

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: CHANCERY DIVISION - GENERAL EQUITY	
DIRECTIVE #3-01		DATE: March 16, 2001	
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
04-01-00	Calendar	Current year plus 1	Destroy
04-02-00	CASE FILES <ol style="list-style-type: none"> 1. Pre-CAMIS cases: Cases filed from 1948 up to and including court year 1980, original case papers were filed with the Superior Court Clerk in Trenton; duplicates were sent to the county. 2. CAMIS cases: From 1981 until 1988 or local filing (whichever occurred first), original case papers were filed with the Superior Court Clerk, microfilmed and forwarded to the county. 3. ACMS/LOCAL FILING cases: Under local filing, original case papers are filed in the county of venue. Local filing was implemented in the counties over the period from 1986 to 1990. 		
04-02-01	Pre-CAMIS case files Original cases filed with the Superior Court Clerk.	Permanent	Permanent

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04-02-02	Pre-CAMIS case files Duplicate files in the county of venue	Remove original documents after 3 years and forward documents to the Superior Court Clerk's Office.	Destroy
04-02-03	CAMIS files	Permanent	Permanent
04-02-04	ACMS / Local filing cases *	Permanent Purge case file upon archiving (18 mos after disposition with no activity for the last six (6) months)	Permanent
04-03-00	Dockets and/or Indices		
04-03-01	Dockets and/or Indices The method used to index and docket cases changed over the years. Methods used include: written entries in books, index cards, computer systems and other electronic media, etc. The Automated Case Management System (ACMS) is currently used to index and docket civil cases statewide. The retention schedule applies to the record type regardless of the medium used.	Permanent	Permanent

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04-03-02	Dockets and/or Indices - Archival Eighteen months after a case is disposed with no activity during the last six months, docket/index information is removed from ACMS to the Archive Management Information System (AMIS).	Permanent	Permanent
04-03-03	Dockets and / or Indices (Duplicate) Books maintained by staff in the county of venue which are duplicates of the books containing the original entries made by staff of the Superior Court Clerk's Office in Trenton.	Retain until no longer needed for reference.	Destroy
04-04-00	Answer Cards and Index	Retain until no longer needed for reference.	Destroy
04-05-00	Judgment and Order Books and Indices	Permanent	Permanent
04-06-00	List of Causes for Trial Calendars, including notice of trial	Current year plus 1	Destroy
04-07-00	Fee Processing and Other Financial Records	See the FINANCIAL RECORDS schedule	
04-08-00	Records of Former Courts	Permanent	Permanent

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*	<p>PURGE LIST</p> <p>The following papers are to be purged upon archiving of a case onto the Archive Management Information System (AMIS):</p> <ul style="list-style-type: none"> All duplicates or original documents Bonds (Duplicates or expired) Briefs Case information statements Correspondence Demand for jury trial Designation of Trial Attorney Directions to sheriffs for service Interrogatories Motions Notice of deposition 	<p>List of documents to be purged from case file upon archiving, i.e., 18 months after disposition with no activity during the last six (6) months.</p>	<p>Destroy</p>
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	PURGE LIST (continued) Orders which only set hearings Pretrial orders Proposed jury instructions Request for admissions and responses Request for production Response to request for production Response to any motion Scheduling order or notices Subpoenas Trial briefs Witness lists and exhibit lists		
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HISTORICAL NOTE:

This schedule is a compilation of relevant items for the following retention schedule(s):

- Judiciary - Courts - Superior Court Clerk's Office (Rev. 7/22/87)
- County Clerk Judicial - Civil (Rev. 5/21/86)
- County Clerk - Civil (Rev.11/22/86)