

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: MUNICIPAL COURTS	
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
22-01-00	Arrest Sheets, Criminal Copy of police arrest sheet, containing police case number, corresponding court docket number, details of arrest and on defendant, bail information, and disposition. Used for internal reference purposes.	6 years after case has been disposed of or dismissed by the court.	Destroy
22-02-00	Bail Records / Reports		
22-02-01	Bail Bonds and Recognizances See Footnote 1	7 years after discharge and posting	Destroy
22-02-02	Daily Bail Journal (previously cash bail book)	7 years	Destroy
22-02-03	Monthly Bail on Account Report - (3TFC5120) - (previously Bail Analysis)	7 years	Destroy
22-02-04	Bail Disbursement Report - (3TFC5140) (previously cash bail book)	7 years	Destroy
22-03-00	Bank Statements	7 years	Destroy
22-04-00	Budget and Appropriation Request	3 years	Destroy
22-05-00	Bulletins (Copies) / Procedural E-mails Issued by Supreme Court, Director of Administrative Office of the Courts and other state offices.	Periodic Review	Destroy

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22-06-00	Card files (relating to partial payments prior to ATS/ACS conversion) (See Series Number 22-21-00)	7 years	Destroy
22-07-00	Daily Financial Reports		
22-07-01	Cash Book (See Series Numbers 22-07-02, -03, -05)	7 years after final entry	Destroy
22-07-02	Daily Traffic Journal (previously cash book)	Destroy once Batch Payments Report is received	Destroy
22-07-03	Daily Criminal Journal - (listing of payments for complaints)	7 years	Destroy
22-07-04	Daily Bail Journal (previously Bail Book)	7 years	Destroy
22-07-05	Batch Payment Report (1TFC05711) - listing of payments for tickets (previously Cash Book)	7 years	Destroy
22-08-00	Monthly Cashbook/Reconciliation Sheet (3TFC5337) Monthly computer print-out of case dispositions including manner of disposition, bail posted, fines paid, and other agency credits (previously Financial Reports)	7 years	Destroy
22-09-00	Checking Account and Savings Account Books / Registers Check Receipt List Report (3TFC5620)	7 years	Destroy
22-10-00	Canceled Checks (if provided by financial institution) with Checking Account Statements	7 years	Destroy
22-11-00	Commitments to County Jail - (for defendants)	6 years after disposition	Destroy

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22-12-00	Complaints		
22-12-01	Complaints - Criminal (non-traffic) (Excluding Expunged complaints) See Footnote 2	6 years after disposition	Destroy
22-12-02	Complaints -Traffic [Excluding Drunk Driving (22-12-03) and Select Traffic Offenses (22-12-04)] See Footnotes 2 & 5	3 years after disposition	Destroy
22-12-03	Complaints - Drunk Driving DWI See Footnote 3	15 years after disposition	Destroy
22-12-04	Complaints - Select Traffic Offenses (39:3-10; 39:3-40; 39:4-129; 39:6B-2)	6 years after disposition	Destroy
22-12-05	Special Form of Complaint and Summons	6 years after disposition	Destroy
22-12-06	Expunge / Deleted Complaint Report (1TFC1447)	Permanent	Permanent
22-12-07	Expunged Complaints (See footnote 2)	Permanent	Permanent
22-13-00	Court Calendars - Report (1TFC1447)	Current year plus 2 years	Destroy
22-14-00	Cash Receipts / Deposit Slips		
22-14-01	Deposit Slips (Originals and validated) attach to batch reports	7 years	Destroy
22-14-02	Deposit Slips (duplicates)	7 years	Destroy

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22-14-03	Receipts of Credit Card and/or Electronic Transactions (per Directive #8-98 attached to ticket or complaint)	7 years	Destroy
22-14-04	Receipt Books	7 years	Destroy
22-15-00	Designations of Acting Judges	Term plus 3 years	Destroy
22-16-00	Designations of time and place of court sessions	Current year plus 1 year	Destroy
22-17-00	Designations of Violations Clerk(s) <u>R. 7:12-4(a)</u>	Term plus 3 years	Destroy
22-18-00	Directives and Procedures Authorized or Required by Administrative Director or Supreme Court / E-mails sent as Procedural Directives	Save as updated	Destroy
22-19-00	Docket Books		
22-19-01	Docket Books - Criminal (Non-Traffic) Prior to ACS Conversion (See Footnote 5)	Permanent	Permanent
22-19-02	Docket Books - (Traffic) - Prior to ATS Conversion (See Footnote 5)	Permanent	Permanent
22-20-00	Monthly Financial Reports		
22-20-01	Financial Reports submitted by municipal courts to state, county and municipal offices prior to ATS/ACS conversion	7 years	Destroy
22-20-02	Monthly Misc Reports for restitution / disbursements to State Agencies (3TFC5351)	7 years	Destroy

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22-21-00	Installment Payment Schedules / Forms		
22-21-01	Installment Payment Schedules Form 5A - Criminal Card Files are maintained for partial payments prior to ATS/ACS conversion	7 years after final payment	Destroy
22-21-02	Installment Payment Schedules Form 5A - Traffic Card Files are maintained for partial payments prior to ATS/ACS conversion	7 years after final payment	Destroy
22-21-03	Installment Payment Schedules Form 5A - DWI - (Drunk Driving) Card Files are maintained for partial payments prior to ATS/ACS conversion	15 years	Destroy
22-21-04	Installment Payment Schedules Form 5A - Select Traffic Offenses (39:3-10; 39:3-40; 39:4-129; 39:6B-2) Card Files are maintained for partial payments prior to ATS / ACS conversion	7 years after final payment	Destroy
22-21-05	Time Payment Detail Report - (3TFC5221) - (previously card files)	Periodic review	Destroy
22-21-06	Time Payment Summary Report - (3TFC5223 and CMM5223) - (previously card files)	Periodic review	Destroy

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22-22-00	Notices and Correspondence		
22-22-01	Notices and Correspondence - Criminal (i.e., attorney letters, subpoenas, ACS notices are listed in inquiry)	6 years after disposition	Destroy
22-22-02	Notices and Correspondence - Traffic (i.e., attorney letters, subpoenas, ATS notices are listed in inquiry)	3 years after disposition	Destroy
22-22-03	Notices and Correspondence - DWI (i.e., attorney letters, subpoenas, ATS notices are listed in inquiry)	15 years after disposition	Destroy
22-22-04	Notices and Correspondence - Select Traffic Offenses (39:3-10; 39:3-40; 39:4-129; 39:6B-2) (i.e., attorney letters, subpoenas, ATS notices are listed in inquiry)	6 years after disposition	Destroy
22-23-00	Notices and Correspondence with Municipal, County or State Officials or Agencies - (non ATS/ACS related)	3 years	Destroy
22-24-00	Notices in Lieu of Complaints	2 years	Destroy
22-25-00	Oaths of Judges, Including Acting Judges (See N.J.S.A. 47:3-9)	5 years after termination of office	Destroy
22-26-00	Prison Records for defendant	6 years	Destroy
22-27-00	Probation Reports for defendant	6 years	Destroy

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22-28-00	Suspense Report (1TFC5410) Unidentified Monies	7 years	Destroy
22-29-00	Release from Commitment		
22-29-01	Release from Commitment to County Jail - Criminal for defendant - (destroy with case)	6 years	Destroy
22-29-02	Release from Commitment to County Jail - Traffic for defendant - (destroy with case)	3 years	Destroy
22-29-03	Release from Commitment to County Jail - DWI for defendant - (destroy with case)	15 years	Destroy
22-29-04	Release from Commitment to County Jail - Select traffic Offenses (39:3-10; 39:3-40; 39:4-129; 39:6B-2) - (destroy with case)	6 years	Destroy
22-30-00	Audit		
22-30-01	Audit Correspondence	7 years	Destroy
22-30-02	Reports and Correspondence on Audit Reports	6 years	Destroy
22-30-03	Reports required by the Administrative Director of the Courts	6 years	Destroy
22-31-00	Statistical Reports		
22-31-01	Monthly Statistical Report (3TFC1610) - Traffic	1 year	Destroy
22-31-02	Monthly Statistical Report (CMC1610) - Criminal	1 year	Destroy

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22-31-03	Monthly Victims of Crimes Compensation Board (VCCB) Summary Reports (3TFC5362)	1 year	Destroy
22-31-04	Monthly Reports on Requests for Orders and Orders Entered Under the Prevention of Domestic Violence Act	3 years	Destroy
22-31-05	Monthly Management Report - ATS - (3TFC1628)	1 year	Destroy
22-31-06	Monthly Management Report - ACS - (CMC1628)	1 year	Destroy
22-32-00	Suspension Orders / Scofflaw List		
22-32-01	Order of Suspension - (2TFC1552) Driver's License - Traffic (Parking) R. 39:4-139.4 (formerly Scofflaw List)	3 years after disposition	Destroy
22-32-02	Order of Suspension - (2TFC1552) Driver's License - Criminal	6 years after disposition	Destroy
22-32-03	Order of Suspension - (2TFC1552) Driver's License - DWI	15 years after disposition	Destroy
22-32-04	Order of Suspension - (2TFC1552) Driver's License - Select traffic offenses (39:3-10; 39:3-40; 39:4-129; 39:6B-2)	6 years	Destroy
22-32-05	Time Payment - (2TFC5230) Driver License Suspension Notice - (Traffic)	3 years after disposition	Destroy
22-32-06	Time Payment - (2TFC5230) Driver License Suspension Notice - (Criminal)	15 years after disposition	Destroy

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22-32-07	Time Payment - (2TFC5230) Driver License Suspension Notice - (DWI)	6 years after disposition	Destroy
22-32-08	Time Payment - (2TFC5230) Driver License Suspension Notice - (Select Traffic Offenses - 39:3-10; 39:3-40; 39:4-129; 39:6B-2)	6 years after disposition	Destroy
22-33-00	Separate Judgments of Convictions for defendants - (destroy with case)	6 years	Destroy
22-34-00	Sound Recording Log Listing counter numbers for speakers	5 years after last entry	Destroy
22-35-00	Sound Recording Tapes (See Rule 7:8-8)	5 years after final action	Destroy
22-36-00	Subpoenas (Copies)	3 years	Destroy
22-37-00	Summonses		
22-37-01	Summonses - Used (and Disposed)	3 years	Destroy
22-37-02	Summonses - Unused and Superseded	Void after receipt of new summons	Destroy
22-37-03	Ticket Delete Report Traffic - (2TFC1860)	7 years	Destroy
22-37-04	Ticket Void/Spoiled Report - (3TFC0058)	7 years	Destroy
22-37-05	Ticket Error Report - (1TFC00502)	18 months	Destroy

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22-37-06	In Court Payment Disposition Error Report -(1TFC5451)	Destroy after errors have been corrected	Destroy
22-38-00	Traffic Ticket Control Record - Signature Log	6 years	Destroy
22-39-00	Traffic Ticket Control Record Receipts	6 years	Destroy
22-40-00	Tickets not Assigned Report - (3TFC0504)	Periodic Review	Destroy
22-41-00	Tickets not Issued Report - (3TFC0506)	Periodic Review	Destroy
22-42-00	Transcripts of all Appeals, Duplicates (N.J.S.A. 2A:1-53.3)	Upon disposition of appeal	Destroy
22-43-00	Transmittal and Receipt for Court Reports (MF-2 Form) (Currently not used. ATS reports driver history information to DMV on a weekly basis.)	3 years	Destroy
22-44-00	Violations Bureau Schedules/ATS Violation List/ACS Offense List Uniform Statewide Violations Bureau Schedule and local supplemental schedule listing the violations payable through the Violations Bureau.	Current plus 3 years Unless - new schedule has been set forth	Destroy
22-45-00	Warrants		
22-45-01	Warrants - Criminal - (non-payable only)	6 years after case has been disposed of	Destroy

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22-45-02	Warrants - Traffic - (non-payable only) Excluding DWI (22-12-03 and Select Traffic Offenses (22-12-04)	3 years after case has been disposed of	Destroy
22-45-03	Warrants - DWI (Drunk Driving)	15 years after case has been disposed of	Destroy
22-45-04	Warrants - Select Traffic Offenses (39:3-10; 39:3-40; 39:4-129; 39:6B-2)	6 years after case has been disposed	Destroy

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	<u>FOOTNOTES</u>	
1.	<p><u>Bonds - Recognizance</u> - no destruction on pending cases or uncollected forfeiture except by order of court.</p> <p>With respect to the destruction of Complaints in Criminal and Traffic matters, it should be observed that while the date of filing the complaint is the basic date, the added conditions contained in Footnotes 3 and 4 must be observed. In this regard it should be noted that all complaints filed with the court must be entered in the proper docket promptly after filing.</p>	
2.	<p><u>Complaints - Criminal</u> (non-traffic) may be destroyed 6 years after disposed of or if dismissed by the court. The retention of expunged complaints is permanent.</p> <p><u>Complaints - Traffic</u> may be destroyed 3 years after disposed of or if dismissed by the court.</p> <p>Traffic or Criminal Complaints that have been closed or not satisfied may not be destroyed. (See R. 7:8-9.)</p>	
3.	<p><u>DWI - 39:4-50; 27:23-26; 39:4-14.3(g); 39:3-10.13; 39:4-50.2</u> - Although the standard for destruction of a traffic matter is 3 years after disposition, DWI complaints may not be destroyed for 15 years.</p>	

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	<p>4. Select Traffic Offense Complaints (39:3-10; 39:3-40; 39:4-129; 39:6B-2) Although the standard for destruction of a traffic matter is 3 years after disposition, these select traffic offense complaints may not be destroyed for 6 years.</p> <p>5. Archived Tickets Eligible for Destruction Report - This report will list only those tickets that were archived and are currently eligible for destruction. Accordingly, the report will only be available for those municipal courts that were utilizing ATS in the past 3 years and had tickets archived. The municipal court has tickets in ATS that meet the eligibility requirements. The court must first receive authorization as per the Disposal of Records procedures in Section II of this Administrative Directive #3-01.</p> <p>Once authorization is granted, the report can be used to locate eligible tickets in the court's ATS Master File. Please note that the report is sorted by ticket number to conform with the Master File. Also included on the Eligible for Destruction Report is the following information for each ticket: Defendant Name, Violation, Plate/State, and Disposition Date. This information should be cross referenced and verified with the original ticket to insure that the correct ticket is destroyed.</p> <p>6. Docket Books - For both criminal and traffic cases (entered prior to ATS/ACS conversion), docket books are permanent records due to closed out cases.</p>	
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HISTORICAL NOTE:

This schedule is a compilation of items from the following schedule(s):
 ? Administrative Office of the Courts - Municipal Courts (Rev. 6/16)