



## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	12-19-2011
Subchapter:	1	Forms	
Issuance:	19.33	<b>CP&amp;P Form 19-33, Interoffice Expunction Authorization Memo</b>	

Click here to view or print CP&P Form [19-33](#).

### WHEN TO USE IT

When a CP&P Local Office conducts an expunction review, obtain the closed case record. If the case record is not found in the Local Office, request the record from the Records Management Unit, CC# 933. The Records Management Unit sends the requested record and CP&P Form [19-33](#), Interoffice Expunction Authorization, back to the requesting office.

### HOW TO USE IT

- When CP&P approves a record for expunction, the Local/Area Office completes CP&P Form [19-33](#) and sends it back to the Records Management Unit, to authorize Records Management to remove the record from any Record Management systems where the record may exist, i.e., the "scanned" electronic data base, and/or the "microfilm" data base.
- If the CP&P Local Office determines the case record does not meet the criteria for expunction, do not use the form. Instead send the closed case record back per normal Records Management procedures.

### TIPS FOR COMPLETING THE FORM

- All three approvals (signatures) are required (i.e., obtain and document required signatures/approvals) before sending the form back to the Closed Records Unit.

### DISTRIBUTION

Original - Closed Records Unit. If the record is not approved for expunction, the form is shredded by the Local CP&P Office.