

## **RECORDS MANAGEMENT POLICY #1.0 - MAY 7, 1990**

### **OFF-SITE STORAGE OF COURT RECORDS:**

**Court records are part of court operations and local governments are responsible for providing adequate facilities to house the records. In some instances, the local government may wish to store records away from the courthouse; this might occur when available on-site storage is detrimental to the integrity of the records, results in inefficient operations, or is a danger to the safety and well-being of court personnel and litigants. At the request of the local government, if any of these situations is demonstrated to exist, the Office of Court Administration will arrange for off-site storage of the records and the costs will be borne by the locality. Court system funding for off-site storage will be provided only in the first instance for emergency situations and upon the express approval of the Deputy Chief Administrator.**

**Off-site storage of any kind is appropriate only when the following guidelines are met:**

- 1. An adequate retrieval system is available to ensure that records needed for court operations can be retrieved within forty-eight (48) hours. Faster turn-around time is possible in emergency situations.**
- 2. The records are stored in a secure location and access is restricted to authorized personnel. The rules regarding sealed and confidential materials are maintained and the storage facility insures that these rules are followed.**
- 3. An up-to-date inventory is maintained for all records in storage. The inventory record includes the years being stored and the name of the records series.**
- 4. The records eligible for destruction under 22 NYCRR 104.1 are destroyed as scheduled using Office of Court Administration Records Disposition procedures. No records that are eligible for destruction are stored; the records in storage are routinely reviewed against the schedules and removed as required.**
- 5. Court records are stored in clean, dry, vermin free environments with temperature control. Records are stored in record storage boxes, preferably 15" X 12" X 10", off the floor, on steel shelving, in manner designed to enhance ease of access.**