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 Pilot Court implementation – April
  - o Everett Municipal Court, Yakima Municipal Court, Cowlitz District Court and Thurston District Court
- ✓ Brief project hold due to questions from King County May 6 – June 2
- ✓ Steering Committee Project Status Update - May 14
- Implementation in all remaining CLJ courts underway
  - o 35 Courts run to date; goal of half way by end of June
  - o 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

- Continue to implement Preliminary Rules - All remaining CLJ courts: June 2015 - September 2015
  (Original schedule was March 2016)
  - Restart destruction of records using preliminary rules applied to cases in pilot courts
  - Updated Destruction of Records Report (DORR)

- New Rules Iteration Development: June 2015 - October 2015