

<b>JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE</b>		SCHEDULE: <b>APPELLATE DIVISION</b>	
<b>DIRECTIVE #3-01</b>		DATE: <b>Issued March 16, 2001 REVISED: October 24, 2014 (by Directive # 06-14)</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
02-01-00	<b>Briefs, Appendices, and Transcripts on Appeal</b>		
02-01-01	Briefs, Appendices, & Criminal Transcripts for calendared cases (Record Copies)  Original papers are microfilmed after 75 days and then destroyed after microfilm verification. Impounded and non-impounded cases are filmed on separate reels to insure confidentiality.  Microfilm masters are retained permanently in the Division of Archives and Records Management's microfilm vault.	Permanent (Microfilm Vault)	Permanent
02-01-02	Civil Transcripts	4 months	Destroy
02-01-03	Briefs, Appendices & Transcripts for dismissed cases (Original and Copies)	3 months If not reinstated or retrieved, destroy.	Destroy
02-01-04	Briefs, Appendices, & Criminal Transcripts (Duplicate Copies)	Periodic Review (Paper destroyed after record copy sent for microfilming.)	Destroy

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02-01-05	<p>Briefs, Appendices &amp; Criminal Transcripts (Microfilm copies)</p> <p>For non-impounded cases, one copy of the microfilm is retained in the State Library and the State Archives at their option. For impounded cases, one copy is retained by the Appellate Division.</p>	<p>Periodic Review (Obtain new copies when necessary.)</p>	<p>Destroy</p>
02-02-00	<p><b>Case Files</b></p> <p>Case files are divided into two categories: "A"--appeals as of right, "AM"--motions for leave to appeal. Both of these categories are further subdivided into files that are impounded or non-impounded. "A" files contain all records of filed pleadings and court opinions. "AM" files include briefs, appendices, and transcripts in support of motion.</p>		
02-02-01	<p>"A" Case Files (Record Copies)</p> <p>Three years after disposition of appeal, selected docketed pleadings are microfilmed and then destroyed. (See RETENTION LIST at the end of this schedule to see which docketed pleadings are retained.) Microfilm masters are stored permanently in the Division of Archives and Records Management's microfilm vault.</p>	<p>Permanent (Microfilm Vault)</p>	<p>Permanent</p>

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02-02-02	<p>"A" Case Files (Copies)  Microfilm working copies used in the Appellate Division.</p>	<p>Periodic review (Obtain a replacement microfilm when necessary.)</p>	<p>Destroy</p>
02-02-03	<p>"AM" Case Files</p>	<p>5 years</p>	<p>Destroy</p>
02-03-00	<p><b>Docket Records</b>  Information includes: docket number, name of appellant, name of respondent, names of attorneys, and a summary of all case dates and actions. Formerly entered into "docket books," this information is now recorded in a computer file and converted into computer output microfilm.</p>		

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02-03-01	<p>Docket Records - (Record Copies)</p> <p>From 1948 to 1975 Docket Records are in Docket Books. From 1976 through 1989, cumulative data was purged from the automated, docketing system and converted into microfiche of archival quality. Fiche masters are stored permanently in the microfilm vault of the Division of Archives and Records Management.</p> <p>Since September 1989, the Automated Case Management System (ACMS) has been used to docket all appeals. All data since then is still on line and will be archived to a permanent medium per ISD archiving schedule.</p>	Permanent	Permanent
02-03-02	<p>Docket Records - (End of term purge Microfiche Copies) 1976 to 1989</p> <p>Microfilm working copies used in the Appellate Division.</p>	Periodic review (Obtain a replacement microfilm when necessary.)	Destroy
02-03-03	<p>OBSOLETE ITEM. NOT IN USE ANYMORE.</p> <p>Docket Records - (Weekly Microfiche Copies) 1976 to 1989</p>		

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02-04-00	<p><b>Indices</b></p> <p>Annual alphabetical listing of cases which have been disposed.</p>	Permanent	Permanent
02-04-01	<p>Indices (Record Copies)</p> <p>From 1948 to 1975 Docket Records in Docket Books. From 1976 through 1989 permanent records preserved on microfiche and stored in the microfilm vault of the Division of Archives and Records Management. Since 1989 all data on line. Archiving will take place according to ISD schedule.</p>	Permanent	Permanent
02-04-02	<p>Indices (Copies)</p> <p>Microfiche copy retained by the Appellate Division for reference.</p>	Periodic review (Obtain replacement microfiche as necessary.)	Destroy
02-05-00	<p>Opinions (Master)</p> <p>The master is the original document from which the record &amp; subsequent copies are made. The record (docket) copy is retained permanently as part of the case file. (See record series item 02-02-00.)</p>	3 years	Destroy

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02-06-00	<b>Sentencing Oral Argument (SOA) Tape Recordings</b>  Tape recording of oral arguments in SOA cases are transcribed to hard copy transcripts and placed in the case file of each case.		
02-06-01	Tapes	Current year	Destroy
02-06-02	Transcripts	Permanent	Permanent
02-07-00	<b>Central Research</b>		
02-07-01	Year end completed memoranda report (CVC640 & 641)	5 years	Destroy
02-07-02	Research reference files including memoranda	5 years	Destroy
02-07-03	Monthly production reports to judges	5 years	Destroy

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02-07-04	Comment sheets from judges to attorneys	5 years	Destroy
02-07-05	Monthly worksheets and timesheets	Current year	Destroy
02-07-06	Delivery records to Clerk's Office	6 months	Destroy
02-08-00	<b>Calendaring</b>		
02-08-01	Calendars, court agendas, notices, worksheets, memos to and from court	1 year plus current term	Destroy
02-08-02	Logs of deliveries to court and Central Research, logs of sua sponte cases.	1 year plus current term	Destroy
02-09-00	<b>Intake Unit</b>		
02-09-01	Copies of fee reports, check return letters, weekly status reports, fee reject letters, letters requesting payment of fees, and letters returning unfiled documents.	1 year plus current term	Destroy
02-10-00	<b>Paralegal Review</b>		

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02-10-01	Notice of Appeal(NOA)/Motion for Leave to Appeal(MLA) logs and reject logs, Pro Se kit dist. log, and Paralegal Review Deficient (PRD) log.	3 years	Destroy
02-10-02	NOA and MLA reject letters	2 years	Destroy
02-11-00	<b>Team 4</b>		
02-11-01	Sentencing Oral Argument (SOA) agendas, C/S/R proceeding list, notices to counsel, AG case assignments.	1 year plus current year	Destroy
02-12-00	<b>Civil Appeals Settlement Program (CASP)</b>		
02-12-01	Copies of Orders	Current year	Destroy
02-12-02	Monthly disposition and inventory reports	Maintain year end reports for 5 years	Destroy
02-13-00	<b>Final Disposition</b>		
02-13-01	Confidential judge assignments, opinion publication lists, opinion log, confidential memo to press.	1 year plus current year	Destroy



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02-13-02	Case Cards - Committee on Opinions  Each card contains the name of a particular case, court, and judge, where a formal written opinion has been approved for publication by the Committee on Opinions. See, Rules of General Application 1:36 in Rules Governing the Courts of New Jersey.	Periodic Review	Destroy
02-14-00	<b>Records Management Unit</b>		
02-14-01	Term books	Permanent	Permanent
02-14-02	Box sheets with reel numbers	10 years	Destroy
02-14-03	Warehouse & Records Center Logs	Permanent	Permanent
02-14-04	Vehicle mileage charts	2 years plus current year	Destroy
02-15-00	<b>Reporting Services</b>		
02-15-01	Receipts log of audio/video tapes sold	5 years plus current year	Destroy

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02-15-02	Video tapes sent used for transcription	1 year plus current year	Destroy
02-15-03	Out-of-court time log for supervisor and assistant supervisor	3 years	Destroy
02-15-04	Transcripts paid for by Reporting Services	1 year plus current year	Destroy
02-15-05	Transcripts monitoring data	5 years plus current year	Destroy
02-15-06	Court Reporter evaluations	7 years after final rating	Destroy
02-15-07	Court Reporter furlough requests	2 years plus current term	Destroy

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02-15-08	Official Court Reporter (OCR) Financial Report Data  Yearly report of fees charged and the fees collected for transcripts as required per <u>N.J.S.A. 2B:7-6</u> .	7 years	Destroy
02-16-00	<b>Automated Reports</b>  Case management and statistical reports produced from the automated docket.		
02-16-01	Weekly Reports	One week	Destroy
02-16-02	Weekly Summary (CVC606)	Maintain summary page for 10 years	Destroy
02-16-03	Selected monthly stat reports (Record Copies). CVC616, 619, 623, 626 (Aug only), 645, 662 and 677.	10 years	Destroy
02-17-00	Judge Disqualification Lists & Judge Motion Dist. Lists	1 year plus current year	Destroy
02-18-00	<b>Attendance Records</b>		
02-18-01	Daily sign-in sheets, daily attendance report, bi-weekly reports, and attendance detail report.	1 year plus current year	Destroy
02-18-02	Yearly attendance schedule.	3 years plus current year	Destroy

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<b>Retention List</b>	<p>The following documents are to be <u>retained</u> in the case file for microfilming.</p> <ul style="list-style-type: none"> <li>- All case initiating documents and associated documents</li> <li>- Motion orders <b>excluding</b> judge orders that either only extend time to file a brief or only extend time to file a brief nunc pro tunc</li> <li>- Orders extending time to file an appeal</li> <li>- All trial judge submissions</li> <li>- Letters of non-participation</li> <li>- Letters relying on briefs of co-respondent</li> <li>- Bill of Taxed Costs</li> <li>- All opinions</li> <li>- Orders to Show Cause or any order that involves a sanction</li> <li>- Stipulations of dismissal</li> <li>- All other case disposing documents including case disposing motion orders. Other motion papers will not be retained except for the following two exceptions:</li> <li>- If a motion to supplement the record is granted, the motion and supporting documents will be retained.</li> <li>- When <b>any</b> motion order <b>summarily disposes</b> of a case, a copy of the motion papers will be retained as merits briefs.</li> </ul>	<p>Permanent Retain in the case file for microfilming.</p>	

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	All other documents, filed and unfiled, will be purged from the case file at the time of microfilm preparation. These include the Case Information Statement, non case dispositional motions, extension letters, all notices, scheduling orders, transcript order forms, Supreme Court documents, and other miscellaneous correspondence.	Purge documents during preparation of case file for microfilming.	Destroy

**HISTORICAL NOTE:**

This schedule is a compilation of items from the following schedules:

- > Superior Court - Appellate Division 02/10/98
- > Trial Court Support Operations - Sound Recording Services (2/19/87)
- > Trial Court Support Operations - Court Reporting Services (7/27/88)

Directive # 06-14, revised the schedule as follows:

- >Series #02-13-02, Case Cards- Committee on Opinions, added after being transferred from Retention Schedule #20 - Legal Counsel to the Director