

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: CHANCERY DIVISION - FAMILY PART	
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
03-01-00	Daily Calendars	Periodic Review	Destroy
03-02-00	Court Minutes Minutes are defined as an informal record of the court proceeding and are kept in the case file.	Periodic Review	Destroy
03-03-00	Proceeding Notes	One (1) year after hearing	Destroy
03-04-00	Statistical Reports (Includes weekly, monthly and annual statistical reports to the Administrative Office of the Courts and other agencies.)	One (1) year	Destroy
03-05-00	Transcripts (Copies)	Upon disposition of appeal	Destroy
03-06-00	Title IV-D logbooks	Seven (7) years provided all audit findings are resolved.	Destroy

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03-07-00	<p>DOCKET</p> <p>The method that has been used to docket cases has changed over the years. Methods used have included: index cards, docket books, computer systems, etc. The current docketing method for Family cases is the Family Automated Case Tracking System (FACTS). The retention schedule applies to the record type regardless of the medium used.</p>	Permanent	Permanent
03-08-00	<p>INDICES TO DOCKET</p> <p>The method that has been used to index cases has changed over the years. Methods used have included: index cards, index books, computer systems, etc. The current indexing method for Family cases is the Family Case Tracking System (FACTS). The retention schedule applies to the record type regardless of the medium used.</p>	Permanent	Permanent
03-09-00	<p>Docket Books and / or Indices (DUPLICATE)</p> <p>Books maintained by staff in the county of venue which are duplicates of the books containing the original entries made by staff of the Superior Court Clerk's Office in Trenton.</p>	Retain until no longer needed for reference.	Destroy

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03-10-00	CASE FILES		
03-10-10	Child Placement Review (FC)	<p>Twelve (12) months after case disposition*, with no activity during the twelve months purge everything but orders and opinions.</p> <p>Destroy four (4) years after disposition* or age 22 whichever is later.</p>	Destroy
03-10-20	Family Crisis (FF)	<p>Twelve (12) months after case disposition*, with no activity during the twelve months purge everything but orders and opinions.</p> <p>Destroy four (4) years after disposition* or age 22 whichever is later.</p>	Destroy

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03-10-30	Juvenile (FJ)	<p>Twelve (12) months after case disposition*, with no activity during the twelve months purge everything but orders and opinions.</p> <p>Destroy four (4) years after disposition* or age 22 whichever is later.</p>	Destroy
03-10-40	Non-Dissolution Case Files		
03-10-41	Non-dissolution (FD)	Dismissed Cases-Destroy after twelve (12) months	Destroy

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03-10-42	Non-dissolution (FD)	All dispositions other than dismissals - Twelve (12) months after case disposition*, with no activity during the twelve months, purge everything but orders and addendum, e.g., property settlement agreement, opinions and the most recent case information statement. / Destroy after sixty (60) years.	Destroy

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03-10-50	<p>Dissolution (FM) Case Files</p> <p>1. PRE-CAMIS: From 1948 up to and including court year 1978, original case papers were filed with the Superior Court Clerk in Trenton; duplicates were sent to the county.</p> <p>2. CAMIS: From 1979 until 1988 or local filing (whichever occurred first), original case papers were filed with the Superior Court Clerk, microfilmed and forwarded to the County.</p> <p>3. FACTS / LOCAL FILING: Under local filing, original case papers are filed directly in the county of venue. Local filing was implemented in the counties over a period of years from 1989 - 1993.</p>		
03-10-51	Dissolution (FM) - PRE CAMIS	Permanent	Permanent
03-10-52	Dissolution(FM) - PRE-CAMIS Duplicate case file in the county of venue.	6 mos. after case closed, remove original pleadings from duplicate case file and forward to the Superior Court Clerk.	Destroy

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03-10-53	Dissolution(FM) - CAMIS	Permanent	Permanent
03-10-54	Dissolution(FM) - FACTS / LOCAL FILING	Dismissed cases-Destroy after twelve (12) months.	Destroy
03-10-55	Dissolution(FM) - FACTS / LOCAL FILING	All dispositions other than dismissals- Twelve (12) months after case disposition*, with no activity during the twelve months, purge everything but orders and addendum, e.g., property settlement agreements, opinions and the most recent case information statement. / Sixty (60) years.	Destroy
03-10-60	Guardianship (FG) Case Files		
03-10-61	Guardianship (FG)	Dismissed cases-Destroy after twelve (12) months.	Destroy

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03-10-62	Guardianship (FG)	All dispositions other than dismissals - Twelve (12) months after case disposition*, with no activity during the twelve months, purge everything but orders and addendum, e.g., property settlement agreement, opinions and the more recent case information statement. / Sixty (60) years.	Destroy
03-10-70	Child Abuse/Neglect (FN) Case Files		
03-10-71	Child Abuse/Neglect (FN)	Destroy four (4) years after the youngest child who is subject to the complaint attains the age of twenty-two (22) years.	Destroy
03-10-80	Domestic Violence (FV) Case Files		
03-10-81	Domestic Violence (FV)	Dismissed cases-Destroy two (2) years after dismissal.	Destroy

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03-10-82	Domestic Violence (FV)	All dispositions other than dismissals -Twelve (12) months after case disposition*, with no activity during the twelve months, purge every thing but orders and addendum, e.g., property settlement agreement, opinions and the most recent case information statement. Destroy after sixty (60) years.	Destroy
03-10-90	Quasi Criminal and Other Matters (FO)		
03-10-91	Quasi Criminal and Other Matters (FO)	Dismissed cases-Two (2) years after dismissal.	Destroy
03-10-92	Quasi Criminal and Other Matters (FO)	Twenty (20) years after disposition*.	Destroy
03-11-00	Fee Processing and Other Financial Records	See the FINANCIAL RECORDS schedule	

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03-12-00	Hearing Investigations, Juvenile	10 years from date of hearing	Destroy
03-13-00	In forma Pauperis Investigation	1 year from date of hearing	Destroy
*	Disposition is defined as a final order or judgment in connection with the disposition of the original complaint as defined by the Family Division statistical reporting procedures.		

HISTORICAL NOTE:

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

- Judiciary - Courts - Superior Court - Clerk's Office (7-22-87)
- County Clerk- Judicial (5-21-86)
- Judiciary - Superior Court - Chancery Division - Family Division (12-16-87)
- Judiciary - Family Division - Child Placement Support Services (12-16-87)
- Judiciary - Family Division - Dissolution (12-16-87)
- Judiciary - Family Division - Non-dissolution (12-16-87)
- Judiciary - Family Division - Juvenile Delinquency (12-16-87)
- Judiciary - Family Division - Juvenile Family Crisis: Petition or Out-of-home Placement Petition (12-16-87)