ITG Request 41 - CLJ Revised Computer Records Retention and Destruction

Project Update

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Project Objectives

- Eliminate all Courts of Limited Jurisdiction computer record archiving in JIS applications
- Revise destruction of case records processes in JIS, based upon the records retention policy from the Data Dissemination Committee

Recent Activity

- ✓ Completed Data Dissemination Committee sessions to address policy questions
- ✓ Completed Project Charter
- ✓ Completed Detailed Business Requirements Document for Restore Archived Cases Process
- ✓ Completed Technical Analysis and Design Document for Restore Archived Cases Process

Active Project Risks

Total Project Risks		
Low Exposure	Medium Exposure	High Exposure
0	0	0

Significant Risk Status

Risk	Probability/Impact	Mitigation

Active Project Issues

Total Project Issues			
Active	Monitor	Deferred	Closed
0	0	0	2

Significant Issues Status

Issue	Urgency/Impact	Action

Next Steps

- Final Business Requirements Reviews – All Records Retention and Destruction rules

- Restore Case Process:
  - No additional cases are archived
  - Archived cases gradually moved to active tables
  - Current destruction rules still apply as long as cases are in archive
  - No destruction rules apply to active tables during this process

- System Recode - 1st Iteration:
  - Current and preliminary new rules applied to active tables
  - Archive is decommissioned

- System Recode - 2nd Iteration:
  - All new records retention and destruction rules applied to active tables

Schedule Overview

Tasks/Milestones	Date
Develop and Validate Code for Restore Case Process	December- February 2013
Develop Preliminary Business Requirements Document	January - February 2013
Begin Restore Case Process - No additional cases archived	March – August 2013
Develop and Validate for System Re-Code – 1st Iteration	February – August 2013
All Archived Cases Restored - Current and Preliminary New Rules Applied to Active Tables - Archive is Decommissioned	November 2013
Validate Final Business Requirements Document – 2nd Iteration	March – June 2013
Develop and Validate for System Re-Code – 2nd Iteration	September 2013 – February 2014
All New Retention and Destruction Rules Applied to Active Tables	April 2014