

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE	SCHEDULE: PUBLIC INFORMATION
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
31-01-00	Daily News Summaries	Two (2) years	Destroy
31-02-00	News Release Information issued by state agencies for publication or broadcast.	Permanent	Permanent
31-03-00	Agency Annual Report Annual report highlighting the achievements and activities of a state agency.	Twelve (12) years	Destroy
31-04-00	Agency-Generated Newsletter (Original) Publication highlighting an agency's activities and other relevant information.	Four (4) years	Destroy
31-05-00	Agency-Generated Publication (Original) Printed material created by a state agency.	Permanent	Permanent

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: PUBLIC INFORMATION	
SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION

HISTORICAL NOTE:

This schedule is a compilation of items from the following schedule(s):
 ? Administrative Office of the Courts - Public Information (Rev. 2/23/83)
 ? General Schedule - State of New Jersey