

Directive  
#03-01

**Records Management**

Administration

Supersedes Directive #07-71  
Supersedes Directive #13-71  
Supersedes Directive #03-76  
Supersedes Directive #19-79  
Supersedes Directive #06-80

**Modified by Directive #06-14 -- (A) Records Retention Schedules-  
New (Judiciary Volunteer Programs) and Revised (Financial  
Records; Legal Counsel to the Administrative Director; Appellate  
Division; Purchase and Property) (B) Judiciary Request and  
Authorization for Records Disposal Form -Revised**

**Modified by Directive #08-13 -- Revision to Records Retention  
Schedule - Supreme Court**

**Modified by Directive #01-12 -- Records Retention Schedules -  
New (Ombudsman); Revised (Jury, Tax Court, EEO/AA, Professional  
Services)**

**Modified by Directive #06-09 -- Reduction of Records Retention  
Period for Child Support Enforcement Records**

**Supplemented by Directive #03-01 -- (May 29, 2018) Records  
Retention Schedule #41 (New) -- Information Technology Office**

**Supplemented by Directive #03-01 -- (March 7, 2017) (A) Records  
Retention Schedules -- Revised (Law Division - Criminal; Financial  
Records; Superior Court Clerk's Office; Jury Management) and (B)  
Judiciary Request and Authorization for Records Disposal Form -  
Revised**

**Supplemented by Directive #03-01 -- (August 14, 2017) Records  
Retention Schedules -- Revised Schedules for (a) Family, (b) Court  
Reporting, and (c) Supreme Court**

Directive  
#01-12

**Records Retention Schedules - New (Ombudsman); Revised  
(Jury, Tax Court, EEO/AA, Professional Services)**

Modifies Directive #03-01