RECORDS RETENTION AND DISPOSITION SCHEDULE

DIVISION OF COURT OPERATIONS OFFICE OF ALTERNATIVE DISPUTE RESOLUTION PROGRAMS OFFICE OF COMMUNITY DISPUTE RESOLUTION

DIVISION OF COURT OPERATIONS
OFFICE OF RECORDS MANAGEMENT

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DIVISION OF COURT OPERATIONS
OFFICE OF ALTERNATIVE DISPUTE RESOLUTION PROGRAMS
OFFICE OF COMMUNITY DISPUTE RESOLUTION

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R.S. #	RECORD SERIES	RETENTION
00000.	**CASE PROFILE DATA**	
	Data recorded about each case heard by a resolution center. Includes name, address, type of dispute, individuals served and case disposition.	Retain permanently for research purposes.
00000.	**CASE PROFILE DATA WORKSHEET**	
	Worksheet used to create case profile data records.	Retain until case Profile Data Record has been created, then destroy.
00000.	**CASE PROFILE TRANSMITTAL SHEET**	
	Log created by Community Dispute Resolution Program Office to assign control numbers to case profiles prior to forwarding for data entry.	Retain until case profiles have been returned from data processing, then destroy.
00000.	**CDRCP ANNUAL REPORT**	
	Report summarizing the work of the resolution centers, including fiscal information and caseload activity. Distributed to the State Legislature, Office of Court Administration, and resolution centers.	Retain permanently for research purposes.

R.S. #	RECORD SERIES	RETENTION
00000.	**COMPTROLLER'S PROGRAM RECORDS**	
	Periodic summaries, prepared by Office of the State Comptroller, of each resolution center's encumbrances, expenditures and disbursements.	Retain for 1 year or until no longer needed, whichever is shorter, then destroy.
00000.	**CONFERENCE PROCEEDINGS**	
	Proceedings of the annual New York State National Conference on Dispute Resolution.	Retain permanently for research purposes.
00000.	**GRANT APPLICATION FILES**	
	Record of each resolution center's grant application. Includes supporting documentation, correspondence, contracts and letters of agreement.	Retain for 6 years after expiration of the grant, then destroy.
00000.	**LOCAL REVENUE ANALYSIS**	
	Record, created by the Community Dispute Resolution Program Office, listing the sources and amounts of local revenues received by the resolution centers.	Retain for 3 years, then destroy.
00000.	**MEDIATOR INFORMATION LIST**	
	List of all mediators who have received Program approval. Includes name, certification number, and dates of certification and termination.	Retain permanently for research purposes.

R.S. #	RECORD SERIES	RETENTION
00000.	**MEDIATOR TRAINING REPORTS**	
	Reports of mediator training sessions conducted by the resolution centers. Contains curricula and evaluations.	Retain for 3 years, then destroy.
00000.	**MONTHLY MANAGEMENT REPORT**	
	Cumulative summary of case profiles submitted by resolution centers.	Retain for 1 year or until no longer needed, whichever is shorter, then destroy.
00000.	**NEWSLETTER: THE MEDIATOR**	
	Quarterly newsletter issued by the Community Dispute Resolution Program Office.	Retain permanently for research purposes.
00000.	**NYC PROCEDURES MANUAL**	
	Manual of operations and procedures for screening units in New York City.	Retain one master copy (original and all subsequent updates) permanently. All others: destroy after updated.
00000.	**NYC SCREENING FILES**	
	Evaluation file created by Screeners in New York City. Contains questionnaire and disposition materials.	Retain permanently for research purposes.

R.S. #	RECORD SERIES	RETENTION
00000.	**NYC STATISTICAL REPORTS**	
	Daily, weekly, monthly and annual reports on activities of centers located in New York City's 5 counties. Includes date filed, demographic information for each person screened and case disposition.	
	a) Daily, Weekly and Monthly Reports	a) Retain until superseded, then destroy.
	b) Annual Report	b) Retain permanently for research purposes.
00000.	**PROGRAM POLICY MANUAL**	
	Procedures manual created by Community Dispute Resolution Program Office. Includes policy and guidelines for operating a resolution center.	Retain one master copy (original and all subsequent updates) permanently. All others: destroy after updated.
00000.	**PROGRAM STAFFING REPORT**	
	Reports received from resolution centers which summarize information on staff. Includes grade levels, salaries and names of the Board of Directors and Advisory Board.	Retain for 5 years, then destroy.
00000.	**QUARTERLY RECONCILIATION REPORT**	
	List of expenses incurred and revenues received for each resolution center.	Retain for 3 years, then destroy.

R.S. #	RECORD SERIES	RETENTION
00000.	**QUARTERLY REPORT (also known as MONTHLY EVALUATION)**	
	Reports received from resolution centers describing status of all activities. Includes statistical data, caseload activity, public relations efforts and program management.	Retain for 1 year, then destroy.
00000.	**RESOLUTION CENTERS DIRECTORS' MEETING FILE**	
	File containing minutes, agendas and attendance rosters for resolution centers Directors' Meetings.	Retain permanently for research purposes.
00000.	**STUDENT INTERN FILES**	
	Records of non-salaried student interns. Includes applications, college evaluations, project assignments.	To be determined at a later date pending appraisal of Personnel Records.

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