

RECORDS RETENTION AND DISPOSITION SCHEDULE



RECORDS MANAGEMENT RECORDS

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

October 2000

RECORDS MANAGEMENT RECORDS

ADMINISTRATIVE ORDER OF THE
CHIEF ADMINISTRATIVE JUDGE

Pursuant to the authority vested in me, I hereby promulgate, effective immediately, the attached schedule for the retention and disposition of Records Management Records of the Unified Court System. Disposition of records pursuant to this schedule shall be consistent with Part 104 of the Rules of the Chief Administrator.



CHIEF ADMINISTRATIVE JUDGE

Dated: August 21, 2000

A/O: 439/00

RECORDS MANAGEMENT RECORDS

RECORDS RETENTION AND DISPOSITION SCHEDULE

This schedule includes all ***records management records*** created for and by the New York State Unified Court System. The retention of these records is based on an appraisal of their administrative, legal, fiscal and/or historical value. Based on these values, the records were divided into two categories: “***office of record***” and “***non-record copy***”.

The “***office of record***” is the court or department which maintains the “***record copy***” for records listed in this schedule. The *record copy* is the *official copy* of the record. The “***non-record copy***” is the copy which is retained by courts or offices other than the “***office of record***”.

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R.S. #	RECORD SERIES	RETENTION
FORMS MANAGEMENT RECORDS Records managing the creation, design and control of forms for the Unified Court System.		
RM1.	<p>FORMS CREATION RECORDS Records documenting the creation and/or use of forms for the Unified Court System. Includes, but is not limited to: Forms List, Forms Management Subject Files and Forms Master Copy.</p> <p>a) FORMS LISTS Lists of forms created by a Court or O.C.A. Office.</p> <p>OFFICES OF RECORD: Originating Courts, District Offices and O.C.A. Divisions/Offices</p> <p>NON-RECORD COPIES: Courts/Offices when they are not the Originating Agencies</p> <p>b) FORMS MANAGEMENT SUBJECT FILES Records documenting creation, design, print, use, revision and review of new form(s). Documents include, but are not limited to: requests for new forms, memorandums, approvals, revisions and other supporting materials.</p> <p>OFFICES OF RECORD: Originating Courts, District Offices and O.C.A. Divisions/Offices</p> <p>NON-RECORD COPY: None</p>	<p>Retain until updated, then destroy.</p> <p>Retain until no longer needed, then destroy.</p> <p>Retain for one year or until no longer needed, whichever is shorter, then destroy.</p> <hr/>

R.S. #	RECORD SERIES	RETENTION
RM1.	<p data-bbox="289 279 997 317">FORMS CREATION RECORDS (continued)</p> <p data-bbox="289 405 1065 516">c) MASTER FORMS Master copy of forms for printing, distribution and/or revisions.</p> <p data-bbox="289 562 1040 674">OFFICES OF RECORD: Originating Courts, District Offices and O.C.A. Divisions/Offices</p> <p data-bbox="289 751 1062 863">NON-RECORD COPIES: Courts/Offices when they are not the Originating Agencies</p>	<p data-bbox="1138 562 1458 632">Retain until updated, then destroy.</p> <p data-bbox="1138 751 1471 821">Retain until no longer needed, then destroy.</p>

R.S. #	RECORD SERIES	RETENTION
MANAGEMENT RECORDS Records created to provide assistance in maintaining, administering, conserving and/or preserving records of the Unified Court System.		
RM2.	RECORDS MANAGEMENT MANUALS/ HANDBOOKS/REPORTS Manuals/handbooks/reports containing instructions related to records management operations. a) GENERAL INSTRUCTIONS General instructions for records management operations. Includes, but is not limited to: computer (software or hardware) manuals, microfilm equipment handbooks, records center manuals and office files location lists. OFFICES OF RECORD: Originating Courts, District Offices and O.C.A. Divisions/Offices NON-RECORD COPY: None	Retain until no longer needed, then destroy. <hr/>

R.S. #	RECORD SERIES	RETENTION
RM2.	<p>RECORDS MANAGEMENT MANUALS/ HANDBOOKS/REPORTS (continued)</p> <p>b) POLICIES, PROCEDURES AND STANDARDS Policies, procedures and standards related to records management. Includes, but is not limited to: Records Management Guidelines, Records Management Procedures Manuals.</p> <p>OFFICES OF RECORD: Originating Courts, District Offices and O.C.A. Divisions/Offices</p> <p>NON-RECORD COPIES: Courts, District Offices and O.C.A. Divisions/Offices when they are not the Originating Agencies</p>	<p>Retain one master copy (original and all subsequent updates) permanently for research purposes.</p> <p>Retain until updated, then destroy.</p>

R.S. #	RECORD SERIES	RETENTION
RM2.	<p>RECORDS MANAGEMENT MANUALS/HANDBOOKS/REPORTS (continued)</p> <p>c) REPORTS Reports documenting specific records management activities. Includes, but is not limited to: archival collection descriptions and Records Purge Reports.</p> <p>OFFICES OF RECORD: Originating Courts, District Offices and O.C.A. Divisions/Offices</p> <p>NON-RECORD COPIES: Courts/Offices when they are not the Originating Agencies</p>	<p>Retain permanently for research purposes.</p> <p>Retain until no longer needed, then destroy.</p>

R.S. #	RECORD SERIES	RETENTION
RM3.	<p>RECORDS DISASTER PREVENTION AND RECOVERY PLANS Procedures for protecting, salvaging and recovering records. Includes, but is not limited to: Records Disaster Recovery Plans and other supporting materials.</p> <p>OFFICES OF RECORD: Originating Courts, District Offices and O.C.A. Divisions/Offices</p> <p>NON-RECORD COPIES: Courts/Offices when they are not the Originating Agencies</p>	<p>Retain three years and three months after superseded or obsolete, then destroy.</p> <p><i>Note: A copy of the plan should be stored in a secure off-site area.</i></p> <p>Retain until no longer needed, then destroy.</p>
RM4.	<p>RECORDS INVENTORIES Detailed list describing records holdings. Includes, but is not limited to: record series title(s), contents/description, location of record(s), volume(s), inclusive dates and any other attributes of the records.</p> <p>OFFICES OF RECORD: Originating Courts, District Offices and O.C.A. Divisions/Offices</p> <p>NON-RECORD COPIES: Courts/Offices when they are not the Originating Agencies</p>	<p>Retain until updated, then destroy.</p> <p>Retain until no longer needed, then destroy.</p>

R.S. #	RECORD SERIES	RETENTION
MICROGRAPHIC RECORDS Records documenting microfilm processes and/or maintenance of microfilm.		
RM5.	<p>MICROFILM QUALITY CONTROL RECORDS Records documenting the operational processes for managing microfilm. Includes, but is not limited to: Microfilm Certificates of Authenticity, Microfilm Control Sheets, Microfilm Methylene Blue Test Reports and Microfilm Records' Index.</p> <p>a) MICROFILM CERTIFICATES OF AUTHENTICITY Records used to certify that microfilmed images are complete and accurate.</p> <p>OFFICES OF RECORD: Courts, District Offices and O.C.A. Divisions/Offices</p> <p>NON-RECORD COPIES: Microfilm Laboratories</p> <p>b) MICROFILM CONTROL SHEETS List of records that were microfilmed/refilmed. Information includes, but is not limited to: date(s) microfilmed, roll/fiche number(s) and document type(s).</p> <p>OFFICES OF RECORD: Courts, District Offices and O.C.A. Divisions/Offices</p> <p>NON-RECORD COPIES: Microfilm Laboratories</p>	<p>Retain for the same length of time as the microfilm, then destroy.</p> <p>Retention to be determined by microfilm laboratory.</p> <p>Retain for the same length of time as microfilm, then destroy.</p> <p>Retention to be determined by microfilm laboratory.</p>

R.S. #	RECORD SERIES	RETENTION
RM5.	<p>MICROFILM QUALITY CONTROL RECORDS (continued)</p> <p>c) MICROFILM METHYLENE BLUE TEST REPORTS (also known as CERTIFICATES OF FINDINGS or RESIDUAL THIOSULPHATE TEST CERTIFICATES) Quality control test results on the residual thiosulphate values of microfilm samples.</p> <p>1) QUALIFYING REPORTS Reports on film that meet the A.N.S.I. standards identified in Records Management Micrographics Guideline #3.</p> <p>OFFICES OF RECORD: Courts, District Offices and O.C.A. Divisions/Offices</p> <p>NON-RECORD COPIES: O.C.A. Division of Court Operations - Office of Records Management</p> <p>Microfilm Laboratories</p>	<p>Retain for the same length of time as microfilm, then destroy.</p> <p>Retain for one year after lapse of contract, then destroy.</p> <p>Retention to be determined by microfilm laboratory.</p>

R.S. #	RECORD SERIES	RETENTION
RM5.	<p>MICROFILM QUALITY CONTROL RECORDS (continued)</p> <p>2) DISQUALIFYING REPORTS Reports on film that <u>do not</u> meet the A.N.S.I. standards identified in Records Management Micrographics Guideline #3.</p> <p>OFFICES OF RECORD: Courts, District Offices and O.C.A. Divisions/Offices</p> <p>NON-RECORD COPIES: O.C.A. Division of Court Operations - Office of Records Management</p> <p style="padding-left: 100px;">Microfilm Laboratories</p> <p>d) MICROFILM RECORDS' INDEX Log indexing micrographic documents on each microfilm roll/fiche. Information includes, but is not limited to: type of record(s), microfilm roll/frame/fiche number(s), span of years and range of index numbers.</p> <p>OFFICES OF RECORD: Originating Courts, District Offices and O.C.A. Divisions/Offices</p> <p>NON-RECORD COPIES: Courts/Offices when they are not the Originating Agencies</p> <p style="padding-left: 100px;">Microfilm Laboratories</p>	<p>Retain until microfilm is retested and QUALIFYING REPORTS are received, then destroy.</p> <p>Retain for one year after lapse of contract, then destroy.</p> <p>Retention to be determined by microfilm laboratory.</p> <p>Retain for the same length of time as microfilm, then destroy.</p> <p>Retain until no longer needed, then destroy.</p> <p>Retention to be determined by microfilm laboratory.</p>

R.S. #	RECORD SERIES	RETENTION
PHOTOGRAPHIC RECORDS Photographs and supporting documents created to record activities of the Unified Court System.		
RM6.	PHOTOGRAPHIC COLLECTIONS Photographs documenting activities of the Unified Court System. Includes, but is not limited to: photographic prints and negatives, indexes and descriptions of photographs/records. OFFICES OF RECORD: Originating Courts, District Offices and O.C.A. Divisions/Offices NON-RECORD COPY: None	Retain permanently for research purposes. <hr/>

R.S. #	RECORD SERIES	RETENTION
RECORDS CENTER RECORDS Records used for the management of records stored at a records center.		
RM7.	<p>RECORDS CENTER TRANSACTIONAL RECORDS Records documenting transactions and activities between the Unified Court System and a records center.</p> <p>a) RECORDS CENTER AUTHORIZATION FORMS Forms listing U.C.S. personnel authorized to send and/or retrieve records from a records center. May include a copy of employees' signatures and passwords.</p> <p>OFFICES OF RECORD: Courts, District Offices and O.C.A. Divisions/Offices</p> <p style="padding-left: 100px;">U.C.S. Records Centers</p> <p>NON-RECORD COPIES: Non-U.C.S. Records Centers</p>	<p>Retain until updated, then destroy.</p> <p>Retain until updated, then destroy.</p> <p>Retention to be determined by Records Centers.</p>

R.S. #	RECORD SERIES	RETENTION
RM7.	<p>RECORDS CENTER TRANSACTIONAL RECORDS (continued)</p> <p>b) RECORDS CENTER RECEIPTS Documents confirming the receipt of records/boxes to or from a records center.</p> <p>OFFICES OF RECORD: Courts, District Offices and O.C.A. Divisions/Offices</p> <p style="padding-left: 150px;">U.C.S. Records Centers</p> <p>NON-RECORD COPIES: Non-U.C.S. Records Centers</p>	<p>Retain until transaction is verified, then destroy.</p> <p>Retain RECEIPTS until information is posted to RECORDS CENTER HOLDINGS LIST, then destroy.</p> <p>Retention to be determined by Records Centers.</p>

R.S. #	RECORD SERIES	RETENTION
RM7.	<p>RECORDS CENTER TRANSACTIONAL RECORDS (continued)</p> <p>c) RECORDS CENTER RETRIEVAL AND REFILE FORMS Forms listing records being retrieved from and/or returned to a records center.</p> <p>OFFICES OF RECORD: Courts, District Offices and O.C.A. Divisions/Offices</p> <p style="text-align: center;">U.C.S. Records Centers</p> <p>NON-RECORD COPIES: Non-U.C.S. Records Centers</p>	<p>Retain until Records Center confirms receipt of returned records or until Records Center is notified that records will not be returned, then destroy.</p> <p>Retain until transactions are posted to RECORDS CENTER HOLDINGS LIST, then destroy.</p> <p>Retention to be determined by Records Centers.</p>

R.S. #	RECORD SERIES	RETENTION
RM7.	<p>RECORDS CENTER TRANSACTIONAL RECORDS (continued)</p> <p>d) RECORDS CENTER TRANSFER FORMS Forms documenting the transfer of storage boxes to a records center.</p> <p>OFFICES OF RECORD: Courts, District Offices and O.C.A. Divisions/Offices</p> <p style="text-align: center;">U.C.S. Records Centers</p> <p>NON-RECORD COPIES: Non-U.C.S. Records Centers</p>	<p>Retain TRANSFER FORMS until updated RECORDS CENTER HOLDINGS LIST is received from the Records Center, then destroy.</p> <p>Retain TRANSFER FORMS until RECORDS CENTER HOLDINGS LIST is updated, then destroy.</p> <p>Retention to be determined by Records Centers.</p>

R.S. #	RECORD SERIES	RETENTION
RM8.	<p data-bbox="289 279 1060 443">RECORDS CENTER HOLDINGS LISTS Complete list of records and transaction histories. Includes record transfers retrievals, reflies and destructions.</p> <p data-bbox="289 495 1084 573">OFFICE OF RECORD: Courts, District Offices and O.C.A. Divisions/Offices</p> <p data-bbox="667 621 1027 657">U.C.S. Records Centers</p> <p data-bbox="289 747 1101 783">NON-RECORD COPIES: Non-U.C.S. Records Centers</p>	<p data-bbox="1138 489 1446 525">Retain permanently.</p> <p data-bbox="1138 621 1446 657">Retain permanently.</p> <p data-bbox="1138 747 1498 863">Retention to be determined by Records Centers.</p>

R.S. #	RECORD SERIES	RETENTION
RM9.	<p>RECORDS CENTER REPORTS Reports documenting activities of a records center. Includes, but is not limited to: Containers/Boxes Activities Reports, Containers/Boxes Eligible for Destruction Reports, Records Center Statistical Reports, Requested Containers/Boxes Location Reports, Search for Boxes/File Folders Reports and Transactional Statistical Reports.</p> <p>a) USERS OF U.C.S. RECORD CENTERS</p> <p>OFFICES OF RECORD: Courts, District Offices and O.C.A. Divisions/Offices</p> <p style="padding-left: 40px;">U.C.S. Records Centers</p> <p>b) USERS OF NON-U.C.S. RECORD CENTERS</p> <p>OFFICES OF RECORD: Courts, District Offices and O.C.A. Divisions/Offices</p> <p>NON-RECORD COPIES: Non-U.C.S. Records Centers</p>	<p>Retain until no longer needed, then destroy.</p> <p>Retain until no longer needed, then destroy.</p> <p>Retain for ten years, then destroy.</p> <p>Retention to be determined by Records Centers.</p>

R.S. #	RECORD SERIES	RETENTION
RECORDS DISPOSITION RECORDS Records documenting the final disposition and/or disposal of records.		
RM10.	<p>RECORDS DISPOSITION REQUEST FORMS Forms submitted by Courts and O.C.A. Divisions/Offices requesting authorization to destroy records.</p> <p>OFFICES OF RECORD: O.C.A. Division of Court Operations - Office of Records Management</p> <p style="padding-left: 100px;">Originating Courts, District Offices and O.C.A. Divisions/Offices</p> <p>NON-RECORD COPIES: Courts/Offices when they are not the Originating Agencies</p>	<p>Retain permanently for research purposes.</p> <p>Retain permanently.</p> <p>Retain until no longer needed, then destroy.</p>
RM11.	<p>CERTIFICATES OF DESTRUCTION OF PRE-NUMBERED BLANK FORMS (also known as RECORDS DESTRUCTION WITNESS AFFIDAVIT FORM) Affidavit certifying the destruction of pre-numbered blank forms, e.g.: docket sheets, banking records and receipts.</p> <p>OFFICES OF RECORD: Courts, District Offices and O.C.A. Divisions/Offices</p> <p style="padding-left: 100px;">O.C.A. Division of Court Operations - Office of Records Management</p> <p>NON-RECORD COPY: None</p>	<p>Retain for three fiscal years, then destroy.*</p> <p>Retain for fifty years, then destroy.</p>

**The retention period for fiscal records commences on the last day of the fiscal year.*

R.S. #	RECORD SERIES	RETENTION
RM12.	<p>RECORDS RETENTION AND DISPOSITION SCHEDULES Schedules providing retention and disposition requirements for records of the Unified Court System.</p> <p>OFFICE OF RECORD: O.C.A. Division of Court Operations - Office of Records Management</p> <p>NON-RECORD COPIES: Courts, District Offices and O.C.A. Divisions/Offices</p>	<p>Retain one master copy (original and all subsequent updates) permanently for research purposes.</p> <p>Retain until updated, then destroy.</p>

R.S. #	RECORD SERIES	RETENTION
<p>RECORDS MANAGEMENT CONTRACT RECORDS Records documenting the activities for purchasing records management goods and services for the Unified Court System.</p>		
<p>RM13.</p>	<p>RECORDS MANAGEMENT CONTRACT RECORDS Files containing materials related to the purchase of records management goods and services which require a contract.</p> <p>a) CONTRACTS Documents created for purchasing goods and services for the Unified Court System. Includes, but is not limited to: Bid Proposals, Contracts, Leases, Specifications and other supporting documentation.</p> <p>OFFICES OF RECORD: County Clerks Outside NYC, Town and Village Courts and Office of Court Administration Office of Administrative Services Contract and Procurement Unit</p> <p>NON-RECORD COPIES: All Other Courts, District Offices and O.C.A. Divisions/Offices</p> <p style="text-align: center;">Vendors</p>	<p>Retain for six fiscal years after expiration of contract or final payment, whichever is later, then destroy.*</p> <p>Retain for three fiscal years or until no longer needed, whichever is shorter, then destroy.*</p> <p>Retention to be determined by Vendors.</p>

**The retention period for fiscal records commences on the last day of the fiscal year.*

R.S. #	RECORD SERIES	RETENTION
RM13.	<p>RECORDS MANAGEMENT CONTRACT RECORDS (continued)</p> <p>b) PAYMENT RECORDS Records created to document, verify, balance and reconcile accounts payable transactions for the purchase of records management goods and services rendered to the Unified Court System. Includes, but is not limited to: Merchandise Receipts, Packing Slips, Purchase Orders, Purchase Order Logs, Receipts for Repairs, Service/Repair Reports and Vendor Invoices.</p> <p>OFFICES OF RECORD: County Clerks Outside NYC, Town and Village Courts and All Courts and Agencies that enter <i>accounts payable records</i> into the New York State Comptroller's Central Accounting System. These currently include: Appellate Divisions, Court of Appeals, Court of Claims, District Offices 3 to 10, NYC Budget Office and O.C.A. Accounts Unit</p> <p>NON-RECORD COPIES: All Other Courts and Agencies</p> <p>Vendors</p>	<p>Retain for six fiscal years after expiration of contract or final payment, whichever is later, then destroy.*</p> <p>Retain for three fiscal years or until no longer needed, whichever is shorter, then destroy.*</p> <p>Retention to be determined by Vendors.</p>

*The retention period for fiscal records commences on the last day of the fiscal year.

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