

RECORDS RETENTION AND DISPOSITION SCHEDULE



DIVISION OF HUMAN RESOURCES PERSONNEL ADMINISTRATION

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

October 1996

**DIVISION OF HUMAN RESOURCES
PERSONNEL ADMINISTRATION**

TABLE OF CONTENTS

GENERAL

Automated Payroll/Personnel Information System Problem File	1
Blood Donor File	1
Court Officer Evaluation Standards File	1
Court Officer Probationary Review Abstract File	2
Court Officer Probationary Review File	2
Employee Medical Qualifications Investigations Review Record	2
Employee Psychiatric Qualifications Investigations Review Record	3
Employee Review Programs: Background File	3
Employee Suggestion File	3
Employee Suggestion Log	3
Fingerprint File	4
Investigation Case File	4
Merit Performance Award Program File	4
Performance Evaluation File	5
Performance Evaluation Files: Extract	5
Personnel Office Bulletins Manual	5
Policy Development File	5
Psychologist/Psychiatrist Budget Tracking/Reconciliation File	5
Psychologist/Psychiatrist Evaluation File	6
Reduction In Force Manager's Guide	6
Reduction Of Work Force and Work Force Restoration Plans - 1991	6
Stipulations Of Settlements File	7
Structured Interview File	7
Structured Interview Log	7
Training Material File	8
Transfer Request File	8

EXAMINATION PREPARATION AND ADMINISTRATION

Appealed Examination Questions File	9
Applicants File	9
Application Batch Transmittal Log	9
Application For Open Competitive Examinations File	10
Bank Report Reconciliation File	10
Candidate Control List File	10
Candidate's Waiver File	10
Civil Service Working Agreements File	11
Control Plan Voucher File	11
Court Clerks Firearms Test Sign-In Sheets File	11
Court Clerks Firearms Training Candidate File	11
Court Clerks Firearms Training File	12

EXAMINATION PREPARATION AND ADMINISTRATION (continued)

Court Clerks Firearms Training Log 12
Court Interpreters Deaf And Hearing Impaired File 12
Court Interpreters Examination File 12
Court Interpreters Examination List 13
Court Interpreters Oral Examination Raters File 13
Court Interpreters Raters Voucher File 13
Court Interpreters Video Agreement File 14
Court Interpreters Video File 14
Court Officer Candidate Screening Process - Evaluation Board Results File 14
Court Officer Candidate Screening Process - Medical/Physical Ability File 15
**Court Officer Candidate Screening Process - Medical - Disqualification Log -
Long Term 15**
**Court Officer Candidate Screening Process - Medical - Disqualifications Log -
Short Term 16**
**Court Officer Candidate Screening Process - Physical Ability
Qualified/Disqualified List 16**
Court Officer Candidate Screening Process - Psychological File 16
**Court Officer Candidate Screening Process - Psychological Testing
Administrative File 17**
Court Officer Candidate Screening Process - Qualification Exam Results File 17
Court Officer Candidate Screening Process - Summary File 18
Court Officer Candidate Screening Process - Test Administration Log 18
**Court Officer Candidate Screening Process - Test Schedule,
Appointment Schedule and Log 19**
Court Officer Eligible List (45-612) - Annotated 19
Derogatory Information Disqualification Letters for Open Competitive Examination . . 19
**Derogatory Information Qualification Review Record for Open Competitive
Examination 20**
Examination Administration Problem File 20
Examination - Administrative Records File 21
Examination Admission Notices and Examination Answer Sheets File 22
Examination Advisory Committee File 22
Examination Analysis Data File 22
Examination Announcement File 23
Examination Answer Materials File 23
Examination Answer Sheets File 23
Examination Applications File 23
Examination Computational Review File 23
Examination Test Materials File 24
Examination Litigation File 24
Examination Results Data File 24
Examination Summary Report 25
Examination Title Folders - Examination Administration Budget Analysis File 25
Examination Title Folders - Examination Statistical Record File 25

EXAMINATION PREPARATION AND ADMINISTRATION (continued)

Examination Title Folders - Policies and Procedures File 26
Examination Title Folders - Special Accommodations File 26
Examination Title Folders - Special Accommodations Log 26
Final Information List 26
Job Analysis File 26
Job Analysis Report 27
Job Survey File 27
Manuals: Guidelines And Standards For Employment 27
Master List Of Eligibles File 27
Notice Of Qualification Review Determination For Open Competitive Examination 28
Respirator Fitness Log 28
Test Center Information File 28
Test Consultants File 29
Tuberculosis Correspondence File 29
Tuberculosis Correspondence Log 29
Veteran's Credit File 30
Veteran's Credit Worksheet 30
Veteran's Status File 30

PAYROLL CERTIFICATION

Appointment Letters File 31
Appointment Memos File 31
Auditor's Report Of Payroll Corrections And Rejections 31
Emergency Work Authorization Form 32
Employee Alpha List 32
Expedited Position Transaction Approval Form 32
Judge's Oath Card File 33
Leave File 33
Payroll And Personnel Transaction Form PR-75 33
**Payroll And Personnel Transactions And Payroll Certification Transmittal
Form PR-76 33**
Payroll Log 34
Payroll Register 34
Position Record 34
Position Transaction Approval Form 35
Records Of Payroll Certification Form 35
Reinstatement Application File 36
Reinstatement Application Background Materials File 36
Request for Temporary Service Authorization File 37
Roster Card 37
Routing Sheet 38

PER DIEM COURT INTERPRETER PROCESSING

**Division of Criminal Justice Services (DCJS) Non-criminal Fingerprint
Transmittal Form File For Per Diem Court Interpreters 39**

Oath Of Office 39

Per Diem Court Interpreters Application For Employment 40

Per Diem Court Interpreters Examination Development File 40

Per Diem Court Interpreters Examination File 40

Per Diem Court Interpreters Instructions To Candidate 41

Per Diem Court Interpreters Oral Examination Tape 41

Per Diem Court Interpreters Oral Test Rating Sheet 42

Per Diem Court Interpreters Pass/Fail Letter 42

Per Diem Court Interpreters Qualifications Review Record 43

Per Diem Court Interpreters Raters Transmittal Form File 43

Per Diem Court Interpreters Registry 44

PERSONNEL SELECTION AND CANVASSING

Application For Employment 45

Availability Inquiry 45

Canvass And Appointment Correspondence File 46

Canvass And Appointment Record 46

Certification Of Appointments Approval Memo 46

Certification Of Eligibles List 47

Certification Record 47

Derogatory Information Disqualification Letters For Nominations For Appointment ... 48

Derogatory Information Qualification Review Notice Of Qualification 48

**Derogatory Information Qualification Review Record For Nominations
For Appointment File 49**

Eligible List 49

Eligible List Control Card 49

Employee Freeze Exemption Request 50

Employee Freeze Exemption Request Log 50

Employment Eligibility Verification Form 50

Employment Opportunity Announcements File 50

Employment Opportunity Announcements Cover Sheet 51

Intern File 51

Interview Data Sheet 51

Interview Package 52

Location Preference Form File 52

Nomination For Appointment File 52

Nomination For Appointment Log 52

Nomination For Appointment of Attorney At Law File 53

Post-Appointment Review File 53

Post-Appointment Review Log 53

PERSONNEL SELECTION AND CANVASSING (continued)

Request For Certified Eligible List 53
Selection Interview Evaluation Form 54
State Of New York Unified Court System Interview Summary Sheet 54
Statement Of Recruitment And Hiring Efforts 55
Status Of Existing Eligible Lists File 55

RECLASSIFICATION AND TITLE STANDARDS

Classification And Personnel Reports File (Pre-1979) 56
Classification Plan Correction Notices Background Materials File 56
Classification Plan Development File 57
Classification Plan Job Analysis File (Pre-1979) 57
Classification Plan Notices File 57
Classification Plan Position Description Questionnaire File 58
Continuation In Service Request File 58
Cover-In Notices File 58
Earmarked Positions File 58
Earmarked Positions Log 59
Personnel Actions File (Pre-1979) 59
Reclassification Background Information File (Pre-1979) 59
Reclassification Requests Card File 60
Reclassification Requests File (Pre-1979) 60
Reclassification Requests File (Post- 1978) 60
Reclassification Requests Log 61
Title Code Number Transactions Form 61
Title Code Numbers File 61
Title Specification Standards File - Background Information File (Pre-1979) 61
Title Standards Book 62
Title Standards File 62

INDEX 63

**DIVISION OF HUMAN RESOURCES
PERSONNEL ADMINISTRATION
GENERAL**

RECORDS RETENTION AND DISPOSITION SCHEDULE

DIVISION OF HUMAN RESOURCES

PERSONNEL ADMINISTRATION

GENERAL

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	AUTOMATED PAYROLL/PERSONNEL INFORMATION SYSTEM PROBLEM FILE (also known as APPIS PROBLEM FILE) File containing correspondence sent to the Information Technology Department requesting passwords for users, APPIS terminals and solutions to APPIS problems.	Retain until no longer needed, then destroy.
00000.	BLOOD DONOR FILE File of information used to conduct yearly blood donor drive. Contains list of Blood Captains and correspondence to Unified Court System employees and blood drive organization.	Retain until no longer needed, then destroy.
00000.	COURT OFFICER EVALUATION STANDARDS FILE File containing information used to determine the qualification standards for the court officer title. Information may include the establishment of procedures, standards for psychological/psychiatric evaluations, review of background investigations and related materials.	Retain permanently for research purpose.

R.S. #

RECORD SERIES

RETENTION

00000.

**COURT OFFICER PROBATIONARY
REVIEW ABSTRACT FILE**

File containing extracted information created from the COURT OFFICER PROBATIONARY REVIEW FILES. Information may include agency code, candidate's name, candidate's social security number, date hired, title, appointment code, court location, orientation report, orientation date, interim report, first interim date and rating, second interim report date and rating, final report date and rating, final status, extended final report date and rating, extended final status, and whether court officer was promoted during probationary period.

Retain for ten years, then destroy.

00000.

**COURT OFFICER PROBATIONARY
REVIEW FILE**

File containing review forms used to evaluate Court Officers on probation.

Retain for three years, then destroy.

00000.

**EMPLOYEE MEDICAL
QUALIFICATIONS
INVESTIGATIONS REVIEW
RECORD**

File containing requests for medical evaluations and findings.

**a) File Is Associated with a Workers
Compensation Case**

**b) File Is Not Associated with a Workers
Compensation Case**

a) Submit file to Employee Relations Office upon completion and retain copy for one year, then destroy.

b) Retain for six years after termination of employment, then destroy.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	EMPLOYEE PSYCHIATRIC QUALIFICATIONS INVESTIGATIONS REVIEW RECORD	
	File containing requests for psychiatric evaluations and findings.	Retain for six years after termination of employment, then destroy.
00000.	EMPLOYEE REVIEW PROGRAMS: BACKGROUND FILE	
	Files containing all background materials for the employee review and evaluation programs. May include methodology, research, forms, copy of signed contract, training materials, and related information.	Retain permanently for research purposes.
00000.	EMPLOYEE SUGGESTION FILE	
	File containing copies of employee suggestions, acknowledgments and letters to Director of Financial Management and Audit Services and appropriate District Office requesting their review of the employees suggestion.	Retain for five years, or until acted upon, whichever is later, then destroy.
00000.	EMPLOYEE SUGGESTION LOG	
	Log containing summaries of employee suggestions, names of submitting parties, responses and recommendations.	Retain for ten years, then destroy.

R.S. #

RECORD SERIES

RETENTION

00000.

FINGERPRINT FILE

File containing fingerprint cards or information from the FBI and DCJS on all non-judicial employees. Information may include applicant's name and address, applicants alias, citizenship, social security number, sex, race, height, weight, eye and hair color, age, date and place of birth, date and signature of person taking fingerprints, employer's name and address, fingerprints, fingerprint report and certification by FBI or DCJS.

Retain for fifty years, then destroy.

00000.

INVESTIGATION CASE FILE

Copy of file sent to the Office of Court Administration's Inspector General regarding employees who have been arrested. Information may include employee's name, social security number examination number, title, date of assignment, payroll code, date and nature of arrest and any related information.

Retain until file is closed, then destroy.

00000.

MERIT PERFORMANCE AWARD PROGRAM FILE

File containing nominations for the merit award program, recommendation letters from supervisors, verification letters and background check of employees' eligibility for nomination.

Retain for three years, then destroy.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	PERFORMANCE EVALUATION FILE Files containing evaluation forms submitted by OCA supervisors for OCA employees. Information includes but is not limited to: objectives and goals of the job title and the department, a description of the employee's tasks and responsibilities and an evaluation of their performance.	Retain for ten years, then destroy.
00000.	PERFORMANCE EVALUATION FILES: EXTRACT File of extracted information created from the PERFORMANCE EVALUATION FILES.	Retain for ten years, then destroy.
00000.	PERSONNEL OFFICE BULLETINS MANUAL Manual outlining all personnel policies and procedures for Unified Court System employees.	Retain one master copy (original and all subsequent updates) permanently for research purposes. All others: retain until updated.
00000.	POLICY DEVELOPMENT FILE Files containing personnel policy development information; may include topics on alternative work schedules, reinstatement of employees, classification plans, judicial salaries, differential pay back, judicial pay parity, staffing profiles and related materials.	Retain permanently for research purposes.
00000.	PSYCHOLOGIST/PSYCHIATRIST BUDGET TRACKING/ RECONCILIATION FILE Tracking system used to monitor payments to psychologists/psychiatrists under contract.	Retain until payments are reconciled.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	PSYCHOLOGIST/PSYCHIATRIST EVALUATION FILE	
	Files containing all information related to the qualifications and hiring of psychologists. Information includes but is not limited to resumes, vitae, and prior job performance.	Retain for ten years, then destroy.
00000.	REDUCTION IN FORCE MANAGER'S GUIDE	
	Procedures guide for Unified Court System managers for conducting termination or demotion interviews.	Retain permanently for research purposes.
00000.	REDUCTION OF WORK FORCE AND WORK FORCE RESTORATION PLANS - 1991	
	File containing all materials related to policy and procedures for the reduction of UCS work force program and work force restoration. Information includes, but not limited to: background materials, correspondence, memos, handbooks, plans, policies, notification to employees, statistical analysis and reports, contingency plans, targeted areas, restoration plans and related materials.	Retain permanently for research purposes.

R.S. #

RECORD SERIES

RETENTION

00000.

**STIPULATIONS OF SETTLEMENTS
FILE**

File containing stipulations of settlements between the Department of Personnel and employee unions re: Article 78 proceedings. File may contain: stipulation of settlement, computations for salaries, affidavits from affected employees, analysis to determine appropriate titles, correspondence to employee unions and other background materials.

Retain for ten years, then destroy.

00000.

STRUCTURED INTERVIEW FILE

File containing all information related to the creation of applicant interview materials. Information may include instructions, selection interview forms, and related materials.

Retain permanently for research purposes.

00000.

STRUCTURED INTERVIEW LOG

Log of requests for structured interview forms. Information includes date requested, court location and date sent.

Retain for three years, then destroy.

R.S. #

RECORD SERIES

RETENTION

00000.

TRAINING MATERIAL FILE

File containing all information related to personnel training materials used or created by Unified Court System. Information may include manuals, video tapes, forms, contracts, consultants materials and related materials.

a) Manuals

a) Retain one master copy (original and all subsequent updates) permanently for research purposes. All others: Retain until updated.

b) Other Materials

b) Retain until updated.

00000.

TRANSFER REQUEST FILE

File containing requests made by employees to relocate job assignment. Information may include individual request, letter acknowledging request detailing individual employment status, monthly memos to Administrative Judges' offices.

Retain for five years, then destroy.

**DIVISION OF HUMAN RESOURCES
PERSONNEL ADMINISTRATION
EXAMINATION PREPARATION
AND ADMINISTRATION**

RECORDS RETENTION AND DISPOSITION SCHEDULE

DIVISION OF HUMAN RESOURCES

PERSONNEL ADMINISTRATION

EXAMINATION PREPARATION AND ADMINISTRATION

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	APPEALED EXAMINATION QUESTIONS FILE File containing pre-rating review information for previously appealed examination questions.	Retain for three years after expiration of eligible list, then destroy.
00000.	APPLICANTS FILE File containing all applicant information required to take a Unified Court System examination. Information includes applicant's name, address, social security number, examination number, examination site, request for veteran's credit, request for special accommodations, and if the fee was paid or waived	Retain for three years after expiration of eligible list, then destroy.
00000.	APPLICATION BATCH TRANSMITTAL LOG Log of transmittal forms for examination applications sent to Information Technology Department for data entry. Includes date, batch number and amount.	Retain until data is entered and quality control is done, then destroy.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	APPLICATION FOR OPEN COMPETITIVE EXAMINATIONS FILE File containing applications required for taking an open competitive examination. Document indicates examination number, examination title, site of examination, telephone number, name and address of applicant, social security number, citizenship status, veteran's credits, questions concerning criminal activity, educational background, work history and affirmation by applicant attesting that all statements made are true.	Retain for three years after establishment of eligible list, then destroy.
00000.	BANK REPORT RECONCILIATION FILE File containing reconciliation reports generated by bank upon receipt of job applications. Report indicates candidates name, fee paid, and type of fee paid (court employee, waived, union).	Retain for three years, then destroy.
00000.	CANDIDATE CONTROL LIST FILE Control sheet listing materials received from test candidates. Information may include name of candidate, social security number, examination number, admission notice received, answer sheet received, typing test, cassette tape, and transcripts received.	Retain for three years after expiration of eligible list, then destroy.
00000.	CANDIDATE'S WAIVER FILE File containing waiver forms requesting an exemption from an examination (e.g.: part of typing test) and use of score from a previous test.	Retain for five years, then destroy.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	CIVIL SERVICE WORKING AGREEMENTS FILE* File containing memoranda, background information and letters of agreement between the Unified Court System and the Civil Service Department relating to civil service testing.	Retain for three years after termination of agreement, then destroy.
00000.	CONTROL PLAN VOUCHER FILE File containing bills, vouchers and reconciliations/annotations for hepatitis and tuberculosis exposure programs.	Retain for three years, then destroy.
00000.	COURT CLERKS FIREARMS TEST SIGN-IN SHEETS FILE File containing sign-in sheets for firearms testing.	Retain until sign-in sheet is received by Payroll Department, then destroy.
00000.	COURT CLERKS FIREARMS TRAINING CANDIDATE FILE File containing test results for Court Clerks who have applied for firearms training. File may contain medical test results, arm/hand steadiness test scoring sheet, answer sheets for written psychological tests, psychological test evaluations, Personal History booklet, summary of background investigations, psychological results, correspondence on the successful/unsuccessful completeness of tests, disqualifications letters and related materials.	Retain for five years, then destroy.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	COURT CLERKS FIREARMS TRAINING FILE File containing policies and procedures related to the administration of the Court Clerks Firearms Training Program. Information may include correspondence and memos from the Court Security Office, court clerk firearm forms and related information.	Retain permanently for research purposes.
00000.	COURT CLERKS FIREARMS TRAINING LOG Log listing firearms training candidates and the results of the arm/hand steadiness test. Information may include court clerk's name, qualification status and medical results.	Retain for five years, then destroy.
00000.	COURT INTERPRETERS DEAF AND HEARING IMPAIRED FILE File containing materials for the procurement of professional services for sign interpreting. May also contain correspondence to interpreter service vendors and lists of deaf and hearing impaired bid recipients.	Retain for three years, then destroy.
00000.	COURT INTERPRETERS EXAMINATION FILE File indicating whether candidate has passed written part of examination and date of oral examination. File may include letter and related notes.	Retain for life of eligible list plus six months, then destroy.

R.S. #

RECORD SERIES

RETENTION

00000.

**COURT INTERPRETERS
EXAMINATION LIST**

List of applicants who have passed the written part of the examination and are invited to take the oral part of the examination. Information includes applicant's name, social security number, date and time scheduled for oral examination, and confirmation.

Retain for life of eligible list, then destroy.

00000.

**COURT INTERPRETERS ORAL
EXAMINATION RATERS FILE**

File containing original letters of agreement between the New York State Unified Court System and consultants. The agreement sets forth terms and conditions for providing consulting examiner services.

Retain for three years after termination of agreement, then destroy.

00000.

**COURT INTERPRETERS RATERS
VOUCHER FILE**

File containing copies of requests for payment and vouchers re: services rendered as a rater for court interpreter oral examinations. File may also contain list of oral raters (name, address, phone number and social security number).

Retain for three months, then destroy.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	COURT INTERPRETERS VIDEO AGREEMENT FILE File containing copies of invoices and payment vouchers sent to Court Operational Services for processing; copy of contract and contract extension between the Unified Court System and vendor for Court Interpreter Video.	Retain for three years, then destroy.
00000.	COURT INTERPRETERS VIDEO FILE File containing video script for the Court Interpreter Video and recommendations made by Court Interpreter Advisory Committee to amend video.	Retain for ten years, then destroy.
00000.	COURT OFFICER CANDIDATE SCREENING PROCESS - EVALUATION BOARD RESULTS FILE File containing decisions by the Evaluation Board and the Chief Judge on accepted or rejected candidates.	Retain for seventy-five years, then destroy.

R.S. #

RECORD SERIES

RETENTION

00000.

**COURT OFFICER CANDIDATE
SCREENING PROCESS -
MEDICAL/PHYSICAL ABILITY FILE**

File containing information related to medical and physical ability tests. File may contain invitation letter of conditional appointment, medical test results, physical ability test scoring sheet, correspondence on the successful/unsuccessful completeness of tests, doctors appointments scheduling letters, authorizations for release and disclosure of information, copies of mail receipts, copies of payments received, candidate appeals correspondence, affirmations received from doctors, disqualifications letters, attorneys' letters, final communications, and related materials.

Retain for twenty years, then destroy.

00000.

**COURT OFFICER CANDIDATE
SCREENING PROCESS -
MEDICAL -
DISQUALIFICATION LOG -
LONG TERM**

Log of candidates who are permanently disqualified due to positive drug testing. Information includes memo to Application Verification Unit, correspondence to candidate regarding disqualification, and related materials.

Retain for twenty years, then destroy.

R.S. #

RECORD SERIES

RETENTION

00000.

**COURT OFFICER CANDIDATE
SCREENING PROCESS -
MEDICAL -
DISQUALIFICATIONS LOG -
SHORT TERM**

Log of candidates who were temporarily disqualified during the medical exam part of the court officer screening process.

Retain for life of eligible list plus three years, then destroy.

00000.

**COURT OFFICER CANDIDATE
SCREENING PROCESS -
PHYSICAL ABILITY
QUALIFIED/DISQUALIFIED LIST**

List sent to Court Security Office indicating whether prospective candidates have either passed or failed the physical ability part of the exam.

Retain for life of eligible list plus six months, then destroy.

00000.

**COURT OFFICER CANDIDATE
SCREENING PROCESS -
PSYCHOLOGICAL FILE**

File related to psychological tests for prospective Court Officers. File may include scoring sheets from psychological tests, psychodiagnostic evaluation, psychiatric evaluation, litigation correspondence, psychiatric referral letters, background summary form and narrative, employment application, title standard, penal law explanation of investigations needed to apply for a license to carry a gun, appeals petition, litigation papers and related materials.

Retain for fifty years, then destroy.

R.S. #

RECORD SERIES

RETENTION

00000.

**COURT OFFICER CANDIDATE
SCREENING PROCESS -
PSYCHOLOGICAL TESTING
ADMINISTRATIVE FILE**

File containing information used in administering the standardized psychological tests. Information includes correspondence with testing company, list of candidates taking test, logistical arrangements, vouchers and related materials.

Retain for three years after expiration of eligible list, then destroy.

00000.

**COURT OFFICER CANDIDATE
SCREENING PROCESS -
QUALIFICATION EXAM RESULTS
FILE**

File containing memos sent to the Court Security Application Verification Unit indicating whether prospective candidates have either passed or failed their medical, physical, or psychological exams.

Retain for life of eligible list plus six months, then destroy.

R.S. #

RECORD SERIES

RETENTION

00000.

**COURT OFFICER CANDIDATE
SCREENING PROCESS -
SUMMARY FILE**

File containing complete history of candidate's screening process. Information may include rank on COURT OFFICER ELIGIBLE LIST, candidate's name, social security number, sex, date of medical and psychological test results (qualified/disqualified), date of physical ability and results (qualified/disqualified), and score of each part of the physical ability, date of written psychological part and results, date of psychological interview and results, date of appeals, evaluation board date and results, pre-appointment medical date and results, (qualified/disqualified) and appointment.

Retain for three years after expiration of eligible list, then destroy.

00000.

**COURT OFFICER CANDIDATE
SCREENING PROCESS -
TEST ADMINISTRATION LOG**

Log of arrangements for and payments made to administer physical ability tests and psychological tests. Information includes date and time, space confirmation, location of exam, list of candidates, vouchers, scoring sheet corrections process, and related materials.

Retain for life of one subsequent list, then destroy.

00000.

**COURT OFFICER CANDIDATE
SCREENING PROCESS -
TEST SCHEDULE, APPOINTMENT
SCHEDULE AND LOG**

Schedule and log created to schedule and track court office candidates through the medical, physical ability and psychiatric testing processes.

Retain for life of eligible list, then destroy.

R.S. #

RECORD SERIES

RETENTION

00000.

**COURT OFFICER ELIGIBLE LIST
(45-612) - ANNOTATED**

Duplicate copy of the list of prospective candidates who have passed the written civil service exam. Lists annotated candidates' progress through the screening process. Information contains name, rank, score, social security number and address of candidates.

Retain for seventy-five years, then destroy.

00000.

**DEROGATORY INFORMATION
DISQUALIFICATION LETTERS FOR
OPEN COMPETITIVE
EXAMINATION (also known as
CRIMINAL INVESTIGATION
DISQUALIFICATION LETTERS FOR
OPEN COMPETITIVE
EXAMINATION)**

Letters sent to prospective employees that have submitted a APPLICATION FOR OPEN COMPETITIVE EXAMINATION, disqualifying them from employment based on results of criminal investigation.

Considered part of DEROGATORY INFORMATION QUALIFICATIONS REVIEW RECORD FOR OPEN COMPETITIVE EXAMINATION.

Retain for ten years, then destroy.

R.S. #

RECORD SERIES

RETENTION

00000.

**DEROGATORY INFORMATION
QUALIFICATION REVIEW
RECORD FOR OPEN COMPETITIVE
EXAMINATION (also known as
CRIMINAL INVESTIGATION
QUALIFICATION REVIEW
RECORD FOR OPEN
COMPETITIVE EXAMINATION)**

File containing copies of APPLICATION FOR OPEN COMPETITIVE EXAMINATION, DISQUALIFICATION LETTER or NOTICE OF QUALIFICATION REVIEW DETERMINATION for applicants that have filed an APPLICATION FOR OPEN COMPETITIVE EXAMINATION.

Retain for ten years, then destroy.

00000.

**EXAMINATION ADMINISTRATION
PROBLEM FILE**

File containing problems encountered during the examination administration process.

Retain for three years after expiration of eligible list, then destroy.

R.S. #

RECORD SERIES

RETENTION

00000.

EXAMINATION - ADMINISTRATIVE RECORDS FILE

File containing administrative materials used to administer the civil service exams given by the Unified Court System. Contents may include examination announcement, distribution list, agreements with schools and permits, candidate list, monitors'/supervisors' notifications, monitors'/supervisors' lists, printing requests, special needs requests, checklist of materials needed, monitors'/supervisors instructions, jury bus requests, express mail receipts, special arrangement hours, control numbers of candidate's attendance at each test site, court officers assigned to test centers, overtime processed forms (UCS-38), incident reports, list of test centers used, memos, examination key, conversion formulas, correspondence and related materials.

Retain for life of two eligible lists, then destroy.

00000.

EXAMINATION ADMISSION NOTICES AND EXAMINATION ANSWER SHEETS FILE

File containing signed admission notices by candidates and copy of the answer sheets from the examination. Information may include: (For Admission Notice Envelope): examination number(s), examination title(s), date of test, location of test, room number, building, monitor's name and number of admission notices enclosed (For Answer Sheet Envelope): examination number, examination title, examination center, building, room number, date, monitor's signature, candidate's identification numbers for all enclosed answer sheets and number of answer sheets.

Retain for life of eligible list plus six months, then destroy.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	EXAMINATION ADVISORY COMMITTEE FILE (also known as TEST ADVISORY COMMITTEE FILE) File containing list of committee members, minutes of the meetings, suggestions for examination questions, rationale for suggestions, and copies of travel vouchers for committee members.	Retain until updated, then destroy.
00000.	EXAMINATION ANALYSIS DATA FILE (also known as TEST ANALYSIS DATA FILE) File containing statistical information based on answers to examinations.	Retain for life of three eligible lists, then destroy.
00000.	EXAMINATION ANNOUNCEMENT FILE File containing all Unified Court System examination announcements.	Retain permanently for research purposes.
00000.	EXAMINATION ANSWER MATERIALS FILE File containing examination answer materials created by applicant for transcription and oral examinations. Materials may contain court reporter examination notes, transcription sheets, audio cassette tapes or similar non answer sheet materials.	Retain for life of eligible list plus six months, then destroy.
00000.	EXAMINATION ANSWER SHEETS FILE File containing original answer sheets for Unified Court System examinations.	Retain for life of eligible list plus six months, then destroy.

R.S. #

RECORD SERIES

RETENTION

00000.

**EXAMINATION APPLICATIONS
FILE**

File containing applications submitted for Unified Court System examinations.

Retain for three years after expiration of eligible list, then destroy.

00000.

**EXAMINATION COMPUTATIONAL
REVIEW FILE**

File containing information related to candidates who are challenging the examination. Materials may include written challenge by candidate, candidate's review declaration form, candidate's objection computational review form, copy of answer sheet, answer key, raw score to final score calculation sheet, and outcome.

Retain for life of eligible list plus six months, then destroy.

00000.

**EXAMINATION TEST MATERIALS
FILE**

File containing test materials and background information for competitive positions in the New York State Unified Court System. File includes but is not limited to: Test Booklet and Applicant Instruction Sheet, developmental background papers (test consultants file, instructions for test monitors and test announcements) and final rating keys.

Retain for life of three eligible lists, then destroy.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	EXAMINATION LITIGATION FILE File containing: a) Duplicate Copies of Litigation Documents b) Duplicate Copies of Affidavits and Depositions Made by the Head of the Testing Unit	a) Retain until no longer needed, then destroy. b) Retain for ten years, then destroy.
00000.	EXAMINATION RESULTS DATA FILE File containing applicant's written examination results.	Retain for three years after expiration of eligible list, then destroy.
00000.	EXAMINATION SUMMARY REPORT Report containing background information for examination, administration of examination, scoring procedures, results of examination, effects on provisionals and final conclusion of examination. Reports may also contain statistical data by ethnicity.	Retain for life of three eligible lists, then destroy.
00000.	EXAMINATION TITLE FOLDERS - EXAMINATION ADMINISTRATION BUDGET ANALYSIS FILE File containing information used to track budget and expenditures for exam administration. Information may include amounts in specific budget categories to administer the examination.	Retain for life of eligible list, then destroy.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	EXAMINATION TITLE FOLDERS - EXAMINATION STATISTICAL RECORD FILE	
	File containing statistics on a specific examination. Information may include: examination title, examination number, date examination administered, date announcement issued, date filing closed, number of applications, number of applicants passed, number of applicants failed, date established, date terminated, itemization of costs incurred, itemization of receipts (application fees), test center population summary and comments.	Retain for life of eligible list, then destroy.
00000.	EXAMINATION TITLE FOLDERS - POLICIES AND PROCEDURES FILE	
	File containing all policies and procedures created during the administration of civil services exams. Information may include examination statistics, summary information and related materials.	Retain permanently for research purposes.
00000.	EXAMINATION TITLE FOLDERS - SPECIAL ACCOMMODATIONS FILE	
	File containing information on special accommodations made for examination applicants.	Retain for life of eligible list, then destroy.
00000.	EXAMINATION TITLE FOLDERS - SPECIAL ACCOMMODATIONS LOG	
	Log of special accommodations made for each exam. Information includes name of applicant and dates of contact.	Retain for life of eligible list, then destroy.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	FINAL INFORMATION LIST List of candidates in rank order for each exam. Information includes rank number, registration code, name, final score and veteran's credits.	Retain for life of eligible list plus six months, then destroy.
00000.	JOB ANALYSIS FILE File containing copies of memorandum, job title reviews, methodology of job analysis, results of job analysis reports, and tasks, knowledge and skills required of titles.	Retain for life of three eligible lists, then destroy.
00000.	JOB ANALYSIS REPORT Report used to identify important job tasks prior to creating examinations.	Retain for life of three eligible lists, then destroy.
00000.	JOB SURVEY FILE File containing surveys of job titles and Unified Court System duties.	Retain until JOB ANALYSIS REPORT is prepared, then destroy.
00000.	MANUALS: GUIDELINES AND STANDARDS FOR EMPLOYMENT Manuals containing guidelines and standards for employment. May contain the development of physical performance tests and medical guidelines for the selection of candidates for court security positions, physical performance tests for selection of court security positions and findings recommendations after administering examination to actual candidates and information on the work, professional standards, selection process, training and development of court interpreters.	Retain one master copy (original and all subsequent updates) permanently for research purposes. All others: retain until updated.

R.S. #

RECORD SERIES

RETENTION

00000.

MASTER LIST OF ELIGIBLES FILE

File containing list of candidates who have taken the examination and the results of the exam. Information includes candidate's name, candidate's address, grade, rank, promotional unit, examination status (passed, failed, absent) and totals.

Retain for ten years, then destroy.

00000.

**NOTICE OF QUALIFICATION
REVIEW DETERMINATION FOR
OPEN COMPETITIVE
EXAMINATION**

Notice sent to applicants informing them that they have passed the investigation process and are now qualified to have their names added to the CERTIFICATION OF ELIGIBLES LIST. Notice indicates name of applicant, social security number, examination number, title, rating, general list rank, action needed and remarks.

Considered part of DEROGATORY
INFORMATION
QUALIFICATIONS REVIEW
RECORD FOR OPEN
COMPETITIVE EXAMINATION.

Retain for ten years, then destroy.

00000.

RESPIRATOR FITNESS LOG

Log of employees who submitted requests for respirator fitness training. Information may include name of employee, date file was sent to Employee Health Services, medical exam requirement, date of medical exam (if required), respirator fitness approval/disapproval and related materials.

Retain for five years, then destroy.

R.S. #

RECORD SERIES

RETENTION

00000.

**TEST CENTER INFORMATION
FILE**

File indicating the number of candidates assigned to each test center. Information includes test center, number of applications, name of candidates, examination number, grand totals.

Retain for ten years, then destroy.

00000.

**TEST CONSULTANTS FILE (also
known as INFORMATION AND
OUTREACH PROGRAM FILE)**

File containing correspondence to and from exam consultants, copies of requests for payment made to Court Operational Services for services rendered by consulting services, copies of standard vouchers submitted by examination consultants and letters confirming the agreements made between the consultants and the New York Unified Court System.

Retain for seven years, then destroy.

00000.

**TUBERCULOSIS
CORRESPONDENCE FILE**

File containing policy and procedure memos between the Office of Court Security and the New York State Employee Health Services Nurse and Control Plans Testing Unit regarding the testing of tuberculosis. Information may include employee/court tuberculosis testing schedule, occupational health examination requests, results of test, tuberculosis fact sheets, and related materials.

Retain for forty years, then destroy.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	TUBERCULOSIS CORRESPONDENCE LOG	
	Log of employees who tested positive to tuberculosis skin tests. Information may include name, social security number, evaluation date, and medical evaluation date.	Retain for forty years, then destroy.
00000.	VETERAN'S CREDIT FILE	
	File containing requests to apply veteran's credit to exam score. File contains Office of Court Administration Proof of Veterans Status form and letter approving/disapproving veteran's credit.	Retain for fifty years, then destroy.
00000.	VETERAN'S CREDIT WORKSHEET	
	File containing annotated copies of canvass reports used as worksheets to record veteran's request for credit or waiver of credit.	Retain until data is verified, then destroy.
00000.	VETERAN'S STATUS FILE	
	File listing the status of applicants that have requested veteran's credit. File indicates the status and whether the credit was approved.	Retain for fifty years, then destroy.

**DIVISION OF HUMAN RESOURCES
PERSONNEL ADMINISTRATION
PAYROLL CERTIFICATION**

RECORDS RETENTION AND DISPOSITION SCHEDULE

DIVISION OF HUMAN RESOURCES

PERSONNEL ADMINISTRATION

PAYROLL CERTIFICATION

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	APPOINTMENT LETTERS FILE File containing copies of appointment letters sent by Chief Administrative Judge/Deputy Chief Administrator to employees verifying their appointment to a competitive/non-competitive title.	Retain for three years, then destroy.
00000.	APPOINTMENT MEMOS FILE File containing copies of memos sent by Deputy Chief Administrator for Management Support to clerks of the Appellate Division and Court of Appeals verifying appointment of employees to their courts.	Retain for three years, then destroy.
00000.	AUDITOR'S REPORT OF PAYROLL CORRECTIONS AND REJECTIONS (also known as AC-1226) Report received from the Office of the State Comptroller indicating corrections made to PAYROLL AND PERSONNEL TRANSACTION FORM PR-75.	Retain for three fiscal years after accurate payroll update, then destroy.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	EMERGENCY WORK AUTHORIZATION FORM Form used by court/agency documenting approval of out of title work. Form indicates acting position, name of employee, social security number, line number, assignment, dates worked, full time/part time, employee signature, signature of Chief Clerk or designee and signature of Administrative Judge or designee.	Retain for three years after accurate payroll update, then destroy.
00000.	EMPLOYEE ALPHA LIST Alphabetical list of current employees on the payroll (does not include employees on leave without pay). List indicates name of employee, social security number, agency, line number, title, negotiating unit, grade and salary. a) First Alpha List in Each Fiscal Year b) All Others	a) Retain permanently. b) Retain until updated, then destroy.
00000.	EXPEDITED POSITION TRANSACTION APPROVAL FORM (also known as UCS-4A) Form used to document changes to titles or cost centers for grades for which there is no Juris Class change. Document indicates district/administrative unit, payroll agency code, UCS-4A control number and line numbers, titles, title codes, salary/grade, court/agency, cost center, transaction code, staffing category and effective dates for old and new line numbers.	Retain for ten years after position/title is reclassified, reallocated, or eliminated, then destroy.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	JUDGE'S OATH CARD FILE (also known as JC-200)	
	Copies of Judge's Oath cards containing backup information, used to certify the payroll. Contains name of judge, copy of affirmation, justice's position, jurisdiction, beginning date of term, term ending date, date of birth and name of Judge previously filing that position.	Retain for three years, then destroy.
00000.	LEAVE FILE	
	File containing leave requests and approval letters.	Retain for three years, then destroy.
00000.	PAYROLL AND PERSONNEL TRANSACTION FORM PR-75 (also known as AC-315)	
	Document used by courts and agencies to report payroll changes within a payroll reporting period.	Retain for three fiscal years after accurate payroll update, then destroy.
00000.	PAYROLL AND PERSONNEL TRANSACTIONS AND PAYROLL CERTIFICATION TRANSMITTAL FORM PR-76 (also known as AC-1052)	
	Document used by court/agencies to transmit PAYROLL AND PERSONNEL TRANSACTION FORMS to the Office of the State Comptroller and Office of Court Administration. Document is used as a summary sheet for all payroll transactions within a pay period. Document also contains certifications by court/agency and payroll department.	Retain for three fiscal years after accurate payroll update, then destroy.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	PAYROLL LOG Log used to track receipt of payroll from courts and agencies. Log indicates pay period, agency code, date received, agency certification, number of PR-75's for each group transaction and date payroll was sent to State Comptroller's Office.	Retain for one year, then destroy.
00000.	PAYROLL REGISTER List containing names of employees currently on the payroll. List indicates name of employee, line number, title, title code, salary grade, salary, check data, vacant lines, new lines, temporary funds lines and leave without pay lines.	Retain until updated, then destroy.
00000.	POSITION RECORD (also known as BACKER) Document indicating history of each Unified Court System line, including names and effective dates of incumbrances and encumbrances, line number, juris class, court, position title, title code, grade or salary range and whether position is earmarked or underfilled.	Retain permanently for research purposes.

R.S. #

RECORD SERIES

RETENTION

00000.

**POSITION TRANSACTION
APPROVAL FORM
(also known as UCS-4)**

Document used to record the approval of a position transaction. Includes: new position, reallocation, transfer, reclassification, earmark/earmark release, abolishment, classification appeal and adjustment to salary. Document also contains approval dates and signatures of Deputy Director of Personnel and Director of Financial Management and Audit Services.

a) Classification and Allocation Records

a) Retain for ten years after the position/title is reclassified or is reallocated or is eliminated, whichever occurs earliest, then destroy.

b) All Others

b) Retain for one year following completion of classification/position action, then destroy.

00000.

**RECORDS OF PAYROLL
CERTIFICATION FORM**

Form used to log in the payroll. Document indicates date payroll was received from court/agency, name of person submitting payroll, number of transactions in Groups I, II and III, date payroll was returned to court/agency and sent to State Comptroller's Office and name of Personnel Unit employee returning payroll to court/agency.

Retain for one year, then destroy

R.S. #

RECORD SERIES

RETENTION

00000.

**REINSTATEMENT APPLICATION
FILE (also known as UCS-6)**

File containing applications submitted by individuals requesting to be reinstated to a position from which they had originally resigned or to a position of a lower title. Information includes: name of applicant, social security number, former title and grade, former court/agency, former status (permanent/other), dates of service in former title, reason for resignation, reason for requesting reinstatement, employment experience since separation from Unified Court System, affirmation by applicant that information furnished on application is true and correct, name and title of nominating authority, signature of Executive Assistant, signature of Deputy Chief Administrative Judge or designee and signature of Chief Administrator of the Courts or designee approving reinstatement.

Retain for three fiscal years after accurate payroll update, then destroy.

00000.

**REINSTATEMENT APPLICATION
BACKGROUND MATERIALS FILE**

File containing background materials for reinstatements. File may contain but is not limited to: reinstatement analysis, copy of employment history, verification of title and correspondence from Director of Personnel to Deputy Chief Administrator, Court and State Comptroller's Office.

Retain for three fiscal years after accurate payroll update, then destroy.

R.S. #

RECORD SERIES

RETENTION

00000.

**REQUEST FOR TEMPORARY
SERVICE AUTHORIZATION FILE
(also known as UCS-4B)**

File containing requests submitted by courts/agencies requesting authorization to hire temporary services personnel. Information includes proposed title, judicial grade, title code, salary (including location pay), payroll agency code, line number, court, part, term, unit, geographic location, name of incumbent, name of cost center, cost center number, type of appointment (full time/part time), pay basis, starting date and ending date, if temporary position was included in budget, specific duties of proposed temporary position, impact on operations if not authorized, signature of person making request, title, date and phone number and appropriate signatures.

Retain for three fiscal years after accurate payroll update, then destroy.

00000.

ROSTER CARD

Employee's personnel record. May include name of employee, social security number, title(s) held by employee, effective dates of title(s), status of position(s) (permanent/contingent permanent/temporary), location of appointment, salary, leaves, judge's assignments for personal appointees (judge's staff) and remarks (receipt of payroll documents e.g. PR75, UCS-74, list number and certification number).

Retain permanently.

R.S. #

RECORD SERIES

RETENTION

00000.

ROUTING SHEET

Document used to note transaction changes made to competitive positions; e.g. transfers, filling of provisional or temporary appointments, return from leave or change of line within the same court/agency.

Retain for fifty years, then destroy.

**DIVISION OF HUMAN RESOURCES
PERSONNEL ADMINISTRATION
PER DIEM COURT INTERPRETER
PROCESSING**

RECORDS RETENTION AND DISPOSITION SCHEDULE

DIVISION OF HUMAN RESOURCES

PERSONNEL ADMINISTRATION

PER DIEM COURT INTERPRETER PROCESSING

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	DIVISION OF CRIMINAL JUSTICE SERVICES (DCJS) NON-CRIMINAL FINGERPRINT TRANSMITTAL FORM FILE FOR PER DIEM COURT INTERPRETERS (also known as DCJS-1880 FILE FOR PER DIEM COURT INTERPRETERS)	
	File containing copies of transmittal forms for routine non-criminal fingerprint processing services. Includes the name of person fingerprinted and the amount of fee collected.	Retain for one year, then destroy.
00000.	OATH OF OFFICE	
	Document signed by per diem court interpreters pledging support for the constitution.	Considered part of PER DIEM COURT INTERPRETERS QUALIFICATIONS REVIEW RECORD.
	a) Qualified Per Diem Court Interpreters	a) Retain for fifty years, then destroy.
	b) Non - Qualified Per Diem Court Interpreters	b) Retain for three years, then destroy.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	<p>PER DIEM COURT INTERPRETERS APPLICATION FOR EMPLOYMENT</p> <p>Document submitted by applicants to become a Per Diem Court Interpreter. Includes: language spoken, name, address, home and business telephone numbers, social security number, citizenship status, age (if under 18), criminal history, employment history, education and references.</p> <p>a) Qualified Per Diem Court Interpreters</p> <p>b) Non - Qualified Per Diem Court Interpreters</p>	<p>Considered part of PER DIEM COURT INTERPRETERS QUALIFICATIONS REVIEW RECORD.</p> <p>a) Retain for fifty years, then destroy.</p> <p>b) Retain for three years, then destroy.</p>
00000.	<p>PER DIEM COURT INTERPRETERS EXAMINATION DEVELOPMENT FILE</p> <p>File containing background notes for the development of test materials for per diem court interpreters.</p>	<p>Retain for one year after subsequent examination is established, then destroy.</p>
00000.	<p>PER DIEM COURT INTERPRETERS EXAMINATION FILE</p> <p>File containing video tapes of simulated court proceedings and sight translation documents.</p>	<p>Retain permanently.</p>

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	<p>PER DIEM COURT INTERPRETERS INSTRUCTIONS TO CANDIDATE</p> <p>Instructions given to per diem interpreter applicants prior to taking the qualifying oral examination. Contains acknowledgment that applicant has read and understood the instructions. Includes the name of applicant, address, social security number, date of examination, candidate's signature, test room number and judicial district.</p> <p>a) Qualified Per Diem Court Interpreters</p> <p>b) Non - Qualified Per Diem Court Interpreters</p>	<p>Considered part of PER DIEM COURT INTERPRETERS QUALIFICATIONS REVIEW RECORD.</p> <p>a) Retain for fifty years, then destroy.</p> <p>b) Retain for three years, then destroy.</p>
00000.	<p>PER DIEM COURT INTERPRETERS ORAL EXAMINATION TAPE</p> <p>Tape containing oral examinations administered to per diem court interpreter applicants.</p>	<p>Retain for three years, then destroy.</p>

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	<p>PER DIEM COURT INTERPRETERS ORAL TEST RATING SHEET</p> <p>Document submitted by raters for each oral examination; rates a candidates performance on accuracy and comprehension, fluency and speed and clarity and pronunciation. Document also includes name of rater, date of rating, candidate's name, candidate's social security number and tape number.</p> <p>a) Qualified Per Diem Court Interpreters</p> <p>b) Non - Qualified Per Diem Court Interpreters</p>	<p>Considered part of PER DIEM COURT INTERPRETERS QUALIFICATIONS REVIEW RECORD.</p> <p>a) Retain for fifty years, then destroy.</p> <p>b) Retain for three years, then destroy.</p>
00000.	<p>PER DIEM COURT INTERPRETERS PASS/FAIL LETTER</p> <p>Copies of letters sent to applicants informing them whether they passed or failed the qualification process.</p> <p>a) Qualified Per Diem Court Interpreters</p> <p>b) Non - Qualified Per Diem Court Interpreters</p>	<p>Considered part of PER DIEM COURT INTERPRETERS QUALIFICATIONS REVIEW RECORD.</p> <p>a) Retain for fifty years, then destroy.</p> <p>b) Retain for three years, then destroy.</p>

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	PER DIEM COURT INTERPRETERS QUALIFICATIONS REVIEW RECORD	
	File containing PER DIEM COURT INTERPRETER APPLICATION FOR EMPLOYMENT, PER DIEM COURT INTERPRETER INSTRUCTIONS TO CANDIDATES, PER DIEM COURT INTERPRETER ORAL TEST RATING SHEET and PER DIEM COURT INTERPRETER PASS/FAIL LETTER. File may also contain OATH OF OFFICE.	
	a) Qualified Per Diem Court Interpreters	a) Retain for fifty years, then destroy.
	b) Non - Qualified Per Diem Court Interpreters	b) Retain for three years, then destroy.
00000.	PER DIEM COURT INTERPRETERS RATERS TRANSMITTAL FORM FILE (also known as COURT INTERPRETERS ORAL EXAM TRANSMITTAL FORM FILE)	
	File containing forms used to track the transmittal of examination audio tapes sent to examination raters. Information may include rater's name, telephone number, social security numbers of applicants, language, judicial district where test was administered, date tape was returned from rater to personnel unit, and comments if any. Document also contains signature of rater and signature of personnel unit employee receiving the return of the audio tapes.	Retain for three years, then destroy.

R.S. #

RECORD SERIES

RETENTION

00000.

**PER DIEM COURT INTERPRETERS
REGISTRY**

Perpetual list of all qualified per diem court interpreters. List is updated periodically and sent to all New York City Courts and administrative offices outside New York City. Registry indicates name and address of qualified court interpreter, court/judicial district, and home and business telephone numbers.

Retain until updated, then destroy.

**DIVISION OF HUMAN RESOURCES
PERSONNEL ADMINISTRATION
PERSONNEL SELECTION AND
CANVASSING**

RECORDS RETENTION AND DISPOSITION SCHEDULE

DIVISION OF HUMAN RESOURCES

PERSONNEL ADMINISTRATION

PERSONNEL SELECTION AND CANVASSING

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	APPLICATION FOR EMPLOYMENT (also known as UCS-5) Document submitted by applicants in response to a job announcement. Information includes title of position, announcement number, geographic location of position, name of applicant, mailing address, telephone number, date of birth (if not 18 years of age) and citizenship.	Considered part of INTERVIEW PACKAGE. Retain for three years, then destroy.
00000.	AVAILABILITY INQUIRY (also known as CANVASS LETTER and UCS-8) Document sent to candidates to inquire about their interest in and availability for employment. Information includes: eligible list number, rating, rank number, title of position, salary grade, location, approximate starting date, type of appointment permanent/contingent permanent/temporary, statement of availability, statement of declination, and eligible's signature and telephone number(s).	Considered part of CANVASS AND APPOINTMENT REPORT. Retain for three years after expiration of the eligible list, then destroy.

R.S. #

RECORD SERIES

RETENTION

00000.

**CANVASS AND APPOINTMENT
CORRESPONDENCE FILE**

File of correspondence received from eligible candidates for appointment indicating a change of address or name. Correspondence may also contain a request by applicant to have their LOCATION PREFERENCE FORM updated to reflect sites in which they would accept appointment.

Retain for life of eligible list plus one year, then destroy.

00000.

**CANVASS AND APPOINTMENT
RECORD**

Record that documents the canvassing and hiring process. Includes AVAILABILITY INQUIRY, CERTIFICATION OF APPOINTMENTS APPROVAL MEMO, and CERTIFICATION OF ELIGIBLES LIST.

Retain for three years after expiration of eligible list, then destroy.

00000.

**CERTIFICATION OF
APPOINTMENTS APPROVAL
MEMO**

Document created to verify competitive list appointments and for pre-payroll and payroll processing. Document indicates eligible list number, serial number, title, court or agency, name and address of candidate, effective date, line number, verification of line number, type of appointment, receipt of EMPLOYMENT ELIGIBILITY VERIFICATION FORM and remarks (if any).

Considered part of CANVASS AND APPOINTMENT REPORT.

Retain for three years after expiration of the eligible list, then destroy.

R.S. #

RECORD SERIES

RETENTION

00000.

CERTIFICATION OF ELIGIBLES LIST (also known as OCA 43)

List sent by personnel department to courts and agencies certifying that the persons named on the list have passed appropriate examinations to qualify them for the positions to be filled; also that all appropriate special or preferred lists are included; also that, unless otherwise indicated, the qualified eligibles are presently available for appointment. Information includes: title of position, location of position, type of appointment, certified serial number, salary grade, name and address of candidates, final ratings, rank order, eligibility date or expiration date, canvass code, appointment data and name of person certifying list.

Considered part of CANVASS AND APPOINTMENT REPORT.

Retain for three years after expiration of the eligible list, then destroy.

00000.

CERTIFICATION RECORD (also known as BLACK NOTEBOOK)

Control log for the distribution of CERTIFICATION OF ELIGIBLES list. Information includes serial number, date mailed to court/agency, date returned from court/agency, examination number(s), title of position(s), name of court or agency and geographic location.

Retain for five years, then destroy.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	<p>DEROGATORY INFORMATION DISQUALIFICATION LETTERS FOR NOMINATIONS FOR APPOINTMENT (also known as CRIMINAL INVESTIGATION DISQUALIFICATION LETTERS FOR NOMINATIONS FOR APPOINTMENT)</p> <p>Letters sent to prospective employees that have submitted a NOMINATION FOR APPOINTMENT FORM disqualifying them as candidates for employment. Letter is sent after criminal investigation is conducted.</p>	<p>Considered part of DEROGATORY INFORMATION QUALIFICATIONS REVIEW RECORD FOR NOMINATIONS FOR APPOINTMENT.</p> <p>Retain for ten years, then destroy.</p>
00000.	<p>DEROGATORY INFORMATION QUALIFICATION REVIEW NOTICE OF QUALIFICATION</p> <p>Notice sent to applicant and payroll department (if applicant is already on payroll) informing them that the applicant has passed the investigation process and is qualified to be considered for a position with the Unified Court System. Notice indicates name of applicant, social security number, court, title, rating, general list rank, action needed and remarks if any.</p>	<p>Considered part of DEROGATORY INFORMATION QUALIFICATIONS REVIEW RECORD FOR NOMINATIONS FOR APPOINTMENT.</p> <p>Retain for ten years, then destroy.</p>

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	<p>DEROGATORY INFORMATION QUALIFICATION REVIEW RECORD FOR NOMINATIONS FOR APPOINTMENT FILE (also known as CRIMINAL INVESTIGATION QUALIFICATION REVIEW RECORD FOR NOMINATIONS FOR APPOINTMENT)</p> <p>File created as part of applicant background check. File may contain copies of resume and NOMINATION FOR APPOINTMENT, DISQUALIFICATION LETTER or NOTICE OF QUALIFICATION REVIEW DETERMINATION for applicants that have filed a NOMINATIONS FOR APPOINTMENT form.</p>	Retain for ten years, then destroy.
00000.	<p>ELIGIBLE LIST</p> <p>List containing names of all candidates qualified to be appointed to a position with the Unified Court System. List indicates examination number, rank, rating, name and address of applicant and any action taken (permanent/contingent permanent/temporary).</p>	Retain master list permanently.
00000.	<p>ELIGIBLE LIST CONTROL CARD (also known as WING FILE)</p> <p>Document used to track outstanding CERTIFICATION OF ELIGIBLES LIST. Document indicates examination number, title, date information was sent to court or agency, certification serial number, name of court or agency and return status of CERTIFICATION OF ELIGIBLES LIST.</p>	Retain for life of eligible list, then destroy.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	EMPLOYEE FREEZE EXEMPTION REQUEST (also known as UCS-28) Document forwarded to Personnel Department by court/agency to request an employment freeze exemption.	Retain for one year, then destroy.
00000.	EMPLOYEE FREEZE EXEMPTION REQUEST LOG (also known as UCS-28 LOG) Log used to track approvals for EMPLOYEE FREEZE EXEMPTION REQUEST. Log indicates employee freeze exemption number, line number, agency code, title and geographic location.	Retain for one year, then destroy.
00000.	EMPLOYMENT ELIGIBILITY VERIFICATION FORM (also known as I-9) Form used to verify employment eligibility of new employees.	Retain for three years from the date of the hiring action or one year after the termination of the employment, whichever is later, then destroy.
00000.	EMPLOYMENT OPPORTUNITY ANNOUNCEMENTS FILE (also known as JOB POSTINGS, or UCS-23, or JOB ANNOUNCEMENTS) File of Unified Court System's announcements for available positions. Information includes: announcement number, title of position, judicial grade level, location, salary, classifications, qualifications, distinguishing features of work, assignment, general information, name and address.	Retain permanently for research purposes.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	EMPLOYMENT OPPORTUNITY ANNOUNCEMENTS COVER SHEET	
	Control document used to track and verify postings of non-record copy of EMPLOYMENT OPPORTUNITY ANNOUNCEMENT. Information includes judicial district, year and number of postings for district.	Retain for five years, then destroy.
00000.	INTERN FILE	
	File containing materials related to student interns. Information may include requests for posting, title standards, distinguishing features of work, typical duties, knowledge, skills and abilities required, qualifications, EMPLOYMENT OPPORTUNITY ANNOUNCEMENT and correspondence.	Destroy immediately.
00000.	INTERVIEW DATA SHEET (also known as UCS-19XI)	
	Document completed by court/agency after job interview to show compliance with Workforce Diversity Program. Information includes: job title, salary grade, court/agency, announcement/examination number, serial number (list), number of applicants, total number of applicants interviewed in the first and second interview, ethnicity and gender data of applicants interviewed, ethnicity and gender data of candidate nominated and interviewer's signature, title and date of signature.	Considered part of INTERVIEW PACKAGE. Retain for three years, then destroy.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	INTERVIEW PACKAGE File containing information that documents the interview and selection process. May include: INTERVIEW DATA SHEETS, STATEMENT OF RECRUITMENT AND HIRING EFFORTS, SELECTION INTERVIEW EVALUATION FORM and INTERVIEW SUMMARY FORMS.	Retain for three years, then destroy.
00000.	LOCATION PREFERENCE FORM FILE File containing Location Preference Forms indicating candidate's preference for job location and canvass history.	Retain for three years after expiration of eligible list, then destroy.
00000.	NOMINATION FOR APPOINTMENT FILE (also known as UCS-74) File of documents completed by candidates who are nominated to fill a position in competitive/non-competitive and exempt class titles, with exception of appointment to legal positions.	Retain for fifty years, then destroy.
00000.	NOMINATION FOR APPOINTMENT LOG (also known as UCS-74 LOG) Log used to track approvals of NOMINATIONS FOR APPOINTMENTS. Log indicates name of employee, title, line number, court/agency code and appointment date.	Retain for ten years, then destroy.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	NOMINATION FOR APPOINTMENT OF ATTORNEY AT LAW FILE (also known as UCS-74L) File of documents completed by candidates who are nominated to fill legal titles, excluding list appointments to competitive class positions.	Retain for fifty years, then destroy.
00000.	POST-APPOINTMENT REVIEW FILE File created to document credentials of new hires. File contains letter, approval memo, clearing letter and related qualifying documents.	Retain for fifty years, then destroy.
00000.	POST-APPOINTMENT REVIEW LOG Log tracking the POST-APPOINTMENT REVIEW FILES. Information includes name, title, location, date of appointment, type of appointment, qualification review letter sent, follow up, date cleared, and certification number.	Retain for fifty years, then destroy.
00000.	REQUEST FOR CERTIFIED ELIGIBLE LIST In-house document used to prepare hard copy of CERTIFICATION OF ELIGIBLES LIST from database. Document includes but is not limited to : title of position, type of appointment, geographic location, court/agency, name of person making request, reason for request, date of request and remarks (if any).	Retain until expiration of eligible list, then destroy.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	SELECTION INTERVIEW EVALUATION FORM (also known as UCS-25)	Considered part of INTERVIEW PACKAGE. Retain for three years, then destroy.
00000.	STATE OF NEW YORK UNIFIED COURT SYSTEM INTERVIEW SUMMARY SHEET	Considered part of INTERVIEW PACKAGE. Retain three years, then destroy.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	STATEMENT OF RECRUITMENT AND HIRING EFFORTS (also known as UCS-24A)	Considered part of INTERVIEW PACKAGE. Retain for three years, then destroy.
00000.	STATUS OF EXISTING ELIGIBLE LISTS FILE	Retain until updated, then destroy.

DIVISION OF HUMAN RESOURCES PERSONNEL ADMINISTRATION RECLASSIFICATION AND TITLE STANDARDS

RECORDS RETENTION AND DISPOSITION SCHEDULE

DIVISION OF HUMAN RESOURCES

PERSONNEL ADMINISTRATION

RECLASSIFICATION AND TITLE STANDARDS

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	CLASSIFICATION AND PERSONNEL REPORTS FILE (PRE-1979) File containing reports issued by the Personnel Department related to personnel, employee and payroll policies.	Retain one master copy permanently for research purposes.
00000.	CLASSIFICATION PLAN CORRECTION NOTICES BACKGROUND MATERIALS FILE* File of background materials used to correct administrative errors in classification notices. Materials may include correspondence, worksheets, copy of classification notice and other related materials.	Destroy immediately.
00000.	CLASSIFICATION PLAN DEVELOPMENT FILE* File of background materials used to create 1979 Classification Plan. Information includes internal reports, communications from court system administrators, external information, public hearing information and working papers.	Retain permanently for research purposes.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	CLASSIFICATION PLAN JOB ANALYSIS FILE (PRE-1979)*	
	File containing the job analysis study for new positions or titles in the Unified Court System resulting from the state takeover.	Retain permanently for research purposes.
00000.	CLASSIFICATION PLAN NOTICES FILE*	
	File containing copies of classification notices sent to all employees notifying them of change in job classification. Information includes payroll agency name, payroll agency number, employee's name, former title, new title, new jurisdictional classification, permanent status and salary grade.	Retain for fifty years, then destroy.
00000.	CLASSIFICATION PLAN POSITION DESCRIPTION QUESTIONNAIRE FILE*	
	File of questionnaires (JC-1A) and desk audits used to gather information about each employee's job in the courts. Information includes court or agency name, city and county, section or unit, name of incumbent, present title or position, major activities of and information related to expectations and performance.	Retain permanently for research purposes.

*** No longer created**

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	CONTINUATION IN SERVICE REQUEST FILE*	
	File of requests to continue in service and postpone retirement.	Destroy immediately.
00000.	COVER-IN NOTICES FILE*	
	File of notices sent to employees informing them of status (permanent, non-permanent).	Retain for fifty years, then destroy.
00000.	EARMARKED POSITIONS FILE	
	File of positions marked for review when they become vacant. File includes Earmark Notice and background materials. Information includes log number, earmark action status (earmark, remove, fill and continue), court agency or payroll agency code, authorizing signature(s), date, line number, title code, incumbent's name and remarks.	Retain for three years after the status of the position has been changed, then destroy.
00000.	EARMARKED POSITIONS LOG	
	Log used to track earmarked positions. Information includes log number, date, initiator, type of action and date amended.	Retain permanently for research purposes.
00000.	PERSONNEL ACTIONS FILE (PRE-1979)*	
	File of administrative actions prior to 1979. Information includes but is not limited to: vacation requests, leave requests, travel requests and other administrative matters.	Destroy immediately.

*** No longer created**

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	RECLASSIFICATION BACKGROUND INFORMATION FILE (PRE-1979)*	Retain all materials permanently for research purposes.
	File of background information related to reclassification procedures prior to 1979. Information may include survey reports, title specification standards, employee assignment sheets (classification list), and related materials.	
00000.	RECLASSIFICATION REQUESTS CARD FILE*	Destroy immediately.
	File used to track reclassification requests. Information may include employee's name, court, location, social security number, title, jurisdictional class, allocation, status, former title, date classification appeal filed and number, appeals information (title, jurisdictional class, allocation, status, analyst assigned and date, action taken), UCS4 date and number, date appeal made to review board and status, and, reclassification request date.	
00000.	RECLASSIFICATION REQUESTS FILE (PRE-1979)*	Destroy immediately.
	File of reclassification requests under the Judicial Conference. Information may include title specification standards, employee assignment sheets (classification list), appeals and related materials.	

*** No longer created**

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	RECLASSIFICATION REQUESTS FILE (POST-1978) File of requests for reclassification by employees of the Unified Court System. Information may include request, internal reports, memos to Budget Division, Deputy Chief Administrator's approval, UCS4 form, effective date and decision letter to Deputy Chief Administrator or denial, appeals or complaints.	Retain for ten years, then destroy.
00000.	RECLASSIFICATION REQUESTS LOG Log of reclassification requests. Information may include log number, analyst's name, date received, incumbent's name, location, present title, requested title, recommended title grade, date forwarded to Personnel Director, date to Deputy Chief Administrator, UCS4 number, date UCS4 sent to OFMAS, effective date of change, and date letter sent to Deputy Chief Administrative Judge's Office.	Retain for ten years, then destroy.
00000.	TITLE CODE NUMBER TRANSACTIONS FORM Form used to establish new job titles or to change grade levels of existing titles.	Retain for five years, then destroy.
00000.	TITLE CODE NUMBERS FILE File of code numbers assigned to job titles within the Unified Court System.	Retain permanently for research purposes.

*** No longer created**

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	<p>TITLE SPECIFICATION STANDARDS FILE - BACKGROUND INFORMATION FILE (PRE-1979)*</p> <p>File of background information used to create title standards specifications prior to 1979. Information may include title folders, surveys, reports and related materials.</p>	Retain permanently for research purposes.
00000.	<p>TITLE STANDARDS BOOK</p> <p>Published version of job title standards. Information includes date title was issued, title code number, salary grade, jurisdictional classification, distinguishing features of the title, typical duties, knowledge, skills and abilities to perform job, and qualifications to be hired for the title.</p>	Retain one master copy permanently for research purposes.
00000.	<p>TITLE STANDARDS FILE</p> <p>File of original job title standards and updates. Information includes date title was issued, title code number, salary grade, jurisdictional classification, distinguishing features of the title, typical duties, knowledge, skills and abilities to perform job, qualifications, reasons for revisions, Personnel Director's recommendations to the Deputy Chief Administrator, Administrative Order, revised standard and related materials.</p>	Retain permanently for research purposes.

INDEX

AC-315: see Payroll And Personnel Transaction Form PR-75	33
AC-1052: see Payroll And Personnel Transactions And Payroll Certification Transmittal Form PR-76	33
AC-1226: see Auditor's Report Of Payroll Corrections and Rejections	31
Appealed Examination Questions File	9
APPIS Problem File see: Automated Payroll/Personnel Information System Problem File	1
Applicants File	9
Application Batch Transmittal Log	9
Application For Employment	45
Application For Open Competitive Examinations File	10
Appointment Letters File	31
Appointment Memos File	31
Auditor's Report Of Payroll Corrections And Rejections	31
Automated Payroll/Personnel Information System Problem File	1
Availability Inquiry	45
Backer: see Position Record	34
Bank Report Reconciliation File	10
Black Notebook: see Certification Record	47
Blood Donor File	1
Candidate Control List File	10
Candidate's Waiver File	10
Canvass And Appointment Correspondence File	46
Canvass And Appointment Record	46
Canvass Letter: see Availability Inquiry	45
Certification Of Appointments Approval Memo	46
Certification Of Eligibles List	47
Certification Record	47
Civil Service Working Agreements File	11
Classification And Personnel Reports File (Pre-1979)	56
Classification Plan Correction Notices Background Materials File	56
Classification Plan Development File	57
Classification Plan Job Analysis File (Pre-1979)	57
Classification Plan Notices File	57

Classification Plan Position Description Questionnaire File	58
Continuation In Service Request File	58
Control Plan Voucher File	11
Court Clerks Firearms Test Sign-In Sheets File	11
Court Clerks Firearms Training Candidate File	11
Court Clerks Firearms Training File	12
Court Clerks Firearms Training Log	12
Court Interpreters Deaf And Hearing Impaired File	12
Court Interpreters Examination File	12
Court Interpreters Examination List	13
Court Interpreters Oral Exam Transmittal Form File: see Per Diem Court Interpreters Raters Transmittal Form File	43
Court Interpreters Oral Examination Raters File	13
Court Interpreters Raters Voucher File	13
Court Interpreters Video Agreement File	14
Court Interpreters Video File	14
Court Officer Evaluation Standards File	1
Court Officer Probationary Review Abstract File	2
Court Officer Probationary Review File	2
Court Officer Candidate Screening Process - Evaluation Board Results File	14
Court Officer Candidate Screening Process - Medical/Physical Ability File	15
Court Officer Candidate Screening Process - Medical - Disqualification Log - Long Term	15
Court Officer Candidate Screening Process - Medical - Disqualification Log - Short Term	16
Court Officer Candidate Screening Process - Physical Ability Qualified/Disqualified List	16
Court Officer Candidate Screening Process - Psychological File	16
Court Officer Candidate Screening Process - Psychological Testing Administrative File .	17
Court Officer Candidate Screening Process - Qualification Exam Results File	17
Court Officer Candidate Screening Process - Summary File	18
Court Officer Candidate Screening Process - Test Administration Log	18
Court Officer Candidate Screening Process - Test Schedule, Appointment Schedule And Log	19
Court Officer Eligible List (45-612) - Annotated	19
Cover-In Notices File	58
Criminal Investigation Disqualification Letters For Nominations For Appointment: see Derogatory Information Disqualification Letters For Nominations For Appointment	48
Criminal Investigation Disqualification Letters For Open Competitive Examination: see Derogatory Information Disqualification Letters For Open Competitive Examination	20
Criminal Investigation Qualification Review Record For Nominations For Appointment: see Derogatory Information Qualification Review Record For Nominations For Appointment File	49
Criminal Investigation Qualification Review Record For Open Competitive Examination: see Derogatory Information Qualification Review Record For Open Competitive	

Examination	20
DCJS-1880 File For Per Diem Court Interpreters: see Division Of Criminal Justice Services (DCJS) Non- Criminal Fingerprint Transmittal Form File For Per Diem Court Interpreters	39
Derogatory Information Disqualification Letters For Nominations For Appointment ...	48
Derogatory Information Disqualification Letters For Open Competitive Examination ..	19
Derogatory Information Qualification Review Notice Of Qualification	48
Derogatory Information Qualification Review Record For Nominations For Appointment File	49
Derogatory Information Qualifications Review Record For Open Competitive Examination	19
Division Of Criminal Justice Services (DCJS) Non-Criminal Fingerprint Transmittal Form File For Per Diem Court Interpreters	39
Earmarked Positions File	58
Earmarked Positions Log	59
Eligible List	49
Eligible List Control Card	49
Emergency Work Authorization Form	32
Employee Alpha List	32
Employee Freeze Exemption Request	50
Employee Freeze Exemption Request Log	50
Employee Medical Qualifications Investigations Review Record	2
Employee Psychiatric Qualifications Investigations Review Record	3
Employee Review Programs: Background File	3
Employee Suggestion File	3
Employee Suggestion Log	3
Employment Eligibility Verification Form	50
Employment Opportunity Announcements File	50
Employment Opportunity Announcements Cover Sheet	51
Examination Administration Problem File	20
Examination - Administrative Records File	21
Examination Admission Notices And Examination Answer Sheets File	22
Examination Advisory Committee File	22
Examination Analysis Data File	22
Examination Announcement File	23
Examination Answer Materials File	23
Examination Answer Sheets File	23
Examination Applications File	23
Examination Computational Review File	23
Examination Litigation File	24
Examination Results Data File	24
Examination Summary Report	25
Examination Test Materials File	24
Examination Title Folders - Examination Administration Budget Analysis File	25
Examination Title Folders - Examination Statistical Record File	25
Examination Title Folders - Policies And Procedures File	26

Examination Title Folders - Special Accommodations File	26
Examination Title Folders - Special Accommodations Log	26
Expedited Position Transaction Approval Form	32
Final Information List	26
Fingerprint File	4
I-9: see Employment Eligibility Verification Form	50
Information And Outreach Program File: see Test Consultants File	29
Intern File	51
Interview Data Sheet	51
Interview Package	52
Investigation Case File	4
JC-200: see Judge's Oath Card File	33
Job Analysis File	26
Job Analysis Report	27
Job Announcements: see Employment Opportunity Announcements File	50
Job Postings: see Employment Opportunity Announcements File	50
Job Survey File	27
Judge's Oath Card File	33
Leave File	33
Location Preference Form File	52
Manuals: Guidelines And Standards For Employment	27
Master List Of Eligibles File	27
Merit Performance Award Program File	4
Nomination For Appointment File	52
Nomination For Appointment Log	52
Nomination For Appointment Of Attorney At Law File	53
Notice Of Qualification Review Determination For Open Competitive Examination	28
Oath Of Office	39
OCA 43: see Certification of Eligibles List	47
Payroll And Personnel Transaction Form PR-75	33
Payroll And Personnel Transactions And Payroll Certification Transmittal Form PR-76	33
Payroll Log	34
Payroll Register	34
Per Diem Court Interpreters Application for Employment	40
Per Diem Court Interpreters Examination Development File	40
Per Diem Court Interpreters Examination File	40
Per Diem Court Interpreters Instructions To Candidate	41
Per Diem Court Interpreters Oral Examination Tape	41
Per Diem Court Interpreters Oral Test Rating Sheet	42
Per Diem Court Interpreters Pass/Fail Letter	42
Per Diem Court Interpreters Qualifications Review Record	43
Per Diem Court Interpreters Raters Transmittal Form File	43
Per Diem Court Interpreters Registry	44
Performance Evaluation File	5
Performance Evaluation File: Extract	5
Personnel Actions File (Pre-1979)	59

Personnel Office Bulletins Manual	5
Policy Development File	5
Position Record	34
Position Transaction Approval Form	35
Post-Appointment Review File	53
Post-Appointment Review Log	53
Psychologist/Psychiatrist Budget Tracking/Reconciliation File	5
Psychologist/Psychiatrist Evaluation File	6
Reclassification Background Information File (Pre-1979)	59
Reclassification Requests Card File	60
Reclassification Requests File (Pre-1979)	60
Reclassification Requests File (Post-1978)	60
Reclassification Requests Log	61
Records Of Payroll Certification Form	35
Reduction In Force Manager's Guide	6
Reduction Of Work Force And Work Force Restoration Plans -1991	6
Reinstatement Application File	36
Reinstatement Application Background Materials File	36
Request For Certified Eligible List	53
Request For Temporary Service Authorization File	37
Respirator Fitness Log	28
Roster Card	37
Routing Sheet	38
Selection Interview Evaluation Form	54
State Of New York Unified Court System Interview Summary Sheet	54
Statement Of Recruitment And Hiring Efforts	55
Status Of Existing Eligible Lists File	55
Stipulations Of Settlements File	7
Structured Interview File	7
Structured Interview Log	7
Test Analysis Data File: see Examination Analysis Data File	22
Test Advisory Committee File: see Examination Advisory Committee File	22
Test Center Information File	28
Test Consultants File	29
Title Code Number Transactions Form	61
Title Code Numbers File	61
Title Specification Standards File - Background Information File (Pre-1979)	61
Title Standards Book	62
Title Standards File	62
Training Material File	8
Transfer Request File	8
Tuberculosis Correspondence File	29
Tuberculosis Correspondence Log	29
UCS-4: see Position Transaction Approval Form	35
UCS-4A: see Expedited Position Transaction Approval Form	32
UCS-4B: see Request For Temporary Service Authorization File	37

UCS-5: see Application For Employment	45
UCS-6: see Reinstatement Application File	36
UCS-8: see Availability Inquiry	45
UCS-19XI: see Interview Data Sheet	51
UCS-23: see Employment Opportunity Announcements File	50
UCS-24A: see Statement Of Recruitment And Hiring Efforts	55
UCS-25: see Selection Interview Evaluation Form	54
UCS-28: see Employee Freeze Exemption Request	50
UCS-28 Log: see Employee Freeze Exemption Request Log	50
UCS-74: see Nomination For Appointment File	52
UCS-74 Log: see Nomination For Appointment Log	52
UCS-74L: see Nomination For Appointment Of Attorney At Law File	53
Veteran's Credit File	30
Veteran's Credit Worksheet	30
Veteran's Status File	30
Wing File: see Eligible List Control Card	49