ITG Request 41 - CLJ Revised Computer Records Retention and Destruction

Project Update

Kate Kruller, PMP - Project Manager

October 24, 2014

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

- Quality Assurance Test is in progress
  - Preliminary Rules system testing prior to deployment (including existing rules, plus eTicket and VRV compliance rules)
  - Testing resources are constrained due to priority of other projects

Active Project Risks

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

Significant Risk Status

Risk	Probability/Impact	Mitigation
Schedule Delay	High	Project Executive Sponsor authorizes any ITG 41 Project delays, if necessary
ISD staff redirects away from the project	High	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
1	0	0	0

Significant Issues Status

Issue	Urgency/Impact	Action
Test/QA Resource Availability	High	• Continue to request resource • Code is ready for test • Utilize resources when available

Next Steps

- Continue Quality Assurance Test, October - December 2014
  - Preliminary Rules system testing prior to deployment
- Implement Preliminary Rules – Pilot, January - February 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, March 2015 - October, 2015
- New Rules Iteration Development, October, 2014 – August 2015
  - New records retention and destruction rules programming