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

- Testing resource was removed to support SC-CMS in October
- Testing resources were assigned to continue work whenever extra capacity was available
- The result is… **Testing Complete.** Iteration 1 final steps and implementation is next
  - Preliminary Rules deployment (including existing rules, plus eTicket and VRV compliance rules)

Active Project Risks

Total Project Risks		
Low Exposure	Medium Exposure	High Exposure
0	0	2

Significant Risk Status

Risk	Probability/Impact	Mitigation
Schedule Delay	Low	Project Executive Sponsor authorizes any ITG 41 Project delays, if necessary
ISD staff redirects away from the project	Low	Work with ISD Functional Managers and Leadership to resolve the conflict through negotiation or prioritization decisions

Active Project Issues

Total Project Issues			
Active	Monitor	Deferred	Closed
0	0	0	0

Significant Issues Status

Issue	Urgency/Impact	Action

Next Steps

- Complete Full System Testing: Mar 2015
- Implement Preliminary Rules, Pilot: Apr - May 2015
  - Restart destruction of records using preliminary rules applied to cases in pilot courts
  - Updated Destruction of Records Report (DORR)
- Implement Preliminary Rules - All Remaining CLJ Courts: June 2015 - March, 2016
- New Rules Iteration Development: Oct 2015 – Aug 2016