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To: **Hon. Carmen Messano**
Assignment Judges
Hon. Joseph M. Andresini

Supplement to Directive #03-01

From: **Glenn A. Grant, J.A.D.** 

Subj: **Records Retention Schedule #41 (New) – Information Technology Office**

Date: **May 29, 2018**

The Supreme Court has approved the promulgation of a records retention schedule for the Information Technology Office (ITO). That records retention schedule – Schedule #41 – is attached and is effective immediately. Heretofore there was no retention schedule directly applicable to ITO.

Questions regarding Directive #03-01 or about Records Retention Schedule #41 may be directed to Michelle M. Smith, Superior Court Clerk, at 609-815-2900 ext. 54200 or michelle.smith@njcourts.gov.

G.A.G.

Attachment

cc: Chief Justice Stuart Rabner
Hon. Jack Sabatino
Steven D. Bonville, Chief of Staff
AOC Directors and Assistant Directors
Clerks of Court
Trial Court Administrators
Melaney S. Payne, Special Assistant
Ann Marie Fleury, Special Assistant
Jessica Lewis Kelly, Special Assistant
Kathryn Shabel, Deputy Clerk
Octavia Gurley, Assistant Chief, SCCO
ATCAs/Operations Managers

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: Schedule #41 - Information Technology Office (ITO)	
DIRECTIVE #3-01		DATE: Issued May 29, 2018 (by Supplement to Directive #03-01)	
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
41-01-00	e-Mails - Internal and external e-mail correspondence, including all attachments (<i>already archived by ITO.</i>)	Seven (7) years from the date of creation or receipt, except those exempted by litigation hold or Administrative Director approval.	Destroy

***Note: Fiscal records may not be disposed of until they have been audited and the audit approved, or upon approval by the Office of the State Auditor, that they are not required for future audit**