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 Iteration 1 Implementation in all CLJ courts
  - 190 Courts processed
  - Preliminary Rules deployment (including existing rules, plus eTicket and VRV compliance rules)
- ✓ Iteration 2 New Rules Development: June 2015 - October 2015
- ✓ Changed Case Disposition (CSD) Screen to activate Permanent Retention Flag for all courts – October 4, 2015
- ✓ Provided non-commit reports to Pilot Courts

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	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 provide a 90-day period for courts to flag cases before AOC begins running Iteration 2
- Iteration 2 New Rules Implementation in Pilot Courts – January, 2016
  - Everett Municipal Court, Yakima Municipal Court, Cowlitz District Court and Thurston District Court