

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: PRINT SHOP	
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
27-01-00	PRINTING REQUEST FORMS		
27-01-01	Judiciary Printing Request AD0016 (Record Copy) The record (white) copy is retained in the Print Shop.	3 years	Destroy
27-01-02	Judiciary Printing Request AD0016 (Green Copy) This is the sign-off copy retained in the Print Shop as verification of pickup or delivery.	3 months	Destroy
27-01-03	Rush Request for Printing Attached to the Judiciary Printing Request, this is a priority justification form signed by the Assistant Director (or Clerk of the Court) and Section Chief of the requesting office.	3 years	Destroy

HISTORICAL NOTE:

This schedule is a compilation of items from the following schedule(s):
 ? Management Services - Print Shop (Rev. 5/27/87)