

<b>JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE</b>	SCHEDULE:  <b>ORGANIZATIONAL DEVELOPMENT AND TRAINING UNIT</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
25-01-00	<b>REQUEST FORMS</b> Various request forms returned to Judicial Education in conjunction with booking arrangements for various seminars, meetings, and conferences.		
25-01-01	Committee Meeting Reservation/Confirmation	1 year after date of meeting	Destroy
25-01-02	Audiovisual Equipment/Materials Request Request form for audiovisual equipment as well as publications and materials.	Until equipment is returned	Destroy
25-02-00	Training Courses Required material includes roster, signed attendance sheets, agenda, list of individuals who have successfully completed courses and received diplomas.	5 years	Destroy
25-03-00	Reference material, course material	Periodic review	Destroy

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25-04-00	Films and video tapes	Periodic review	Destroy
25-05-00	Film Information File - Lists who has film, when due, description of film.	As updated	Destroy
25-06-00	Course Registration and Report (Copy) Used for training by the Department of Personnel's Service Training Section. Original retained by the Department of Personnel.	1 year	Destroy
25-07-00	Request / Disapproval for Registration (Copy) Agency request for staff training by institutions other than the Department of Personnel or the agency itself. Original retained by the Department of Personnel.	5 years	Destroy
25-08-00	Employee Training Database	6 years after termination of employment	Delete Individual's record

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**HISTORICAL NOTE:**

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

- ? Judicial Education
- ? Probation
- ? State-General