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 Full System Testing: Mar 2015

- Pilot Court implementation is underway
  - Everett Municipal Court, Yakima Municipal Court, Cowlitz District Court and Thurston District Court
  - 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	Medium/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
0	0	0	0

Significant Issues Status

Issue	Urgency/Impact	Action

Next Steps

- Continue to Implement Preliminary Rules - Pilot April - May 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: June 2015 - March, 2016
- New Rules Iteration Development: Oct 2015 – Aug 2016