ITG Request 41 - CLJ Revised Computer Records Retention and Destruction

Project Update

Kate Kruller, PMP - Project Manager

February 28, 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

- ✓ Provided Project consultation as needed for policy update:
  - ➢ Providing project information needed for JISC – CLJ Work Group policy deliberations
- ✓ Completed Preliminary Rules Development (including eTicket and VRV compliance rules) July 2013 – January 2014
- ✓ ITG 41 Project Steering Committee briefing
  - ➢ Proposed Pilot Courts: Everett Municipal Court, Thurston District Court, Yakima Municipal Court and Cowlitz District Court
  - ➢ Updated Project Schedule
  - ➢ Court Communication and collaboration

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

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