible for a classified promotion in state government. Original retained by the Department of Personnel.	3 years	Destroy
12-39-00	<u>N.J.A.C. 4A:4-2.7</u> Promotional Action (Copy) Indicates that a permanent employee has been promoted to a position without examination. Original retained by the Department of Personnel.	3 years	Destroy

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: HUMAN RESOURCES	
SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION

12-40-00	Promotional Job Analysis (Copy) A job description used in the development of a promotional examination for a specific job title. Original retained by the Department of Personnel.		
12-40-01	Promotional Job Analysis - Departmental Personnel (Copy)	5 years	Destroy
12-40-02	Promotional Job Analysis (Additional Copy)	1 year	Destroy
12-41-00	Promotional Notices File (Copy) Contains: Promotional Announcements, Notices of Vacancy, Checklist, Promotional Opportunities, Notice of Promotional Examination, and Notice of Promotional Action. Original retained by the Department of Personnel.		
12-41-01	Promotional Notices File (Copy)	Until applicant list has expired	Destroy
12-41-02	Promotional Notices File - Departmental Personnel (Copy)	4 years	Destroy
12-42-00	Notification File (Copy) Contains: Notification of Examination, Notification of Eligibility, Notification of Ineligibility. Original retained by the Department of Personnel.		
12-42-01	Notification File (Copy)	Until applicant list has expired	Destroy
12-42-02	Notification File - Departmental Personnel (Copy)	3 years	Destroy

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: HUMAN RESOURCES	
SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION

12-43-00	Promotional Examination Seniority Record (Copy) Original retained by the Department of Personnel.	3 years	Destroy
12-44-00	Residence Questionnaire (Copy) Original retained by the Department of Personnel.	3 years	Destroy
12-45-00	Employment Eligibility List (Copy) Original retained by the Department of Personnel.	3 years	Destroy
12-46-00	Information Correction Card (Copy) Form to amend incorrect information in an examination application file. Original retained by the Department of Personnel.	3 years	Destroy
12-47-00	Examination Regular Review Form (Copy) Form requesting a routine review of an examination. Original retained by the Department of Personnel.	3 years	Destroy
12-48-00	Change in Examination Status (Copy) Form used to change qualified / unqualified status to sit for an examination. Original retained by the Department of Personnel.	3 years	Destroy
12-49-00	Veterans File (Copy) File of veterans' applications for examination. Contains: Veterans Preference Claim and Notice Concerning Veterans Status. Original retained by the Department of Personnel.	3 years	Destroy
12-50-00	Request for Extension of Working Test Period (Copy) Original retained by the Department of Personnel.	3 years	Destroy

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: HUMAN RESOURCES	
SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION

12-51-00	Title Code (Copy) Examination titles and associated codes. Original retained by the Department of Personnel.	3 years	Destroy
12-52-00	Symbol/Title/Closing Date (Copy) Original retained by the Department of Personnel.	3 years	Destroy
12-53-00	State Government Promotion Evaluation Team (Copy) Departmental personnel authorized to evaluate examination applicants. Original retained by the Department of Personnel.	3 years	Destroy
12-54-00	Promotion Exam Delegation Project Recommend for Exam Action (Copy) Review and approval for individuals to sit for examinations. Original retained by the Department of Personnel.	3 years	Destroy
12-55-00	Promotion Application/Announcement for Delegation to Local Appointing Authorities (Copy) Authority for local government to administer in-house examinations. Original retained by the Department of Personnel.	3 years	Destroy
12-56-00	Provisional Employee Status Original retained by the Department of Personnel.	3 years	Destroy
12-57-00	Promotional Announcement Meets Requirements Under <u>N.J.A.C. 4A:4-2.7</u> (Copy) Original retained by the Department of Personnel.	3 years	Destroy

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: HUMAN RESOURCES	
SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION

12-58-00	Certification Disposition Notice (Copy) Applicant notice that position has already been filled. Original retained by the Department of Personnel.	3 years	Destroy
12-59-00	Provisional Appointment Listing (Copy) Original retained by the Department of Personnel.	3 years	Destroy

HISTORICAL NOTE:

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

- ? Administrative Office of the Courts - Director - Personnel (Rev. 12/11/86)
- ? Administrative Office of the Courts - Director - Personnel Trial Courts (Rev. 11/22/86)
- ? State of New Jersey - General Schedule