

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: PROFESSIONAL SERVICES	
DIRECTIVE #3-01		DATE: Issued March 16, 2001 REVISED: April 12, 2012 (by Directive #01-12)	
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 <u>N.J.S.A. 2B</u> of the New Jersey Statutes Annotated.			
SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
30-01-00	Complaints and Inquiries - Committee Case Files		
30-01-01	Advisory Committee on Judicial Conduct Case Files Confidential case files of the Advisory Committee on Judicial Conduct. Contains letters of complaint against judges. Cases are filed by docket number. Includes: correspondence, notices, and investigator records i.e. subpoenas, depositions, and reports. A summary index file is also maintained. See Rule Governing the Courts 2:15.	30 years	Destroy
30-01-02	Advisory Committee on Professional Ethics Files Files of the Advisory Committee on Professional Ethics Conduct. Contains inquiries to the Committee, correspondence, and the Committee's response to the inquiry. Inquiries are filed by docket number. A summary index file is also maintained. See Rule Governing the Courts: 1:19-1 et seq.	10 years	Destroy

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SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
30-01-03	<p>Committee on the Unauthorized Practice of Law Files Files of the Committee on the Unauthorized Practice of Law. Contains inquiries to the Committee, correspondence, and the Committee's response to the inquiry. Also contains grievances about unauthorized practice of law by nonlawyers or out-of-state lawyers, investigation, correspondence, and the Committee's disposition. Inquiries and grievances are filed by docket number. A summary index file is also maintained. See Rules Governing the Courts: 1:22-1 et seq.</p>	10 years	Destroy
30-01-04	<p>Committee on Attorney Advertising Files Files of the Committee on Attorney Advertising. Contains inquiries to the Committee, correspondence, and the Committee's response to the inquiry. Also contains grievances about attorney advertising, investigation, correspondence, and the Committee's disposition. Inquiries and grievances are filed by docket number. A summary index file is also maintained. See Rules Governing the Courts: 1:19A-1 et seq.</p>	10 years	Destroy

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SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
30-02-00	COMMITTEE OPINION FILES		
30-02-01	Opinions Record copies of published opinions by the Advisory Committee on Professional Ethics and the Committee on the Unauthorized Practice of Law.	Permanent	Permanent
30-02-02	Work papers - Opinions	Periodic review	Destroy
30-03-00	LEGAL SERVICE PLANS		
30-03-01	Legal Service Plans Files containing annual registration for legal service plans. See RPC 7.3(e) (4) (vii). Contains legal service plans, correspondence assigning a registration number, annual updates of the plans, and acknowledgement of annual registration.	5 years from most recent annual registration	Destroy

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PROFESSIONAL SERVICES

HISTORICAL NOTE:

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

- Administrative Office of the Courts - Director - Professional Services (Rev. 3/18/87)

Directive #01-12 revised the retention schedule as follows:

Series # 30-01-00 – Formerly, retention period was 60 years for case files of the Advisory Committees on Judicial Conduct, Professional Ethics, and the Unauthorized Practice of Law. Series #30-01-01 through 30-01-03 were added to reduce the retention periods for these case files.

Series # 30-01-04, 30-03-00 and 30-03-01 were added also.