

STATE OF NEW JERSEY



COUNTY PROSECUTOR'S OFFICE

C310000-003

Department:	COUNTY PROSECUTOR'S OFFICE	Agency Representative:	
Division:		Title:	
Bureau:		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:
	4/5/2004		5/20/2004

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	Appeals - Municipal Court Decisions --- Includes: briefs, notices of hearing, correspondence, transcripts, and notices of appeal.						Sentence of defendant served 5 yrs; if no custodial sentence, final judgement plus 5 yrs		Destroy	
Criminal Appeal Case File										
0002-0001	Criminal Appeal Case File --- Include, but are not exclusive to: briefs, transcripts, notices of appeal, appendices, hearing notices, orders, and opinions.						Sentence of defendant served 5 yrs; if no custodial sentence, final judgement plus 5 yrs		Destroy	

Records Retention and Disposition Schedule				Agency: C310000			Schedule: 003		Page #:2 of 9	
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		
0002-0002	Criminal Appeal Case File - Resulting in an Indictment --- File includes, but is not exclusive to: briefs, transcripts, notices of appeal, appendices, hearing notices, orders, and opinions.						Adjudication or sentence served plus 10 yrs		Destroy	
0003-0000	Defendants Committed to NJ State Hospitals - Non-Homicide						Closed plus 10 yrs or sentence served plus 10 yrs or final judgment plus 10 yrs		Destroy	
0004-0000	Discovery Report --- Consists of a listing of fees received for providing copies of discoveries to attorneys. Includes: names of attorneys and defendants, case numbers, amounts, dates, and check numbers.	X					6 Years		Destroy	
0005-0000	District Court Case Files (US)						Sentence of defendant plus 1 yr; if no custodial sentence, final judgment plus 1 yr		Destroy	
0006-0000	Docket Book --- Includes: names of defendants, offense(s), Social Security Numbers, and dates of birth.		X				Permanent		Retain at Agency	

Records Retention and Disposition Schedule				Agency: C310000			Schedule: 003		Page #:3 of 9	
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		
0007-0000	Evidence Records						Sentence of defendant plus 1 yr; if no custodial sentence, final judgment plus 1 yr		Destroy	
Grand Jury Case File										
0008-0001	Grand Jury Case File - No Indictment --- Includes: complaints, police reports, criminal histories, synopsis sheets, disorderly persons reports, voting records, and subpoenas. File which do not result in an Indictment						5 Years After Grand Jury decision		Destroy	
0008-0002	Grand Jury Case File - Indictment --- Includes: complaints, police reports, criminal histories, synopsis sheets, disorderly persons reports, voting records, and subpoenas. Files which result in an Indictment						Closed plus 10 yrs or sentence served plus 10 yrs or final judgment plus 10 yrs		Destroy	
0009-0000	Grand Jury Calendars						1 Years After Grand Jury decision		Destroy	
0010-0000	Grand Jury Court Reporter's Oath --- Consists of an oath of the court reporter to record and keep secret the proceedings of the Grand Jury.						10 Years After Grand Jury decision		Destroy	

Records Retention and Disposition Schedule				Agency: C310000			Schedule: 003		Page #:4 of 9	
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		
0011-0000	Grand Jury Report of the Foreperson (Copy) --- Consists of a list of indictments voted on by the Grand Jury that is sent to the Superior Court. Original is maintained by the Administrative Office of the Courts.						3 Years		Destroy	
0012-0000	Intelligence File - Reference File --- Consists of a summarization of information included in the Investigation Report File.						Permanent		Retain at Agency	
Investigation Report File										
0013-0001	Investigation Report File - Limited Sexual Offenses, NJSA 2C:14-2, 2C:14-3, and 2C:24-4 --- All reports and memoranda concerning Investigations done by the Prosecutor's Office itself and all special squad reports (except Homicide) which do not result in an indictment of are otherwise not prosecuted or pursued.		X				65 Years		Destroy	NJSA 2C:14-2, 2C:14-3, and 2C:24-4
0013-0002	Investigation Report File - All Other Report Files --- All reports and memoranda concerning Investigations done by the Prosecutor's Office itself and all special squad reports (except Homicide) which do not result in an indictment of are otherwise not prosecuted or pursued.						Closed plus 5 yrs		Destroy	
0014-0000	Juvenile Court Case File						Closed, sentence served or final judgment plus 5 yrs		Destroy	

Records Retention and Disposition Schedule				Agency: C310000			Schedule: 003		Page #:5 of 9	
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		
0015-0000	Lab Reports (Copy)						Periodic review		Destroy	
0016-0000	Ledger Books PROMIS/GAVEL --- Includes: file number, crime class, crime, municipal court, and remarks.		X				Permanent		Retain at Agency	
0017-0000	Master Index Cards PROMIS/GAVEL --- List: docket number, defendant, offense, judge, identification, complaint, victim, and disposition.		X				Permanent		Retain at Agency	
Prosecution Case File										
0018-0001	Prosecution Case File - Resulting in an Indictment of Accusation --- Contains: Indictments, Accusations, Statements, Dismissals, and lab reports. Also includes expunged cased and Extradition Records.						Closed plus 10 yrs or sentence served plus 10 yrs or final judgment plus 10 yrs		Destroy	
0018-0002	Prosecution Case File - Resulting in a "No Bill" --- Contains: Indictments, Accusations, Statements, Dismissals, and lab reports. Also includes expunged cased and Extradition Records.						Closed plus 5 yrs		Destroy	
0018-0003	Prosecution Case File - Resulting in an Administrative Dismissal --- Contains: Indictments, Accusations, Statements, Dismissals, and lab reports. Also includes expunged cased and Extradition Records.						Closed plus 5 yrs		Destroy	
0018-0004	Prosecution Case File - Resulting in a "No Bill" which is sent back to Municipal Court --- Contains: Indictments, Accusations, Statements, Dismissals, and lab reports. Also includes expunged cased and Extradition Records.						Closed plus 5 yrs		Destroy	

Records Retention and Disposition Schedule				Agency: C310000			Schedule: 003		Page #:6 of 9	
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		
0018-0005	Prosecution Case File - Resulting in an Administrative Remand of the Matter by the Prosecutor to the Municipal Court --- Contains: Indictments, Accusations, Statements, Dismissals, and lab reports. Also includes expunged cases and Extradition Records.						Closed plus 5 yrs		Destroy	
0018-0006	Prosecution Case File - A Direct Original Presentation to the Grand Jury resulting in Indictment --- Contains: Indictments, Accusations, Statements, Dismissals, and lab reports. Also includes expunged cases and Extradition Records.						10 Closed plus 10 yrs or sentence served plus 10 yrs or final judgment plus 10 yrs		Destroy	
0018-0007	Prosecution Case File - A Direct Original Presentation to the Grand Jury resulting in a "No Bill" --- Contains: Indictments, Accusations, Statements, Dismissals, and lab reports. Also includes expunged cases and Extradition Records.						Closed plus 5 yrs		Destroy	
0018-0008	Prosecution Case File - Homicide --- Contains: Indictments, Accusations, Statements, Dismissals, and lab reports. Also includes expunged cases and Extradition Records. *Microfilm recommended.		X				Permanent		Retain at Agency	
0018-0009	Prosecution Case File - Index --- Contains: Indictments, Accusations, Statements, Dismissals, and lab reports. Also includes expunged cases and Extradition Records.		X				Permanent		Retain at Agency	
0018-0010	Prosecution Case File - Limited Sexual Offenses Includes Sexual Assault NJSA 2C:14-2, Criminal Sexual Contact NJSA 2C:14-3, if it involves victims under age 18, and Endangering the Welfare of Children --- Contains: Indictments, Accusations, Statements, Dismissals, and lab reports. Also includes expunged cases and Extradition Records.		X				65 Years		Destroy	NJSA 2C:14-2 NJSA 2C:14-3 NJSA 2C:24-4.

Records Retention and Disposition Schedule				Agency: C310000			Schedule: 003		Page #:7 of 9	
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		
0019-0000	Receipt of Case File Received						3 Years		Destroy	
0020-0000	Report to the Treasurer (Copy) --- Consists of listings of fees received for providing copies of transcripts and discoveries to attorneys. Original is maintained by the Treasurer.	X					3 Years		Destroy	
Statistical Reports										
0021-0001	Statistical Reports - Monthly						1 Years		Destroy	
0021-0002	Statistical Reports - Yearly						3 Years		Destroy	
Wiretap Records File										
0022-0001	Wiretap Records File - Wiretap Tapes						10 Years		Destroy	
0022-0002	Wiretap Records File - Transcripts of Intercepted Conversations						Sentence of defendant plus 1 yr; if no custodial sentence, final judgment plus 1 yr		Destroy	
0022-0003	Wiretap Records File - Requests to Conduct Wiretapping --- Includes: reports to Attorney General (4 times a year) and statistical information concerning tapping procedure.						1 Years After information is incorporated into reports		Destroy	

Records Retention and Disposition Schedule				Agency: C310000			Schedule: 003		Page #:8 of 9	
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		
0023-0000	Visitor's Register --- Includes: date, badge number, name, company, address, United States Citizen, department/office visited, purpose of visit, and time in/time out.						3 Years After last entry		Destroy	
0024-0000	Log Book of Criminal Look-Ups						1 Years After final entry		Destroy	
0025-0000	Receipt for Indictment Services						1 Years		Destroy	
Civil Action Case File										
0026-0001	Civil Action Case File - Homicide --- Includes: cases that have a corresponding criminal case file which included a Homicide. *Microfilm recommended.		X				Permanent		Retain at Agency	
0026-0002	Civil Action Case File - Non-homicide --- Includes: cases that have a corresponding criminal case file that resulted in an indictment. Non-homicide.						10 Years After case closed		Destroy	
0026-0003	Civil Action Case File- No indictment --- Includes: cases that have a corresponding criminal case file that has not resulted in an indictment and those case files with no corresponding criminal case file.						5 Years After case closed		Destroy	
0027-0000	Firearms Qualification Report --- Each office must be tested to determine their firearms qualification twice a year. Report lists date, officer, type of firearm, results, and is signed by the instructor.						1 Years		Destroy	
0028-0000	Expungement Order						5 Years After filing		Destroy	

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		
Vehicle Pursuit Records File										
0029-0001	Vehicle Pursuit Records File - Vehicle Pursuit Report (Copy) --- Consists of a detailed report completed by Local Police departments per individual pursuit situation whether charges are filed or not.						3 Years		Destroy	
0029-0002	Vehicle Pursuit Records File - Police Pursuit Summary Report - Quarterly						3 Years		Destroy	
0029-0003	Vehicle Pursuit Records File - Police Pursuit Summary Report - Annual						5 Years		Destroy	
Domestic Violence (DV) Weapons File										
0030-0001	Domestic Violence (DV) Weapons File - Released Back to Owner --- Includes: Superior Court Petitions and Orders (copies), DV Weapons Screening Sheet, Relinquishment of Weapons and Request for Destruction, certified mail receipt, Victim Information Sheet, Evidence Log Sheet, DV Weapon Seizure Notification Form, Restraining Orders (copies), and Police Incident Reports (copy).						10 Years After release		Destroy	
0030-0002	Domestic Violence (DV) Weapons File - Forfeited for Destruction --- Includes: Superior Court Petitions and Orders (copies), DV Weapons Screening Sheet, Relinquishment of Weapons and Request for Destruction, certified mail receipt, Victim Information Sheet, Evidence Log Sheet, DV Weapon Seizure Notification Form, Restraining Orders (copies), and Police Incident Reports (copy).						5 Years After disposal		Destroy	
0030-0003	Domestic Violence (DV) Weapons File - Police/Arrest Involvement --- Includes: Superior Court Petitions and Orders (copies), DV Weapons Screening Sheet, Relinquishment of Weapons and Request for Destruction, certified mail receipt, Victim Information Sheet, Evidence Log Sheet, DV Weapon Seizure Notification Form, Restraining Orders (copies), and Police Incident Reports (copy).						Closed plus 10 yrs or sentence served plus 10 yrs or final judgment plus 10 yrs		Destroy	