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 million active cases were restored from 1,080 archive tape volumes *six weeks ahead of schedule*
- ✓ Provided Project consultation as needed for policy update:
  - ➢ Provided project information needed for May draft policy update
  - ➢ Providing project information needed for policy Work Group deliberations
- ✓ Development underway:
  - ➢ Preparing JIS to accommodate current and preliminary rules (administrative tables, selection criteria, destruction criteria, reporting 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	0

Significant Issues Status

Issue	Urgency/Impact	Action

Next Steps

- Develop Preliminary Rules, July – October, 2013
  - No additional cases are being archived
  - No cases are being destroyed during this process
- Test /Implementation Planning, November – December, 2013
  - Rigorous system testing prior to deployment
  - Steering Committee approves implementation process
- JIS CLJ Archiving is Decommissioned, January, 2014
  - Updated Destruction of Records Report (DORR)
  - Preliminary rules applied to cases in active tables (current rules, plus eTicket and VRV compliance rules)
- Apply Revised Rules - June, 2014:
  - New records retention and destruction rules applied to active tables