

## **Guidelines for Microfilming Sealed Records**

Issued by: March 1990  
Robert D. Lipscher  
Administrative Director of the Courts

The following guidelines have been developed by the Administrative Office of the Courts to assist Assignment Judges with the microfilming of sealed records:

STEP 1: Obtain written authorization from Assignment Judge to unseal records.

STEP 2: Unseal records under appropriate records custodian supervision.

STEP 3: Prepare records for microfilming under records custodian supervision.

STEP 4: Microfilm records.

STEP 5: Prepare "Request and Authorization for Records Disposal" form and submit to:

Division of Archives, Disposal Request  
2300 Stuyvesant Avenue. CN 307  
Trenton, NJ 08625

STEP 6: Upon approval from Division of Archives, destroy hard copy records according to individual county's confidential records destruction procedures.

STEP 7: Obtain the appropriate signature for disposition verification on line 12 of the "Request and Authorization for Disposal" form.

STEP 8: Return yellow follow-up copy to Division of Archives and Records Management.

STEP 9: Send written notification to Assignment Judge to inform him or her that the authorized microfilming is completed.

### **EDITOR-S NOTE**

The original text has been changed to render it gender neutral. The Order of the Chief Justice, dated March 8, 1990, authorizing this procedure has been deleted.

In 1997, the ACN@ in the mailing address for the AOC was changed to AP.O. Box.@