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## JUDICIARY RECORD RETENTION GUIDELINES

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### SECTION II.           DISPOSITION OF RECORDS

**A.     Destruction of Judiciary Records:** No Judiciary office, division or unit shall destroy or otherwise dispose of any Judiciary records, archives or printed documents which are under its control or in its care or custody, whether or not they are in current use, without having first secured the authorization to do so in accordance with the provisions of this directive.

**B.     Authorization for Destruction of Judiciary Records:** Each Judiciary office, division or unit shall secure in the manner and form prescribed herein, authorization to destroy or otherwise dispose of those records in its possession which are considered by it to have no further administrative, legal, fiscal or historical value sufficient to warrant their continued retention.

**C.     Procedures For Requesting Authorization For Disposal of Records:** Any Judiciary office desiring authorization to destroy records in its possession shall, at least 30 days prior to the date proposed for the destruction of the records, submit to the Office of the Superior Court Clerk a request for such authorization in the manner and form prescribed by this Directive. The following procedure must be adhered to by the appropriate parties for processing requests for authorization:

1.     A Request and Authorization for Records Disposal form shall be completed and submitted to the Office of the Superior Court Clerk.
2.     The Superior Court Clerk shall review the disposal request for completeness, and enter the date of authorization and the authorization number. The Clerk will approve, disapprove or amend the request for authorization as based upon the adopted schedule. If approved, authorization request form is signed by the Clerk of the Superior Court and, if not approved, the request is returned to the originating office with an explanation of errors to be corrected.
3.     When approved, the Clerk of the Superior Court files the original, returns a signed copy to the requesting Judiciary office, division or unit.
4.     The requesting Judiciary office, division or unit shall examine the returned copy for any changes or omissions. When destruction has been completed, returns follow-up copy to the Clerk with the necessary disposition information.

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5. Audit of fiscal records of the Judiciary. 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.

**D. Physical Destruction of Judiciary Records:** When disposal is authorized, records must be destroyed in fact and not be allowed to fall into unauthorized hands. Non-confidential records may be sold for waste, providing that they will eventually be processed to destroy their identity. Confidential records must be destroyed by burning, shredding or pulping, and a responsible official shall supervise such disposal or accompany the records if they have to be transported to see that they are in fact totally destroyed.

**E. Request and Authorization for Records Disposal Form:** Request and Authorization for Records Disposal forms are available from the following address:

Superior Court of New Jersey  
Office of the Superior Court Clerk  
Records Center  
P.O. Box 967  
Trenton, NJ 08625-0967