

<b>JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE</b>		SCHEDULE: <b>AFFIRMATIVE ACTION / EQUAL EMPLOYMENT OPPORTUNITY</b>	
<b>DIRECTIVE #3-01</b>		DATE: Issued March 16, 2001 <b>REVISED: April 12, 2012 (by Directive #01-12)</b>	
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
01-01-00	EEO / Affirmative Action Complaint Case File Contains: Investigation report, correspondence, and relevant case material.	10 years after disposition of complaint is issued	Destroy
01-02-00	Affirmative Action Plan (Copy) Agency's annual goals regarding federal and state Affirmative Action requirements and guidelines mandating equal employment regardless of race, gender, religion, age, national origin, sexual orientation, or physically / mentally challenged. Original retained by the AOC and vicinage EEO/AA Unit / staff.	Retain until superseded.	Destroy
01-03-00	Current Agency Work Force Analysis File (Copy) File contains: Current Agency Work Force Analysis and Current Agency Work Force Analysis by Salary. Original retained by the AOC and vicinage EEO/AA Unit / staff.	3 years	Destroy

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SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
01-04-00	Affirmative Action Goals by Equal Employment Opportunity Job Category (Copy) Original retained by the AOC and vicinage EEO/AA Unit / staff.	3 years	Destroy
01-05-00	Agency Profile File (Copy) Contains: Current and Projected Employee Profile, Current Agency Profile and Projected RIF by EEOC Category, Current Agency Profile and Projected RIF (Demoted) by EEOC Category, and Current Agency Profile and Projected RIF (Laid Off) by EEOC Category. Original retained by the AOC and vicinage EEO/AA Unit / staff.	3 years	Destroy
01-06-00	Discrimination Complaint Processing Form (Copy) Form to process an informal and formal discrimination complaint. Original retained by the AOC and vicinage EEO/AA Unit / staff.	3 years	Destroy
01-07-00	Applicant Selection Disposition Form (Copy) The original form is kept in Human Resources.	3 years	Destroy

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OPPORTUNITY**

**HISTORICAL NOTE:**

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

- State of New Jersey - General Schedule

Directive #01-12 revised the schedule as follows:

Series 01-01-00 – Formerly, retention period was four years after notification of complaint was issued and/or 3 years after appeal and/or court action finalized.