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To: Hon. Ariel A. Rodriguez
Assignment Judges
Hon. Patrick DeAlmeida

From: Glenn A. Grant, J.A.D. 

Subj: RECORDS RETENTION SCHEDULES – NEW (OMBUDSMAN); REVISED (JURY;
TAX COURT; EEO/AA; PROFESSIONAL SERVICES)

Date: April 12, 2012

Directive # 01-12
[Modifies Directive #03-01 in Part]

This directive promulgates the following additions and revisions to Judiciary Records Retention Schedules as approved by the Supreme Court, to be effective immediately: (a) new Ombudsman Records Retention Schedule (Schedule #39) (1 page); (b) revised Jury Management Records Retention Schedule (Scheduled #15) (4 pages); (c) revised Tax Court Records Retention Schedule (Scheduled #37) (3 pages); (d) revised EEO/AA Records Retention Schedule (Schedule #01) (3 pages); and (e) revised Professional Services Records Retention Schedule (Scheduled #30) (4 pages). Copies of all are attached.

The revised retention schedules (Jury Management; Tax Court; EEO/AA; Professional Services) supersede the corresponding sections in Directive #03-01 (Judiciary Records Management Policy). The new schedule (Ombudsman) supplements Directive #03-01. The vicinages and the relevant central office offices should proceed with implementation of these retention schedules as expeditiously as practicable. Questions or concerns regarding these schedules or about the records retention process may be directed to Mary Patterson, Assistant Chief in the Superior Court Clerk's Office, by telephone at 609-292-0339 or by Lotus Notes e-mail at Mary.Patterson@judiciary.state.nj.us.

G.A.G.

Attachments

cc: Chief Justice Stuart Rabner
Steven D. Bonville, Chief of Staff
AOC Directors and Assistant Directors
Gurpreet M. Singh, Special Assistant
Clerks of Court
Trial Court Administrators
Beth Ann Strom, Chief, SCCO
Mary Patterson, Assistant Chief, SCCO
ATCAs/Operations Managers