

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE	SCHEDULE: Schedule #41 - Information Technology Office (ITO)
DIRECTIVE #3-01	DATE: Issued May 29, 2018 (by Supplement to Directive #03-01)
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
41-01-00	e-Mails - Internal and external e-mail correspondence, including all attachments (<i>already archived by ITO.</i>)	Seven (7) years from the date of creation or receipt, except those exempted by litigation hold or Administrative Director approval.	Destroy

***Note: Fiscal records may not be disposed of until they have been audited and the audit approved, or upon approval by the Office of the State Auditor, that they are not required for future audit**