

# **RECORDS RETENTION AND DISPOSITION SCHEDULE**



## **DIVISION OF ADMINISTRATIVE SERVICES ATTORNEY ID AND FLEET MANAGEMENT UNIT**

**DIVISION OF COURT OPERATIONS  
OFFICE OF RECORDS MANAGEMENT**

**June 2004**

**TABLE OF CONTENTS**

**ATTORNEY/NON-ATTORNEY IDENTIFICATION CARD FILES ..... 1**  
**ATTORNEY/NON-ATTORNEY IDENTIFICATION CARD CREDIT**  
**TRANSACTION FILES ..... 2**  
**CRIMINAL HISTORY RECORDS ..... 2**  
**GUARD CARD DATABASE FILES ..... 2**  
**PARKING VIOLATIONS DEFENSE LOG BOOKS ..... 3**  
**STATEWIDE VEHICLE INVENTORY DATABASE FILES ..... 3**  
**VEHICLE ACCIDENT REPORT FILES ..... 3**  
**VEHICLE ASSIGNMENT LOG SHEETS ..... 4**  
**VEHICLE MAINTENANCE RECORDS ..... 4**  
**VEHICLE PLACARD APPLICATION RECORDS ..... 4**

**INDEX ..... 5**

# RECORDS RETENTION AND DISPOSITION SCHEDULE

## DIVISION OF ADMINISTRATIVE SERVICES

### ATTORNEY ID AND FLEET MANAGEMENT UNIT

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
00000.	<b>ATTORNEY/NON-ATTORNEY IDENTIFICATION CARD FILES</b>  Records used for processing Unified Court System Attorney/Non- Attorney Identification Card applications. Documents include but are not limited to: Attorney Secure Pass Applications (UCS-334), Non Attorney Secure Pass Applications (UCS-355), approval letters, denied/rejection letters and supporting material.  <b>a) APPROVED UNIFIED COURT SYSTEM IDENTIFICATION CARD APPLICATIONS AND SUPPORTING MATERIALS</b>  <b>b) DENIED/REJECTED UNIFIED COURT SYSTEM IDENTIFICATION CARD APPLICATIONS AND SUPPORTING MATERIALS</b>	          <b>a) Retain for three fiscal years from date of approval, then destroy.</b>          <b>b) Retain for three fiscal years from date of denial, then destroy.</b>

<b><u>SERIES #</u></b>	<b><u>RECORD SERIES TITLE</u></b>	<b><u>RETENTION</u></b>
00000.	<p><b>ATTORNEY/NON-ATTORNEY IDENTIFICATION CARD CREDIT TRANSACTION RECORDS</b></p> <p>Records created to monitor credit card payments made by applicants requesting Unified Court System Attorney/Non-Attorney Identification Cards. Information includes but is not limited to: name and address of applicant, payment transaction code, date processed and supporting materials.</p>	<p>Considered part of the ATTORNEY/NON-ATTORNEY IDENTIFICATION CARD FILES. If maintained separately, retain for same length of time as ATTORNEY/NON-ATTORNEY IDENTIFICATION CARD FILES.</p>
00000.	<p><b>CRIMINAL HISTORY RECORDS (also known as "RAP SHEETS")</b></p> <p>Records used by the Attorney/Non-Attorney ID Unit staff to investigate the criminal background of applicants applying for Attorney/Non-Attorney ID Cards. Information includes but is not limited to: applicant's name, arrest charge(s), conviction charge(s) and date(s).</p>	<p>Retain until updated or for same length of time as ATTORNEY/NON-ATTORNEY IDENTIFICATION CARD FILES, whichever is sooner, then destroy.</p>
00000.	<p><b>GUARD CARD DATABASE FILE</b></p> <p>File used to document information received from applicants applying for Attorney/Non-Attorney Identification Cards. Information includes but is not limited to: applicant's name, birth date, eye color, height, attorney's registration number, non-attorney's assigned number, and employer's name. Information from this file is used to create monthly statistical/production activity reports.</p>	<p>Retain until updated or for same length of time as ATTORNEY/NON-ATTORNEY IDENTIFICATION CARD FILES, whichever is sooner, then destroy.</p>

<b><u>SERIES #</u></b>	<b><u>RECORD SERIES TITLE</u></b>	<b><u>RETENTION</u></b>
00000.	<p><b>PARKING VIOLATIONS DEFENSE LOG BOOKS</b></p> <p>Log books used for listing summonses issued against State-owned and leased vehicles of the Unified Court System. Documents include but are not limited to: copies of summonses, New York Department of Motor Vehicle notices indicating disposition of summonses and supporting material.</p>	<p>Retain for two years after litigation has been completed, or until no longer needed, whichever is longer, then destroy.</p>
00000.	<p><b>STATEWIDE VEHICLE INVENTORY DATABASE FILES</b></p> <p>Files used to track locations of state owned and leased vehicles of the Unified Court System. Information includes but is not limited to: location/list number, vehicle's year/make/model, assigned court/office of vehicle, license plate number, vehicle identification number, purpose for assignment of vehicle and date vehicle was put into surplus or leased.</p>	<p>Retain until updated or six years after vehicle is sold, replaced or discontinued, whichever is sooner, then destroy.</p>
00000.	<p><b>VEHICLE ACCIDENT REPORT FILES</b></p> <p>Files used to document accidents of state owned and leased vehicles of the Unified Court System. Documents include but are not limited to: New York State Department of Motor Vehicle Accident Reports and supporting materials.</p>	<p>Retain for five years and three months, then destroy.</p>

<b><u>SERIES #</u></b>	<b><u>RECORD SERIES TITLE</u></b>	<b><u>RETENTION</u></b>
00000.	<p><b>VEHICLE ASSIGNMENT LOG SHEETS</b></p> <p>Log sheets used to track the assignment of state owned and leased vehicles to Office of Court Administration employees. Information includes but is not limited to: date(s) vehicle borrowed, number of days needed, employee's signature, year/make of vehicle, departure mileage and return mileage and purpose of travel.</p>	<p>Retain for six months or until no longer needed, whichever is shorter, then destroy.</p>
00000.	<p><b>VEHICLE MAINTENANCE RECORDS</b></p> <p>Records used to track the operation and maintenance of state owned/ leased vehicles of the Unified Court System. Documents include but are not limited to: New York State Vehicle Registration Forms, New York State Vehicle Titles, repair and service maintenance agreements, repair records, warranties and supporting materials.</p>	<p>Retain for three years and three months after vehicle is sold, replaced or discontinued, then destroy.</p>
00000.	<p><b>VEHICLE PLACARD APPLICATION RECORDS (also known as PARKING VISOR CARD FILES)</b></p> <p>Records used to process Unified Court System Official Law Enforcement Vehicle Identification Applications made by Unified Court System employees. Information includes but is not limited to: current/new vehicle placard ID number(s), employee's name, job title, signature, court/office location, home and work phone numbers, vehicle's year/make/color/license plate number and issuing State and supporting materials.</p>	<p>Retain until updated or until no longer needed, then destroy.</p>

INDEX

ACCIDENT REPORTS: see VEHICLE ACCIDENT REPORT FILES ..... 3

ATTORNEY IDENTIFICATION CARDS: see

    ATTORNEY/NON-ATTORNEY IDENTIFICATION CARD FILES ..... 1

ATTORNEY/NON-ATTORNEY IDENTIFICATION CARD FILES ..... 1

ATTORNEY/NON-ATTORNEY IDENTIFICATION CARD

    CREDIT TRANSACTION RECORDS 2ATTORNEY SECURE PASS APPLICATIONS:

    see ATTORNEY/NON-ATTORNEY IDENTIFICATION CARD FILES ..... 1

CRIMINAL HISTORY RECORDS: ..... 2

DEPARTMENT OF MOTOR VEHICLE ACCIDENT REPORTS: see

    VEHICLE ACCIDENT REPORT FILES ..... 3

DENIED LETTERS FOR ATTORNEY/NON-ATTORNEY ID CARDS: see

    ATTORNEY/NON-ATTORNEY IDENTIFICATION CARD FILES ..... 1

GUARD CARD DATABASE FILES ..... 2

NON-ATTORNEY IDENTIFICATION CARDS: see

    ATTORNEY/NON-ATTORNEY IDENTIFICATION CARD FILES ..... 1

NON-ATTORNEY SECURE PASS APPLICATIONS: see

    ATTORNEY/NON- ATTORNEY IDENTIFICATION CARD FILES ..... 1

PARKING VISOR CARDS: see VEHICLE PLACARD APPLICATION RECORDS ..... 4

PARKING VIOLATIONS DEFENSE LOG BOOKS ..... 3

RAP SHEETS: see CRIMINAL HISTORY RECORDS ..... 2

REJECTION LETTERS FOR ATTORNEY/NON-ATTORNEY ID CARDS: see

    ATTORNEY/NON-ATTORNEY IDENTIFICATION CARD FILES ..... 1

STATEWIDE VEHICLE INVENTORY DATABASE FILES ..... 3

STATE VEHICLE REGISTRATION FORMS: see VEHICLE MAINTENANCE RECORDS . 4

UCS-334: see ATTORNEY SECURE PASS APPLICATIONS ..... 1

UCS-335: see NON ATTORNEY SECURE PASS APPLICATIONS ..... 1

UCS OFFICIAL LOW ENFORCEMENT VEHICLE IDENTIFICATION APPLICATION: see

    VEHICLE PLACARD APPLICATION RECORDS ..... 4

VEHICLE ACCIDENT REPORT FILES ..... 3

VEHICLE ASSIGNMENT LOG SHEETS ..... 4

VEHICLE INFORMATION FILES: see VEHICLE MAINTENANCE RECORDS ..... 4

VEHICLE MAINTENANCE RECORDS ..... 4

VEHICLE PLACARD APPLICATION RECORDS ..... 4

VEHICLE REPAIRS: see VEHICLE MAINTENANCE RECORDS ..... 4

VEHICLE SERVICE FILES: see VEHICLE MAINTENANCE RECORDS ..... 4

VEHICLE TITLES: see VEHICLE MAINTENANCE RECORDS ..... 4