

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: OFFICE SERVICES	
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
24-01-00	STOCKROOM REQUISITION (Form #AD0021) (Old form: OS -13)		
24-01-01	Stockroom Requisition AD0021 (Record Copy) This is the white copy retained in the Stockroom.	3 years	Destroy
24-01-02	Stockroom Requisition AD0021 (Copies) These copies are the yellow (sign off) copy retained in the stockroom and the pink copy retained by the requesting office.	1 year	Destroy

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24-02-00	VEHICLE RECORDS		
24-02-01	Motor Pool Request for Temporary Assignment OS-19 Vehicle request card which includes: vehicle license number, state account number, driver's name, authorization, purpose of trip, date and time in/out, and mileage count and relevant certifications.	3 years after disposal of vehicle by department	Destroy
24-02-02	Vehicle Log OS-18 Monthly log for each vehicle which includes: dates, mileage counts, destination, fuel prices, and driver names, accident reports and vehicle maintenance / repair orders.	3 years after final entry	Destroy

HISTORICAL NOTE:

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

- ? Management Services - Office Services (Rev. 5/27/87)
- ? State of New Jersey - General Schedule