

<b>JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE</b>		SCHEDULE: <b>CLIENTS' SECURITY FUND</b>	
<b>DIRECTIVE #3-01</b>		DATE: <b>March 16, 2001</b>	
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
06-01-00	<b>BILLING RECORDS</b> Practicing attorneys in the State of New Jersey are required (with certain exceptions) to contribute annually to the Clients' Security Fund. See, Rules Governing the Courts of New Jersey 1:28.		
06-01-01	Address Changes Initial records of changes/updates to attorneys' addresses. Information is entered into a computer file.	Current year plus 1 year	Destroy
06-01-02	Billing Cards Information includes: Clients' Security Fund number, date, attorney's name and address, year of admission to the bar, fee status, exemptions.	7 years	Destroy
06-01-03	Billing Correspondence Correspondence relating to problems in billing.	7 years	Destroy

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06-01-04	<p><b>Billing History - Annual</b> Annual computer printout which summarizes billing history data for most recent 10 years. Successive annual reports overlap with one another, i.e., information for a new year is added as information for the oldest year on previous report is dropped. Information includes: Clients' Security Fund number, name of attorney, date, most recent billing status code.</p>	1 year	Destroy
06-01-05	<p><b>Billing History - Cumulative Tenth-Year</b> Same report as described in Item 06-01-04 above. At designated 10-year intervals, reports should be retained permanently to preserve complete billing history.</p> <p>* Microfilming is recommended.</p>	Permanent	Permanent
06-01-06	<p><b>Billing Report -- Year-End</b> Annual computer printout which contains billing detail data for year just completed. Information includes: Clients' Security Fund number, name and address of attorney, current as well as previous billing status codes.</p>	7 years	Destroy

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06-01-07	<p>Pro Hac Vice Files Records involving payments into the Clients' Security Fund by attorneys from other states (brought in by New Jersey attorneys), who represent clients in New Jersey Courts. includes: letters acknowledging payment, copies of letters of inquiry, and copies of court orders.</p>	7 years	Destroy
06-02-00	<p><b>CLAIMS FILES</b> Case files involving dishonest conduct of members of the Bar of the State of New Jersey, where remunerative claims have been formally submitted to the Clients' Security Fund. See, Rules Governing the Courts of New Jersey 1:28. File includes: original claim form, claimant proofs, notarized release of funds, correspondence, internal memos, copies of pertinent minutes, and copies of Orders of Discipline.</p>		
06-02-01	Claim Files - Rejected/Discontinued	25 years	Destroy
06-02-02	Claim Files - Settled	25 years	Destroy
06-03-00	<p>Informal Claims Records involving potential claims or claims not officially filed. A file may be opened by the receipt of a letter or phone call. File includes: correspondence, copies of claim forms, and pertinent supporting documents.</p>	7 years	Destroy

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06-04-00	<b>Respondent Master Files</b> A master file is maintained of attorneys accused of dishonest conduct, where claims have been submitted to the Clients' Security Fund. Information includes: correspondence from or about the attorney, notification of claims, demand letters, documents regarding frozen assets, and copies of court orders and other litigation papers.	25 years	Destroy
06-05-00	<b>Subrogation/Litigation File</b> Special case file where claims have been paid, and the respondent (attorney) plus a third party are held liable. Includes: discoveries, interrogatories, motions, and copies of pleadings.	25 years	Destroy

**HISTORICAL NOTE:**

This schedule is a compilation of items from the following schedules:

- ? Supreme Court - Clients' Security Fund (Rev. 12/16/87)