

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: SUPERIOR COURT CLERK'S OFFICE	
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
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.	Permanent	Permanent
34-02-00	Attestations Certifications filed with wills that verify the documents. The attestations are filmed with wills.	Permanent	Permanent
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.	Permanent	Permanent
34-04-00	Financial Records	See FINANCIAL RECORDS schedule.	
34-05-00	Chancery Foreclosure Case Files	Permanent	Permanent

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34-06-00	DOCKETS AND/OR INDICES		
34-06-01	Dockets and/or Indices The method used to index and docket cases changed over the years. Methods used includes: 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.	Permanent	Permanent
34-06-02	Dockets and/or Indices (AMIS) Eighteen months after a case is disposed with no activity during the last six months, docket / index information is removed from ACMS to the Archive Management Information System (AMIS).	Permanent	Permanent
34-06-03	Chancery Enrollment Dockets (Bound Volumes) Recorded Chancery Court pleadings.	Permanent	Permanent
34-07-00	Court Schedules / Calendars	Current year plus 1 year	Destroy
34-08-00	Docketed Judgments (Bound Volumes)	Permanent	Permanent

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34-09-00	Inventories Estate lists maintained by Probate Section.	Permanent	Permanent
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 of judgments - paper or microfilm) Become liens on land.	20 years	Destroy
34-12-00	Public Defender Liens (Bound Volumes) See <u>N.J.S.A. 2A:158, A-17</u>	10 years after entry of lien	Destroy
34-13-00	Public Defender Warrants of Satisfaction Received by Judgment Section upon satisfaction of lien.	10 years after entry of lien	Destroy
34-14-00	Report of Administrations Granted Surrogates send a list of letters of administration to the Probate Section to be indexed.	Permanent	Permanent
34-15-00	Wills Original wills are sent by Surrogates to be indexed and microfilmed.	Permanent	Permanent

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34-16-00	State Grand Jury		
34-16-01	State Grand Jury Pleadings Indictments, presentments, designation of venue, and miscellaneous documents filed with the Clerk of the Superior Court by the Attorney General relating to investigations.	20 years	Destroy
34-16-02	State Grand Jury Index / Docket	Permanent	Permanent
34-17-00	Trust Funds		
34-17-01	Trust Fund Case File (Regular) Files for cases docketed with the court. Contains: Order for Depositing Monies into Court (Copy) (Initiating Document), copy of deposited check, Trust Fund Checklist (used to keep track of interest earned and payments made), correspondence, and Order for Payment of Funds on Deposit (Copy). Files are required to be audited every six (6) months.	Permanent	Permanent

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34-17-02	Trust Fund Case File (Special) Files that begin when money is deposited with the court. Given a TF number for tracking purposes. Contains: Order for Depositing Monies into Court (Copy) (Initiating Document), copy of deposited check, Trust Fund Checklist (used to keep track of interest earned and payments made), correspondence, and Order for Payment of Funds on Deposit (Copy). Files are required to be audited every six (6) months.	Permanent	Permanent
34-17-03	Trust Fund Database	Permanent	Permanent

HISTORICAL NOTE:

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