

| JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE | | SCHEDULE: PROBATION SERVICES -- VICINAGES | |
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| DIRECTIVE #3-01 | | DATE: Issued March 16, 2001 REVISED August 18, 2009 (by Directive #06-09) | |
| 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 |
| 29-01-00 | Case Files | | |
| 29-01-01 | Adult Criminal Supervision Case Files (including Interstate Compact transfers) | 10 years after case is closed | Destroy |
| 29-01-02 * | Child Support Enforcement Case Files (including alimony only) | 3 years after case is closed, provided that no litigation, financial reviews or audits were commenced in the 3 years following case closure | Destroy |
| 29-01-03 | Juvenile Supervision Case Files (including Interstate Compact transfers) | 10 years after case is closed | Destroy |
| 29-01-04 | Adult Municipal Court Supervision Case Files (including Adult Municipal Court Community Service files and Conditional Discharge files) | 5 years after case is closed | Destroy |
| 29-02-00 | Master Reports Monthly report of case load / month, by types of cases and court | 2 years | Destroy |

(Revised August 18, 2009)

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| 29-03-00 | Probation Card / Electronic File, reference Lists name, charge(s), series number, age, juvenile and/or adult record and if it has been microfilmed, date of birth, alias(es), address. | 60 years | Destroy |
| 29-04-00 | Urine Testing Sign-in books | 10 years after last entry | Destroy |
| 29-05-00 | Front Door Visitor Register | 10 years | Destroy |
| 29-06-00 | Presentence Investigations | | |
| 29-06-01 | Presentence Investigations -Criminal | 20 years | Destroy |
| 29-06-02 | Presentence Investigations - Municipal | 5 years from date of hearing | Destroy |
| | PRE TRIAL SERVICES UNIT - (PTI) | | |
| 29-07-10 | Pre-Indictment Case Files may contain: Application, Participation Agreement and release, Copy of rejection or copy of acceptance report, (depending on circumstances) Standard Conditions of Participation, Copies of Postponement and Dismissal Orders, Copy of Termination Order, Correspondence | | |
| 29-07-11 | Rejected Case | 1 year* | Destroy |
| 29-07-12 | Accepted Cases | 6 years after dismissal of charges or termination unless in litigation * | Destroy |
| 29-08-20 | Post Indictment Case Files may contain: Application, Participation agreement and release, Copy of 25- or 30-day order, Copy of rejection or acceptance report, (depending on circumstances) Standard Conditions of participation, Copy of termination order, Correspondence | | |
| 29-08-21 | Rejected Cases | 3 years * | Destroy |
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| 29-08-22 | Accepted Cases | 6 years after dismissal of charges or termination unless in litigation * | Destroy |
| 29-08-30 | Post Indictment and Pre-Indictment Case File Cards contain: PTI File number, name and address of applicant, Indictment number or Municipal Court Complaint number, arrest date, counselor assigned, disposition of case, status of case, DOB, AKA, Maiden Name, State PTI number, prior supervisory treatment, application withdrawn, etc. | 10 years | Destroy |
| 29-08-40 | Post Indictment and Pre Indictment Daily Record Ledgers-contain: Daily Record of Applications received, date received, defendant's name, Indictment or Municipal Complaint number, arraignment date, name of municipal court, PTI file number, date of 25-day postponement, status. | 10 years | Destroy |
| | *Provided case is entered on PTI registry | | |

HISTORICAL NOTES:

This schedule is a compilation of items from the following schedule(s):

- Administrative Office of the Courts - Probation Offices (Rev. 1/26/83)

* Series # 29-01-02 revised August 18, 2009 (by Directive #06-09) as follows:

- Retention period formerly 10 years after case closure.