

# **RECORDS RETENTION AND DISPOSITION SCHEDULE**



## **OFFICE OF LEGISLATIVE COUNSEL**

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

**MARCH 2010**

# PLEASE NOTE

**A RECORDS DISPOSITION REQUEST FORM must be submitted and approved prior to the disposal of any records in accordance with the Records Retention and Disposition Schedules.**

Records Disposition Request Forms can be obtained at:

[http://www.nycourts.gov/admin/recordsmanagement/too\\_forms.shtml](http://www.nycourts.gov/admin/recordsmanagement/too_forms.shtml)

**Return all completed forms to:  
N.Y.S. Office of Court Administration  
Division of Court Operations  
Office of Records Management  
25 Beaver Street - Room 883  
New York, NY 10004  
TEL: 212- 428-2875  
FAX: 212- 428-2880  
E-mail: DISPOREQ@courts.state.ny.us**

**Please Note: This retention schedule is printed in a color format to facilitate identification of purgable records.**

**Color Codes for Record Series Numbers and Titles:**

**Red = Permanent Records**

**Green = Purgable Records**

**Orange = Both Permanent and Purgable Records**

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## OFFICE OF LEGISLATIVE COUNSEL

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
<b>OLC - 010.</b>	<b>ASSEMBLY AND SENATE BILL FILES</b>	
	<p>Files containing legislative proposals affecting the Unified Court System that were prepared by Office of Court Administration's Office of Legislative Counsel for submission to the State Legislature and introduction there. Records include: copies of legislative proposals, sponsor's memoranda and other supporting documents.</p>	
	<p>a) <b>RECORDS FOR UNIFIED COURT SYSTEM LEGISLATIVE PROPOSALS ENACTED INTO LAW</b></p>	<p>a) <b>Retain permanently for research purposes.</b></p>
	<p>b) <b>RECORDS FOR UNIFIED COURT SYSTEM LEGISLATIVE PROPOSALS NEVER INTRODUCED, NEVER PASSED BY THE LEGISLATURE OR VETOED BY THE GOVERNOR</b></p>	<p>b) <b>Retain until no longer needed, then destroy.</b></p>
	<p>c) <b>RECORDS FOR NON-UNIFIED COURT SYSTEM PROPOSED LEGISLATIVE MEASURES</b></p>	<p>c) <b>Retain until legislative session ends, then destroy.</b></p>

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
<b>OLC - 020.</b>	<b>COUNSEL'S LEGAL OPINION FILES</b>	
	<p>Collection of legal positions on UCS - related issues that have been taken by OCA Counsel's Office in New York City and OCA's Office of Legislative Counsel but maintained by OCA's Office of Legislative Counsel in Albany. Records include but are not limited to: hard and digitized copies of internal memoranda; advisories provided to the Chief Judge, Chief Administrative Judge, Administrative Judges and OCA Unit Heads; and letter and memoranda issued in response to inquiries from other Unified Court System personnel and members of the public.</p>	
	<p>a) <b>COUNSEL'S LEGAL OPINION LETTERS AND SUPPORTING DOCUMENTS</b></p>	<p>a) <b>Retain permanently for research purposes.</b></p>
	<p>b) <b>OFFICE OF LEGISLATIVE COUNSEL'S OPINION LETTERS DATABASE FILES</b></p>	<p>b) <b>Retain until no longer needed, then destroy.</b></p>

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
<b>OLC - 030.</b>	<p data-bbox="402 268 873 415"><b>LEGISLATIVE MEMORANDA AND LETTERS FILED WITH LEGISLATURE AND GOVERNOR</b></p> <p data-bbox="402 457 873 827">Records consisting of memos filed by Office of Court Administration with legislature on pending bills affecting the UCS and letters filed with the Governor's Counsel in response to requests for comment on bills that reach the Governor's desk for executive action.</p>	<b>Retain permanently for research purposes.</b>

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
<b>OLC- 040.</b>	<p><b>LEGISLATURE TRACKER REPORTS (also known as RECENTLY ENACTED LEGISLATION TRACKER FILES)</b></p> <p>Reports used for tracking UCS bills and other bills affecting the UCS that were presented to the State Legislature. Information includes: title of bill, bill's status (whether OCA or Non-OCA), date of legislation, senate's/assembly's introduction number, sponsor's name, committee's name, bill text, memo text, comments and relationship to other legislative bills.</p>	
	<p>a) <b>INTERIM LEGISLATIVE SESSION REPORTS</b></p>	<p>a) <b>Retain until updated INTERIM LEGISLATIVE REPORT is received or after FINAL LEGISLATIVE SESSION REPORT is issued, then destroy.</b></p>
	<p>b) <b>FINAL LEGISLATIVE SESSION REPORTS</b></p>	<p>b) <b>Retain permanently for research purposes.</b></p>

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