

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: SUPERIOR COURT CLERK'S OFFICE	
DIRECTIVE #3-01		DATE: Issued March 16, 2001 - REVISED March 7, 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
34-01-00	Adoption Index-Confidential Statewide index of adoption compiled by Probate Section from information provided by Superior Court, SCP Surrogates and Family Court.	75 years	Destroy
34-02-00	Attestations Certifications filed with wills that verify the documents.	75 years	Destroy
34-03-00	Audits of Fiduciaries Detailed examinations of persons who by court order have been given trust and who must file an accounting or statement of money received and expanded for approval by the court.	75 years	Destroy
34-04-00	Financial Records (See Schedule #11, Financial Records)		
34-05-00	Chancery Foreclosure Electronic and Paper Case Files	36 years	Destroy
34-05-10	Docketed Judgment Electronic and Paper Case Files (N.J.S.A. 2A:14-5)	20 years	Destroy

SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
34-05-20	Case Management Database (AMIS, ACMS and CJOD)	Permanent	Permanent
34-06-00	DOCKETS AND/OR INDICES		
34-06-01	Dockets and/or Indices	75 years	Destroy
34-06-02	Dockets and/or Indices (AMIS) (Consolidated with Series 34-05-20)		
34-06-03	Chancery Enrollment Dockets (Bound Volumes) Recorded Chancery Court pleadings.	75 years	Destroy
34-07-00	Court Schedules / Calendars	Retain Electronic Calendar in ACMS for 18 months	Destroy
34-08-00	Docketed Judgments (Bound Volumes)	50 years	Destroy
34-08-01	Judgment and Order Books and Indices	50 years	Destroy
34-09-00	Inventories Estate lists maintained by Probate Section.	75 years	Destroy
34-10-00	Adoption Judgments (Copies) Copies of adoption judgments sent by Surrogates for inclusion in Probate Section index.	Until indexed	Destroy
34-11-00	Money Judgments (Copies) (Consolidated with Series 34-05-10)		
34-12-00	Public Defender Liens (Bound Volumes) See <u>N.J.S.A. 2A:158A-17</u> (Deleted)		

SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
34-13-00	Public Defender Warrants of Satisfaction Received by Judgment Section upon satisfaction of lien. (Consolidated with Series 34-05-10)		
34-14-00	Report of Administrations Granted Surrogates send a list of letters of administration to the Probate Section to be indexed.	75 years	Destroy
34-15-00	Wills Original wills are sent by Surrogates to be indexed.	75 years	Destroy
34-16-00	State Grand Jury		
34-16-01	State Grand Jury Pleadings (Transferred to Schedule #15, Jury Management)		
34-16-02	State Grand Jury Index / Docket (Deleted)		
34-17-00	Trust Funds -- Legal Unit Files		
34-17-01	Final Payment Claimed -- Remitted to interested parties	7 years	Destroy
34-17-02	Final Payment Unclaimed -- Remitted to State Treasurer	10 years	Destroy
34-17-03	Trust Fund Database	Permanent	Permanent

SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
34-20-00	Records of Former Courts (pre-1948 Court System)		
34-20-01	Dockets and Indices of Former Courts (pre-1948 Court System)	50 years	Destroy
34-20-02	Case Files and Related Papers of Former Courts (pre-1948 Court System)	50 years	Destroy

HISTORY OF DOCKETING AND INDEXING METHODS:

The method used to index and docket cases changed over the years. Methods used include: written entries in books, index cards, computer systems and other electronic media, etc. The Automated Case Management System (ACMS) is currently used to index and docket Chancery Foreclosure cases. The retention schedule applies to the record type regardless of the medium used.

HISTORICAL NOTE:

Judiciary - Courts - Superior Court Clerk's Office (Rev. 7/22/87)
 Judiciary-Courts-Superior Court- Trust Fund Unit (Rev. 3/27/91)

Supplement to Directive #03-01 (dated March 7, 2017) revised the schedule as follows:

Series #34-01-00, Adoption Index - Confidential, revised to reduce retention from permanent to seventy-five (75) years.

Series #34-02-00, Attestations, revised to reduce retention from permanent to seventy-five (75) years and to delete notation that they are filmed with wills.

Series #34-03-00, Audits of Fiduciaries, revised to reduce retention from permanent to seventy-five (75) years.

Series #34-05-00, Chancery Foreclosure Case Files, renamed Chancery Foreclosure Electronic and Paper Case Files and revised to reduce retention from permanent to thirty-six (36) years.

Series #34-05-10, Docketed Judgment Electronic and Paper Case Files, added to require retention for twenty (20) years.

Series #34-05-20, Case Management Database (AMIS, ACMS and CJOD), added to require permanent retention.

Series #34-06-01, Dockets and/or Indices, revised to reduce retention from permanent to seventy-five (75) years and to delete history of indexing and docketing methods. The history was moved to end of schedule.

Series #34-06-02, Dockets and/or Indices (AMIS), consolidated with Series #34-05-20; retention period unchanged. Requirement for removal of docket/index information from the Automated Case Management System (ACMS) to the Archive Management Information System (AMIS) deleted.

Series #34-06-03, Chancery Enrollment Dockets (Bound Volumes), revised to reduce retention from permanent to seventy-five (75) years.

Series #34-07-00, Court Schedules / Calendars, revised to require retention of electronic calendars in Automated Case Management System (ACMS) for eighteen (18) months. Formerly, required retention of current year plus one (1) year.

Series #34-08-00, Docketed Judgments (Bound Volumes), revised to reduce retention from permanent to fifty (50) years.

Series #34-08-01, Judgment and Order Books and Indices, added to require retention for fifty (50) years.

Series #34-09-00, Inventories, revised to reduce retention from permanent to seventy-five (75) years.

Series #34-11-00, Money Judgments (Copies) amended to delete reference to paper or microfilm and consolidated with Series #34-05-10; retention remains unchanged.

Series #34-12-00, Public Defender Liens (Bound Volumes) deleted. Formerly, retained ten (10) years after entry of lien.

Series #34-13-00, Public Defender Warrants of Satisfaction - Received by Judgment Section upon satisfaction of lien, consolidated with Series #34-05-10 to require retention for twenty (20) years. Formerly, retained ten (10) years after entry of lien.

Series #34-14-00, Report of Administrations Granted, revised to reduce retention from permanent to seventy-five (75) years.

Series #34-15-00, Wills, revised to reduce retention from permanent to seventy-five (75) years and to delete microfilm requirement.

Series #34-16-01, State Grand Jury Pleadings, transferred to Retention Schedule #15, Jury Management.

Series 34-16-02, State Grand Jury Index/Docket, deleted. Formerly, required permanent retention.

Series #34-17-00, Trust Funds, renamed Trust Funds -- Legal Unit Files, for clarification.

Series #34-17-01, Trust Fund Case File (Regular), renamed Final Payment Claimed -- Remitted to interested parties, for clarification and revised to reduce retention from permanent to seven (7) years.

Series #34-17-02, Trust Fund Case File (Special), renamed Final Payment Unclaimed -- Remitted to State Treasurer, for clarification and revised to reduce retention from permanent to ten (10) years.

Series #34-20-00, Records of Former Courts (pre-1948 Court System), added.

Series #34-20-01, Dockets and Indices of Former Courts (pre-1948 Court System), added to require retention for fifty (50) years.

Series #34-20-02, Case Files and Related Papers of Former Courts (pre-1948 Court System), added to require retention for fifty (50) years.