

RECORDS MANAGEMENT POLICY #2.0 - OCTOBER 11, 1990

DESTRUCTION OF PRE-NUMBER BLANK FORMS:

- 1. Blank pre-numbered forms (e.g., blank docket sheets, check books, receipts) may be destroyed as required for court operation purposes.**
- 2. The forms will be rendered unusable as part of the process.**
- 3. Two court employees must sign an affidavit attesting to the destruction (see attached). The original affidavit will be retained at the Office of Records Management.**
- 4. An affidavit should be prepared for each methodology used.**

**NEW YORK STATE
UNIFIED COURT SYSTEM**

RECORDS DESTRUCTION WITNESS AFFIDAVIT

The following were destroyed by _____
on _____ (Date) (Insert Methodology)

Form Name: _____
Numbers: _____ to _____
_____ to _____
_____ to _____
_____ to _____

Form Name: _____
Numbers: _____ to _____
_____ to _____
_____ to _____
_____ to _____

Form Name: _____
Numbers: _____ to _____
_____ to _____
_____ to _____
_____ to _____

Court/O.C.A. Office: _____

1. _____ Title: _____
Print Name _____
Signature _____ Tel. #: () _____
Date: _____

2. _____ Title: _____
Print Name _____
Signature _____ Tel. #: () _____
Date: _____