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 Project Communications Management Plan
- ✓ Completed Steering Committee Review of Revised Destruction Requirements
- ✓ Conducted outreach to DMCJA Technology Committee and Board
- ✓ Conducted outreach to DMCMA Technology Committee and Board
- Scheduled outreach:
  - ➢ DMCMA Spring Regional Training (eleven events through April)
  - ➢ DMCMA Spring Conference May 20, 2013
- Restoring cases from archives in progress
  - ➢ Approximately 2.5 million cases have been restored to date

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	0

Significant Issues Status

Issue	Urgency/Impact	Action

Next Steps

- Continue Restoring Cases, March – September, 2013
  - No additional cases are being archived
  - Archived cases are being moved to active tables
    - ***Fewer cases for courts to un-archive***
    - ***JIS data will increase for courts that download cases***
  - Current destruction rules still apply as long as cases are in archive
  - No destruction rules apply to active tables during this process

- Restore Cases Complete and Archiving is Decommissioned, November, 2013
  - Updated Destruction of Records Report
  - Preliminary rules applied to cases in active tables