

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE	SCHEDULE: COURT REPORTING
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 N.J.S.A. 2B of the New Jersey Statutes Annotated.	

SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
	The retention period for court reporter notes, audio and video tapes, electronic recordings and all corresponding tape logs is calculated from the date of recording.		
07-01-00	Criminal	20 Years	Destroy
07-01-01	Pre-Trial Services -- Weekend Video Recordings	Two Weeks	Destroy
07-01-02	Pre-Trial Services -- CourtSmart	20 Years	Destroy
07-02-00	Civil	5 Years	Destroy
07-03-00	Civil Commitment	20 Years	Destroy
07-04-00	Special Civil	2 years	Destroy
07-05-00	Family, excluding FV	20 years	Destroy
07-05-01	Family (FV) Final restraining order or indefinite temporary restraining order	60 years	Destroy
07-06-00	Municipal Appeals	3 Years	Destroy
07-07-00	Municipal Court	5 Years	Destroy

SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
07-08-00	Grand Jury	20 Years	Destroy
07-09-00	Registration and Community Notification Law (Megan's Law)	20 Years	Destroy
07-10-00	Supreme Court Oral Arguments	3 Years	Destroy

HISTORICAL NOTE:

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

Judiciary - County - Court Reporters (Rev. 7/24/85)

Administrative Directives (#4-78, #10-25-82, #13-71, #7-71, #12-67)

AOC Municipal Bulletin Letter #8-75

Superior Court - Chancery Div.- Family Part (Rev. 12/16/87)

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

The note to the schedule was revised to add "electronic recordings."

Series #07-01-01, Pre-Trial Services -- Weekend Video Recordings, added to require retention for two (2) weeks.

Series #07-01-02, Pre-Trial Services -- CourtSmart, added to require retention for twenty (20) years.

Series #07-05-00, Family, revised to exclude Family (FV) cases and require retention for twenty (20) years. Formerly, all Family matters were retained for five (5) years.

Series #07-05-01, Family (FV), added to require retention of final restraining orders or indefinite temporary restraining orders for sixty (60) years.

Series #07-10-00, Supreme Court Oral Arguments, added to require retention for three (3) years. Formerly, tapes were recycled one year after conclusion of term in which arguments conducted.