

RECORDS RETENTION AND DISPOSITION SCHEDULE



RECORDS OF THE SURROGATE'S COURT

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

Rev. October 2005

**ADMINISTRATIVE ORDER OF THE
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS**

Pursuant to the authority vested in me, I hereby repeal the July 1989 schedule for the retention and disposition of records of the Surrogate's Court and substitute the attached schedule, effective immediately. Disposition of records pursuant to these schedules shall be in accordance with Part 104 of the Rules of the Chief Administrator.

Jonathan Lippman
CHIEF ADMINISTRATIVE JUDGE OF THE COURTS

Dated: April 4, 1997

AO/365/97

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NOTE: FISCAL RECORDS: see Records Retention Schedule for Administrative Records - FISCAL RECORDS on the internet:

http://www.courts.state.ny.us/admin/recordsmanagement/sch_admin_records.shtml

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NEW YORK STATE UNIFIED COURT SYSTEM

RECORDS OF THE SURROGATE'S COURT

RECORDS RETENTION AND DISPOSITION SCHEDULE

The following list of record series includes the records of the Surrogate's Court, as well as the Court of Probate and other predecessor courts.

CASE FILES

A case file contains Petitions, Wills, Orders, Decrees, Waivers, Citations, Letters, Accountings, Inventories, Appraisals, Tax Fix, Record on Appeal, and all other papers which must be filed with the court. Note that some courts currently store some of the documents listed above separately from the case file. These documents have been distinguished as separate record series in these schedules, but have the same retention requirements as the related case files.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
50010.	ADOPTIONS	
	Records of adoption case proceedings.	Retain permanently.
50020.	COMMITMENTS OF GUARDIANSHIP AND CUSTODY	
	Permanent termination of parental rights to custody of a child.	Retain permanently.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
50030.	CONSERVATORSHIPS Records of conservatorship case proceedings.	Retain permanently.
50040.	ESTATES Records of estate case proceedings including probate, administration, small estates, tax fixing of estates, accounting of estates and other proceedings relating to the settlement of an estate.	Retain permanently.
50050.	GUARDIANSHIPS Records of guardianship case proceedings, including the appointment, accounting, release and other proceedings relating to the administration of guardianships.	Retain permanently.
50060.	LIVING TRUSTS, INTERVIVOS TRUSTS AND LIFETIME TRUSTS Records of living trusts, intervivos trusts and lifetime trust proceedings.	Retain permanently.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
50070.	SURRENDER OF A CHILD Records of cases involving the voluntary surrender of a child by the parent or guardian.	Retain permanently.

SUPPLEMENTAL CASE RECORDS

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
50075.	AFFIDAVITS FOR TRANSFERRING EXEMPT PROPERTY	
	Affidavits requesting letters of authorization to transfer property when the property is the only asset of the estate. There is no formal estate proceeding or case file.	Retain for one year, then destroy.
50080.	APPLICATIONS FOR ORDERS TO ADVERTISE FOR CLAIMS	
	Petitions, filed by executors or administrators requesting orders for permission to advertise for claims.	Destroy immediately.
50090.	BONDS	
	Undertakings requiring the fiduciary to pay a specified amount if the conditions of the obligation are not fulfilled. This record series includes Bonds of Administration, Guardianship, Executor and any other bond filed with the court.	Considered part of the case file. File in case file. If maintained separately, retain for same length of time as case file.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
50100.	COURT REPORTER NOTES Stenographic tapes, pads, audio tapes or other machine-readable material which record court proceedings.	Retain for five years, then destroy.
50110.	COURT REPORTER TRANSCRIPTS Transcripts of the court reporter notes.	Retain permanently.
50120.	EXHIBITS Exhibits presented as evidence in a case.	Return to party who introduced it immediately after disposition unless otherwise directed by the court. If not claimed, retain for ninety days, then destroy, provided express notice has been given.
50125.	FINGERPRINT CARDS Fingerprints taken to obtain criminal histories of proposed guardians.	Retain until response is received from New York State Division of Criminal Justice Services (DCJS), then destroy.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
50130.	<p>MEASUREMENTS OF DOWER (also known as DOWAGER BOOKS)</p> <p>Engrossed books recording the actions in a land tenure by right of dower proceeding. Includes transcripts of petitions, affidavits, orders and survey reports.</p>	Retain permanently.
50140.	<p>NOTICES TO CREDITORS</p> <p>Notices issued by an executor or administrator to creditors regarding the acceptance or rejection of claims.</p>	Considered part of the case file. Retain permanently.
50145.	<p>PETITIONS AND ORDERS TO OPEN SAFE DEPOSIT BOXES</p> <p>Requests by attorneys and relatives to open decedents safe deposit boxes.</p>	Retain for five years, then destroy.
50150.	<p>PROBATES OF HEIRSHIP</p> <p>Records of the court's determination and designation of the true heirs.</p>	Retain permanently.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
50160.	SUBPOENAED RECORDS Records which have been subpoenaed from an outside agency organization or individual.	Return to party who introduced it immediately after disposition unless otherwise directed by the court. If not claimed, retain for ninety days, then destroy provided express notice has been given.
50170.	WILLS: NOT FOR PROBATE Wills of decedents, filed with the Surrogate's Courts, which are not probated.	Retain permanently.
50180.	WILLS/CODICILS: ORIGINAL Original copies of wills/codicils filed with the Surrogate's Courts for probate.	Retain permanently.
50190.	WILLS/CODICILS: SAFEKEEPING Sealed, original wills/codicils deposited with the Surrogate's Courts by the testator.	a) Retain until delivered. b) If will cannot be delivered, retain permanently.

CASE MANAGEMENT RECORDS

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
50200.	CALENDARS Lists of cases that are scheduled to appear in court. This includes calendars for trials, hearings, filing of papers and all other types of appearances.	Retain for one year or until no longer needed, whichever is shorter, then destroy.
50210.	CASELOAD ACTIVITY REPORTS Court copies of the caseload activity reports (UCS-150) that are filed with the Office of Court Administration.	File original with the Office of Court Administration. Retain court copy for one year, then destroy.
50220.	CERTIFICATES TO LETTERS Clerk certification of the validity of letters of administration and letters testamentary.	Retain for one year, then destroy.
50223.	ELECTRONIC RECORDING LOG SHEET Log containing case identification information for proceedings, trials and hearings which are recorded electronically.	Retain for five years, then destroy.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
50227.	ELECTRONIC RECORDING STATISTICAL REPORT	
	Copy of monthly report, sent to OCA, reflecting the activity of electronic recording.	Retain for one year or until no longer needed, whichever is shorter, then destroy.
50228.	ELECTRONIC TAPE TRANSCRIPTION LOG	
	Index to information recorded on audio tapes.	Retain for five years, then destroy.
50230.	ESTATE AND TRUST FUND REGISTERS	
	Registers recording the court-ordered deposit of monies pending distribution to a beneficiary.	Retain permanently.
50240.	<i>DELETED</i>	
50250.	FIDUCIARY ROLLS	
	Lists of fiduciaries available for appointment by the court.	Retain until updated roll is received, then destroy.
50260.	INDEXES: CASE FILES	
	Any manual or machine-readable material that provides access to information in the case files.	Retain permanently.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
50270.	INDEXES TO CORRESPONDENCE SEARCHES Log books documenting reference requests by the public.	Retain for one year, then destroy.
50280.	INDEXES TO SURROGATE PROCEEDINGS (also known as INDEXES TO SURROGATE PAPERS FILED, INDEXES TO ESTATES, INDEXES TO SURROGATE RECORDS and GENERAL INDEX BOOKS) Log books, card files, machine-readable material or any other material which provides information on access to the proceedings of the Surrogate Court. This record cross-references the decedent's name with the case number, will liber number and other recording books.	Retain permanently.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
50290.	<p>MINUTE (FILE AND ENTRY) BOOKS (also known as MINUTES TO PROBATE, MINUTES TO ADMINISTRATION and INDEX TO MINUTES)</p> <p>Log books containing descriptions of all proceedings in all cases and a list of the papers, orders and decrees filed in a case.</p>	Retain permanently.
50300.	<p>MINUTE (HEARING) BOOKS</p> <p>Chronological accounts of the court's hearing proceedings. Includes the names of the participants at the hearing, reasons for the hearing, the decision and other information.</p>	Retain permanently for research purposes.
50310.	<p>MINUTE (TRIAL) BOOKS</p> <p>Chronological account of the court's trial proceedings. Includes the names of the participants, an outline of the proceedings, descriptions of the actions brought, an account of the decisions and other information.</p>	Retain permanently for research purposes.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
50320.	OATHS OF FIDUCIARIES Sworn oaths of fiduciaries filed with the court. Includes oaths of executors, guardians, trustees and any other fiduciary oath filed with the court.	Retain permanently.
50330.	RECORDS OF GUARDIANS AND MINORS Chronological log books recording the appointment of guardians. Includes the guardian's name, infant's name, age of infant, date of appointment and case number.	Retain for one year from date of last entry, then destroy.
50340.	RECORDS OF PROCEEDINGS TO SELL REAL ESTATE LOG BOOKS Log books recording the filing and entry of papers related to the sale of real property.	Retain permanently.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
50350.	RELEASES OF ESTATE TAX LIEN LOG BOOKS	
	Log books recording the notices of satisfaction of estate tax and releases from liens.	Retain permanently.
50360.	SMALL ESTATES SETTLED WITHOUT ADMINISTRATION LOG BOOKS	
	Log books recording the proceedings and which provide information on access to the case files of Small Estates Settled Without Administration.	Retain permanently.
50370.	TAXABLE TRANSFERS OF PROPERTY	
	Log books listing the value of the decedents' estates and the distributions to the beneficiaries.	Destroy immediately.
50380.	WILLS: SAFEKEEPING - INDEX	
	Card files, log books or other indexes which provide information on access to the court's safekeeping wills.	Retain permanently.

RECORD BOOKS

ESTATE RECORD BOOKS

Recording of documents of
the court's estate
proceedings.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
50450.	AGREEMENTS, RIGHTS OF ELECTIONS, ASSIGNMENTS, POWER OF ATTORNEYS Recorded copy of agreements, rights of elections, assignments and power of attorneys.	Retain permanently.
50460.	ASSIGNMENT FOR BENEFIT OF CREDITORS Recorded document appointing an assignee for benefit of creditors.	Retain permanently.
50470.	CONVEYANCE OF MORTGAGES OF INTERESTS Recorded copy of conveyance of mortgages of interests.	Retain permanently.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
50480.	DECREES Includes decrees probate, admitting will, testamentary, administration, accounting, judicial settlement and other decrees recorded by the court.	Retain permanently.
50490.	EXECUTOR RENUNCIATIONS Recorded copy of executor renunciation.	Retain permanently.
50500.	INDEXES TO RECORD BOOKS Any index to the recording books.	Retain permanently.
50510.	LETTERS Includes letters testamentary, administration, CTA, trusteeship, successor trustee, temporary and other letters recorded by the court.	Retain permanently.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
50520.	ORDERS Includes orders admitting will, testamentary, administration, fixing tax, appraiser, publication, on real estate, claims, appointing testamentary trustees, amending special decree and other estate orders recorded by the court.	Retain permanently.
50530.	PROCEEDINGS TO PROBATE WILLS OF REAL ESTATE Recorded papers documenting proceedings to probate wills of real estate.	Retain permanently.
50540.	RECORD OF REAL ESTATE SALES (also known as REAL PROPERTY TRANSFERS) Recorded papers documenting proceedings to probate wills of real estate.	Retain permanently.
50550.	RIGHTS OF ELECTIONS Recorded copy of rights of elections.	Retain permanently.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
50560.	<p>SETTLEMENT AND DECREE ON ACCOUNTING OF EXECUTOR (also known as SETTLEMENT OF ESTATES AND TRUSTS, FINAL SETTLEMENT, SATISFACTIONS and RELEASES)</p> <p>Recorded copy of settlements, satisfactions and releases.</p>	Retain permanently.
50570.	<p>TRANSFER TAX PETITIONS - ORDER OF CANCELLATION REVOKING APPRAISER</p> <p>Recorded copy of orders revoking appraiser's appointment.</p>	Retain permanently.
50580.	<p>WILLS</p> <p>Includes wills, wills with ancillary letters testamentary, exemplified copies of foreign wills and other wills recorded by the court.</p>	Retain permanently.

GUARDIANSHIP
RECORD BOOKS

Recording of documents of
the court's guardian
proceedings.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
50590.	DECREES Includes decrees of guardianship, guardianship and without bond, discharge of guardian and other guardianship decrees recorded by the court.	Retain permanently.
50600.	INDEXES TO RECORD BOOKS Any index to the guardianship record books.	Retain permanently.
50610.	LETTERS Includes letters of guardianship, special g u a r d i a n s h i p , guardianship-ancillary, testamentary guardianship, guardianship no bond, guardianship joint custody and other guardianship letters recorded by the court.	Retain permanently.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
50620.	ORDERS Includes orders appointing guardian, appointing special guardian, special guardian on accountings and other guardianship orders recorded by the court.	Retain permanently.

PREDECESSOR COURTS

Records of the Court of Probates (1778-1823) and the Prerogative Court (1692-1777). All records followed by a "J" refer to records which are on deposit with the New York State Archives.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
50630.	ADMINISTRATION PAPERS (J0033)	Retain permanently for research purposes.
50640.	INVENTORIES AND ACCOUNTS (J0301)	Retain permanently.
50650.	INVENTORY OF WILLS, ADMINISTRATION PAPERS AND INVENTORIES TRANSFERRED FROM THE SECRETARY OF STATE TO THE COURT OF PROBATES (J0036)	Retain permanently.
50660.	LETTERS OF ADMINISTRATION (J0032)	Retain permanently.
50670.	ORDERS AND DECREES (J0208)	Retain permanently.
50680.	PROBATED WILLS (J0038)	Retain permanently.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
50690.	RECORD FUNDS AND CASES TRANSFERRED TO THE COURT OF CHANCERY (J0302)	Retain permanently.

**RULES OF THE CHIEF JUDGE
PART 38. RETENTION AND DISPOSITION OF THE RECORDS
OF THE COURTS OF THE UNIFIED COURT SYSTEM**

Section 38.1 Rules of the Chief Administrator of the Courts

(a) The Chief Administrator of the Courts, upon consultation with the Administrative Board of the Courts, shall adopt rules providing for the retention and disposition of the records of the courts of the Unified Court System, including (1) schedules for retention of each category of court record, (2) procedures for disposing of court records, (3) procedures for microphotography of court records, and (4) provisions to ensure the confidentiality of court records sealed or otherwise made confidential by law.

(b) Rules and schedules governing retention and disposition of records of the Court of Appeals and Appellate Divisions shall be adopted with the approval of the Chief Judge of the Court of Appeals and the presiding Justices of the Appellate Divisions for the records in their respective courts.

**RULES OF THE CHIEF ADMINISTRATOR
PART 104
RETENTION AND DISPOSITION OF COURT RECORDS**

Section 104.1 Application

(a) These rules shall apply to court records of all the courts of the Unified Court System, including records of commissioners of jurors. Any action taken with respect to the records of the Court of Appeals and Appellate Divisions shall be subject to the approval of the Chief Judge of the Court of Appeals and the Presiding Justices of the Appellate Divisions for the records in their respective courts.

(b) The term “court records” shall include all documents and records that are part of the court files of each case and all books, papers, calendars, statistical schedules and reports and other records pertaining to the management of court cases.

(c) The term “alternative format” shall mean a format for the reproduction and maintenance of records, including microphotography and electronic formats, approved by the Deputy Chief Administrator for Management Support.

(d) References to the Deputy Chief Administrator for Management Support shall include a designee of the Deputy Chief Administrator for Management Support.

Section 104.2 Retention Schedules

(a) The Chief Administrator of the Courts shall promulgate schedules for the retention and disposition of court records. These schedules shall include a description of each record and the time period required for its retention. The time periods shall take into account the needs of both the court and the parties appearing before the court, and the historical value of the records for research purposes.

(b) Unless a permanent record in an alternative format first is made and permanently retained, judgment rolls and other records, books and papers that affect the mental illness or the sanity or competency of any person shall be retained for at least 50 years; and that the judgment rolls and other records, books and papers that affect the marital rights or status or the custody of lineage of any person and judgment rolls regardless of their age that affect title to real property shall be retained permanently.

Section 104.3 Procedure for Disposition of Court Records

(a) Any court seeking to dispose of court records shall make a written request for such disposal to the Deputy Chief Administrator for Management Support. The request shall describe in appropriate detail the records sought to be disposed of, including the nature of the records and the range of dates of their filing or creation.

(b) The Deputy Chief Administrator for Management Support shall determine the request based upon the retention schedules created pursuant to section 104.2 of this Part and in accordance with the needs of the courts. The Deputy Chief Administrator may require that a sampling of the records be made, based upon a methodology approved by the Deputy Chief Administrator, and that the sample be retained for research purposes.

(c) Suitability of arrangement for the storage of court records outside of court facilities, including any contracts entered in for such storage, shall be approved by the Deputy Chief Administrator for Management Support.

(d) Nothing in the retention schedules or these rules shall limit the authority of the Deputy Chief Administrator for Management Support to permit the disposition of any court records upon a showing of special circumstances and as permitted by law.

(e) In those actions or proceedings where the retention schedules provide that the period of retention shall commence at the date of disposition of the action or proceeding, where the clerk of any court has opened a case file for such action or proceeding, and where a continuous period of at least five years has elapsed during which such file is totally inactive, there being no additional papers filed therein nor any additional notations made therein or on the file jacket, the required period of retention for such file shall be deemed to have commenced at the end of such five year period and the file may be disposed of in accordance with these rules and the appropriate retention schedules. This provision shall have no effect upon the action or proceeding or any substantive or procedural rights of any of the parties.

Section 104.4 Reproduction of Court Records in an Alternative Format

(a) All contracts, processes, procedures and apparatus for the reproduction of court records in an alternative format shall be subject to prior approval by the Deputy Chief Administrator for Management Support.

(b) Court records that have been reproduced pursuant to subdivision (a) may be disposed of pursuant to section 104.3, provided that the reproductions are satisfactorily identified and indexed, are in a format that allows for accurate reproduction, and are stored in a facility approved by the Deputy Chief Administrator for Management Support.

Section 104.5 Confidentiality

Court records that are reproduced in an alternative format, retained for research purposes or designated for disposition remain subject to all statutory provisions pertaining to access and confidentiality that are applicable to the original records. Arrangements for the reproduction, retention or disposal of court records that are sealed or otherwise deemed confidential must preserve the level of protection and nonaccess required by law.

RECORDS DISPOSITION REQUEST

FOR OCA USE

Court Code (if known): / / / / /

Request # _____ Date Received _____

- 1. Court/OCA Office _____
 Address _____ (Zip Code) _____
 Contact Person _____ Title _____
 Phone () _____ Fax () _____
- 2. Record Series Title _____
- 3. Record Series No. _____ () 4. Dates _____
- 5. A record copy is defined as the copy that you use to produce a certified copy
 This is the record copy This is not the record copy
- 6. The record copy is in:
 Paper Format
 Micrographics Format - **Attach MICROFILM QUALITY TESTING REPORT**
 Microfilm roll numbers: _____
 Electronic Format* - **Attach RECORDS MANAGEMENT CERTIFICATION FOR ELECTRONIC RECORDS FORM**
 if upgrading, migrating or otherwise reformatting an electronic record.
- 7. Volume of records to be destroyed _____ cubic feet
 (Provide volume only if you are requesting to dispose of paper records)

DO NOT WRITE BELOW THIS LINE

This request was reviewed by the Office of Court Administration. The following action was taken:

- APPROVED APPROVED CONDITIONALLY (see below): NOT APPROVED (see below)

COMMENT(S):

Signed _____ (OCA) Date _____

Return forms to: Office of Court Administration
 Division of Court Operations
 Office of Records Management
 25 Beaver Street - Room 883
 New York, New York 10004
 Phone #(212) 428-2875 - FAX #(212) 428-2880
 E-Mail - DISPOREQ@courts.state.ny.us

* If scanning, minimum "Native Optical Resolution" must not be less than 200 D.P.I.

COURT RECORDS DISPOSITION REQUEST - INSTRUCTIONS

A "Court Records Disposition Request" must be submitted to and approved by the Office of Court Administration prior to the destruction or other disposition of any UCS record, including records that have been micro-photographed or are in electronic format. The disposition request form and procedure will insure that records are disposed or in accordance with 22 NYCRR Part 104, "Retention and Disposition of Court Records".

1. **Identifying Information** - Enter name and address of the court and the name, title, phone and fax number of the contact person (usually the Chief Clerk).
2. **Record Series Title** - A separate form must be submitted for each record series. The title should be as it appears on the schedule. If your court identified this record by a different title, include both the schedule title and your local title.
3. **Record Series Number** - The number that appears to the left of the title on the schedule. If there are multiple retention periods, enter the appropriate letter (a, b, c) or description.
4. **Dates** - Specify beginning and ending dates of the records.
5. **Record Copy or Non Record Copy** - Check appropriate box.
6. **Record Format** - Check appropriate box. If record is in Microfilm or Electronic Format attach MICROFILM QUALITY TESTING REPORT or RECORDS MANAGEMENT CERTIFICATION FOR ELECTRONIC RECORDS FORM. If Microfilm Quality Testing Report does not indicate the year of records filmed, indicate corresponding microfilm roll numbers.
7. **Volume of Records** - The volume of records should be expressed as a numeric in cubic feet. The table below reflects Cubic Foot Equivalents:

<u>FILE FOLDER DRAWERS</u>	<u>CUBIC FEET</u>	<u>CARD FILE DRAWERS</u>	<u>CUBIC FEET</u>
Letter	1.5	3" X 5" X 26" long	0.2
Letter Transfile	2.0	3" X 5" X 14" long	0.1
Legal	2.0	3.5" X 7.5" X 26" long	0.4
Legal Transfile	2.5	3.5" X 7.5" X 14" long	0.2
Ledger	3.0	4" X 6" X 26" long	0.6
Jumbo	4.0	4" X 6" X 14" long	0.2
<u>SHELF UNITS</u>	<u>CUBIC FEET</u>	5" X 8" X 26" long	0.6
Letter, 36" long	2.4	5" X 8" X 14" long	0.3
Legal, 36" long	3.0	6" X 9" X 26" long	0.8
<u>RECORDS CENTER CONTAINERS</u>	<u>CUBIC FEET</u>	6" X 9" X 14" long	0.4
10" X 12" X 15" - standard	1.0	8" X 8" X 26" long	1.0
3.5" X 8" X 14" - tab	0.2	8" X 8" X 14" long	0.5
3.5" X 8" X 24" - check	0.4		
6" X 6" X 36" - map	0.7	<u>OTHER SITUATIONS:</u>	<u>CUBIC FEET</u>
6" X 6" X 48" - map	1.0	<i>Length X Width X Height</i> (inches) divided by 1728 =	
4" X 4" X 48" - map	0.4		

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