

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: PURCHASE & PROPERTY	
DIRECTIVE #3-01		DATE: March 16, 2001 REVISED: October 24, 2014 (by Directive # 06-14)	
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
32-01-00	Declaration of Property Transfer/Surplus		
32-01-01	Information Assets	5 years after disposal or transfer	Destroy
32-01-02	Non-Information Assets	3 years after disposal or transfer	Destroy
32-02-00	Property Removal Pass (AD0219) Authorization signed by authorized Purchase and Property staff when removing assets from the Hughes Justice Complex.	1 year after property has been returned	Destroy
32-03-00	Surplus Property File Excess/Surplus Property Notice to state agencies and outside vendors.	Three (3) years and audit	Destroy
32-04-00	Authorization for Transfer of Surplus Property Authorization for the transfer of surplus property to another State agency or private vendor in accordance with established Treasury surplus procedures.	3 years after the transfer of the asset	Destroy

SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
32-05-00	Fixed Asset Inventory Report Annual listing of all Judiciary Fixed Assets that have been physically inventoried.	3 years	Destroy
32-06-00	NJ Judiciary Purchasing Requisition PPI (AD0240) Initial requisition form (plus supporting documents) requesting the purchase of goods and services. Form is used to generate standard Department of Treasury PB- series purchase orders and requisitions.		
32-06-01	NJ Judiciary Purchasing Requisition PPI (AD0240) (White copy) This is the original, signed copy of the requisition retained by Purchase and Property within the purchase order file.	7 years	Destroy
32-06-02	NJ Judiciary Purchasing Requisition PPI (AD0240) (Copies) The yellow and pink copies are retained by Purchase and Property for purpose of supporting multiple purchase orders and numeric file by requisition number. The goldenrod copy is retained by the requestor.	3 years	Destroy
32-07-00	Summary of Telephone Quotations Used to document informal vendor quotations received for smaller purchase requests. Completed by buyer and filed with Agency Purchase Order.	7 years	Destroy

SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
32-08-00	<p>Recommendation for Award without Competitive Bidding Used to document sole source purchases valued under the formal bidding dollar threshold. Completed by buyer and filed with Agency Purchase Order.</p>	7 years	Destroy
32-09-00	<p>Agency Purchase Order PB-2 Used to encumber funds and issue to vendor to order goods and services. Agency copy maintained in Agency Purchase Order file.</p>	7 years	Destroy
32-10-00	<p>Requisition - Purchase Bureau PB-6 Used to reserve funds in anticipation of the Purchase Bureau's issuance of a purchase order. Original retained by the Purchase Bureau. Agency copy maintained with agency copy of Purchase Order (PB-5)</p>	3 years	Destroy
32-11-00	<p>Purchase Order PB-5 Purchase order issued by the Purchase Bureau to vendors. Record copy maintained by the Purchase Bureau. Agency copy maintained in Agency Purchase Order (PB-2) file.</p>	7 years	Destroy
32-12-00	<p>Professional Service Agreement Contract form completed between the Judiciary and professional service providers, typically for sole source purchases.</p>	3 years	Destroy

SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
32-13-00	Software License Agreements and Contract Forms Agreements and contracts with vendors that specify terms in addition to standard terms incorporated with Agency Purchase Order. One year agreements maintained with Agency Purchase Order. Multi-year agreements maintained in separate contract file.	7 years from termination of agreement or contract	Destroy
32-14-00	Request for Waiver of Advertising (Copy) Used to forgo bid advertising in the event that there is only one supplier, and/or an immediate delivery of an item is necessary. Original retained by the Department of the Treasury.	7 years	Destroy

HISTORICAL NOTE:

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

- > Management Services - Purchase and Property (Rev. 5/27/87)
- > State of New Jersey - General Schedule

Directive # 06-14 revised the schedule as follows:

Series 32-01-00, Declaration of Property Transfer/ Surplus, was revised to align with Executive Branch Circular Letter #13-18-DPP, Disposition of Excess and Surplus Computer Equipment, Section IV. Procedure, Subsection O. Therefore, Series 32-01-01 was added to specify a retention period of 5 years after disposal or transfer for declarations regarding information assets, and Series 32-01-02 was added to specify a retention period of 3 years after disposal or transfer for declarations regarding non-information assets. Formerly, all declarations of property transfer/surplus were retained for 3 years after disposal or transfer.