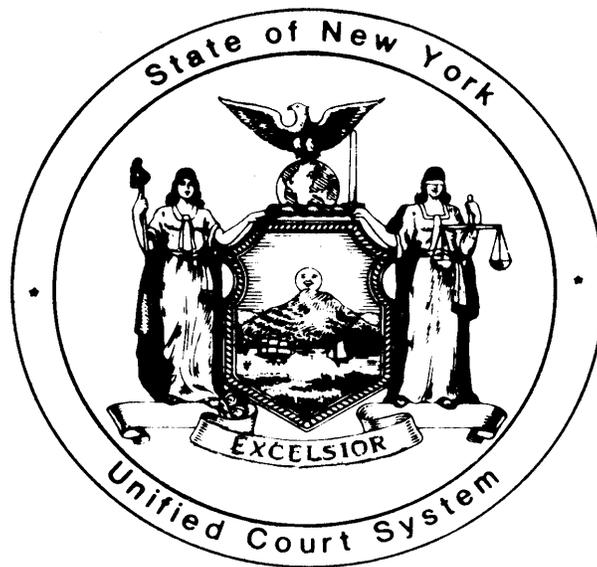


# **RECORDS RETENTION AND DISPOSITION SCHEDULE**



## **SECURITY RECORDS**

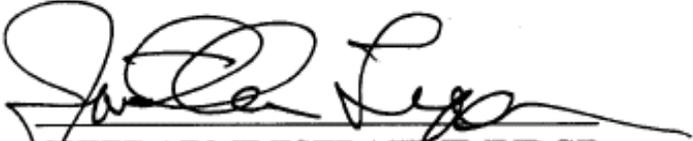
**DIVISION OF COURT OPERATIONS  
OFFICE OF RECORDS MANAGEMENT**

**DECEMBER 2005**

# **SECURITY RECORDS**

**ADMINISTRATIVE ORDER OF THE**  
**CHIEF ADMINISTRATIVE JUDGE**

Pursuant to the authority vested in me, I hereby promulgate, effective immediately, the attached schedule for the retention and disposition of Security Records of the Unified Court System. Disposition of records pursuant to this schedule shall be consistent with Part 104 of the Rules of the Chief Administrator.

  
CHIEF ADMINISTRATIVE JUDGE

Dated: June 7, 1999

A/O: 292/99

# SECURITY RECORDS

## RECORDS RETENTION AND DISPOSITION SCHEDULE

This schedule includes all *security 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.*"

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R.S. #	RECORD SERIES	RETENTION
<b>SECURITY RECORDS</b> Records created in support of security related activities at Unified Court System facilities.		
SC-1	<p><b>COURT CONTRABAND RECORDS</b></p> <p><b>Records documenting confiscation of contraband at court sites. Information includes but is not limited to: individual's name, item(s) confiscated, location, number of arrests made and summonses issued, vouchered and returned contraband and related statistical reports.</b></p> <p>a) <b>MONTHLY CONTRABAND REPORTS:</b></p> <p><b>OFFICE OF RECORD: Office of Court Administration Division of Court Operations Office of Court Security Services</b></p> <p><b>NON RECORD COPIES: Courts</b></p> <p>b) <b>OTHER CONTRABAND RECORDS:</b></p> <p><b>OFFICES OF RECORD: Courts</b></p> <p><b>NON RECORD COPY: None</b></p>	<p><b>Retain for five years, then destroy.</b></p> <p><b>Retain until no longer needed, then destroy.</b></p> <p><b>Retain until no longer needed, then destroy.</b></p> <hr/>

R.S. #	RECORD SERIES	RETENTION
SC-2	<p><b>COURT OFFICERS' SCHEDULES (also known as COURT OFFICERS' ASSIGNMENTS)</b></p> <p><b>Schedules of Court Officers' assignments by term. Information includes but is not limited to: address of facility, room number, weekly assignments, name(s) of judge/hearing examiner(s), term, part, name(s) of court officer(s), name(s) and signature(s) of the commanding officer(s).</b></p> <p><b>OFFICES OF RECORD: Courts</b></p> <p><b>NON RECORD COPY: None</b></p>	<p><b>Retain for three years, then destroy.</b></p> <hr/>
SC-3	<p><b>COURT OFFICERS' SHIELD RECORDS</b></p> <p><b>Files containing requests for and receipt of shields by Court Officers in the First and Second Judicial Departments. Records include but are not limited to Shield Receipt Cards and supporting documentation.</b></p> <p><b>OFFICE OF RECORD: Office of Court Administration Division of Court Operations Office of Court Security Services</b></p> <p><b>NON RECORD COPIES: Courts</b></p>	<p><b>Retain permanently.</b></p> <p><b>Retain until no longer needed, then destroy.</b></p>

R.S. #	RECORD SERIES	RETENTION
SC-4	<p><b>EVACUATION PROCEDURE FILES</b></p> <p><b>Records describing evacuation procedure(s) for Unified Court System facilities.</b></p> <p><b>OFFICES OF RECORD: Originating Courts, District Offices and Office of Court Administration Divisions</b></p> <p><b>NON RECORD COPIES: Office of Court Administration Division of Court Operations Office of Court Security Services</b></p> <p><b>Other than the Originating Courts/Offices</b></p>	<p><b>Retain for three years and three months after superseded or obsolete, then destroy.</b></p> <p><b>Retain until no longer needed, then destroy.</b></p> <p><b>Retain until no longer needed, then destroy.</b></p>
SC-5	<p><b>FACILITY ACCESS RECORDS</b></p> <p><b>Documents created to manage distribution and return of keys issued to Unified Court System personnel for use in Unified Court System facilities.</b></p> <p><b>OFFICES OF RECORD: Originating Courts, District Offices and Office of Court Administration Divisions</b></p> <p><b>NON RECORD COPIES: Other than the Originating Offices/Courts</b></p>	<p><b>Retain until employee leaves position, then destroy.</b></p> <p><b>Retain until no longer needed, then destroy.</b></p>

R.S. #	RECORD SERIES	RETENTION
SC-6	<p><b>FIREARMS OWNERSHIP RECORDS</b></p> <p><b>Records created to track firearms owned by Unified Court System Peace Officers. Information includes but is not limited to: Acquisition or Disposition of Firearms by Police Officers and Peace Officers (C Personal Data Forms and PPB-1's) and Weapons Information Forms.</b></p> <p><b>OFFICE OF RECORD: Office of Court Administration Division of Court Operations Office of Court Security Services</b></p> <p><b>NON RECORD COPIES: Courts</b></p> <p><b>New York State Police Pistol Permit Unit</b></p>	<p><b>Retain permanently.</b></p> <p><b>Retain until no longer needed, then destroy.</b></p> <p><b>Retention to be determined by New York State Police Pistol Permit Unit.</b></p>
SC-7	<p><b>FIREARMS SAFEKEEPING LOGS</b></p> <p><b>Logs listing weapons held for safekeeping by security personnel. Information includes but is not limited to: officer's name, weapon's serial number, time and date in/out, and supervisor's initials.</b></p> <p><b>OFFICES OF RECORD: Courts</b></p> <p><b>NON RECORD COPY: None</b></p>	<p><b>Retain for one year, then destroy.</b></p> <hr/>

R.S. #	RECORD SERIES	RETENTION
SC-8	<p data-bbox="350 279 943 317"><b>IDENTIFICATION CARD RECORDS</b></p> <p data-bbox="350 359 951 432"><b>Records created for managing ID Cards issued by the Unified Court System.</b></p> <p data-bbox="350 474 1016 695">a) <b>EMPLOYEE RECORDS:</b>  <b>Records created to track ID Cards issued to Unified Court System personnel. Records include Employee ID Cards and all supporting documentation.</b></p> <p data-bbox="350 737 992 957"><b>OFFICE OF RECORD:</b>   <b>Office of Court Administration  Division of Court Operations -  Office of Court Security Services</b></p> <p data-bbox="350 1031 1016 1104"><b>NON RECORD COPIES:</b> <b>Unified Court System Employees</b></p> <p data-bbox="724 1335 1016 1556"><b>Office of Court Administration  Division of Human Resources  Personnel Unit and  District Offices</b></p>	<p data-bbox="1049 737 1390 915"><b>Retain for six months after ID Card becomes invalid or after employee leaves service, then destroy.</b></p> <p data-bbox="1049 1031 1406 1293"><b>Return ID Card to Office of Court Administration Division of Human Resources Personnel Unit upon expiration or departure from service.</b></p> <p data-bbox="1049 1335 1333 1629"><b>After processing, forward ID Card to Office of Court Administration Division of Court Operations  Office of Court Security.</b></p>

R.S. #	RECORD SERIES	RETENTION
SC-8	<p data-bbox="347 281 943 359"><b>IDENTIFICATION CARD RECORDS (continued)</b></p> <p data-bbox="347 401 1008 625"><b>b) NON-EMPLOYEE RECORDS: Records created to track ID Cards issued to attorneys, students, interns, and other eligible parties. Records include ID Cards and all supporting documentation.</b></p> <p data-bbox="347 667 1008 884"><b>OFFICES OF RECORD: Office of Court Administration Division of Court Operations Office of Court Security Services</b></p> <p data-bbox="727 926 984 1188"><b>Office of Court Administration Office of Administrative Services Transportation/ Attorney ID Unit</b></p> <p data-bbox="347 1262 959 1444"><b>NON RECORD COPIES: Courts, District Offices and Office of Court Administration Divisions</b></p>	<p data-bbox="1052 667 1373 772"><b>Retain until ID Card expires or becomes invalid, then destroy.</b></p> <p data-bbox="1052 926 1373 1031"><b>Retain until ID Card expires or becomes invalid, then destroy.</b></p> <p data-bbox="1052 1262 1386 1339"><b>Retain until no longer needed, then destroy.</b></p>

R.S. #	RECORD SERIES	RETENTION
SC-9	<p data-bbox="347 281 971 453"><b>INCIDENT REPORTS (AIDED REPORTS [UF-100] and UNUSUAL OCCURRENCE REPORTS [UF-101])</b></p> <p data-bbox="347 495 1013 751"><b>Reports containing detailed accounts of Aided or Unusual Occurrences, either involving Unified Court System personnel and/or taking place on Unified Court System premises. Information includes but is not limited to: date of occurrence, time, names of persons involved and events.</b></p> <p data-bbox="347 793 984 1014"><b>OFFICE OF RECORD: Office of Court Administration Division of Court Operations Office of Court Security Services</b></p> <p data-bbox="347 1094 943 1161"><b>NON RECORD COPIES: Courts and District Offices</b></p>	<p data-bbox="1040 793 1409 1014"><b>Retain for ten years, then destroy, except years ending in "0" which are to be retained permanently as a research sample.</b></p> <p data-bbox="1040 1094 1409 1234"><b>Retain for six months or until no longer needed, whichever is longer, then destroy.</b></p>

R.S. #	RECORD SERIES	RETENTION
SC-10	<p data-bbox="347 281 846 407"><b>INFECTIOUS DISEASE CASE REPORTS (UF-136)</b></p> <p data-bbox="347 449 997 783"><b>Reports created to track individuals with contagious diseases entering court facilities. Information includes but is not limited to: individual's name, case name, court part, whether the person was in/out of custody, incident report numbers, name and rank of court officer preparing the report, remarks, name of the security coordinator receiving the report and date.</b></p> <p data-bbox="347 825 980 1045"><b>OFFICE OF RECORD: Office of Court Administration Division of Court Operations Office of Court Security Services</b></p> <p data-bbox="347 1119 1003 1188"><b>NON RECORD COPIES: Courts and District Offices</b></p>	<p data-bbox="1040 825 1398 936"><b>Retain for three years and three months, then destroy.</b></p> <p data-bbox="1040 1119 1373 1188"><b>Retain until no longer needed, then destroy.</b></p>

R.S. #	RECORD SERIES	RETENTION
SC-11	<p data-bbox="347 281 764 317"><b>JUDICIAL THREAT FILE</b></p> <p data-bbox="347 359 1011 543"><b>File containing detailed description of threats directed toward judicial personnel. Documents may include but are not limited to Judicial Threat Summary Forms (UF-150) and supporting information.</b></p> <p data-bbox="347 581 980 804"><b>OFFICE OF RECORD: Office of Court Administration Division of Court Operations Office of Court Security Services</b></p> <p data-bbox="347 877 1003 947"><b>NON RECORD COPIES: Courts and District Offices</b></p>	<p data-bbox="1040 581 1346 617"><b>Retain permanently.</b></p> <p data-bbox="1040 877 1370 947"><b>Retain until no longer needed, then destroy.</b></p>
SC-12	<p data-bbox="347 1056 938 1131"><b>JUVENILE DETENTION CELL LOG BOOKS</b></p> <p data-bbox="347 1178 976 1400"><b>Logs identifying juveniles being transferred to and from a court facility. Information includes but is not limited to: court name, dates of arrival, names of juveniles and names of transferring agencies.</b></p> <p data-bbox="347 1440 818 1472"><b>OFFICES OF RECORD: Courts</b></p> <p data-bbox="347 1549 797 1581"><b>NON RECORD COPY: None</b></p>	<p data-bbox="1040 1440 1341 1509"><b>Retain for one year, then destroy.</b></p> <hr data-bbox="1040 1575 1370 1585"/>

R.S. #	RECORD SERIES	RETENTION
SC-13	<p><b>MAGNETOMETER CALIBRATION RECORDS</b></p> <p><b>Records identifying the sensitivity settings of a magnetometer. Information includes but is not limited to: court, location, make/model, dates, settings, name and signature of the person doing the calibration.</b></p> <p><b>OFFICES OF RECORD: Courts</b></p> <p><b>NON RECORD COPIES: District Offices and Office of Court Administration Division of Court Operations Office of Court Security Services</b></p>	<p><b>Retain for one year, then destroy.</b></p> <p><b>Retain until no longer needed, then destroy.</b></p>
SC-14	<p><b>MONTHLY COURT OFFICER ATTENDANCE SHEETS (also known as MONTHLY RECAP OF ATTENDANCE)</b></p> <p><b>Monthly attendance sheets containing statistical staffing summaries for Court Officers in the First and Second Judicial Departments.</b></p> <p><b>OFFICE OF RECORD: Office of Court Administration Division of Court Operations Office of Court Security Services</b></p> <p><b>NON RECORD COPIES: Courts</b></p>	<p><b>Retain for two years, then destroy.</b></p> <p><b>Retain until no longer needed, then destroy.</b></p>

R.S. #	RECORD SERIES	RETENTION
SC-15	<p data-bbox="349 283 836 315"><b>PARKING REQUEST FORMS</b></p> <p data-bbox="349 361 954 470"><b>Requests submitted by Unified Court System employees to obtain permits for parking in reserved areas.</b></p> <p data-bbox="349 510 1008 800"><b>OFFICES OF RECORD: <u>New York City:</u> Office of Court Administration Office of Administrative Services Fleet Management Unit</b></p> <p data-bbox="727 846 1003 1031"><b><u>Outside New York City:</u> Local Law Enforcement Agency</b></p> <p data-bbox="349 1142 808 1173"><b>NON RECORD COPY: None</b></p>	<p data-bbox="1042 552 1357 621"><b>Retain for two years, then destroy.</b></p> <p data-bbox="1042 917 1409 1062"><b>Retention to be determined by the Local Law Enforcement Agency.</b></p> <hr data-bbox="1042 1165 1396 1169"/>

R.S. #	RECORD SERIES	RETENTION
SC-16	<p data-bbox="347 281 812 359"><b>PEACE OFFICERS' SHIELD IDENTIFICATION LISTS</b></p> <p data-bbox="347 405 1005 548"><b>List of shields issued to Peace Officers in the First and Second Judicial Departments. Information includes number and name of recipient.</b></p> <p data-bbox="347 590 993 810"><b>OFFICE OF RECORD: Office of Court Administration Division of Court Operations Office of Court Security Services</b></p> <p data-bbox="347 888 831 919"><b>NON RECORD COPIES: Courts</b></p>	<p data-bbox="1040 590 1346 621"><b>Retain permanently.</b></p> <p data-bbox="1040 888 1357 957"><b>Retain until updated, then destroy.</b></p>
SC-17	<p data-bbox="347 1062 938 1094"><b>PERSONAL PROPERTY RECEIPTS</b></p> <p data-bbox="347 1140 1010 1436"><b>Receipts issued to owners for personal property not permitted in a court facility. Information includes but is not limited to: court name, owner's name and signature at time of surrender and return of the item, description of property, gun permit number, date, time and name of officer who received and returned property.</b></p> <p data-bbox="347 1478 831 1509"><b>OFFICES OF RECORD: Courts</b></p> <p data-bbox="347 1625 808 1656"><b>NON RECORD COPY: None</b></p>	<p data-bbox="1040 1478 1357 1547"><b>Retain for two years, then destroy.</b></p> <hr data-bbox="1040 1654 1395 1661"/>

R.S. #	RECORD SERIES	RETENTION
SC-18	<p data-bbox="347 281 927 317"><b>SECURITY CONTRACT RECORDS</b></p> <p data-bbox="347 359 1003 730"><b>Files containing copies of contracts and supporting documentation related to hiring security personnel from private security companies. Documents may include but are not limited to: applications for jobs, memorandums, amendments to contract, and Corrected Appendices to Security Contract (also known as C, C-1, D, D-1 Forms or Per Diem Employees Monthly Log).</b></p> <p data-bbox="347 768 997 1024"><b>OFFICE OF RECORD: Office of Court Administration Office of Administrative Services Contract and Procurement Unit</b></p> <p data-bbox="347 1073 997 1293"><b>NON RECORD COPIES: Office of Court Administration Division of Court Operations Office of Court Security Services</b></p> <p data-bbox="727 1356 954 1577"><b>Courts, District Offices and Office of Court Administration Divisions</b></p>	<p data-bbox="1040 768 1414 951"><b>Retain for six years after expiration of contract or final payment, whichever is later, then destroy.</b></p> <p data-bbox="1040 1073 1357 1146"><b>Retain for two years, then destroy.</b></p> <p data-bbox="1040 1356 1373 1423"><b>Retain until no longer needed, then destroy.</b></p>

R.S. #	RECORD SERIES	RETENTION
SC-19	<p><b>TRAINING ACADEMY CLASS RECORDS</b></p> <p><b>Files containing information that documents the Firearms Training/CPR/In Service training process for Unified Court System Peace Officers from the First and Second Judicial Departments. Information includes: class dates, type of training and exam scores.</b></p> <p><b>OFFICE OF RECORD:</b> Office of Court Administration Division of Court Operations Office of Court Security Services</p> <p><b>NON RECORD COPIES:</b> Courts</p> <p>New York State Division of Criminal Justice Services (DCJS)</p>	<p>Retain for fifty years, then destroy.</p> <p>Retain until no longer needed, then destroy.</p> <p>Retention to be determined by New York State Division of Criminal Justice Services (DCJS)</p>
SC-20	<p><b>TWO-WAY RADIO LOGS</b></p> <p><b>Logs listing serial numbers of two-way radios issued to Court Officers.</b></p> <p><b>OFFICES OF RECORD:</b> Courts</p> <p><b>NON RECORD COPY:</b> None</p>	<p>Retain for one year, then destroy.</p> <hr/>

R.S. #	RECORD SERIES	RETENTION
SC-21	<p><b>VISITORS' LOG BOOKS (also known as BUILDING ADMITTANCE BOOKS or GUEST BOOKS)</b></p> <p><b>Logs registering visitors entering and exiting Unified Court System facilities. Information may include but is not limited to: visitor's name, visitor's organization or business, reason for visit, person or unit to be visited, dates and times of entry and exit.</b></p> <p><b>OFFICES OF RECORD: Courts</b></p> <p><b>NON RECORD COPY: None</b></p>	<p><b>Retain for three years and three months, then destroy.</b></p> <hr/>
SC-22	<p><b>VOLUNTARY SURRENDER FORMS (also known as ILLEGAL POSSESSIONS VOLUNTARY SURRENDER FORMS)</b></p> <p><b>Forms documenting the voluntary surrender of illegal possessions by visitors entering a court facility. Information includes: name, address and signature of the individual, description of item, date, time, place, officer's name and shield number.</b></p> <p><b>OFFICES OF RECORD: Courts</b></p> <p><b>NON RECORD COPY: None</b></p>	<p><b>Retain for three years, then destroy.</b></p> <hr/>

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