

| JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE | | SCHEDULE: CRIMINAL PRACTICE | |
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| 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 |
| 08-01-00 | Citizen Inquiries/Complaints Letters sent by prisoners, victims, or representing parties, thereof, registering complaints concerning the courts e.g., requesting an investigation, questioning the severity of a sentence. | 2 years after last active contact | Destroy |
| 08-02-00 | RESEARCH FILES | | |
| 08-02-01 | Research Information Forms Completed by judges or judges' staff, these various forms serve as primary data sources for Research information, e.g. copies of Judgments of Conviction sent to Criminal Practice. | Periodic review | Destroy |
| 08-02-02 | Research Reports Original reports and supporting papers developed by the Criminal Practice Division, used as planning research for improvement of the criminal court systems. Research topics include: Model Jury; Penalty; Sentencing. | Permanent | Permanent |

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| 08-03-00 | Wiretap Applications and Orders Original applications, orders and supporting papers sealed by the court, where judges have granted wiretaps. See, Title 2A:156A-15. | Retain Indefinitely (Order of Court - May 19, 1977) | Retain Indefinitely (Order of Court - May 19, 1977) |
| 08-04-00 | Wiretap Application Reports Completed by the issuing or denying Assignment Judge and sent to the Administrative Director of the Courts, each follow-up report summarizes important information regarding the nature and conditions of a specific wiretap application, including: the kind of order applied for; reasons for approval or disapproval; investigative officer requesting the order. See, Title 2A:156A-22. | After 10 yrs upon order of court | Destroy |
| | PRETRIAL SERVICES | | |
| 08-05-00 | Alcohol Program File General correspondence on the various alcohol programs throughout NJ. The purpose of this file is to keep up to date on program activities. | 3 years | Destroy |
| 08-06-00 | Bail Reference File Surveys, articles, statistical data, general correspondence on bail. | Periodic Review | Destroy |

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| 08-07-00 | Drug Program File General correspondence dealing with NJ Drug Abuse Advisory Council and the various drug programs throughout the state. | 3 years | Destroy |
| 08-08-00 | County Programs There is a file for each of the 21 counties. The file contains correspondence and statistical reports on the following: Pretrial Intervention Programs, Neighborhood Dispute, Bail, Speedy Trial, Treatment Alternatives to Street Crimes (TASC), Restitution, Monthly Jail Lists. | 3 years | Destroy |
| 08-09-00 | Grant File Includes grant applications implementing Pretrial Intervention Programs. File also includes quarterly narrative reports and general correspondence. | 7 years after termination of agreement | Destroy |
| 08-10-00 | Pretrial Intervention Registry Current listing of all persons who have applied for pretrial intervention are maintained in the Promis/Gavel database. This file facilitates the identification of these applicants. | Permanent | Permanent |
| 08-11-00 | Statistical Report - Computer Print-Outs Statistical data on individuals processed by county pretrial intervention program. Used for statistical analyses. | 5 years | Destroy |

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| 08-12-00 | Treatment Assessment and Services for the Courts (TASC) | | |
| 08-12-01 | Quarterly Narrative Report | 7 years after termination of grant | Destroy |
| 08-12-02 | Statistical Reports | 7 years after termination of grant | Destroy |
| 08-12-03 | TASC Intake and Exit Questionnaires | 1 year after entered into computer | Destroy |

HISTORICAL NOTE:

This schedule is a compilation of items from the following:

- ? Judiciary - Criminal Practice Division (Rev. 3/18/87) retention schedule
- ? July 11, 1977 Court Order regarding Wiretaps
- ? May 19, 1997 Court Order regarding Wiretaps
- ? Administrative Office of the Courts - Pretrial Services Unit (Rev. 2/19/87)