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 Restore case file process
  - Seven (7) million active cases were restored from 1,080 archive tape volumes in just **100** days
- ✓ Completed outreach:
  - DMCMA Spring Regional Training (eleven events through April)
  - DMCMA Spring Conference May 20, 2013
- ✓ Completed Data Dissemination Committee consultation:
  - Provided project information needed for May draft policy update

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

- Develop Preliminary Rules, July – September, 2013
  - No additional cases are being archived
  - No destruction rules apply to active tables during this process
- Archiving is Decommissioned, November, 2013
  - Updated Destruction of Records Report
  - Preliminary rules applied to cases in active tables (current rules, plus eTicket and VRV compliance rules)
- Apply Revised Rules - May, 2014:
  - New records retention and destruction rules applied to active tables