

RECORDS RETENTION AND DISPOSITION SCHEDULE



DIVISION OF TECHNOLOGY TECHNOLOGY SERVICES

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

January 1994

**DIVISION OF TECHNOLOGY
TECHNOLOGY SERVICES**

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<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	ATTORNEY RETAINER AND CLOSING STATEMENTS BOIT REPORT Daily edit report of data entered on PC's from Attorney Retainer and Closing Statements. Report indicates if batch was processed, data entry errors and errors on Attorney Retainer and Closing Statements.	Retain for six months, then destroy.
00000.	ATTORNEY RETAINER AND CLOSING STATEMENTS BOOO REPORT Monthly edit report of corrections or problems with data entered for Attorney Retainers and Closing Statements. Also used to verify statement numbers per month.	Retain for one year, then destroy.
00000.	ATTORNEY RETAINER AND CLOSING STATEMENTS DATA ENTRY LOG Document indicating the starting date and ending date for each batch of statement numbers on a monthly basis by Judicial Departments.	Retain for six months, then destroy.
00000.	ATTORNEY RETAINER AND CLOSING STATEMENTS VOID RECORDS Records of missing statement numbers (voids). Indicates Attorney Retainer and Closing Statements returned to the Office of Court Administration - Attorney Registration Unit that are not processed due to inaccurate or incomplete information.	Retain for one year, then destroy.
00000.	COMMITTEE MEETINGS FILE File containing internal office correspondence on committee meetings. Committees include: standards, data query, request for proposals, strategic planning, security and response time.	Retain for one year, then destroy.

R.S. #

RECORD SERIES

RETENTION

00000.

**COMMUNICATIONS EQUIPMENT
DOWNTIME REPORT***

Report indicating downtime of communications equipment located in the Courts and Office of Court Administration Offices. Report includes: information on date of occurrence, equipment affected, type of device, teleg circuit number, vendor ticket number, names of users affected, indication of whether users were notified, contact names and phone number, date vendor was notified, description of problem resolution and operators' initials.

Retain for one year, then destroy.

00000.

**COMMUNICATIONS EQUIPMENT
DOWNTIME REPORT SYNOPSIS***

File indicating the number of times communications equipment had experienced downtime within a year.

Retain for one year, then destroy.

00000.

**COMMUNICATIONS EQUIPMENT
REQUEST FILE**

File containing correspondence from the New York City Courts and Office of Court Administration Units requesting communications equipment. File may include: Technology Services Equipment/Services Request Form, name of person making request, date of request, equipment requested, model number, name of vendor, cost of equipment, services requested, name of Manager/Supervisor/Director and additional comments.

Retain until communications equipment is installed and operational, then destroy.

00000.

**COMMUNICATIONS EQUIPMENT
RESPONSE TIME COMPLAINT LOG**

Log used to keep track of all complaints filed by communication equipment users. Indicates: time of complaint, name of user, location, computer application/routine being run when problem arose, complaint and resolution (if any).

Retain for one year, then destroy.

*No longer created.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	COMMUNICATIONS SERVICE REQUEST FILE File containing correspondence from New York City Courts, Nassau and Suffolk Courts, and Office of Court Administration Units requesting that communications equipment be established in designated areas. File may also indicate whether the rooms are pre-wired or will require wiring for communications equipment.	Retain for one year, then destroy.
00000.	COMMUNICATIONS SERVICE VENDOR HISTORY REPORT* Report generated by vendors indicating their response to problems reported with communications equipment. Report indicates: original order number, serial number of unit (equipment), problem code, name and number of field engineer, corrective action taken, failure code and name and address of customer (Court/Office of Court Administration).	Retain for one year, then destroy.
00000.	COMMUNICATIONS SHIPPING REQUEST FILE Memorandum sent to the Office of Court Administration - Court Operational Services Unit requesting mailroom staff to pickup/deliver communications equipment.	Retain until requested action is completed, then destroy.
00000.	COMPUTER ACCESS AUTHORIZATIONS FILE File containing authorizations for computer access.	Retain until access is denied, then destroy.
00000.	COMPUTER ACCESS FILES File established to control the accessibility of computer information. File may contain: access codes, passwords, user ID's and security codes.	Retain until updated, then destroy.

*No longer created.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	COMPUTER APPLICATION ACCUMULATOR CODE LIST List of computer application codes used in all revenue and vendor files to accumulate costs for a specific area of data processing.	Retain until updated, then destroy.
00000.	COMPUTER APPLICATION ADMINISTRATIVE FILES Files supporting the creation and development of a computer application program. Contents may include: documentation, correspondence, memos, start-up materials, background notes, planning materials, program logic, specifications, enhancements, bugs, modifications, system walk-throughs, committee files, file structures, approvals ("sign-offs"), design justification, legislative specifications and changes, diaries, standards, program listings, requests for system changes, test system of current computer application and related materials.	Retain until computer application is superseded, or no longer in use, then destroy.
00000.	COMPUTER APPLICATION AUDIT FILES a) Non-Financial Records b) Financial Records Records used to capture a before or after view of changed records. May contain: details on who, what, when and where record was changed.	a) Retain Non-Financial Records for one year, then destroy. b) Retain Financial Records for ten years provided a subsequent audit of the same programs has been conducted, then destroy.
00000.	COMPUTER APPLICATION CHANGE/DELETE REQUEST FILE File containing requests for changes in database tables from Computer Application Groups to Database Groups. File contains: changes to system, table, library, fields, keys or dataview in the production or test mode of the system.	Retain for one year, then destroy.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	COMPUTER APPLICATION CONVERSION RECORDS File containing the materials used and created to convert data to a new computer application program. Records may include: documentation, program specifications, data in various forms of conversion, test results, parallel testing of new and old computer applications, notes, memos, planning files, tapes, special data runs and related materials.	Retain current computer application and immediate predecessor computer application until all data is loaded, converted, and has passed quality control testing.
00000.	COMPUTER APPLICATION DATA FILES Files containing raw data obtained from computer application users to create electronic files.	See appropriate Office of Court Administration/Court Records Retention and Disposition Schedule.
00000.	COMPUTER APPLICATION DATA FIXES File of corrections made by the Technology Services Division to correct data entry errors and/or data corruption.	Retain until computer application is superseded, or no longer in use, then destroy.
00000.	COMPUTER APPLICATION ON CALL SCHEDULE Monthly schedule provided to computer operators indicating name and telephone number of computer programmers on call in case of an emergency or problem.	Retain for one year or until no longer needed, whichever is shorter, then destroy.
00000.	COMPUTER APPLICATION OPERATIONAL MANUALS Manuals detailing the technical programming specifications. Manuals may include: overview of system, file structures, programming conventions and standards that must be maintained.	Retain current computer application manual and immediate predecessor computer application manual.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	<p>COMPUTER APPLICATION PROGRAM FILES</p> <p>Electronic records management tool used to convert information into useable means. Files may contain: specifications, modifications, file structures, program documentation, deleted modules, programmers notes, control numbers, dictionaries, screens, report layouts, file formats, utilities, transaction files and program listings.</p>	Retain current computer application program files and immediate predecessor computer application program files.
00000.	<p>COMPUTER APPLICATION REPORTS</p> <p>Reports generated from computer application data for quality control and management tools.</p>	See appropriate Office of Court Administration/Court Records Retention and Disposition Schedule.
00000.	<p>COMPUTER APPLICATION TRAINING MATERIALS</p> <p>Materials used to train users on computer applications. Materials may contain: course materials, training schedules and training seminar notes.</p>	Retain until updated, then destroy.
00000.	<p>COMPUTER APPLICATION USER MEETING NOTES FILE</p> <p>File containing notes taken at computer application user meetings.</p>	Retain for one year, then destroy.
00000.	<p>COMPUTER APPLICATION USERS MANUALS</p> <p>Instructional manuals for the users of computer applications. Manuals may include: data entry routines, explanation of reports, and instructions on how to run the report.</p>	Retain until updated, then destroy.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	<p>COMPUTER BACKUP TAPES</p> <p>a) Current Computer System</p> <p>b) Immediate Predecessor Computer System</p> <p>Tool created as a safeguard mechanism to restore a computer system when necessary. Includes: computer operating system, computer application system, computer applications and computer application data.</p>	<p>a) Retain Current Computer System until updated, then destroy.</p> <p>b) Retain final version of Immediate Predecessor Computer System until Current Computer System is replaced, then destroy.</p>
00000.	<p>COMPUTER EQUIPMENT INVENTORY FILE</p> <p>File containing itemized list of all computer hardware equipment owned and used by the Technology Services Unit. File may contain: information on site, county, district, name of Chief Clerk/Supervisor, type of communications equipment, serial numbers, Office of Court Administration I.D. numbers, type of IBM software, type of circuit, location of equipment, dial backup information, controller information, name of vendor and computer operating system number.</p>	<p>Retain until updated, then destroy.</p>
00000.	<p>COMPUTER SCHEDULE FILE</p> <p>File containing production schedules of JOBS run on a daily, nightly, weekly, biweekly, monthly and annual basis. Included are: operators' instructions, computer application and program class, JOB name, JOB number, run time and exceptions to JOB.</p>	<p>Retain for three months, then destroy.</p>
00000.	<p>COMPUTER TRANSACTION COUNTS LOG</p> <p>Daily counts of activity on the computer operating systems.</p>	<p>Retain for three years, then destroy.</p>

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	CONFERENCE/TRAINING ATTENDANCE SHEETS Document indicating date of conference or training seminar, purpose of conference or training seminar, names of attendees and affiliations.	Retain for two years, then destroy.
00000.	CONTRACT HISTORY ABSTRACT FILES - REVENUE ACCOUNTS Summary of revenue contracts held by the Technology Services Division. Information includes: client's name, client's address, client's telephone number, client's contact name, cost center, accumulator code, nature of inquiry, contract period and item purchased.	Retain until updated, then destroy.
00000.	CONTRACT HISTORY ABSTRACT FILES - VENDOR INFORMATION Summary of vendor contracts held by the Technology Services Division. Information includes: contract number, company name and address, company telephone number, equipment covered by the contract period, payment history and contract renewal date.	Retain until updated, then destroy.
00000.	CRIMINAL HISTORY SEARCH FILE Administrative file on the activity of Criminal History Searches. File includes: correspondence and memos from search companies and monthly summary statistical report.	Retain for one year, then destroy.
00000.	CRIMINAL HISTORY SEARCH PICKUP LOG Log recording the receipt of Criminal History Search Requests by a client. Information includes: date, receipt number, company name and recipient of documents.	Retain for six months, then destroy.
00000.	CRIMINAL HISTORY SEARCH PROCEDURES Instructions for computer operators on how to conduct a Criminal History Search.	Retain until updated, then destroy.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	CRIMINAL HISTORY SEARCH REVENUE LOG Log tracking the revenues deposited from Criminal History Searches and Technology Services revenue contracts. Information includes: contract, statement period, and deposits made to the New York State Treasury from the Office of Court Administrations' Technology Services Division.	Retain for three years, then destroy.
00000.	CRIMINAL HISTORY SEARCH TRACKING STATISTICS Statistical records of Criminal History Searches. Includes: date, name of client making request, number of searches for each company and counties searched.	Retain for six months, then destroy.
00000.	DATA AND SOURCE MATERIAL REQUEST FILE File containing data requests made by the Technology Services Division to other agencies and data requests made by other agencies to the Technology Services Division. File may include: request letter, source materials, transmittal records, and comparison transaction tapes.	Retain until data is loaded, converted and passes quality control testing, then destroy.
00000.	DATA CIRCUIT INVENTORY FILE File detailing all data circuits and dialups with their corresponding billing telephone numbers. Information includes: billing account number (telephone number), circuit or dialup number, transmit/receive number, location, status (active/inactive), monthly costs, communication carrier, installation date, termination date of circuit, accumulator code and comments.	Retain until updated, then destroy.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	DATA ENTRY BATCH CONTROL LOGS Document used to monitor the progress of work submitted to the Office of Court Administrations' Technology Services Division - Data Entry Unit. Information captured on these logs may include but is not limited to the following: name of document being keypunched, batch number of work to be entered onto the PC's, date documents were received, number of documents in each batch, number of documents returned to submitting party, total number of documents keypunched, total number of documents processed, number of rejected documents, number of accepted documents and cumulative total.	Retain for six months, then destroy.
00000.	DATA ENTRY BATCH EXTRACTION REPORT Report used to monitor the transfer of data entered onto the PC's to the mainframe. Report indicates: name of computer application, description of computer application, batch number, data set name, and count of data extracted by computer application name.	Retain for six months, then destroy.
00000.	DATA ENTRY BATCH TICKETS Document used to monitor batch numbers of data entry work.	Retain for one year, then destroy.
00000.	DATA ENTRY EDIT REPORTS Report of data entered by data entry staff. Utilized by staff to identify incorrect data and to verify data entered.	Retain for six months, then destroy.
00000.	DATA ENTRY INSTRUCTIONS Data entry instructions for data entry operators. Instructions indicate: fields to be keyed, number of characters to be keyed and whether the fields are alpha, numeric, or alpha and numeric. Instructions may include code sheets.	Retain one master copy with all subsequent updates for present computer application and immediate predecessor computer application. All others, retain until updated.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	DATA ENTRY OPERATOR IDENTIFICATION CONTROL LOGS Document used to monitor batches entered and verified by data entry operators. This document indicates: name of document to be data entered, batch number, initials of data entry clerk, initials of person verifying work, tape number work was loaded on, release date tape was sent from Data Entry Unit to Operations Unit and date tape was returned from Operations Unit to Data Entry Unit.	Retain for six months, then destroy.
00000.	DATA ENTRY PERFORMANCE REPORTS Weekly cumulative report indicating data entry performance for an operator, JOB, hours and key strokes. Indicates the average number of key strokes by data entry operator by JOB for total week. a) Final Report Of Fiscal Year b) All Others	a) Retain for one year, then destroy. b) Retain until updated, then destroy.
00000.	DATA ENTRY TRANSFER LOG Log recording the completion of data entry that is ready for transfer. Information includes: transfer date, abbreviated computer application name, description and remarks, batch number, designation code, volume and JOB number.	Retain for three months, then destroy.
00000.	DATA ENTRY TRANSMITTAL MEMOS Copies of memos sent to and from the Office of Court Administrations' Technology Services Division - Data Entry Unit regarding work to be data entered.	Retain for one year, then destroy.
00000.	DATA TRANSPORT LOG Log recording the release of a tape to an office or agency outside of Technology Services Division.	Retain until updated, then destroy.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	DATABASE DIARY Log detailing the daily activity of the computer application database group. Diary includes: all information on software problems, progress and results, comments and notes.	Retain until computer application software is superseded, or no longer in use, then destroy.
00000.	DATABASE JOB SCHEDULE FILE File containing schedules of Database JOBS run nightly, weekly and monthly.	Retain until updated, then destroy.
00000.	DATABASE LIBRARIES Collections of JOBS and Utility Programs that monitor the growth of datasets to enhance the efficiency of the system.	Retain until computer application software is superseded, or no longer in use, then destroy.
00000.	DATABASE LIBRARY REPORTS Reports generated by JOB Libraries and/or Utility Libraries to analyze changes in datasets. Information includes: growth, allocation, number of databases per computer application, volume of files and data.	Retain for two years, then destroy.
00000.	DATABASE PACK DUMPS Output tapes created to back up packed datasets.	Retain until superseded, then destroy.
00000.	DATASET RESTORE REQUEST FILE (also known as REQUESTS TO RESTORE DATASETS) File containing requests to restore datasets that have been taken offline.	Retain for one month, then destroy.
00000.	DATASET RETENTION REQUEST FILE (also known as REQUESTS TO ASSIGN PERMANENT TAPE RETENTION) File containing requests by a computer programmer to extend the retention period of datasets.	Retain until extended retention period has expired, then destroy.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	DIAL BACKUP LOG* Log of direct long distance calls made to re-establish computer connections when leased circuitry line goes down.	Retain for one year, then destroy.
00000.	DISASTER RECOVERY FILE File containing procedures and tape log listing tapes required for the recovery of a computer system in the event of a disaster.	Retain until superseded, then destroy.
00000.	DUMPJUNK REPORT Report listing items on DUMPJUNK tape.	Retain until updated, then destroy.
00000.	DUMPJUNK TAPE Computer tape of files not accessed for at least 30 days to 6 months.	Retain for two years, then destroy.
00000.	HARD COPY PRINT REQUEST FILE File containing requests for printing of reports. Information includes: report name, computer application, compiled program name, queue name, operating system region, spool file, any existing problems and comments.	Retain until requested report is printed, then destroy.
00000.	HELP DESK USERBOOKS List of site specific information about a computer user. Information includes: equipment type, address, site, contacts, circuits, computer operating system network, number, ID's of devices, device type, computer application used and related materials.	Retain until updated, then destroy.

*No longer created.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	INPUT/OUTPUT CONTROL PROCEDURE REPORT (IOCP) Report generated after a device has been added or deleted from the computer system.	Retain until updated, then destroy.
00000.	INPUT/OUTPUT DOCUMENTATION (also known as RUNBOOKS) Log created for a JOB in production. Information includes: system, name of programmer, overview, setup date, revision date, frequency, conflicting JOBS, run time, estimated lines of code, number of tapes, number of scratch tapes, conditions to notify programmer, special circumstances, notes, steps of JOB, report disposition, specifics of each step as outlined by the programmer and supporting documentation.	Retain until JOB is no longer in production, then destroy.
00000.	JURY PAYROLL VOUCHERS Document authorizing payment for jury duty. Contains original authorizing signature, transportation mileage, number of jurors, payment amount, days attended, days served and days paid, batch transmittal form (from district office verifying jury information entered online at the local level) and special charge voucher from the county.	Return to Commissioners of Jurors when no longer needed.
00000.	JURY POST OFFICE LEDGER Ledger used to reconcile the number of questionnaires sent out against post office charges.	Retain for three years, then destroy.
00000.	JURY POST OFFICE RECEIPT BOOKS Books containing Post Office receipts for charges incurred in Juror Questionnaire mailings.	Retain for three years, then destroy.
00000.	JURY QUESTIONNAIRE MAILING SCHEDULE FILE File containing proposed schedule and volume count of questionnaires and summonses of Jury print JOBS to be run by Technology Services as requested by each Commissioner of Jurors.	Retain for one year, then destroy.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	JURY QUESTIONNAIRE RUNS File containing details of the printing of Jury Questionnaires for each Commissioner of Jurors. Information includes the number of questionnaires sent out in order to be able to compute the amount of postage to charge to each Commissioners' account.	Retain for three years, then destroy.
00000.	MAINFRAME SYSTEM OUTPUT REPORTS Computer generated reports of JOBS transferred to tape and classified to be kept offline for a designated time period.	Retain for designated time period, then destroy.
00000.	MAINFRAME SYSTEM STRUCTURE LISTING Weekly listing of all computer system structures. Listing indicates the general format of all datasets and disc packs.	Retain for two months, then destroy.
00000.	MEMORY STORAGE SPACE CHANGE FORM REQUEST FILE (also known as DISK PACK CHANGE FORM REQUESTS) File containing requests to change the responsibility of monitoring the memory storage space (disk packs) on the computer system. Information includes: volume, serial number, owner, requester's name, date of request and checklist.	Retain until requested change has been made, then destroy.
00000.	NETWORK CHANGE FORM REQUEST FILE File containing requests to add, delete or update devices to computer network. Information includes: device type, port number, network name, computer operating system name, computer applications, location, line speed, line number, requester's name, date of request, checklist instructions, date of change and JOBS affected.	Retain for one year, then destroy.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	<p>NETWORK LISTING</p> <p>Listing of computer terminals by machinery identification number. Indicates system configuration at a particular point in time (when Network Listing is generated).</p>	Retain until updated, then destroy.
00000.	<p>NEW YORK CITY CRIMINAL COURT VIOLATION DOCKETING LOG</p> <p>Document sent as a cover sheet along with Universal Summonses (Violations) to Technology Services Division - Data Entry Unit from New York City Summons Control System. Log indicates: high number and low number of each batch, basic issue date of the summonses, date of docketing, borough of occurrence, type of violation (traffic or non traffic) and which summonses have been made returnable to the borough criminal court rather than to New York City Summons Control System.</p>	Retain for six months, then destroy.
00000.	<p>NEW YORK CITY OFFICE OF GENERAL SERVICES WORK ORDER REQUEST FILE</p> <p>File containing work orders submitted by the Office of Court Administrations' Technology Services Division to the New York City Department of General Services requesting electrical work.</p>	Retain for one year, then destroy.
00000.	<p>NEW YORK STATE DEPARTMENT OF CORRECTIONAL SERVICES FILE (DOCS)</p> <p>a) Policy Documents</p> <p>b) Administrative and Procedural Documents</p> <p>Records relating to computer access between the Office of Court Administrations' Technology Services Division and the New York State Department of Correctional Services. File may include, but is not limited to, procedures for Appeal Courts, memos and related items.</p>	<p>a) Retain permanently for research.</p> <p>b) Retain until updated or no longer needed, then destroy.</p>

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	OFFICE OF NEW YORK STATE COMPTROLLER MEMOS (OSC MEMOS) FILE File containing memos between Technology Services and the Office of the State Comptroller pertaining to computer access and procedures.	Retain until updated, then destroy.
00000.	PROBLEM REPORT FORMS FILE File reporting problems to the system operations vendor. Information includes: support center number, date of problem, vendor contact number, vendor's name, site identification number, Central Processing Units serial number, operating system, software item, severity of problem, problem description, problem resolution and tape information.	Retain for one year or until no longer needed, whichever is longer, then destroy.
00000.	PRODUCTION TURNOVER REQUEST FILE File containing requests from computer programmers to change, delete, revise or put a computer program into input/output production.	Retain until updated, then destroy.
00000.	PROJECT MANAGEMENT SYSTEM (PMS) Tracking system for changes made to a computer application. System includes: proposed change, programs affected, programmer, date of request, status of change and comments.	Retain until computer application is superseded, or no longer in use, then destroy.
00000.	REVENUE BILLING (INVOICES) Invoices sent to clients who have requested Office of Court Administration computer data. Information includes: invoice numbers, invoice dates, ship to date and address and description of shipment.	Retain for three years after receipt of funds, then destroy.
00000.	REVENUE DELINQUENCY LOG Log of outstanding invoices. Information includes: client, invoice number, invoice date, amount past due, date delinquent, remittance date and action taken.	Retain for three years after receipt of funds, then destroy.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	REVENUE FILES Records of all clients who have contracts with the Office of Court Administration to purchase computer data. File may contain: contract, invoices, dunning letters, correspondence and related items.	Retain for six years after expiration of contract or final payment, whichever is later, then destroy.
00000.	REVENUE GENERATION LOG Logs used to track invoices sent to users of Office of Court Administration computer data. Information includes: invoice number, payment date, check number received and balance due.	Retain for three years after receipt of funds, then destroy.
00000.	REVENUE GENERATION REPORTS Weekly and monthly status reports listing outstanding and paid invoices. Information includes: name of client, accumulation code, year to date invoice amount, year to date received amount and balance due.	Retain until updated, then destroy.
00000.	SCRATCH TAPE REQUEST FILE File containing requests to delete a computer dataset.	Retain for six months, then destroy.
00000.	SHIFT TURNOVER REPORT (also known as DAILY MESSAGE LOG) Narrative of exceptions to regularly scheduled computer operating procedures.	Retain for six months, then destroy.
00000.	SITE SURVEY CORRESPONDENCE FILE Correspondence sent to and from New York City Courts, Nassau and Suffolk County Courts, and Office of Court Administration offices requesting communications hardware and software. Correspondence may indicate what materials will be provided for by the Office of Court Administration and what additional work may be required by other parties.	Retain for one year, then destroy.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	STANDARD OPERATIONS PROCEDURES (SOP) MANUAL Manual detailing the daily routines of the computer operators and their responsibilities. Information includes: daily routines, production JOBS, JOB scheduling, review of schedules, procedures, restoring datasets, disaster recovery, memos on issues, libraries and their contents, computer application information and notes.	Retain until updated, then destroy.
00000.	SUPERVISOR'S LOG (SUPERLOG) Log of all environmental, hardware, software and personnel activities in the computer room.	Retain for two years, then destroy.
00000.	SYSTEM LOG (SYSLOG) Daily log of all Central Processing Unit activity.	Retain for three months, then destroy.
00000.	SYSTEM MANAGEMENT FACILITIES Management tool used to analyze computer operation statistics for trends, planning and future projections.	Retain for two years, then destroy.
00000.	SYSTEM OPERATIONS CHANGE FORM REQUEST FILE File containing requests to add, delete or update devices to the computer application programs. Information includes: device type, device identification, regions of operating system used, computer application need, requester's name, date of request, computer language, transaction identification, transaction class, operator identification, user identification and password.	Retain for one year, then destroy.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	SYSTEM OPERATIONS FILE File containing computer program codes which generate the machine-language instructions used to operate an automated information system.	Retain until replacement operating system has been tested and is operational and all computer application program files and all data has been converted and quality control has been conducted.
00000.	TAPE MANAGEMENT SYSTEM (TMS) Library system of tapes utilized by the computer system. Information includes tape activity: add, check-in, clean, scratch, delete, expire, extend, label and retain.	Retain until system is superseded, or no longer in use, then destroy.
00000.	TAPE MANAGEMENT SYSTEM (TMS) PROCEDURES MANUAL Manual of operations and procedures for the Tape Management System. Information includes: instructions on initializing tapes, tape transfer, clean tapes, equipment, shipments, receipts of tapes, logs and offsite storage.	Retain until updated, then destroy.
00000.	TAPE MANAGEMENT SYSTEM (TMS) REPORTS Reports generated from Tape Management System.	Retain until superseded, then destroy.
00000.	TECHNICAL BULLETINS/MEMOS a) Updates Applicant User Manuals b) Does not update Applicant User Manuals Bulletins used to inform computer application users of informational and technical changes made to computer applications.	a) Retain until Computer Application User Manual is updated, then destroy. b) Retain until computer application is superseded, or no longer in use, then destroy.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	TECHNICAL BULLETIN/USER MANUAL APPROVAL FORM Document attached to draft Technical Bulletin/User Manual submitted to Director and Deputy Director of Technology Services Division for final review and approval. Document indicates: application name, bulletin number, year, signature of preparer and date signed, signature of Systems Analyst and date signed, signature of programmer and date signed, effective date, signature of Deputy Director and date signed, projected release date of bulletin, signature of Director and date signed, distribution date and time and means of distribution.	Retain for one year or until no longer needed, whichever is shorter, then destroy.
00000.	TROUBLE LOG/SUSPENSE LOG Log documenting a user's problem with the computer application. Information may include: user's name, nature of problem, documentation, resolution, resolution date and project leader sign off.	Retain for one year, then destroy.
00000.	UNIVERSAL SUMMONS LOG Document used to track the Universal Summonses submitted by the New York City Summons Part to the Office of Court Administrations' Technology Services Division - Data Entry Unit for data entry. This document indicates: date summonses were issued, date summonses were received by Data Entry Unit, batch number, keypuncher's initials, initials of person verifying completed work, number of summonses in batch, batch number by borough and first and last docket number of summons in batch.	Retain for six months, then destroy.
00000.	UNIVERSAL SUMMONS VOLUME REPORT Document used as a management tool to monitor the volume of Violations and Dispositions being data entered by the Office of Court Administrations' Technology Services Division - Data Entry Unit. Report indicates monthly volume of Violations and Dispositions.	Retain for one year, then destroy.

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION</u>
00000.	VENDOR CONTACT SHEETS Document used to relay and record problems of computer application software to vendor. Information includes: date of contact, name of contact, problem and resolution.	Retain until computer application software is superseded, or no longer in use, then destroy.
00000.	VENDOR FILES File of all vendors that have entered into contracts with the Office of Court Administrations' Technology Services Division. File may include: contract, correspondence, warranty and related items.	Retain until expiration of contract, then destroy.
00000.	WESTLAW PROCEDURES FILE File detailing the procedures for administering the Westlaw Project. File contains: correspondence, memos, notes and related materials.	Retain until updated, then destroy.
00000.	WESTLAW TRANSMISSION LOG Record of data transmissions from the Appellate Courts, the Court of Appeals, Administrative Judges' Offices and New York State Law Libraries to the <u>State Reporter</u> and Westlaw.	Retain for six months, then destroy.

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