

STATE OF NEW JERSEY



County - Chief State Medical Examiner

C463000-001



Prepared by:
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Records Retention and Disposition Schedule		Agency: C463000	Schedule: 001	Page #:1 of 3
Department:	County - Chief State Medical Examiner	Agency Representative:		
		Title:		
		Phone #:		

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

Agency Representative Signature:	Date:	Secretary, State Records Committee Signature:	Date:
			4/15/2021

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Autopsy Protocols/Reports --- Includes, but not limited to: Report of Investigation by Medical Examiner (RIME), final cause of death, final matter of death, death certificate, photographs of the decedent, toxicology reports, investigation reports including interviews with witnesses and family members, law enforcement investigation reports (if any), any additional medical imagery, anything else related to the death and identifying information such as name, date and time of death, location of death, next of kin, etc.					C	Permanent		Archival review	
0002-0000	Viewing Reports --- Includes, but not limited to: Report of Investigation by Medical Examiner (RIME), final cause of death, final matter of death, death certificate, photographs of the decedent, toxicology reports, investigation reports including interviews with witnesses and family members, law enforcement investigation reports (if any), any additional medical imagery, anything else related to the death and identifying information such as name, date and time of death, location of death, next of kin, etc.					C	Permanent		Permanent	

* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0002-0001	Facilitated Release Reports --- Includes, but not limited to: Report of Investigation by Medical Examiner (RIME), final cause of death, final matter of death, death certificate, photographs of the decedent, toxicology reports, investigation reports including interviews with witnesses and family members, law enforcement investigation reports (if any), any additional medical imagery, anything else related to the death and identifying information such as name, date and time of death, location of death, next of kin, etc.					C	Permanent		Permanent	
0003-0000	Case Release Reports --- Notification of case - no action taken.					P	Permanent		Permanent	
0004-0000	Ledger Books/Log Books			X		P	Permanent		Archival review	
0005-0000	Investigation Reports					C	Permanent		Permanent	
0006-0000	Statistical Reports									
0006-0001	Annual Statistical Reports					P	Permanent		Archival review	
0006-0002	Monthly Statistical Reports					P	3 Years		Destroy	
0007-0000	Microscopic Reports - Consultative & Intergral					P	Permanent		Permanent	
0008-0000	Toxicology Reports (Copy) --- Also Maintained in the Autopsy Report.					P	7 Years		Destroy	
0009-0000	X-Rays									
0009-0001	X-Rays - Unidentified Body					C	Permanent		Permanent	
0009-0002	X-Rays - Homicide					C	Permanent		Permanent	
0009-0003	X-Rays - Child < 3					C	Permanent		Permanent	

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Records Retention and Disposition Schedule				Agency: C463000			Schedule: 001		Page #:3 of 3	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0009-0004	X-Rays - Other					C	5 Years		Destroy	
0010-0000	Photographs					C	Permanent		Permanent	
0011-0000	Graphs & Charts --- Graphs and Charts Used to Generate Toxicological Reports					P	2 Years After Completion Of The Autopsy Report		Destroy	
0012-0000	Law Enforcement Drug Testing Reports					C	Permanent		Permanent	