

<b>JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE</b>		SCHEDULE: <b>LAW DIVISION - SPECIAL CIVIL PART</b>	
<b>DIRECTIVE #3-01</b>		DATE: <b>March 16, 2001</b>	
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
19-01-00	<b>CASE FILES</b>		
19-01-10	Special Civil Part (DC) files / judgments	Purge* case file upon archiving (18 mos after disposition with no activity for the last six (6) months) and Purge post-disposition documents 6 months after filing.  Retain for 20 years (N.J.S.A. 2A:14-5)	Destroy
19-01-11	Special Civil Part (DC) dismissed, settled or other non-judgment dispositions	3 years	Destroy

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19-01-20	Small Claims (SC) files with judgments	Purge* case file upon archiving (18 mos after disposition with no activity for the last six (6) months) and Purge post-disposition documents 6 months after filing.  Retain for 20 years (N.J.S.A. 2A:14-5)	Destroy
19-01-21	Small Claims (SC) dismissed, settled or other non-judgment dispositions	3 years	Destroy
19-01-30	Tenancy (LT) files with judgments	2 years	Destroy
19-01-31	Tenancy (LT) dismissed, settled or other non-judgment dispositions	1 year	Destroy
19-02-00	<b>DOCKET</b>		

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19-02-01	<p><b>DOCKET for DC &amp; SC cases:</b> The method used to docket cases changed over the years. Methods used include: written entries in books, index cards, computer systems and other electronic media, etc. The Automated Case Management System (ACMS) is currently used to docket special civil part cases. The retention schedule applies to the record regardless of the medium used.</p>	Permanent	Permanent
19-02-02	<p><b>DOCKET for LT cases:</b> The method used to docket cases changed over the years. Methods used include: written entries in books, index cards, computer systems and other electronic media, etc. The Automated Case Management System (ACMS) is currently used to docket special civil part cases. The retention schedule applies to the record regardless of the medium used.</p>	Five (5) Years	Destroy
19-02-03	<p><b>AMIS DOCKET for DC &amp; SC cases:</b> Eighteen months after a case is disposed with no activity during the last six months and without an open judgment, the docket index information is removed from ACMS to the Archive Management Information System (AMIS).</p>	Permanent	Permanent

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19-02-04	AMIS DOCKET for LT cases: Eighteen months after a case is disposed with no activity during the last six months and without an open judgment, the docket index information is removed from ACMS to the Archive Management Information System (AMIS).	Three (3) years	Destroy
19-03-00	<b>INDEX</b>		
19-03-01	INDEX for DC & SC cases: The method used to index cases changed over the years. Methods used include: written entries in books, index cards, computer systems and other electronic media etc. The Automated Case Management System (ACMS) is currently used to index special civil part cases. The retention schedule applies to the record type regardless of the medium used.	Permanent	Permanent
19-03-02	INDEX for LT cases: The method used to index cases changed over the years. Methods used include: written entries in books, index cards, computer systems and other electronic media etc. The Automated Case Management System (ACMS) is currently used to index special civil part cases. The retention schedule applies to the record type regardless of the medium used.	Five (5) years	Destroy

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19-03-03	<p>AMIS INDEX for DC &amp; SC cases Eighteen months after a case is disposed with no activity during the last six months and without an open judgment, the docket index information is removed from ACMS to the Archive Management Information System (AMIS).</p>	Permanent	Permanent
19-03-04	<p>AMIS INDEX for LT cases Eighteen months after a case is disposed with no activity during the last six months and without an open judgment, the docket index information is removed from ACMS to the Archive Management Information System (AMIS).</p>	Three (3) years	Destroy
19-04-00	Writ Register, Master (Pre ACMS)	20 years or once all accounts listed therein are satisfied	Destroy
19-05-00	Court Calendars	Current year plus 1 year.	Destroy
19-06-00	<b>SPECIAL CIVIL PART OFFICER RECORDS</b>		
19-06-01	Annual Audits	3 years (Audit year + 2 more)	Destroy
19-06-02	Bank Deposit Record	7 years	Destroy

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19-06-03	Bank Statements/Canceled Checks	7 years	Destroy
19-06-04	Cash Book	7 years	Destroy
19-06-05	Check Book	7 years	Destroy
19-06-06	Ledger	7 years	Destroy
19-06-07	Receipt Book	7 years	Destroy
19-06-08	Writ Register(s)	20 years	Destroy
19-07-00	Monthly Statistical Report (Duplicate)	1 year	Destroy
19-08-00	Financial Records	See the FINANCIAL RECORDS schedule.	
19-09-00	Charges to the jury	3 years	Destroy

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0	<p><b>PURGE LIST</b></p> <p>The following papers are to be purged upon archiving of a case onto the Archive Management Information System (AMIS):</p> <ul style="list-style-type: none"> <li>- Duplicate copies of original documents including orders **</li> <li>- Certified and regular mailers</li> <li>- Transcripts and letters of memorandum</li> <li>- Motion, certifications and briefs associated</li> <li>- Letters and general correspondence **</li> <li>- Notices (trial, proof hearings, motions, etc.)</li> <li>- Affidavits</li> <li>- Law Clerk notes attached to motion papers</li> <li>- Clerk's notes</li> <li>- Designation of trial counsel</li> </ul> <p>**These items are listed here to make certain that if they are in the file they will be purged at archiving. However, they do not need to be kept that long. Correspondence that is merely transmittal in nature and duplicates of originals should not be in the file at all. For the retention period on briefs and scheduling notices, see items listed on this schedule.</p>	<p>List of documents to be purged from case file upon archiving, i.e., 18 months after disposition with no activity during the last six (6) months.</p>	Destroy
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**HISTORICAL NOTE:**

This schedule is a compilation of relevant items from the following retention schedule(s):  
 JUDICIARY - ADMINISTRATIVE OFFICE OF THE COURTS - SPECIAL CIVIL PART (1-20-82)