

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: JURY MANAGEMENT	
DIRECTIVE #3-01		DATE: Issued March 16, 2001 REVISED: April 12, 2012 (by Directive #01-12)	
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
15-01-00	State and County Grand Jury		
15-01-01	Attendance Sheets A separate attendance sheet must be retained <u>only in the event</u> that it serves as the only record of grand jurors' attendance and that information is not captured on the Caption or Voting sheets.	10 years after the date on which the grand jury met.	Destroy
15-01-02	Case Caption Sheets The caption sheet is a record of all matters considered by the grand jury in a particular session, no matter their eventual determination by the grand jury as True Bills, no bills, and remands. The Caption Sheet contains the list of cases heard, the jurors in attendance, the voting record of each grand juror for each matter considered, and outcome of the vote for each matter considered. Note: Calendars that double as caption sheets must follow this retention period.	10 years after the date on which the grand jury considered the matters listed.	Destroy

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15-01-03	<p>Voting Sheets</p> <p>A separate voting sheet must be retained <u>only in the event</u> that it serves as the only record of grand jurors' votes on each matter considered by the grand jury and that information is not captured on the Caption or Voting sheets.</p>	10 years after the date on which the grand jury voted on the matters listed	Destroy
15-01-04	<p>Names of Cases Returned by the Grand Jury in Court (known as Hand-ups and including True Bills, No Bills, and Remands)</p>	5 years after decision	Destroy
15-01-05	<p>Original Presentment (goes to the Assignment Judge or designee, copy to Administrative Director) [Note: Rarely used.]</p>	10 years (If Grand Jury office is designated by Assignment Judge)	Destroy
15-01-06	<p>Minute Sheets / Audio Recording Logs</p> <p>Also called Session Sheets, the Minute Sheets contain information from the Grand Jury proceedings. The minute sheets include but are not limited to the following information: the stated session and date, names of jurors present, vote tally and outcome, witnesses subpoenaed and sworn in, Prosecutor, case caption, offense and docket number.</p> <p>Cross reference Court Reporters Schedule Grand Jury 07-08-00 which also covers the tapes and log sheets.</p> <p>Note: Calendars that double as minute sheets must follow this retention period.</p>	20 years after session date	Destroy

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15-01-07	<p>Secrecy Oath</p> <p>Paper signed by jurors after taking the Oath of Secrecy. Signed oaths, e.g., grand jury clerks and other Judiciary staff, are to be retained at the Jury Management Office or in the central personnel file. Oaths required for others are to be done (and properly identified) on the record for each session of the grand jury.</p>	5 years	Destroy
	<p>NOTE:</p> <p>Documents used as a source for entry of data into an automated system may be destroyed, without the usual required authorization, upon entry and verification of data into the automated system.</p>	Retain until no longer needed	Destroy
	<p>NOTE – Calendars:</p> <p>This record is used solely for listing cases to be heard. Calendars that double as minute or caption sheets must follow the retention for those records.</p>		

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15-02-00	Grand and Petit Jury Lists		
15-02-01	Certified Lists	5 years	Destroy
15-02-02	Uncertified Lists	5 years	Destroy
15-03-00	Uniform Questionnaire for Prospective Jurors		
15-03-01	Eligible	3 years	Destroy
15-03-02	Ineligible	3 years	Destroy

HISTORICAL NOTE:

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

- County Jury Commission (Rev. 10/17/84)

Directive #01-12 revised the schedule as follows:

Series #15-01-00 -- Title was previously State Grand Jury.

Series #15-01-01—Formerly, specified a retention period of five (5) years for lists of state grand juries and other papers relating to summoning, impaneling and the charging of such juries. It was replaced with newly added Series # 15-01-01 through #15-01-07.