RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL ADMINISTRATIVE RECORDS

DIVISION OF COURT OPERATIONS
OFFICE OF RECORDS MANAGEMENT
July, 2003

GENERAL ADMINISTRATIVE RECORDS

RECORDS RETENTION AND DISPOSITION SCHEDULE

This Schedule includes ***general administrative records*** created for and by the New York State's Unified Court System. The retention of these records is based on an appraisal of their administrative, legal, fiscal and/or historical value. Based on these values, the records were divided in two categories: ***"office of record"*** and ***"non record copy."***

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

General administrative records are records that are commonly used by the New York State Unified Court System for general routine, housekeeping and/or administrative functions.

Court records and records used for managing court cases are **not** *general administrative records* and therefore were not included in this Records Retention Schedule**.** For the retention of these records *see the appropriate Records Retention & Disposition Schedule for Court Records.*

TABLE OF CONTENTS

APPOINTMENT DIARIES and CALENDARS:
GA-1. APPOINTMENT DIARIES and CALENDARS 1

BULLETINS, DIRECTIVES, HANDBOOKS and MANUALS:
GA-2. BULLETINS, DIRECTIVES, HANDBOOKS and MANUALS 2

COURT SERVICES COMPLAINT RECORDS:
GA-3. COURT SERVICES COMPLAINT FILES 3

CORRESPONDENCE RECORDS:
GA-4. CORRESPONDENCE FILES 4
GA-5. CORRESPONDENCE INDEXES 5

DUPLICATE RECORDS:
GA-6. DUPLICATE COPIES 6

FACILITIES MANAGEMENT RECORDS:
GA-7. FACILITY CONSTRUCTION RECORDS 7
GA-8. FACILITY MAINTENANCE, SERVICE and REPAIR REQUEST FILES 8

GRANT PROGRAM RECORDS:
GA-9. GRANT PROGRAM FILES 9

JUDICIAL DUTY RECORDS:
GA-10. JUDICIAL ASSIGNMENT BY ADMINISTRATIVE ORDERS 10
GA-11. VISITATION OF FACILITIES AND INSTITUTIONS FOR DETENTION, TREATMENT, EXAMINATION AND CONFINEMENT FORMS 11

LEGAL OPINION and ADVICE RECORDS:
GA-12. LEGAL OPINION FILES 12

OFFICE EQUIPMENT, FURNITURE and SUPPLY RECORDS:
GA-13. BLANK FORM REQUISITION FILES 13
GA-14. OFFICE EQUIPMENT, FURNITURE and SUPPLY INVENTORY RECORDS 14
GA-15. OFFICE EQUIPMENT/FURNITURE MAINTENANCE RECORDS 15
GA-16. STATE OWNED PROPERTY FILES 15
GA-17. SUPPLY REQUISITION FORMS 16

ORGANIZATIONAL STRUCTURE RECORDS:
GA-18. ORGANIZATIONAL STRUCTURE FILES 17

PRINTING RECORDS:
GA-19. PRINTING REQUISITION FORMS 18

PROJECT and PROGRAM RECORDS:
GA-20. PROJECT and PROGRAM FILES 19

PUBLICATION RECORDS:
GA-21. CLIPPING FILES 20
GA-22. PUBLISHED NEWSLETTERS, PRESS RELEASES, PUBLICATIONS and VIDEOS. 21

REPORTS, STUDIES and SURVEYS:
GA-23. ACTIVITY REPORTS 22
GA-24. ANNUAL/SPECIAL/FINAL REPORTS, STUDIES OR SURVEYS 23
GA-25. AUDIT REPORTS (NON-FISCAL) 24
GA-26. HISTORICAL DEVELOPMENT FILES 25
GA-27. ROUTINE CONTROL REPORTS (NON-FISCAL) 26
GA-28. STATISTICAL REPORTS (NON-FISCAL) 27

SUBJECT RECORDS:
GA-29. SUBJECT FILES 28

TELECOMMUNICATION RECORDS:
GA-30. TELEPHONE /FAX CALL LOGS 29
GA-31. TELEPHONE/FAX DIRECTORIES 30
GA-32. TELEPHONE BILLING and CONTROL RECORDS 31
GA-33. TELEPHONE INSTALLATION REQUEST RECORDS 32

TRACKING RECORDS:

GA-34. APPELLATE DIVISION TRANSCRIPT ORDER FACE SHEETS 33
GA-35. CHARGE-OUT RECORDS 34
GA-36. CHRONOLOGICAL FILES 34
GA-37. COMPUTER ACCESS AUTHORIZATION FILES 35
GA-38. COURT REPORTER MINUTE AGREEMENT FORMS 35
GA-39. COURT REPORTER ORDERED TRANSCRIPT LOGS 36
GA-40. COURT REPORTER QUARTERLY REPORTS 37
GA-41. DISTRIBUTION LISTS 38
GA-42. ELECTRONIC RECORDER TESTING WORKSHEETS 38
GA-43. ELECTRONIC RECORDING REPORTS 39
GA-44. FINDING AIDS 39
GA-45. JUDICIAL DISTRICT REPORT OF PENDING TRANSCRIPTS 40
GA-46. MAIL LOGS 41
GA-47. PENDING FAMILY COURT CASE REPORTING FORMS 41
GA-48. TICKLER FILES 42

INDEX 43-47

RECORD SERIES #	RECORD SERIES TITLE	RETENTION
	APPOINTMENT DIARIES and CALENDARS Records created to monitor activities and/or events of the Unified Court System.	
GA-1.	APPOINTMENT DIARIES and CALENDARS **Records used to track work related event(s) and commitment(s) of court/ office staff. Information includes but is not limited to: date(s), time(s), location(s) for meeting(s) and work activities and person(s) attending or assigned.** ***Excludes records listed separately in the U.C.S. Records Retention and Disposition Schedules.*** Offices of Record: Originating Courts, District Offices and O.C.A. Divisions/Offices Non Record Copies: Courts, District Offices and O.C.A. Divisions/Offices when they are not the Office of Record	Retain until updated or no longer needed, whichever is shorter, then destroy. Retain until no longer needed, then destroy.

RECORD SERIES #	RECORD SERIES TITLE	RETENTION
	BULLETINS, DIRECTIVES, HANDBOOKS and MANUALS Records used for general instructions for the Unified Court System.	
GA-2.	BULLETINS, DIRECTIVES, HANDBOOKS and MANUALS **Records used to provide instructions, guidance, directions and/or general information on activities or operations of the Unified Court System.**	
	a) DOCUMENTS OFFICIAL U.C.S. POLICIES, PROCEDURES OR STANDARDS	
	Offices of Record: Originating Courts, District Offices, and O.C.A. Divisions/Offices	Retain one mater copy (original and all subsequent updates) permanently for research purposes.
	Non Record Copies: Courts, District Offices and O.C.A. Divisions/Offices when they are not the Office of Record	Retain until updated or no longer needed, then destroy.
	b) PROVIDES INFORMATION FOR GENERAL REFERENCE OR ROUTINE ACTIVITIES	
	Offices of Record: Originating Courts, District Offices and O.C.A. Divisions/Offices	Retain until updated or no longer needed, whichever is shorter, then destroy.
	Non Record Copies: Courts, District Offices and O.C.A. Divisions/Offices when they are not the Office of Record	Retain until no longer needed, then destroy.

RECORD SERIES #	RECORDS SERIES TITLE	RETENTION
	COURT SERVICES COMPLAINT RECORDS Records used for handling and/or resolving complaints made by the public regarding a court of the Unified Court System.	
GA-3.	COURT SERVICES COMPLAINT FILES **Record of complaint(s) and/or resolution(s) regarding a court that is brought to the attention of the Judicial District Office.** ***Excludes records listed separately in the U.C.S. Records Retention & Disposition Schedules.*** a) SUMMARY RECORDS (For example, LOGS or REGISTERS)	
	Offices of Record: District Offices	Retain for six years, then destroy.
	Non Record Copies : Courts	Retain until no longer needed, then destroy.
	b) COMPLAINTS <u>NOT</u> RELATED TO ROUTINE OR NORMAL SERVICES	
	Offices of Record: District Offices	Retain for six years, then destroy.
	Non Record Copies: Courts	Retain until no longer needed, then destroy.
	c) COMPLAINTS RELATED TO ROUTINE OR NORMAL SERVICES	
	Offices of Record: District Offices	Retain for one year, then destroy.
	Non Record Copies: Courts	Retain until no longer needed, then destroy.

RECORD SERIES #	RECORD SERIES TITLE	RETENTION
	CORRESPONDENCE RECORDS Records of communication concerning the general administrative functions of the Unified Court System.	
GA-4.	CORRESPONDENCE FILES **Records include but are not limited to: letters, e-mails and memorandums that support the general administrative functions of the Unified Court System.** ***Excludes records listed separately in the U.C.S. Records Retention and Disposition Schedules.*** a) DOCUMENTS OFFICIAL U.C.S. POLICIES, PROCEDURES OR DECISION MAKING	
	Offices of Record: Originating Courts, District Offices and O.C.A. Divisions/Offices	Retain permanently for research purposes.
	Non Record Copies: Courts, District Offices and O.C.A. Divisions/Offices when they are not the Office of Record	Retain until updated or no longer needed, then destroy.
	b) PROVIDES INFORMATION FOR GENERAL REFERENCE OR ROUTINE ACTIVITIES (*For example, requests for general information by the public.)*	
	Offices of Record: Originating Courts, District Offices and O.C.A. Divisions/Offices	Retain until no longer needed, then destroy.
	Non Record Copies: Courts, District Offices and O.C.A. Divisions/Offices when they are not the Office of Record	Retain until no longer needed, then destroy.

RECORD SERIES #	RECORD SERIES TITLE	RETENTION
GA-5.	CORRESPONDENCE INDEXES **Records used as finding aids with cross reference(s) to documents maintained in CORRESPONDENCE FILE(S).** ***Excludes records listed separately in the U.C.S. Records Retention and Disposition Schedules.*** a) DOCUMENTS OFFICIAL U.C.S. POLICIES, PROCEDURES OR DECISION MAKING	
	Offices of Record: Originating Courts, District Offices and O.C.A. Divisions/Offices	Retain permanently for research purposes.
	Non Record Copies: Courts, District Offices and O.C.A. Divisions/Offices when they are not the Office of Record	Retain until updated or no longer needed, then destroy.
	b) PROVIDES INFORMATION FOR GENERAL REFERENCE OR ROUTINE ACTIVITIES *(For example, requests for general information.)*	
	Offices of Record: Originating Courts, District Offices and O.C.A. Divisions/Offices	Retain for the same length of time as related CORRESPONDENCE or until no longer needed, whichever is shorter, then destroy.
	Non Record Copies: Courts, District Offices and O.C.A. Divisions/Offices when they are not the Office of Record	Retain until updated or no longer needed, whichever is shorter, then destroy.

RECORD SERIES #	RECORD SERIES TITLE	RETENTION
	DUPLICATE RECORDS Records created by the Unified Court System for convenience and general reference.	
GA-6.	DUPLICATE COPIES **Copies of records created for administrative convenience and/or general reference.** ***Excludes records listed separately in the U.C.S. Records Retention and Disposition Schedules.*** Offices of Record: Originating Courts, District Offices and O.C.A. Divisions/Offices Non Record Copies: None	Retain until no longer needed, then destroy. _____

RECORD SERIES #	RECORD SERIES TITLE	RETENTION
	FACILITIES MANAGEMENT RECORDS Records created for the general maintenance and management of the Unified Court System facilities.	
GA-7.	FACILITY CONSTRUCTION RECORDS **Records used for altering buildings and/or facilities owned/occupied by the Unified Court System. Documents include but are not limited to: official plans, maps, designs, architectural drawings, photographs, related indexes and all supporting documentation.**	
	Office of Record: Office of Court Administration-Court Facilities Planning Unit	Retain one master copy (original and all subsequent updates) permanently for research purposes.
	Non Record Copies: Courts, District Offices and O.C.A. Divisions/Offices	Retain until updated, then destroy.

RECORD SERIES #	RECORD SERIES TITLE		RETENTION
GA-8.	FACILITY MAINTENANCE, SERVICE and REPAIR REQUEST FILES **Records used to request maintenance, service, and/or repair of Unified Court System building(s)/facilities. Information includes but is not limited to: work order number, location, type(s) of work requested, phone number, date request sent and name of contact person. Documents include but are not limited to: Work Order Request Forms, memorandums, requests for repairs and all supporting documentation.**		
	Offices of Record:	District Offices and Office of Court Administration - Division of Administrative Services	Retain for three years and three months after completion of request, then destroy.
	Non Record Copies:	Courts and O.C.A. Divisions/Offices	Retain until no longer needed, then destroy.

RECORD SERIES #	RECORD SERIES TITLE	RETENTION
	GRANT PROGRAM RECORDS Records created to document grant applications/programs.	
GA-9.	GRANT PROGRAM FILES **Documents include but are not limited to: grant application(s), proposal(s), narrative(s), evaluation(s), memorandums, correspondence, and all supporting documentation.**	
	a) APPROVED GRANTS	
	Offices of Record: Originating Courts, District Offices and O.C.A. Divisions/Offices	Retain for six fiscal years after lapse of grant or final payment, whichever is later, then destroy.
	Non Record Copies: Courts, District Offices and O.C.A. Divisions/Offices when they are not the Office of Record	Retain until no longer needed, then destroy.
	b) DENIED OR UNSUCCESSFUL GRANTS	
	Offices of Record: Originating Courts, District Offices and O.C.A. Divisions/Offices	Retain for two fiscal years, then destroy.
	Non Record Copies: Courts, District Offices and O.C.A. Divisions/Offices when they are not the Office of Record	Retain until no longer needed, then destroy.

RECORD SERIES #	RECORD SERIES TITLE	RETENTION
	JUDICIAL DUTY RECORDS Records created for assigning and/or scheduling a Justice of the Unified Court System.	
GA-10.	JUDICIAL ASSIGNMENTS BY ADMINISTRATIVE ORDERS	
	a) ORDERS THAT ARE <u>NOT</u> PART OF A CASE FILE	
	Offices of Record: District Offices and Administrative Judge's Offices	Retain permanently.
	Non Record Copies: Courts and O.C.A. Divisions/Offices	Retain until no longer needed, then destroy.
	b) ORDERS THAT ARE PART OF A CASE FILE	
	Offices of Record: District Offices and Administrative Judge's Offices	Considered part of case file. File in case file. If maintained separately, retain for same length of time as case file.
	Non Record Copies: Courts and O.C.A. Divisions/Offices	Retain until no longer needed, then destroy.

RECORD SERIES #	RECORD SERIES TITLE	RETENTION
GA-11.	VISITATION OF FACILITIES AND INSTITUTIONS FOR DETENTION, TREATMENT, EXAMINATION AND CONFINEMENT FORMS **(also known as** JUDICIAL VISITS TO CORRECTIONAL INSTITUTIONS FORM**)** **Records created to document official visits to correctional facilities by U.C.S. Justices of the criminal term mandated by 22 N.Y.C.R.R. 17.1. Information includes: justice's name, court's name and location, date of election/appointment, date of visit, and names, addresses and types of facilities visited.**	
	Offices of Record: District Offices	Retain for one year, then destroy.
	Non Record Copies: Courts	Retain until no longer needed, then destroy.

RECORD SERIES #	RECORD SERIES TITLE	RETENTION
	LEGAL OPINION and ADVICE RECORDS Records created to document legal advice and/or opinions received from the Office of Court Administration's Counsel's Office.	
GA-12.	LEGAL OPINION FILES **(also known as LEGAL ADVICE FILES and COUNSEL'S OPINION FILES)** **Records used by the Unified Court System to document legal opinions, advice, and/or information from Counsel's Office.** **Excludes records listed separately in the U.C.S. Records Retention and Disposition Schedules.** Offices of Record: Office of Court Administration-Counsel's Office Non Record Copies: Courts, District Offices and O.C.A. Divisions/Offices	Retain permanently for research purposes. Retain until updated or no longer needed, then destroy.

RECORD SERIES #	RECORD SERIES TITLE	RETENTION
OFFICE EQUIPMENT, FURNITURE and SUPPLY RECORDS Records created to track the ordering and management of general office equipment, furniture and supplies.		
GA-13.	BLANK FORM REQUISITION FILES **Files created to request blank administrative forms from internal and external agencies. Information includes but is not limited to: stock number, title of form, quantity needed, descriptions for additional items not listed, name and address of person ordering, date of request, department code, telephone number, and signature of requestor.** Offices of Record: District Offices Non Record Copies: Courts	 Retain until request is processed, then destroy. Retain until requested forms are received, or until no longer needed, whichever is shorter, then destroy.

RECORD SERIES #	RECORD SERIES TITLE	RETENTION
GA-14.	OFFICE EQUIPMENT, FURNITURE and SUPPLY INVENTORY RECORDS **Records created to track office machinery, furniture, supplies and/or equipment held by court(s) and/or Office of Court Administration office(s).**	
	Offices of Record: Originating Courts, District Offices and O.C.A. Divisions/Offices	Retain until updated, then destroy.
	Non Record Copies: Courts, District Offices and O.C.A. Divisions/Offices when they are not the Office of Record	Retain until updated, or until no longer needed, whichever is shorter, then destroy.

RECORD SERIES #	RECORD SERIES TITLE		RETENTION
GA-15.	OFFICE EQUIPMENT/FURNITURE MAINTENANCE RECORDS **Records created for servicing and repairing office equipment. Documents include but are not limited to: maintenance orders, logs, copies of purchase requisitions, warranties, operational and repair equipment manuals and part listings.**		
	Offices of Record:	Originating Courts, District Offices and O.C.A. Divisions/Offices	Retain for three years and three months after equipment is sold, transferred, or disposed, then destroy.
	Non Record Copies:	Courts, District Offices and O.C.A. Divisions/Offices when they are not the Office of Record	Retain until no longer needed, then destroy.
GA-16.	STATE OWNED PROPERTY FILES **Records used to direct employees to return borrowed Unified Court System owned property. (For example: laptop computers, library books, manuals and keys.)**		
	Offices of Record:	Originating Courts, District Offices and O.C.A. Divisions/Offices	Retain until property is returned, then destroy.
	Non Record Copies:	Courts, District Offices and O.C.A. Divisions/Offices when they are not the Office of Record	Retain until property is returned, or until no longer needed, whichever is shorter, then destroy.

RECORD SERIES #	RECORD SERIES TITLE		RETENTION
GA-17.	SUPPLY REQUISITION FORMS **Forms used to request office supplies. Information includes but is not limited to: name of requesting court or office , name and title of the requestor, item(s) stock number(s), description(s) of item(s), quantity of items requested, date(s) item(s) were sent and name of person processing request.**		
	Offices of Record:	District Offices and Office of Court Administration - Division of Administrative Services - Supply Unit	Retain until request is processed, or until no longer needed, whichever is shorter, then destroy.
	Non Record Copies:	Courts and O.C.A. Divisions/Offices	Retain until requested supplies are received, or until no longer needed, whichever is shorter, then destroy.

RECORD SERIES #	RECORD SERIES TITLE	RETENTION
	ORGANIZATIONAL STRUCTURE RECORDS Records used to describe the administrative and functional structure of the Unified Court System.	
GA-18.	ORGANIZATIONAL STRUCTURE FILES **Records used to describe the structure and/or history of staff positions within the Unified Court System. Documents include but are not limited to: organizational charts, graphic illustrations, re-organizational studies and/or reports, functional statements and formal descriptions of job responsibilities.**	
	Offices of Record: Originating Courts, District Offices and O.C.A. Divisions/Offices	Retain permanently for research purposes.
	Non Record Copies: Courts, District Offices and O.C.A. Divisions/Offices when they are not the Office of Record	Retain until updated or until no longer needed, whichever is shorter, then destroy.

RECORD SERIES #	RECORD SERIES TITLE	RETENTION
	PRINTING RECORDS Records created to monitor duplication requests.	
GA-19.	PRINTING REQUISITION FORMS **Forms used to request printing service(s). Information includes but is not limited to: name of person making request, date(s) requested, department code, phone number, number of originals sent, number of copies requested and printing instructions.**	
	Offices of Record: Originating Courts, District Offices and O.C.A. Divisions/Offices	Retain until print job is completed and received, then destroy.
	O.C.A. Division of Administrative Services - Print Shop	Retain until information is entered into UCS approved accounting database and quality control is completed, then destroy.
	Non Record Copies: Courts, District Offices and O.C.A. Divisions/Offices when they are not the Office of Record	Retain until no longer needed, then destroy.

RECORD SERIES #	RECORD SERIES TITLE	RETENTION
	PROJECT and PROGRAM RECORDS Records created to support the administration of project(s) and program(s) of the Unified Court System.	
GA-20.	PROJECT and PROGRAM FILES **Files used to support the administration of project(s) and program(s) of the Unified Court System.** ***Excludes records listed separately in the U.C.S. Records Retention and Disposition Schedules.*** a) RESULTS IN A SUBSTANTIVE REPORT OR POLICY	
	Offices of Record: Originating Courts, District Offices and O.C.A. Divisions/Offices	Retain permanently for research purposes.
	Non Record Copies: Courts, District Offices and O.C.A. Divisions/Offices when they are not the Office of Record	Retain until no longer needed, then destroy.
	b) DOES NOT RESULT IN A SUBSTANTIVE REPORT OR POLICY	
	Offices of Record: Originating Courts, District Offices and O.C.A. Divisions/Offices	Retain until no longer needed, then destroy.
	Non Record Copies: Courts, District Offices and O.C.A. Divisions/Offices when they are not the Office of Record	Retain until no longer needed, then destroy.

RECORD SERIES #	RECORD SERIES TITLE	RETENTION
	PUBLICATION RECORDS Records created to manage publications, videos, press releases and other printed materials for the Unified Court System.	
GA-21.	CLIPPING FILES **Files containing clippings and/or copies of articles from newspapers, periodicals, monographs, or other reference materials on selective topics that are of interest to the Unified Court System.**	
	a) UNIFIED COURT SYSTEM CLIPPING FILES	
	Offices of Record: Office of Court Administration Communications Office	Retain permanently for research purposes.
	Non Record Copies: Courts, District Offices and O.C.A. Divisions/Offices	Retain until no longer needed, then destroy.
	b) ALL OTHER CLIPPING FILES	
	Offices of Record: Originating Courts, District Offices and O.C.A. Divisions/Offices	Retain until no longer needed, then destroy.
	Non Record Copies: Courts, District Offices and O.C.A. Divisions/Offices when they are not the Office of Record	Retain until no longer needed, then destroy.

RECORD SERIES #	RECORD SERIES TITLE	RETENTION
GA-22.	PUBLISHED NEWSLETTERS, PRESS RELEASES, PUBLICATIONS and VIDEOS **Official copies of publications, press releases, and video tapes prepared by the Unified Court System for the public and/or Unified Court System. Includes but is not limited to: newsletters, press releases, published reports, public bulletins and videos.**	
	a) PUBLISHED NEWSPAPERS, PRESS RELEASES, PUBLICATIONS AND VIDEOS	
	Offices of Record: Originating Courts, District Offices and O.C.A. Divisions/Offices	Retain permanently for research purposes.
	Non Record Copies: Courts, District Offices and O.C.A. Divisions/Offices when they are not the Office of Record	Retain until no longer needed, then destroy.
	b) SUPPORTING DOCUMENTS AND BACKGROUND MATERIALS	
	Offices of Record: Originating Courts, District Offices and O.C.A. Divisions/Offices	Retain until NEWSPAPER / PRESS RELEASE / PUBLICATION/VIDEO is published, released or until no longer needed, whichever is longer, then destroy.
	Non Record Copies: None	_____

RECORD SERIES #	RECORD SERIES TITLE	RETENTION
	REPORTS, STUDIES and SURVEYS Reports created to monitor the activities of the Unified Court System.	
GA-23.	ACTIVITY REPORTS **Internal administrative reports used to monitor the activities of the Unified Court System. Reports include but are not limited to: Bi-Weekly/Monthly Project Activity Reports, Project Progress/Status Reports and Staff/Office Activity Reports.** ***Excludes records listed separately in the U.C.S. Records Retention and Disposition Schedules.*** Offices of Record: Originating Courts, District Offices and O.C.A. Divisions/Offices Non Record Copies: None	Retain until updated or until no longer needed, whichever is shorter, then destroy. _____

RECORD SERIES #	RECORD SERIES TITLE	RETENTION
GA-24.	ANNUAL/SPECIAL/FINAL REPORTS, STUDIES OR SURVEYS **Records used to document the activities, accomplishments, and/or goals of the Unified Court System.** ***Excludes records listed separately in the U.C.S. Records Retention and Disposition Schedules.*** a) REPORT/STUDY/SURVEY AND ITS' RESULTING RECOMMENDATION	
	Offices of Record: Originating Courts, District Offices and O.C.A. Divisions/Offices	Retain one master copy (original and all subsequent updates) permanently for research purposes.
	Non Record Copies: Courts, District Offices and O.C.A. Divisions/Offices when they are not the Office of Record	Retain until no longer needed, then destroy.
	b) SUPPORTING DOCUMENTS AND BACKGROUND MATERIAL FOR THE REPORT/STUDY/SURVEY	
	Offices of Record: Originating Courts, District Offices and O.C.A. Divisions/Offices	Retain until report/ study/ survey is completed or until no longer needed, whichever is longer, then destroy.
	Non Record Copies: None	_____

RECORD SERIES #	RECORD SERIES TITLE	RETENTION
GA-25.	AUDIT REPORTS (NON-FISCAL) **Internal/external investigative reports created for the general administrative functions of the Unified Court System.** ***Excludes records listed separately in the U.C.S. Records Retention and Disposition Schedules.*** ***For Fiscal Audit Reports see Records Retention & Disposition Schedule for Administrative Fiscal Records.*** a) REPORTS AND RESULTING RECOMMENDATION(S)	
	Offices of Record: Originating Courts, District Offices and O.C.A. Divisions/Offices	Retain one master copy (original and all subsequent updates) permanently for research purposes.
	Non Record Copies: Courts, District Offices and O.C.A. Divisions/Offices when they are not the Office of Record	Retain until no longer needed, then destroy.
	b) SUPPORTING DOCUMENTS AND BACKGROUND MATERIALS FOR AUDIT REPORTS	
	Offices of Record: Originating Courts, District Offices and O.C.A. Divisions/Offices	Retain until report is completed or until no longer needed, whichever is longer, then destroy.
	Non Record Copies: None	

RECORD SERIES #	RECORD SERIES TITLE		RETENTION
GA-26.	HISTORICAL DEVELOPMENT FILES **Files used to document the historical evolution and development of the Unified Court System. Files include but are not limited to: oral histories, fact sheets, photographs, scrapbooks, videotapes of events, articles, copies of hierarchal charts and supporting materials.**		
	Offices of Record:	Originating Courts, District Offices and O.C.A. Divisions/Offices	Retain permanently for research purposes.
		Office of Court Administration Division of Court Operations - Office of Records Management	Retain permanently for research purposes.
	Non Record Copies:	Courts, District Offices and O.C.A. Divisions/Offices when they are not the Office of Record	Retain until no longer needed, then destroy.

RECORD SERIES #	RECORD SERIES TITLE	RETENTION
GA-27.	ROUTINE CONTROL REPORTS (NON-FISCAL) **Routine reports used by the Unified Court System to track accuracy of transmitted information. Reports includes but is not limited to: data transmission error reports and job control reports.** **Excludes records listed separately in the U.C.S. Records Retention and Disposition Schedules.**	
	Offices of Record: Originating Courts, District Offices and O.C.A. Divisions/Offices	Retain until updated or until no longer needed, whichever is shorter, then destroy.
	Non Record Copies: Courts, District Offices and O.C.A. Divisions/Offices when they are not the Office of Record	Retain until updated or until no longer needed, whichever is shorter, then destroy.

RECORD SERIES #	RECORD SERIES TITLE	RETENTION
GA-28.	STATISTICAL REPORTS (NON-FISCAL) **Statistical reports created for the general administrative functions of the Unified Court System.** ***Excludes records listed separately in the U.C.S. Records Retention and Disposition Schedules.***	
	Offices of Record: Originating Courts, District Offices and O.C.A. Divisions/Offices	Retain until updated or until no longer needed, whichever is shorter, then destroy.
	Non Record Copies: Courts, District Offices and O.C.A. Divisions/Offices when they are not the Office of Record	Retain until updated or until no longer needed, whichever is shorter, then destroy.

RECORD SERIES #	RECORD SERIES TITLE	RETENTION
	SUBJECT RECORDS Records maintained by topics of interest that support the administrative functions of the Unified Court System.	
GA-29.	SUBJECT FILES **Files arranged by topic/subject matter. Files include subjects that support the administrative functions of the Unified Court System.** ***Excludes records listed separately in the U.C.S. Records Retention and Disposition Schedules.*** a) DOCUMENTS OFFICIAL U.C.S. POLICIES, PROCEDURES OR OFFICIAL STANDARDS	
	Offices of Record: Originating Courts, District Offices and O.C.A. Divisions/Offices	Retain one master copy (original and all subsequent updates) permanently for research purposes.
	Non Record Copies: Courts, District Offices and O.C.A. Divisions/Offices when they are not the Office of Record	Retain until updated or until no longer needed, then destroy.
	b) PROVIDES INFORMATION FOR GENERAL REFERENCE* OR ROUTINE ACTIVITIES	
	Offices of Record: Originating Courts, District Offices and O.C.A. Divisions/Offices	Retain until no longer needed, then destroy.
	Non Record Copies: None	_____
	* *Files containing collected information from external agencies or institutions. Includes but is not limited to: descriptions of vendor products, listing of vendors or professional institutions.*	

RECORD SERIES #	RECORD SERIES TITLE	RETENTION
	TELECOMMUNICATION RECORDS Records used to manage telephone and fax transmittal equipment for the Unified Court System.	
GA-30.	TELEPHONE/FAX LOGS **Listing of telephone /fax transmittals made or received by Unified Court System staff. Information includes but is not limited to: date(s) and time(s) of call(s) made, caller's name(s), name(s) of court(s)/office(s), and the inquiries/request(s).** Offices of Record: Originating Courts, District Offices and O.C.A. Divisions/Offices Non Record Copies: None	Retain for one year, then destroy.

RECORD SERIES #	RECORD SERIES TITLE	RETENTION
GA-31.	TELEPHONE/FAX DIRECTORIES **(also known as** TELEPHONE/FAX BOOKS and TELEPHONE/FAX LISTINGS**)** **Internal directories of Unified Court System personnel. Information includes but is not limited to: employee name(s), location(s), room number(s), telephone number(s), fax number(s), extension(s) and department(s).** ***Excludes telephone/fax directories of external agencies; for retention of these records, see REFERENCE AND RESEARCH FILES listed in this schedule.***	
	Offices of Record: Originating Courts, District Offices and O.C.A. Divisions/Offices	Retain until updated or until no longer needed, whichever is shorter, then destroy.
	Non Record Copies: Courts, District Offices and O.C.A. Divisions/Offices when they are not the Office of Record	Retain until updated or until no longer needed, whichever is shorter, then destroy.

RECORD SERIES #	RECORD SERIES TITLE	RETENTION
GA-32.	TELEPHONE BILLING and CONTROL RECORDS (also known as NEW YORK STATE O.G.S. MONTHLY USAGE PHONE BILL FILE) **Documents sent to Unified Court System employees for verification of telephone billing statements. Information includes but is not limited to: employee's name, date(s) of call(s), phone number(s), location(s) of call(s), signature of employee and date signed.** a) CONTRACT RELATED RECORDS	
	Offices of Record: O.C.A. Administrative Services - Accounting Unit	Retain for six fiscal years after expiration of contract or final payment, whichever is later, then destroy.
	Non Record Copies: Courts, District Offices and O.C.A. Divisions/Offices	Retain until no longer needed, then destroy.
	b) NON CONTRACT RELATED RECORDS	
	Offices of Record: O.C.A. Administrative Services - Accounting Unit	Retain for three fiscal years, then destroy.
	Non Record Copies: Courts, District Offices and O.C.A. Divisions/Offices	Retain until no longer needed, then destroy.

RECORD SERIES #	RECORD SERIES TITLE	RETENTION
GA-33.	TELEPHONE INSTALLATION REQUEST RECORDS **Documents used to request installation of telephone(s), telephone equipment, and/or telephone line(s). Information includes but is not limited to: name of Court/O.C.A. Office, name of requesting individual, date request sent, location(s) and room number(s), type(s) of equipment requested, phone number(s) and comments.**	
	Office of Record: Office of Court Administration Division of Technology - Telecommunications Unit	Retain for one year after information is entered into UCS approved billing database and quality control is completed, then destroy.
	Non Record Copies: Courts, District Offices and O.C.A. Divisions/Offices	Retain until installation is completed or until no longer needed, whichever is shorter, then destroy.

RECORD SERIES #	RECORD SERIES TITLE	RETENTION
	TRACKING RECORDS Records created to search and monitor documents and files of the Unified Court System.	
GA-34.	APPELLATE DIVISION TRANSCRIPT ORDER FACE SHEETS **Listing of transcripts ordered for an appealed case. Includes but is not limited to: county's name, judicial district's number, defendant's name, indictment number, criminal index number, notice of appeal date, name of person who entered the order, transcript(s) requested, date(s) requested, court reporter(s) name, date(s) transcript(s) were filed with County Clerk's Office, date(s) transcripts were ordered and date(s) Face Sheet were mailed to Appellate Division.**	
	Offices of Record: Appellate Courts	Retain permanently.
	Supreme and County Courts and District Offices	Retain for one year after all transcripts are filed with the County Clerk's Office and completed FACE SHEET is sent to the Appellant Division, then destroy.
	Non Record Copies: None	_____

RECORD SERIES #	RECORD SERIES TITLE	RETENTION
GA-35.	CHARGE-OUT RECORDS **Records used to monitor the borrowing of file(s), book(s), and/or other material(s) by the Unified Court System staff. Information includes but is not limited to: date(s) borrowed, description(s) of item(s) and name or initials of borrower(s).** Offices of Record: Originating Courts, District Offices and O.C.A. Divisions/Offices Non Record Copies: None	Retain until no longer needed, then destroy.
GA-36.	CHRONOLOGICAL FILES (also known as CHRONO FILES, READING FILES and DAY FILES) **Duplicate copies of correspondence (sent or received) arranged in chronological order to be used as a quick reference file.** Offices of Record: Originating Courts, District Offices and O.C.A. Divisions/Offices Non Record Copies: None	Retain until no longer needed, then destroy.

RECORD SERIES #	RECORD SERIES TITLE	RETENTION
GA-37.	COMPUTER ACCESS AUTHORIZATION FILES (also known as COMPUTER PASSWORD FILES) **Files created to control accessibility to computerized information. Includes but is not limited to: access codes, passwords, user identification numbers and security codes.** Offices of Record: Originating Courts, District Offices and O.C.A. Divisions/Offices Non Record Copies: None	Retain until updated, then destroy.
GA-38.	COURT REPORTER MINUTE AGREEMENT FORMS **Forms created pursuant to Rule 108. 4 of the Chief Administrator of the Courts to document the agreement made between court reporter(s) and attorney(s)/litigant(s) to produce case transcript(s). Information includes but is not limited to: court and county names, part number, name of judge or justice, court docket/file/index number, date of minutes requested and type of proceeding, rates charged, number of pages, expected delivery date, number of copies requested, signatures of court reporter/attorney or party and date, and name/address/ telephone and fax number of court reporter/attorney or party.** Offices of Record: Courts Non Record Copies: None	Retain for two years, then destroy.

RECORD SERIES #	RECORD SERIES TITLE	RETENTION
GA-39.	COURT REPORTER ORDERED TRANSCRIPT LOGS (**also known as** APPELLATE DIVISION TRANSCRIPT ORDER FORMS, COURT REPORTER LOG OF TRANSCRIPT ORDERS and COURT REPORTERS MONTHLY REPORTS) **List of requested transcript(s) from the court reporter(s). Information includes but is not limited to: court reporter's name, month reported, number of pending transcripts, date(s) ordered, nature of proceeding(s), number of estimated pages, estimated completion date(s) and reason(s) for delay(s).**	
	Offices of Record: Appellate Courts	Retain permanently.
	Originating Courts and Deputy Chief Administrative Judge's Offices	Retain for one year after all transcripts are filed with the County Clerk's Office and a completed APPELLATE DIVISION TRANSCRIPT ORDER FACE SHEET is sent to the Appellant Division, then destroy.
	Non Record Copies: None	_____

RECORD SERIES #	RECORD SERIES TITLE	RETENTION
GA-40.	COURT REPORTER QUARTERLY REPORTS (also known as SUMMARY OF MINUTE AGREEMENT FORMS) **Records created to monitor the activities of the Court Reporters. Information includes but is not limited to: number of court reporters present, number of court reporters that have filed COURT REPORTER AGREEMENT FORMS, number of regular/expedited/daily requested copies of transcripts and their costs.**	
	Offices of Record: Courts and Deputy Chief Administrative Judge's Offices	Retain for one year or until no longer needed, whichever is longer, then destroy.
	District Offices	Retain for three years, then destroy.
	Non Record Copy: None	_____

RECORD SERIES #	RECORD SERIES TITLE	RETENTION
GA-41.	DISTRIBUTION LISTS **Listing of recipients to receive materials distributed by the Unified Court System. Includes but is not limited to: mail distribution lists, employees paycheck distribution lists, newsletter recipient lists and publications distribution lists.** ***Excludes records listed separately in the U.C.S. Records Retention and Disposition Schedules.***	
	Offices of Record: Originating Courts, District Offices and O.C.A. Divisions/Offices	Retain until updated or no longer needed, whichever is shorter, then destroy.
	Non Record Copies: Courts, District Offices and O.C.A. Divisions/Offices when they are not the Office of Record	Retain until updated or no longer needed, whichever is shorter, then destroy.
GA-42.	ELECTRONIC RECORDER TESTING WORKSHEETS **Worksheets used to record daily testing of electronic equipment by Court Reporters. Information includes but is not limited to: date(s) tested, staff's initial(s) or name(s), range on tape(s), tape number(s), name(s) of court reporter(s) and whether a problem was encountered.**	
	Offices of Record: Courts and District Offices	Retain until no longer needed, then destroy.
	Non Record Copy: None	_____

RECORD SERIES #	RECORD SERIES TITLE	RETENTION
GA-43.	ELECTRONIC RECORDING REPORTS **Report of monthly usage of electronic equipment by Courts. Information includes but is not limited to: name of the county/city, name of court, month and year of report, preparer's name and phone number, total number of days electronic recordings took place, total number of hearings or conferences and trials for which electronic recording was used, total number of transcript requests that were received from the court and from attorneys/litigants and total number of recorded tapes permanently given to attorneys/litigants.** Offices of Record: Courts, District Offices and Deputy Chief Administrative Judge's Office Non Record Copy: None	Retain until no longer needed, then destroy.
GA-44.	FINDING AIDS **Lists, catalogues, registers, electronic or manual indexes used to access documents that are maintained in a selective format. Includes but is not limited to: computer tapes, diskettes, microfilm, paper, videos, optical disks and/or computer hard drives.** Offices of Record: Originating Courts, District Offices and O.C.A Division/Offices Non Record Copy: None	Retain for the same length of time as the related record, then destroy.

RECORD SERIES #	RECORD SERIES TITLE		RETENTION
GA-45.	JUDICIAL DISTRICT REPORT OF PENDING TRANSCRIPTS **(also known as** JUDICIAL DISTRICT PENDING TRANSCRIPT REPORTS, QUARTERLY-ANNUAL REPORT OF PENDING TRANSCRIPTS MORE THEN FORTY DAYS **and** COURT REPORTERS QUARTERLY SUMMARY REPORTS**)** **Summary report pursuant to Rule § 4.1 (b) of the Chief Administrator of the Court of pending transcripts within a Judicial District that are beyond forty days. Information includes, but is not limited to: name of counties, names of court reporters by counties, description of pending matters and number of incomplete pages.**		
	Offices of Record:	Originating District Offices	Retain for three years, then destroy.
		Deputy Chief Administrative Judge's Offices	Retain for one year or until no longer needed, whichever is longer, then destroy.
	Non Record Copy:	None	_____

RECORD SERIES #	RECORD SERIES TITLE	RETENTION
GA-46.	MAIL LOGS **Listing of mail sent and/or received by the Unified Court System. Information includes but is not limited to: date(s), name(s) and/or addresses of individual(s).** ***Excludes records listed separately in the U.C.S. Records Retention and Disposition Schedules.*** Offices of Record: Originating Courts and O.C.A. Division/Offices Non Record Copy: None	Retain for one year or until no longer needed, whichever is shorter, then destroy.
GA-47.	PENDING FAMILY COURT CASE REPORTING FORMS **Forms used to indicate the number of pending cases beyond standards and goals within a judicial term. Information includes but is not limited to: name of family court, term, date, name(s) of judge(s)/hearing examiner(s), total cases pending, total cases pending beyond standards and goals, total cases beyond standards and goals that require protracted trials and total cases pending beyond one year.** Offices of Record: Originating Family Courts, District Offices and Deputy Chief Administrative Judge's Offices Non Record Copy: None	Retain until no longer needed, then destroy.

RECORD SERIES #	RECORD SERIES TITLE	RETENTION
GA-48.	TICKLER FILES (also known as PENDING RESPONSE FILES and SUSPENSE FILES) **Records created to monitor outstanding actions or events. Includes records used to indicate when a response(s) is due or a task is required.** ***Excludes records listed separately in the U.C.S. Records Retention and Disposition Schedules.*** Offices of Record: Originating Courts and O.C.A. Division/Offices Non Record Copy: None	Retain until reply is received or action is completed, then destroy.

INDEX

ACCESSING RECORDS: see TRACKING RECORDS 33-42
ACTIVITY REPORTS 22
AUDIT REPORTS (NON-FISCAL) 24
ADMINISTRATIVE ORDERS FOR JUDICIAL ASSIGNMENTS:
see JUDICIAL ASSIGNMENTS BY ADMINISTRATIVE ORDERS 10
ANNUAL/SPECIAL/FINAL REPORTS, STUDIES OR SURVEYS 23
APPELLATE DIVISION TRANSCRIPT ORDER FORMS:
see COURT REPORTER ORDERED TRANSCRIPT LOGS 36
APPOINTMENT DIARIES and CALENDARS 1
ARCHITECTURAL DRAWINGS: see FACILITY CONSTRUCTION RECORDS 7
BI-WEEKLY PROJECT ACTIVITY REPORTS: see ACTIVITY REPORTS 22
BLANK FORM REQUISITION FILES 13
BLUE PRINTS: see FACILITY CONSTRUCTION RECORDS 7
BUILDING MAINTENANCE/REPAIR RECORDS:
see FACILITY MAINTENANCE, SERVICE and REPAIR REQUEST FILES 8
BUILDING RENOVATION FILE: see FACILITY CONSTRUCTION RECORDS 7
BULLETINS, DIRECTIVES, HANDBOOKS and MANUALS 2
CALENDARS: see APPOINTMENT DIARIES and CALENDARS 1
CHARGE-OUT RECORDS 34
CHRONO FILES : see CHRONOLOGICAL FILES 34
CHRONOLOGICAL FILES 34
CLIPPING FILES 20
COMPLAINTS ON COURT SERVICES: see COURT SERVICES COMPLAINT
FILES 3
COMPUTER ACCESS AUTHORIZATION FILES 35
COMPUTER PASSWORDS FILES: see COMPUTER ACCESS AUTHORIZATION
FILES 35
CONSTRUCTION RECORDS: see FACILITY CONSTRUCTION RECORDS 7
COPIES OF RECORDS: see DUPLICATE COPIES 6
CORRESPONDENCE FILES 4
CORRESPONDENCE INDEXES 5
COUNSEL'S OPINION FILES: see LEGAL OPINION FILES 12
COURT SERVICES COMPLAINT FILES 3
COURT REPORTER LOG OF TRANSCRIPT ORDERS:
see COURT REPORTER ORDERED TRANSCRIPT LOGS 36
COURT REPORTER QUARTERLY REPORTS 37
COURT REPORTER ORDERED TRANSCRIPT LOGS 36
COURT REPORTERS MONTHLY REPORTS: see COURT REPORTER ORDERED
TRANSCRIPT LOGS 36
COURT REPORTERS QUARTERLY SUMMARY REPORTS:
see JUDICIAL DISTRICT REPORTS PENDING TRANSCRIPTS 40
DAY FILES: see CHRONOLOGICAL FILES 34

DIRECTIVES: see BULLETINS, DIRECTIVES, HANDBOOKS and MANUALS 2
DISTRICT REPORT OF PENDING TRANSCRIPTS:
see JUDICIAL DISTRICT REPORT OF PENDING TRANSCRIPTS 40
DISTRIBUTION LISTS 38
DOCUMENT SEARCHING TOOLS: see FINDING AIDS 39
DUPLICATE COPIES 6
E-MAILS: see CORRESPONDENCE FILES 4
ELECTRONIC MAIL MESSAGES: see CORRESPONDENCE FILES 4
EQUIPMENT MAINTENANCE RECORDS:
see OFFICE EQUIPMENT/FURNITURE MAINTENANCE RECORDS 15
EQUIPMENT INVENTORIES: see OFFICE EQUIPMENT, FURNITURE and
SUPPLY INVENTORY RECORDS 14
EQUIPMENT MAINTENANCE: see OFFICE EQUIPMENT/FURNITURE
MAINTENANCE RECORDS 15
FACE SHEETS: see APPELLATE DIVISION TRANSCRIPT ORDER FACE
SHEETS 33
FACILITY MAINTENANCE, SERVICE and REPAIR REQUEST FILES 8
FACILITY MANAGEMENT RECORDS 7-8
FAX BOOKS: see TELEPHONE/FAX DIRECTORIES 30
FAX CALL LOGS: see TELEPHONE/FAX CALL LOGS 29
FAX DIRECTORIES: see TELEPHONE/FAX DIRECTORIES 30
FAX LISTING: see TELEPHONE/FAX DIRECTORIES 30
FAX RECORDS: see TELECOMMUNICATION RECORDS 29-32
FINAL REPORTS: see ANNUAL/SPECIAL/FINAL REPORTS, STUDIES OR
SURVEYS 23
FINDING AIDS 39
FLOOR PLANS: see FACILITY CONSTRUCTION RECORDS 7
FORM REQUISITIONS: see BLANK FORMS REQUISITION FILES 13
FURNITURE MAINTENANCE: see OFFICE EQUIPMENT/FURNITURE
MAINTENANCE RECORDS 15
GRANT PROGRAM FILES 9
HANDBOOKS: see BULLETINS, DIRECTIVES, HANDBOOKS and MANUALS 2
HISTORICAL DEVELOPMENT FILES 25
IDENTIFICATION CODES, COMPUTER: see COMPUTER ACCESS
AUTHORIZATION FILES 35
INDEXES, ELECTRONIC OR MANUAL: see FINDING AIDS 39
INTER-DEPARTMENTAL MEMORANDA: see CORRESPONDENCE FILES 4
JUDICIAL ASSIGNMENT BY ADMINISTRATIVE ORDERS 10
JUDICIAL DISTRICT REPORT OF PENDING TRANSCRIPTS 40
JUDICIAL DISTRICT PENDING TRANSCRIPT REPORTS:
see JUDICIAL DISTRICT REPORT OF PENDING TRANSCRIPTS 40
JUDICIAL DUTY RECORDS 10-11

JUDICIAL VISITS TO CORRECTIONAL INSTITUTIONS FORM:
see VISITATION OF FACILITIES AND INSTITUTIONS FOR DETENTION, TREATMENT, EXAMINATION AND CONFINEMENT FORMS 11
LEGAL ADVICE: see LEGAL OPINION FILES 12
LEGAL OPINION FILES 12
MAGAZINE/ARTICLE CLIPPINGS FILES: see CLIPPING FILES 20
MAIL LOGS 41
MAILING DISTRIBUTION LISTS: see DISTRIBUTION LISTS 38
MANAGEMENT ACTIVITY REPORTS: see ACTIVITY REPORTS 22
MANUALS: see BULLETINS, DIRECTIVES, HANDBOOKS and MANUALS 2
MEMORANDUMS: see CORRESPONDENCE FILES 4
MONTHLY PROJECT ACTIVITY REPORTS: see ACTIVITY REPORTS 22
NEWSLETTERS: see PUBLISHED NEWSLETTERS, PRESS RELEASES, PUBLICATIONS and VIDEOS 21
NEW YORK STATE O.G.S. MONTHLY USAGE PHONE BILL FILE:
see TELEPHONE BILLING and CONTROL RECORDS 31
OFFICE FURNITURE: see OFFICE EQUIPMENT, FURNITURE and SUPPLY INVENTORY RECORDS or OFFICE EQUIPMENT/FURNITURE MAINTENANCE RECORDS 14-15
OFFICE EQUIPMENT, FURNITURE and SUPPLY RECORDS 13-17
OFFICE EQUIPMENT/FURNITURE MAINTENANCE RECORDS 15
OFFICE SUPPLY RECORDS:
see OFFICE EQUIPMENT, FURNITURE and SUPPLY INVENTORY RECORDS 14
or OFFICE EQUIPMENT/FURNITURE MAINTENANCE RECORDS 15
ORGANIZATIONAL CHARTS: see ORGANIZATIONAL STRUCTURE FILES 17
ORGANIZATIONAL RECORDS: see ORGANIZATIONAL STRUCTURE FILES 17
ORGANIZATIONAL STRUCTURE FILES 17
PAYCHECK DISTRIBUTION LISTS: see DISTRIBUTION LISTS 38
PARTS LISTINGS: see OFFICE EQUIPMENT/FURNITURE MAINTENANCE RECORDS 15
PASSWORDS, COMPUTER: see COMPUTER ACCESS AUTHORIZATION FILES . . . 35
PENDING RESPONSE FILES: see TICKLER FILES 42
PENDING FAMILY COURT CASE REPORTING FORMS 41
PENDING TRANSCRIPT REPORTS OF COURT REPORTERS:
see JUDICIAL DISTRICT REPORT OF PENDING TRANSCRIPTS 40
PRESS RELEASES: see PUBLISHED NEWSLETTERS, PRESS RELEASES, PUBLICATIONS and VIDEOS 21
PRINTING RECORDS 18
PRINTING REQUISITION FORMS 18
PROGRAM FILES 19
PROGRAM RECORDS: see PROJECT and PROGRAM RECORDS 19
PROGRESS REPORTS, OFFICE: see ACTIVITY REPORTS 22
PROJECT ACTIVITY REPORTS: see ACTIVITY REPORTS 22
PROJECT and PROGRAM RECORDS 19

PROJECT FILES: see PROJECT and PROGRAM RECORDS 19
PROJECT PROGRESS/STATUS REPORTS: see ACTIVITY REPORTS 22
PROJECT RECORDS: see PROJECT and PROGRAM RECORDS 19
PUBLICATION RECORDS 20-21
PUBLISHED NEWSLETTERS, PRESS RELEASES, PUBLICATIONS and VIDEOS 21
QUARTERLY-ANNUAL REPORT OF PENDING TRANSCRIPTS MORE THEN 40 DAYS: see JUDICIAL DISTRICT REPORT OF PENDING TRANSCRIPTS 40
READING FILES : see CHRONOLOGICAL FILES 34
REFERENCE FILES: see SUBJECT FILES 28
REGISTERS: see FINDING AIDS 39
RENOVATIONS, BUILDING/FACILITY: see FACILITY CONSTRUCTION RECORDS 7
REPAIRS, BUILDING: see FACILITY MAINTENANCE, SERVICE and REPAIR FILES 8
REPAIRS, OFFICE EQUIPMENT: see OFFICE EQUIPMENT/FURNITURE MAINTENANCE RECORDS 15
REPORTS: see REPORTS, STUDIES and SURVEYS 22-27
REPORTS, STUDIES and SURVEYS 22-27
ROUTINE CONTROL REPORTS (NON-FISCAL) 26
SPECIAL REPORTS: see ANNUAL/SPECIAL/FINAL REPORTS, STUDIES OR SURVEYS 23
STATE OWNED PROPERTY FILES 15
STATISTICAL REPORTS (NON-FISCAL) 27
STATUS REPORTS: see ACTIVITY REPORTS 22
STUDIES: see REPORTS, STUDIES and SURVEYS 22-27
SUBJECT FILES 28
SUMMARY OF MINUTE AGREEMENT FORMS: see COURT REPORTER QUARTERLY REPORTS 37
SUPPLY REQUISITION FORMS 16
SUSPENSE FILES: see TICKLER FILES 42
SURVEYS: see REPORTS, STUDIES and SURVEYS 22-27
TELECOMMUNICATION RECORDS 29-32
TELEPHONE/FAX CALL LOGS 29
TELEPHONE/FAX DIRECTORIES 30
TELEPHONE and FAX LISTINGS: see TELEPHONE/FAX DIRECTORIES 30
TELEPHONE BILLING and CONTROL RECORDS 31
TELEPHONE BOOKS: see TELEPHONE/FAX DIRECTORIES 30
TELEPHONE INSTALLATION REQUEST RECORDS 32
TICKLER FILES 42
TRACKING RECORDS 33-42
TRACKING SYSTEM RECORDS: see FINDING AIDS 39
UNIFIED COURT SYSTEM CLIPPINGS: see CLIPPING FILES 20
VENDOR INFORMATION: see SUBJECT FILES 28

VIDEOS, PUBLISHED: see PUBLISHED NEWSLETTERS, PRESS RELEASES, PUBLICATIONS and VIDEOS 21
VISITATION OF FACILITIES AND INSTITUTIONS FOR DETENTION, TREATMENT, EXAMINATION AND CONFINEMENT FORMS 11
WARRANTIES: see OFFICE EQUIPMENT/FURNITURE MAINTENANCE RECORDS 15
WORK ORDER SERVICE FORMS: see FACILITY MAINTENANCE, SERVICE and REPAIR REQUEST FILES 8