

## U.C.S. ADMINISTRATIVE RECORDS RETENTION & DISPOSITION SCHEDULES FINDING AID

Are you looking for:	<a href="#">see Record Series Title</a>	Records Series #	Records Retention & Disposition Schedule
<u>A</u>			
ABSENCES DOCUMENTATION	SUPPORTING DOCUMENTATION FOR ABSENCES	PTL-6	Personnel Records
AC 13	ACCOUNTS PAYABLE RECORDS - PAYMENT RECORDS	FS-1	Fiscal Records
AC 92	ACCOUNTS PAYABLE RECORDS - PAYMENT RECORDS	FS-1	Fiscal Records
AC 93	ACCOUNTS PAYABLE RECORDS - PAYMENT RECORDS	FS-1	Fiscal Records
AC 130	ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS	FS-1	Fiscal Records
AC 132	ACCOUNTS PAYABLE RECORDS - PAYMENT RECORDS	FS-1	Fiscal Records
AC 142	ACCOUNTS PAYABLE RECORDS - PAYMENT RECORDS	FS-1	Fiscal Records
AC 160	ACCOUNTS PAYABLE RECORDS - PAYMENT RECORDS	FS-1	Fiscal Records
AC 276	ACCOUNTS PAYABLE RECORDS - PAYMENT RECORDS	FS-1	Fiscal Records
AC 281	ACCOUNTS PAYABLE RECORDS - PAYMENT RECORDS	FS-1	Fiscal Records
AC 340	ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS	FS-1	Fiscal Records
AC 874	ACCOUNTS PAYABLE RECORDS - PAYMENT RECORDS	FS-1	Fiscal Records
AC 902	ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS	FS-1	Fiscal Records
AC 916	ACCOUNTS PAYABLE RECORDS - PAYMENT RECORDS	FS-1	Fiscal Records
AC 1316	ACCOUNTS PAYABLE RECORDS - PAYMENT RECORDS	FS-1	Fiscal Records
AC 2373	ACCOUNTS PAYABLE RECORDS - PAYMENT RECORDS	FS-1	Fiscal Records
AC 3031	ACCOUNTS PAYABLE RECORDS - PAYMENT RECORDS	FS-1	Fiscal Records

Are you looking for:	see Record Series Title	Records Series #	Records Retention & Disposition Schedule
ACCESSING RECORDS	TRACKING RECORDS	RM-34 to RM-48	General Administrative Records
ACCOUNT SUMMARIES	BANKING RECORDS	FS-4	Fiscal Records
ACCOUNTING MASTER FILE	DATA SET RECORDS (ACCOUNTING)	FS-3	Fiscal Records
ACCOUNTING PROCEDURE BULLETINS	FINANCIAL PLANNING AND CONTROL MANUAL	FS-10	Fiscal Records
ACCOUNTS PAYABLE LISTINGS	ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS	FS-1	Fiscal Records
ACCOUNTS PAYABLE LOGS	ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS	FS-1	Fiscal Records
ACCOUNTS PAYABLE RECORDS PAYMENT RECORDS - FOR OGS & STATE CONTRACTS	ACCOUNTS PAYABLE RECORDS PAYMENT RECORDS - FOR OGS & STATE CONTRACTS	FS-1 (b-2)	Fiscal Records
ACCOUNTS PAYABLE RECORDS PAYMENT RECORDS - FOR NON CONTRACT RELATED PAYMENTS	ACCOUNTS PAYABLE RECORDS PAYMENT RECORDS - FOR NON CONTRACT RELATED PAYMENTS	FS-1 (b-3)	Fiscal Records
ACCOUNTS PAYABLE RECORDS PAYMENT RECORDS - FOR UCS CONTRACTS	ACCOUNTS PAYABLE RECORDS PAYMENT RECORDS - FOR UCS CONTRACTS	FS-1 (b-1)	Fiscal Records
ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS	ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS	FS-1	Fiscal Records
ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS - FOR OGS & STATE CONTRACTS	ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS - FOR OGS & STATE CONTRACTS	FS-1 (a-2)	Fiscal Records
ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS - NON CONTRACT RELATED	ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS - NON CONTRACT RELATED	FS-1 (a-3)	Fiscal Records
ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS - CONTRACT RELATED - UCS CONTRACTS	ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS - CONTRACT RELATED - UCS CONTRACTS	FS-1 (a-1)	Fiscal Records

Are you looking for:	see Record Series Title	Records Series #	Records Retention & Disposition Schedule
ACCOUNTS PAYABLE REGISTERS	ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS	FS-1	Fiscal Records
ACCOUNTS RECEIVABLE LISTINGS	ACCOUNTS RECEIVABLE (REVENUE) RECORDS	FS-2	Fiscal Records
ACCOUNTS RECEIVABLE LOGS	ACCOUNTS RECEIVABLE (REVENUE) RECORDS	FS-2	Fiscal Records
ACCOUNTS RECEIVABLE REGISTERS	ACCOUNTS RECEIVABLE (REVENUE) RECORDS	FS-2	Fiscal Records
ACCOUNTS RECEIVABLE (REVENUE) RECORDS	ACCOUNTS RECEIVABLE (REVENUE) RECORDS	FS-2	Fiscal Records
ACCRUAL / OVERTIME RECORDS (EMPLOYEES)	ACCRUAL / OVERTIME RECORDS (EMPLOYEES)	PTL-1	Personnel Records
ACKNOWLEDGMENTS OR RECEIPTS OF EMPLOYEE MANUALS/HANDBOOKS	ACKNOWLEDGMENTS OR RECEIPTS OF EMPLOYEE MANUALS/HANDBOOKS	PRG-1	Personnel Records
ADMINISTRATIVE ORDERS FOR JUDICIAL ASSIGNMENTS	JUDICIAL ASSIGNMENT BY ADMINISTRATIVE ORDERS	GA-10	General Administrative Records
ACTIVITY REPORTS	ACTIVITY REPORTS	GA-23	General Administrative Records
ACQUISITION OF FIREARMS FOR UCS PEACE OFFICERS	FIREARMS OWNERSHIP RECORDS	SC-6	Security Records
AIDED REPORTS	INCIDENT REPORTS	SC-9	Security Records
ALTERNATIVE WORK SCHEDULE DOCUMENTATION - CHANGE IN STATUS	ALTERNATIVE WORK SCHEDULE DOCUMENTATION - CHANGE IN STATUS	PTL-2 (a)	Personnel Records
ALTERNATIVE WORK SCHEDULE DOCUMENTATION - CHANGE IN HOURS, NO CHANGE IN STATUS	ALTERNATIVE WORK SCHEDULE DOCUMENTATION - CHANGE IN HOURS, NO CHANGE IN STATUS	PTL-2 (b)	Personnel Records
ANNUAL/SPECIAL/FINAL REPORTS, STUDIES OR SURVEYS	ANNUAL/SPECIAL/FINAL REPORTS, STUDIES OR SURVEYS	GA-24	General Administrative Records
APPELLATE DIVISION TRANSCRIPT ORDER FACT SHEETS	APPELLATE DIVISION TRANSCRIPT ORDER FACT SHEETS	GA-34	General Administrative Records

Are you looking for:	see Record Series Title	Records Series #	Records Retention & Disposition Schedule
APPELLATE DIVISION TRANSCRIPT ORDER FORMS	COURT REPORTER ORDERED TRANSCRIPT LOGS	GA-39	General Administrative Records
APPENDICES TO SECURITY CONTRACTS	SECURITY CONTRACT RECORDS	SC-18	Security Records
APPLICATION FOR EMPLOYMENT (UCS-5) - INTERVIEWED	APPLICATION FOR EMPLOYMENT (UCS-5) - INTERVIEWED	PCH-1 (a)	Personnel Records
APPLICATION FOR EMPLOYMENT (UCS-5) - NOT INTERVIEWED	APPLICATION FOR EMPLOYMENT (UCS-5) - NOT INTERVIEWED	PCH-1 (b)	Personnel Records
APPOINTMENT CALENDARS	APPOINTMENT DIARIES AND CALENDARS	GA-1	General Administrative Records
APPOINTMENT DIARIES AND CALENDARS	APPOINTMENT DIARIES AND CALENDARS	GA-1	General Administrative Records
APPOINTMENT LETTERS (EMPLOYEES)	APPOINTMENT LETTERS (EMPLOYEES)	PRG-1	Personnel Records
APPROVED PURCHASE PLANS	ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS	FS-1	Fiscal Records
ARCHITECTURAL DRAWINGS	FACILITY CONSTRUCTION RECORDS	GA-7	General Administrative Records
ARTICLE CLIPPING FILES	CLIPPING FILES	GA-21	General Administrative Records
ATTORNEY ID CARDS	IDENTIFICATION CARD RECORDS - NON EMPLOYEE RECORDS	SC-8 (b)	Security Records
AUDIT REPORT FILES (FISCAL)	AUDIT REPORT FILES (FISCAL)	FS-8	Fiscal Records
AUDIT REPORTS (NON FISCAL)	AUDIT REPORTS (NON FISCAL)	GA-25	General Administrative Records
AUTHORIZATION FORMS FOR STORED RECORDS	RECORDS CENTER TRANSACTIONAL RECORDS - CENTER AUTHORIZATION FORMS	RM-7 (a)	Records Management Records
AVAILABILITY INQUIRIES (UCS-8)	AVAILABILITY INQUIRIES (UCS-8)	PCH-3	Personnel Records

Are you looking for:	see Record Series Title	Records Series #	Records Retention & Disposition Schedule
<u>B</u>			
BAD CHECK ADVICES	BANKING RECORDS	FS-4	Fiscal Records
BALANCE OF FUNDS	BANKING RECORDS	FS-4	Fiscal Records
BANK RECONCILIATIONS	BANKING RECORDS	FS-4	Fiscal Records
BANKING RECORDS	BANKING RECORDS	FS-4	Fiscal Records
BANK STATEMENTS	BANKING RECORDS	FS-4	Fiscal Records
BID PROPOSALS	CONTRACT FILES (FISCAL ADM.)	FS-9	Fiscal Records
BID SPECIFICATIONS	CONTRACT FILES (FISCAL ADM.)	FS-9	Fiscal Records
BIDS FOR RECORDS MANAGEMENT CONTRACTS	RECORDS MANAGEMENT CONTRACT RECORDS - CONTRACTS	RM-13 (a)	Records Management Records
BI-WEEKLY PROJECT ACTIVITY REPORTS	ACTIVITY REPORTS	GA-23	General Administrative Records
BLANK FORM REQUISITION FILES	BLANK FORM REQUISITION FILES	GA-13	General Administrative Records
BLANK FORM DESTRUCTION	CERTIFICATE OF DESTRUCTION OF PRE-NUMBERED BLANK FORMS	RM-11	Records Management Records
BLANK FORM DESTRUCTION WITNESS AFFIDAVIT	CERTIFICATE OF DESTRUCTION OF PRE-NUMBERED BLANK FORMS	RM-11	Records Management Records
BLUE PRINTS	FACILITY CONSTRUCTION RECORDS	GA-7	General Administrative Records
BILLS/INVOICES	ACCOUNTS RECEIVABLE (REVENUE) RECORDS	FS-2	Fiscal Records
BONDS	CONTRACT FILES (FISCAL ADM.)	FS-9	Fiscal Records
BOXES ACTIVITY REPORTS	RECORDS CENTER REPORTS	RM-9	Records Management Records
BOXES ELIGIBLE FOR DESTRUCTION REPORTS	RECORDS CENTER REPORTS	RM-9	Records Management Records
BUDGET BULLETINS	FINANCIAL PLANNING AND CONTROL MANUAL	FS-10	Fiscal Records

Are you looking for:	see Record Series Title	Records Series #	Records Retention & Disposition Schedule
BUDGET POLICY COORDINATOR FILES	BUDGET POLICY COORDINATOR FILES	FS-5	Fiscal Records
BUDGET PREPARATION FILES	BUDGET PREPARATION FILES	FS-6	Fiscal Records
BUDGET REQUESTS	BUDGET REQUESTS	FS-7	Fiscal Records
BUDGET REQUESTS - COURT & AGENCIES	BUDGET REQUESTS - COURT & AGENCIES	FS-7 (a)	Fiscal Records
BUDGET REQUESTS - REVIEW AGENCY BUDGET RECOMMENDATIONS	BUDGET REQUESTS - REVIEW AGENCY BUDGET RECOMMENDATIONS	FS-7 (b)	Fiscal Records
BUILDING ADMITTANCE BOOKS	VISITORS' LOG BOOKS	SC-21	Security Records
BUILDING MAINTENANCE/REPAIR FILES	FACILITY MAINTENANCE, SERVICE AND REPAIR REQUEST FILES	GA-8	General Administrative Records
BUILDING RENOVATION FILES	FACILITY CONSTRUCTION RECORDS	GA-7	General Administrative Records
BULLETINS, DIRECTIVES, HANDBOOKS AND MANUALS	BULLETINS, DIRECTIVES, HANDBOOKS AND MANUALS	GA-2	General Administrative Records
<u>C</u>			
C AND/OR C-1 FORMS	SECURITY CONTRACT RECORDS	SC-18	Security Records
C PERSONAL DATA FORMS	FIREARMS OWNERSHIP RECORDS	SC-6	Security Records
CALENDARS (JOB HIRINGS)	APPOINTMENT LETTERS	PRG-1	Personnel Records
CALENDARS (GENERAL)	APPOINTMENT DIARIES AND CALENDARS	GA-1	General Administrative Records
CANCELED CHECKS	BANKING RECORDS	FS-4	Fiscal Records
CANCELLATIONS OF PAYMENT	BANKING RECORDS	FS-4	Fiscal Records
CANVASS LETTERS	AVAILABILITY INQUIRIES (UCS-8)	PCH-2	Personnel Records
CASH ADVANCE VOUCHERS	ACCOUNTS PAYABLE RECORDS - PAYMENT RECORDS	FS-1	Fiscal Records

Are you looking for:	see Record Series Title	Records Series #	Records Retention & Disposition Schedule
CASH DISBURSEMENTS	ACCOUNTS RECEIVABLE (REVENUE) RECORDS	FS-2	Fiscal Records
CASH RECEIPTS	ACCOUNTS RECEIVABLE (REVENUE) RECORDS	FS-2	Fiscal Records
CASHIER'S END OF MONTH REPORTS	ACCOUNTS RECEIVABLE (REVENUE) RECORDS	FS-2	Fiscal Records
CASHIER'S REGISTER TAPES	ACCOUNTS RECEIVABLE (REVENUE) RECORDS	FS-2	Fiscal Records
CASHIER'S REPORTS	ACCOUNTS RECEIVABLE (REVENUE) RECORDS	FS-2	Fiscal Records
CASHIER'S WEEKLY RECEIPTS	ACCOUNTS RECEIVABLE (REVENUE) RECORDS	FS-2	Fiscal Records
CERTIFICATE OF DESTRUCTION OF PRE- NUMBERED BLANK FORMS	CERTIFICATE OF DESTRUCTION OF PRE-NUMBERED BLANK FORMS	RM-11	Records Management Records
CERTIFICATES OF AUTHENTICITY OF MICROFILM	MICROFILM QUALITY CONTROL RECORDS - CERTIFICATES OF AUTHENTICITY	RM-5 (a)	Records Management Records
CERTIFICATES OF FINDINGS (MICROFILM)	MICROFILM QUALITY CONTROL RECORDS - METHYLENE BLUE TEST REPORTS	RM-5 (c-1)	Records Management Records
CERTIFICATION OF ELIGIBLE LISTS (OCA 43)	CERTIFICATION OF ELIGIBLE LISTS (OCA 43)	PCH-3	Personnel Records
CHARGE / LEAVE RECORDS (EMPLOYEES)	CHARGE/LEAVE RECORDS (EMPLOYEES)	PTL-3	Personnel Records
CHARGE BACK BY AGENCY	ACCOUNTS PAYABLE RECORDS - PAYMENT RECORDS	FS-1	Fiscal Records
CHARGE-OUT RECORDS	CHARGE-OUT RECORDS	GA-35	General Administrative Records
CHARGES BY OTHER AGENCIES	ACCOUNTS PAYABLE RECORDS - PAYMENT RECORDS	FS-1	Fiscal Records
CHECK STUBS	BANKING RECORDS	FS-4	Fiscal Records
CHRONO FILES	CHRONOLOGICAL FILES	GA-36	General Administrative Records

Are you looking for:	see Record Series Title	Records Series #	Records Retention & Disposition Schedule
CHRONOLOGICAL FILES	CHRONOLOGICAL FILES	GA-36	General Administrative Records
CLASSIFICATION REVIEW FORMS (UCS-3A)	CLASSIFICATION REVIEW FORMS (UCS-3A)	PRG-3	Personnel Records
CLIPPING FILES	CLIPPING FILES	GA-21	General Administrative Records
COMMUNITY DISPUTE RESOLUTION CENTER CONTRACTS	CONTRACT FILES (FISCAL ADM.)	FS-9	Fiscal Records
COMPLAINTS ABOUT COURT SERVICES	COURT SERVICES COMPLAINT FILES	GA-3	General Administrative Records
CONTRACT FILES (FISCAL ADM.)	CONTRACT FILES (FISCAL ADM.)	FS-9	Fiscal Records
COMPUTER ACCESS AUTHORIZATION FILES	COMPUTER ACCESS AUTHORIZATION FILES	GA-37	General Administrative Records
COMPUTER IDENTIFICATION CODES	COMPUTER ACCESS AUTHORIZATION FILES	GA-37	General Administrative Records
COMPUTER PASSWORD FILES	COMPUTER ACCESS AUTHORIZATION FILES	GA-37	General Administrative Records
CONSTRUCTION RECORDS	FACILITY CONSTRUCTION RECORDS	GA-7	General Administrative Records
CONTAINERS/BOXES ACTIVITY REPORTS	RECORDS CENTER REPORTS	RM-9	Records Management Records
CONTAINERS/BOXES ELIGIBLE FOR DESTRUCTION REPORTS	RECORDS CENTER REPORTS	RM-9	Records Management Records
CONTRABAND RECORDS	COURT CONTRABAND RECORDS	SC-1	Security Records
CONTRACT ENCUMBRANCE REQUESTS	ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS	FS-1	Fiscal Records

Are you looking for:	see Record Series Title	Records Series #	Records Retention & Disposition Schedule
CONTRACT FILES (FISCAL ADM.)	CONTRACT FILES (FISCAL ADM.)	FS-9	Fiscal Records
CONTRACT RECORDS FOR PAYMENTS	ACCOUNTS PAYABLE RECORDS - PAYMENT RECORDS - CONTRACTS	FS-1 (b)	Fiscal Records
CONTRACT RECORDS FOR PURCHASES	ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS - CONTRACTS	FS-1 (a)	Fiscal Records
CONTRACTS (RECORDS MANAGEMENT SERVICES)	RECORDS MANAGEMENT CONTRACT RECORDS	RM-13	Records Management
COPIES OF RECORDS	COPIES OF RECORDS: SEE DUPLICATE COPIES	GA-6	General Administrative Records
CORRECTED APPENDICES TO SECURITY CONTRACT	SECURITY CONTRACT RECORDS	SC-18	Security Records
CORRESPONDENCE FILES	CORRESPONDENCE FILES	GA-4	General Administrative Records
CORRESPONDENCE INDEXES	CORRESPONDENCE INDEXES	GA-5	General Administrative Records
COST CENTER JOURNAL VOUCHERS	ACCOUNTS PAYABLE RECORDS - PAYMENT RECORDS	FS-1 (b)	Fiscal Records
COUNSEL'S OPINIONS	LEGAL OPINION FILES	GA-12	General Administrative Records
COURT CONTRABAND LOG BOOKS	COURT CONTRABAND RECORDS	SC-1	Security Records
COURT CONTRABAND RECORDS	COURT CONTRABAND RECORDS	SC-1	Security Records
COURT CONTRABAND RECORDS - MONTHLY CONTRABAND REPORTS	COURT CONTRABAND RECORDS - MONTHLY CONTRABAND REPORTS	SC-1 (a)	Security Records
COURT CONTRABAND RECORDS - OTHER CONTRABAND REPORTS	COURT CONTRABAND RECORDS - OTHER CONTRABAND REPORTS	SC-1 (b)	Security Records

Are you looking for:	see Record Series Title	Records Series #	Records Retention & Disposition Schedule
COURT CONTRABAND REPORTS	COURT CONTRABAND RECORDS	SC-1	Security Records
COURT OFFICER UNIT TRAINING CERTIFICATIONS	COURT OFFICER UNIT TRAINING CERTIFICATIONS	PRT-1	Personnel Records
COURT OFFICERS' ASSIGNMENTS	COURT OFFICERS' SCHEDULES	SC-2	Security Records
COURT OFFICERS' SCHEDULES	COURT OFFICERS' SCHEDULES	SC-2	Security Records
COURT OFFICERS' SHIELD RECORDS	COURT OFFICERS' SHIELD RECORDS	SC-3	Security Records
COURT REPORTER LOG OF TRANSCRIPTS ORDERS	COURT REPORTER ORDER TRANSCRIPT LOGS	GA-39	General Administrative Records
COURT REPORTER MINUTE AGREEMENT FORMS	COURT REPORTER MINUTE AGREEMENT FORMS	GA-38	General Administrative Records
COURT REPORTER ORDER TRANSCRIPT LOGS	COURT REPORTER ORDER TRANSCRIPT LOGS	GA-39	General Administrative Records
COURT REPORTER QUARTERLY REPORTS	COURT REPORTER QUARTERLY REPORTS	GA-40	General Administrative Records
COURT REPORTERS MONTHLY REPORTS	COURT REPORTER ORDER TRANSCRIPT LOGS	GA-39	General Administrative Records
COURT REPORTERS QUARTERLY SUMMARY REPORTS	JUDICIAL DISTRICT REPORT OF PENDING TRANSCRIPTS	GA-45	General Administrative Records
COURT SERVICES COMPLAINT FILES	COURT SERVICES COMPLAINT FILES	GA-3	General Administrative Records
COURTS AND AGENCIES BUDGET REQUESTS	BUDGET REQUESTS	FS-7	Fiscal Records
CREDIT CARD JOURNAL VOUCHERS	ACCOUNTS PAYABLE RECORDS - PAYMENT RECORDS	FS-1 (b)	Fiscal Records

Are you looking for:	see Record Series Title	Records Series #	Records Retention & Disposition Schedule
<u>D</u>			
D AND/OR D-1 FORMS	SECURITY CONTRACT RECORDS	SC-18	Security Records
DAILY CASH RECEIPT JOURNALS	ACCOUNTS RECEIVABLE (REVENUE) RECORDS	FS-2	Fiscal Records
DAILY CASH RECEIPT LEDGERS FOR CRIMINAL, CIVIL OR TRAFFIC	ACCOUNTS RECEIVABLE (REVENUE) RECORDS	FS-2	Fiscal Records
DAILY CASH RECEIPTS	ACCOUNTS RECEIVABLE (REVENUE) RECORDS	FS-2	Fiscal Records
DATA SET RECORDS (ACCOUNTING)	DATA SET RECORDS (ACCOUNTING)	FS-3	Fiscal Records
DAY FILES	CHRONOLOGICAL FILES	GA-36	General Administrative Records
DECLINATION LETTERS - LIST APPOINTMENTS	DECLINATION LETTERS - LIST APPOINTMENTS	PCH-4 (a)	Personnel Records
DECLINATION LETTERS - NON LIST APPOINTMENTS	DECLINATION LETTERS - NON LIST APPOINTMENTS	PCH-4 (b)	Personnel Records
DEPOSIT SLIPS	BANKING RECORDS	FS-4	Fiscal Records
DESTRUCTION REQUESTS FOR PRE-NUMBERED BLANK FORMS	CERTIFICATE OF DESTRUCTION OF PRE-NUMBERED BLANK FORMS	RM-11	Records Management Records
DETAIL SHEETS	ACCOUNTS PAYABLE RECORDS - PAYMENT RECORDS	FS-1 (b)	Fiscal Records
DIRECTIVES	BULLETINS, DIRECTIVES, HANDBOOKS AND MANUALS	GA-2	General Administrative Records
DISASTER PREVENTION FOR RECORDS	RECORDS DISASTER PREVENTION AND RECOVERY PLANS	RM-3	Records Management Records
DISCIPLINARY ACTION RECORDS	DISCIPLINARY ACTION RECORDS	PRG-4	Personnel Records
DISPOSITION OF FIREARMS BY UCS PEACE OFFICERS	FIREARMS OWNERSHIP RECORDS	SC-6	Security Records

Are you looking for:	see Record Series Title	Records Series #	Records Retention & Disposition Schedule
DISTRIBUTION LISTS	DISTRIBUTION LISTS	GA-41	General Administrative Records
DISTRICT REPORT OF PENDING TRANSCRIPTS	JUDICIAL DISTRICT REPORT OF PENDING TRANSCRIPTS	GA-45	General Administrative Records
DISQUALIFIED MICROFILM REPORTS	MICROFILM QUALITY CONTROL RECORDS - METHYLENE BLUE TEST REPORTS - DISQUALIFYING REPORTS	RM-5 (c-2)	Records Management Records
DOCUMENT SEARCHING TOOLS	FINDING AIDS	GA-44	General Administrative Records
DUPLICATE COPIES	DUPLICATE COPIES	GA-6	General Administrative Records
<u>E</u>			
E-MAILS	CORRESPONDENCE FILES	GA-4	General Administrative Records
ELECTRONIC INDEXES	FINDING AIDS	GA-44	General Administrative Records
ELECTRONIC MAIL MESSAGES	CORRESPONDENCE FILES	GA-4	General Administrative Records
ELECTRONIC RECORDER TESTING WORKSHEETS	ELECTRONIC RECORDER TESTING WORKSHEETS	GA-42	General Administrative Records
ELECTRONIC RECORDING REPORTS	ELECTRONIC RECORDING REPORTS	GA-43	General Administrative Records
EMPLOYEE HANDBOOK RECEIPTS	ACKNOWLEDGMENTS OR RECEIPTS OF EMPLOYEE MANUALS/HANDBOOKS	PRG-1	Personnel Records
EMPLOYEE ID CARDS	IDENTIFICATION CARD RECORDS - EMPLOYEE CARDS	SC-8 (a)	Security Records

Are you looking for:	see Record Series Title	Records Series #	Records Retention & Disposition Schedule
EMPLOYEE MANUAL RECEIPTS	ACKNOWLEDGMENTS OR RECEIPTS OF EMPLOYEE MANUALS / HANDBOOKS	PRG-1	Personnel Records
EMPLOYEE SUGGESTION FILES	EMPLOYEE SUGGESTION FILES	PRG-5	Personnel Records
EMPLOYEE TRAINING ATTENDANCE RECORDS	EMPLOYEE TRAINING ATTENDANCE RECORDS	PRT-2	Personnel Records
EMPLOYEE TRAINING CLASS ATTENDANCE SHEETS - FOR NON PEACE OFFICERS	EMPLOYEE TRAINING CLASS ATTENDANCE SHEETS - FOR NON PEACE OFFICERS	PRT-3 (a)	Personnel Records
EMPLOYEE TRAINING CLASS ATTENDANCE SHEETS - FOR PEACE OFFICERS	EMPLOYEE TRAINING CLASS ATTENDANCE SHEETS - FOR PEACE OFFICERS	PRT-3 (b)	Personnel Records
EMPLOYMENT ELIGIBILITY VERIFICATION FORMS (1-9)	EMPLOYMENT ELIGIBILITY VERIFICATION FORMS (1-9)	PCH-5	Personnel Records
EMPLOYMENT OPPORTUNITY ANNOUNCEMENTS (UCS-23)	EMPLOYMENT OPPORTUNITY ANNOUNCEMENTS (UCS-23)	PCH-6	Personnel Records
ENCUMBRANCE REPORTS	ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS	FS-1	Fiscal Records
EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM (UCS-19X)	EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM (UCS-19X)	PCH-7	Personnel Records
EQUIPMENT INVENTORIES	OFFICE EQUIPMENT, FURNITURE AND SUPPLY INVENTORY RECORDS	GA-14	General Administrative Records
EQUIPMENT MAINTENANCE RECORDS	OFFICE EQUIPMENT / FURNITURE MAINTENANCE RECORDS	GA-15	General Administrative Records
EVACUATION PROCEDURES FILES	EVACUATION PROCEDURES FILES	SC-4	Security Records

Are you looking for:	see Record Series Title	Records Series #	Records Retention & Disposition Schedule
EXAMINATION ANNOUNCEMENT FILES	EXAMINATION ANNOUNCEMENT FILES	PRG-6	Personnel Records
EXPENDITURE WARRANTS	ACCOUNTS PAYABLE RECORDS - PAYMENT RECORDS	FS-1 (b)	Fiscal Records
<u>F</u>			
FACE SHEETS	APPELLATE DIVISION TRANSCRIPT ORDER FACT SHEETS	GA-34	General Administrative Records
FACILITY ACCESS RECORDS	FACILITY ACCESS RECORDS	SC-5	Security Records
FACILITY CONSTRUCTION RECORDS	FACILITY CONSTRUCTION RECORDS	GA-7	General Administrative Records
FACILITY MAINTENANCE, SERVICE AND REPAIR REQUEST FILES	FACILITY MAINTENANCE, SERVICE AND REPAIR REQUEST FILES	GA-8	General Administrative Records
FACILITY MANAGEMENT RECORDS	FACILITY MANAGEMENT RECORDS	GA-7, GA-8	General Administrative Records
FACILITY REPAIR REQUEST RECORDS	FACILITY MAINTENANCE, SERVICE AND REPAIR REQUEST FILES	GA-8	General Administrative Records
FACILITY SERVICE REQUEST RECORDS	FACILITY MAINTENANCE, SERVICE AND REPAIR REQUEST FILES	GA-8	General Administrative Records
FAX BOOKS	TELEPHONE/FAX DIRECTORIES	GA-31	General Administrative Records
FAX CALL LOGS	TELEPHONE/FAX CALL LOGS	GA-30	General Administrative Records
FAX DIRECTORIES	TELEPHONE/FAX DIRECTORIES	GA-31	General Administrative Records
FAX LISTING	TELEPHONE /FAX DIRECTORIES	GA-31	General Administrative Records

Are you looking for:	see Record Series Title	Records Series #	Records Retention & Disposition Schedule
FAX RECORDS	TELECOMMUNICATION RECORDS	GA-30 to GA-33	General Administrative Records
FINANCIAL PLANNING AND CONTROL MANUAL	FINANCIAL PLANNING AND CONTROL MANUAL	FS-10	Fiscal Records
FINAL REPORTS	ANNUAL/SPECIAL/FINAL REPORTS, STUDIES OR SURVEYS	GA-24	General Administrative Records
FINAL STUDIES	ANNUAL/SPECIAL/FINAL REPORTS, STUDIES OR SURVEYS	GA-24	General Administrative Records
FINAL SURVEYS	ANNUAL/SPECIAL/FINAL REPORTS, STUDIES OR SURVEYS	GA-24	General Administrative Records
FINANCIAL PLANNING AND CONTROL MANUAL	FINANCIAL PLANNING AND CONTROL MANUAL	FS-10	Fiscal Records
FINDING AIDS	FINDING AIDS	GA-44	General Administrative Records
FIREARMS OWNERSHIP RECORDS	FIREARMS OWNERSHIP RECORDS	SC-6	Security Records
FIREARMS SAFEKEEPING LOGS	FIREARMS SAFEKEEPING LOGS	SC-7	Security Records
FISCAL ADMINISTRATION RECORDS	FISCAL ADMINISTRATION RECORDS	FS-8 to FS-11	Fiscal Records
FISCAL REPORTS	REPORTS AND STUDIES (FISCAL)	FS-11	Fiscal Records
FISCAL STUDIES	REPORTS AND STUDIES (FISCAL)	FS-11	Fiscal Records
FLOOR PLANS	FACILITY CONSTRUCTION RECORDS	GA-7	General Administrative Records
FORM REQUISITIONS	BLANK FORM REQUISITION FILES	GA-13	General Administrative Records
FORMS ADMINISTRATION	FORMS MANAGEMENT RECORDS	RM-1	Records Management Records

Are you looking for:	see Record Series Title	Records Series #	Records Retention & Disposition Schedule
FORMS CREATION RECORDS	FORMS MANAGEMENT RECORDS	RM-1	Records Management Records
FORMS DEVELOPMENT: FILES	FORMS MANAGEMENT RECORDS	RM-1	Records Management Records
FORMS LISTS	FORMS LISTS	RM-1 (a)	Records Management Records
FORMS MANAGEMENT SUBJECT FILES	FORMS MANAGEMENT SUBJECT FILES	RM-1 (b)	Records Management Records
FORMS MANAGEMENT - MASTERS	FORMS MANAGEMENT - MASTERS	RM-1 (c)	Records Management Records
FURNITURE INVENTORIES	OFFICE EQUIPMENT, FURNITURE AND SUPPLY INVENTORY RECORDS	GA-14	General Administrative Records
FURNITURE MAINTENANCE RECORDS	OFFICE EQUIPMENT/FURNITURE MAINTENANCE RECORDS	GA-15	General Administrative Records
<u>G</u>			
GENERAL INSTRUCTIONS FOR RECORDS	RECORDS MANAGEMENT MANUALS/HANDBOOKS/REPORTS	RM-2	Records Management Records
GUEST SIGN-IN BOOKS	VISITORS' LOG BOOKS	SC-21	Security Records
GRANT PROGRAM FILES	GRANT PROGRAM FILES	GA-9	General Administrative Records
GUN RECEIPTS	PERSONAL PROPERTY RECEIPTS	SC-17	Security Records
<u>H</u>			
HANDBOOKS (GENERAL)	BULLETINS, DIRECTIVES, HANDBOOKS AND MANUALS	GA-2	General Administrative Records
HANDBOOKS FOR RECORDS	RECORDS MANAGEMENT MANUALS/HANDBOOKS/REPORTS	RM-2	Records Management Records
HANDBOOKS FOR RECORDS	RECORDS MANAGEMENT MANUALS/HANDBOOKS/REPORTS	RM-2	Records Management Records

Are you looking for:	see Record Series Title	Records Series #	Records Retention & Disposition Schedule
HOLDINGS LIST OF OFFSITE STORED RECORDS	RECORDS CENTER HOLDINGS LIST	RM-8	Records Management Records
HIRING MEMORANDUMS	HIRING MEMORANDUMS	PCH-8	Personnel Records
HISTORICAL DEVELOPMENT FILES	HISTORICAL DEVELOPMENT FILES	GA-26	General Administrative Records
<u>↓</u>			
IDENTIFICATION CARD RECORDS - EMPLOYEE RECORDS	IDENTIFICATION CARD RECORDS - EMPLOYEE RECORDS	SC-8 (a)	Security Records
IDENTIFICATION CARD RECORDS - NON EMPLOYEE RECORDS	IDENTIFICATION CARD RECORDS - NON EMPLOYEE RECORDS	SC-8 (b)	Security Records
IDENTIFICATION CODES FOR COMPUTERS	COMPUTER ACCESS AUTHORIZATION FILES	GA-37	General Administrative Records
ILLEGAL POSSESSIONS VOLUNTARY SURRENDER FORMS	VOLUNTARY SURRENDER FORMS	SC-22	Security Records
INCIDENT REPORTS	INCIDENT REPORTS	SC-9	Security Records
INDEXES, ELECTRONIC OR MANUAL	FINDING AIDS	GA-44	General Administrative Records
INFECTIOUS DISEASE CASE REPORTS	INFECTIOUS DISEASE CASE REPORTS	SC-10	Security Records
INTER-DEPARTMENTAL MEMORANDA	CORRESPONDENCE FILES	GA-4	General Administrative Records
INTERN / STUDENT PERSONNEL FOLDERS	INTERN/STUDENT PERSONNEL FOLDERS	PRG-7	Personnel Records
INTERNAL JOB DESCRIPTIONS	INTERNAL JOB DESCRIPTIONS	PRG-8	Personnel Records

Are you looking for:	see Record Series Title	Records Series #	Records Retention & Disposition Schedule
INTERVIEW CONFIRMATION LETTERS	INTERVIEW CONFIRMATION LETTERS	PCH-9	Personnel Records
INTERVIEW DATA SHEETS (UCS-19XI)	INTERVIEW DATA SHEETS (UCS-19XI)	PCH-10	Personnel Records
INTERVIEW PACKAGES	INTERVIEW PACKAGES	PCH-11	Personnel Records
INTERVIEW SUMMARY SHEETS (UCS-24)	INTERVIEW SUMMARY SHEETS (UCS-24)	PCH-12	Personnel Records
INVENTORIES OF RECORDS	RECORDS INVENTORIES	RM-4	Records Management Records
INVOICE REQUESTS	ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS	FS-1 (a)	Fiscal Records
INVOICES	ACCOUNTS RECEIVABLE (REVENUE) RECORDS	FS-2	Fiscal Records
<u>J</u>			
JOB ANNOUNCEMENTS	EMPLOYMENT OPPORTUNITY ANNOUNCEMENTS (UCS-23)	PCH-6	Personnel Records
JOB POSTINGS	EMPLOYMENT OPPORTUNITY ANNOUNCEMENTS (UCS-23)	PCH-6	Personnel Records
JOURNAL VOUCHERS	ACCOUNTS RECEIVABLE (REVENUE) RECORDS	FS-2	Fiscal Records
JUDICIAL ASSIGNMENT BY ADMINISTRATIVE ORDERS	JUDICIAL ASSIGNMENT BY ADMINISTRATIVE ORDERS	GA-10	General Administrative Records
JUDICIAL DISTRICT REPORT OF PENDING TRANSCRIPTS	JUDICIAL DISTRICT REPORT OF PENDING TRANSCRIPTS	GA-45	General Administrative Records
JUDICIAL DISTRICT PENDING TRANSCRIPT REPORTS	JUDICIAL DISTRICT REPORT OF PENDING TRANSCRIPTS	GA-45	General Administrative Records
JUDICIAL DUTY RECORDS	JUDICIAL DUTY RECORDS	GA-10 to GA-11	General Administrative Records
JUDICIAL OATH FORMS (JC-200 AND G 110-232)	JUDICIAL OATH FORMS (JC-200 AND G 110-232)	PCH-13	Personnel Records

Are you looking for:	see Record Series Title	Records Series #	Records Retention & Disposition Schedule
JUDICIAL VISITS TO CORRECTIONAL INSTITUTIONS FORM	VISITATION OF FACILITY AND INSTITUTIONS FOR DETENTION, TREATMENT, EXAMINATION AND CONFINEMENT FORMS	GA-11	General Administrative Records
JUDICIAL THREAT FILE	JUDICIAL THREAT FILE	SC-11	Security Records
JUVENILE DETENTION CELL LOG BOOKS	JUVENILE DETENTION CELL LOG BOOKS	SC-12	Security Records
<u>K</u>			
KEY CARDS	FACILITY ACCESS RECORDS	SC-5	Security Records
KEYS	FACILITY ACCESS RECORDS	SC-5	Security Records
<u>L</u>			
LEASES	CONTRACT FILES	FS-9	Fiscal Records
LEASES (RECORDS MANAGEMENT SERVICES)	RECORDS MANAGEMENT CONTRACT RECORDS	RM-13	Records Management Records
LEAVE RECORDS	CHARGE / LEAVE RECORDS (EMPLOYEES)	PTL-3	Personnel Records
LEGAL AID SOCIETIES CONTRACTS	CONTRACT FILES	FS-9	Fiscal Records
LEGAL ADVICE RECORDS	LEGAL OPINION FILES	GA-12	General Administrative Records
LEGAL OPINION FILES	LEGAL OPINION FILES	GA-12	General Administrative Records
LEGAL REFERENCE PURCHASE REQUESTS	ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS	FS-1 (a)	Fiscal Records
LETTERS (CORRESPONDENCE)	LETTERS (CORRESPONDENCE)	GA-4	General Administrative Records
LETTERS OF COMMENDATION (RE: EMPLOYEES)	LETTERS OF COMMENDATION (RE: EMPLOYEES)	PRG-9 (a)	Personnel Records
LETTERS OF COMPLAINT (RE: EMPLOYEES)	LETTERS OF COMPLAINT (RE: EMPLOYEES)	PRG-9 (b)	Personnel Records

Are you looking for:	see Record Series Title	Records Series #	Records Retention & Disposition Schedule
LINE NUMBER BOOKS (EMPLOYEES)	LINE NUMBER BOOKS (EMPLOYEES)	PRG-10	Personnel Records
LISTINGS OF DEPOSITS	BANKING RECORDS	FS-4	Fiscal Records
LOCATION REPORTS FOR STORED RECORDS	RECORDS CENTER REPORTS	RM-9	Records Management Records
LODGING REQUESTS	ACCOUNTS PAYABLE RECORDS - PAYMENT RECORDS	FS-1 (b)	Fiscal Records
LR 276	ACCOUNTS PAYABLE RECORDS - PAYMENT RECORDS	FS-1 (b)	Fiscal Records
<u>M</u>			
M-1646	ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS	FS-1 (A)	FISCAL RECORDS
MAGAZINE/ARTICLE CLIPPING FILES	CLIPPING FILES	GA-21	GENERAL ADMINISTRATIVE RECORDS
MAGNETOMETER CALIBRATION RECORDS	MAGNETOMETER CALIBRATION RECORDS	SC-13	SECURITY RECORDS
MAIL LOGS	MAIL LOGS	GA-46	GENERAL ADMINISTRATIVE RECORDS
MAILING DISTRIBUTION LISTS	DISTRIBUTION LISTS	GA-41	General Administrative Records
MAINTENANCE AGREEMENTS	ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS	FS-1	Fiscal Records
MAINTENANCE/REPAIR IN-HOUSE LOG BOOKS (FISCAL)	ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS	FS-1	Fiscal Records
MANAGEMENT ACTIVITY REPORTS	ACTIVITY REPORTS	GA-23	General Administrative Records
MANAGEMENT RECORDS FOR TIME AND LEAVE CONTROL RECORDS	MANAGEMENT RECORDS FOR TIME AND LEAVE CONTROL RECORDS	PTL-4 (a)	Personnel Records

Are you looking for:	see Record Series Title	Records Series #	Records Retention & Disposition Schedule
MANAGEMENT RECORDS FOR TIME AND LEAVE SCHEDULING RECORDS	MANAGEMENT RECORDS FOR TIME AND LEAVE SCHEDULING RECORDS	PTL-4 (b)	Personnel Records
MANUAL INDEXES	FINDING AIDS	GA-44	General Administrative Records
MANUALS (GENERAL PURPOSE)	BULLETINS, DIRECTIVES, HANDBOOKS AND MANUALS	GA-2	General Administrative Records
MANUALS (RECORDS MANAGEMENT)	RECORDS MANAGEMENT MANUALS/HANDBOOKS/REPORTS	RM-2	Records Management Records
MASTER CONTROL RECORDS	ACCOUNTS RECEIVABLE (REVENUE) RECORDS	FS-2	Fiscal Records
MASTER FORMS	FORMS MANAGEMENT CREATION RECORDS - MASTER FORMS	RM-1 (c)	Records Management Records
MEMORANDUMS	CORRESPONDENCE FILES	GA-4	General Administrative Records
MERCHANDISE RECEIPTS	ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS	FS-1	Fiscal Records
MICROFILM CERTIFICATES OF AUTHENTICITY	MICROFILM CERTIFICATES OF AUTHENTICITY	RM-5 (a)	Records Management Records
MICROFILM CONTROL SHEETS	MICROFILM CONTROL SHEETS	RM-5 (b)	Records Management Records
MICROFILM CERTIFICATES OF AUTHENTICITY	MICROFILM CERTIFICATES OF AUTHENTICITY	RM-5 (a)	Records Management Records
MICROFILM EQUIPMENT INSTRUCTION MANUALS	RECORDS MANAGEMENT MANUALS/HANDBOOKS/REPORTS	RM-2	Records Management Records
MICROFILM METHYLENE BLUE TEST REPORTS - QUALIFYING REPORTS	MICROFILM METHYLENE BLUE TEST REPORTS - QUALIFYING REPORTS	RM-5 (c-1)	Records Management Records

Are you looking for:	see Record Series Title	Records Series #	Records Retention & Disposition Schedule
MICROFILM METHYLENE BLUE TEST REPORTS - DISQUALIFYING REPORTS	MICROFILM METHYLENE BLUE TEST REPORTS - DISQUALIFYING REPORTS	RM-5 (c-2)	Records Management Records
MICROFILM RECORDS' INDEX	MICROFILM RECORDS' INDEX	RM-5 (d)	Records Management Records
MICROFILM QUALITY CONTROL RECORDS	MICROFILM QUALITY CONTROL RECORDS	RM-5	Records Management Records
MICROGRAPHICS RECORDS	MICROGRAPHICS RECORDS	RM-5	Records Management Records
MISCELLANEOUS PURCHASING LOGS	ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS	FS-1	Fiscal Records
MONTHLY COURT OFFICER ATTENDANCE SHEETS	MONTHLY COURT OFFICER ATTENDANCE SHEETS	SC-14	Security Records
MONTHLY CONTRABAND REPORTS	COURT CONTRABAND RECORDS	SC-1	Security Records
MANAGEMENT PROJECT ACTIVITY REPORTS	ACTIVITY REPORTS	GA-23	General Administrative Records
MONTHLY RECAP OF ATTENDANCE	MONTHLY COURT OFFICER ATTENDANCE SHEETS	SC-14	Security Records
<u>N</u>			
NEGATIVES OF FILM	PHOTOGRAPHIC COLLECTIONS	RM-6	Records Management Records
NEWSLETTERS	PUBLISHED NEWSLETTERS, PRESS RELEASES, PUBLICATIONS AND VIDEOS	GA-22	General Administrative Records
NEW YORK STATE O.G.S. MONTHLY USAGE PHONE BILLS	TELEPHONE BILLING AND CONTROL RECORDS	GA-32	General Administrative Records
NOMINATION FOR APPOINTMENT (UCS-74 AND UCS-74L)	NOMINATION FOR APPOINTMENT (UCS-74 AND UCS-74L)	PCH-14	Personnel Records

Are you looking for:	see Record Series Title	Records Series #	Records Retention & Disposition Schedule
NON CONTRACT RECORDS (PAYMENT)	ACCOUNTS PAYABLE RECORDS - PAYMENT RECORDS - FOR NON CONTRACT RELATED PAYMENTS	FS-1 (b-3)	Fiscal Records
NON CONTRACT RECORDS (PURCHASING)	ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS - FOR NON CONTRACT RELATED PAYMENTS	FS-1 (a-3)	Fiscal Records
NON DISCIPLINARY TERMINATION LETTERS	RESIGNATION LETTERS AND NON DISCIPLINARY TERMINATION LETTERS	PRG-20	Personnel Records
NON EMPLOYEE ID CARDS	IDENTIFICATION CARD RECORDS - NON EMPLOYEE RECORDS	SC-8 (b)	Security Records
NON ROUTINE REPORTS AND STUDIES (FISCAL)	NON ROUTINE REPORT AND STUDIES	FS-11 (a)	Fiscal Records
<u>Q</u>			
OATHS OF OFFICE FOR NON JUDICIAL EMPLOYEES (DOS-193)	OATHS OF OFFICE FOR NON JUDICIAL EMPLOYEES (DOS-193)	PCH-15	Personnel Records
OBF TR-1 FORMS	ACCOUNTS PAYABLE RECORDS - PAYMENT RECORDS	FS-1 (B)	Fiscal Records
OFFICE EQUIPMENT, FURNITURE AND SUPPLY INVENTORY RECORDS	OFFICE EQUIPMENT, FURNITURE AND SUPPLY INVENTORY RECORDS	GA-14	General Administrative Records
OFFICE EQUIPMENT, FURNITURE AND SUPPLY RECORDS	OFFICE EQUIPMENT, FURNITURE AND SUPPLY RECORDS	GA-13 to GA-17	General Administrative Records
OFFICE EQUIPMENT/ FURNITURE MAINTENANCE RECORDS	OFFICE EQUIPMENT / FURNITURE MAINTENANCE RECORDS	GA-15	General Administrative Records
OFFICE FILES LOCATION MANUALS	RECORDS MANAGEMENT MANUALS/ HANDBOOKS/REPORTS	RM-2	Records Management Records
OFFICE FURNITURE MAINTENANCE	OFFICE EQUIPMENT/FURNITURE MAINTENANCE RECORDS	GA-15	General Administrative Records

Are you looking for:	see Record Series Title	Records Series #	Records Retention & Disposition Schedule
OFFICE SUPPLY RECORDS	OFFICE EQUIPMENT, FURNITURE AND SUPPLY INVENTORY RECORDS	GA-14	General Administrative Records
ONE-WRITE ACCOUNTING SYSTEM CONTRACTS	CONTRACT FILES (FISCAL)	FS-9	Fiscal Records
ORGANIZATIONAL CHARTS	ORGANIZATIONAL STRUCTURE FILES	GA-18	General Administrative Records
ORGANIZATIONAL RECORDS	ORGANIZATIONAL STRUCTURE FILES	GA-18	General Administrative Records
ORGANIZATIONAL STRUCTURE FILES	ORGANIZATIONAL STRUCTURE FILES	GA-18	General Administrative Records
OVERAGE MEMORANDUMS	ACCOUNTS RECEIVABLE (REVENUE) RECORDS	FS-2	Fiscal Records
OVERNIGHT MONIES	ACCOUNTS RECEIVABLE (REVENUE) RECORDS	FS-2	Fiscal Records
OVERTIME	ACCRUAL/OVERTIME RECORDS (EMPLOYEES)	PTL-1	Personnel Records
OVERTIME MEAL VOUCHERS	ACCOUNTS PAYABLE RECORDS - PAYMENT RECORDS	FS-1 (b)	Fiscal Records
<u>P</u>			
PARKING PERMIT REQUEST FORMS	PARKING PERMIT RECORDS (PERSONNEL) OR PARKING REQUEST FORMS (SECURITY)	PRG-11 or SC-15	Personnel Records or Security Records
PARKING VISOR CARDS REQUEST FORMS	PARKING REQUEST FORMS	SC-15	Security Records
PARTS LIST	OFFICE EQUIPMENT/FURNITURE MAINTENANCE RECORDS	GA-15	General Administrative Records
PASSWORDS FOR COMPUTER ACCESS	COMPUTER ACCESS AUTHORIZATION FILES	GA-37	General Administrative Records

Are you looking for:	see Record Series Title	Records Series #	Records Retention & Disposition Schedule
PAYCHECK DISTRIBUTION LISTS	DISTRIBUTION LISTS	GA-41	General Administrative Records
PAYEE CONTINUATIONS	ACCOUNTS PAYABLE RECORDS - PAYMENT RECORDS	FS-1 (b)	Fiscal Records
PAYMENT RECORDS (GENERAL PURPOSES)	ACCOUNTS PAYABLE RECORDS - PAYMENT RECORDS	FS-1 (b)	Fiscal Records
PAYMENT RECORDS (RECORDS MANAGEMENT SERVICES)	CONTRACT RECORDS - PAYMENT RECORDS	RM-13 (b)	Records Management Records
PEACE OFFICER'S CLASS RECORDS	TRAINING ACADEMY CLASS RECORDS	SC-19	Security Records
PEACE OFFICERS' SHIELD IDENTIFICATION LISTS	PEACE OFFICERS' SHIELD IDENTIFICATION LISTS	SC-16	Security Records
PENDING FAMILY COURT CASE REPORTING FORMS	PENDING FAMILY COURT CASE REPORTING FORMS	GA-47	General Administrative Records
PENDING A RESPONSE FILES	TICKLER FILES	GA-48	General Administrative Records
PENDING TRANSCRIPT REPORTS OF COURT REPORTERS	JUDICIAL DISTRICT REPORT OF PENDING TRANSCRIPTS	GA-45	General Administrative Records
PER DIEM COURT INTERPRETERS APPLICATIONS FOR EMPLOYMENT - NON QUALIFIED INTERPRETERS	PER DIEM COURT INTERPRETERS APPLICATIONS FOR EMPLOYMENT - NON QUALIFIED INTERPRETERS	PPD-1 (a)	Personnel Records
PER DIEM COURT INTERPRETERS APPLICATIONS FOR EMPLOYMENT - QUALIFIED INTERPRETERS	PER DIEM COURT INTERPRETERS APPLICATIONS FOR EMPLOYMENT - QUALIFIED INTERPRETERS	PPD-1 (b)	Personnel Records

Are you looking for:	see Record Series Title	Records Series #	Records Retention & Disposition Schedule
PER DIEM COURT INTERPRETERS APPLICATIONS FOR EMPLOYMENT - INSTRUCTIONS TO CANDIDATES - NON QUALIFIED COURT INTERPRETERS	PER DIEM COURT INTERPRETERS APPLICATIONS FOR EMPLOYMENT - INSTRUCTIONS TO CANDIDATES - NON QUALIFIED COURT INTERPRETERS	PPD-2 (a)	Personnel Records
PER DIEM COURT INTERPRETERS - APPLICATIONS FOR EMPLOYMENT - INSTRUCTIONS TO CANDIDATES - QUALIFIED COURT INTERPRETERS	PER DIEM COURT INTERPRETERS - APPLICATIONS FOR EMPLOYMENT - INSTRUCTIONS TO CANDIDATES - QUALIFIED COURT INTERPRETERS	PPD-2 (b)	Personnel Records
PER DIEM COURT INTERPRETERS - OATHS OF OFFICE - NON QUALIFIED COURT INTERPRETERS	PER DIEM COURT INTERPRETERS - OATHS OF OFFICE - NON QUALIFIED COURT INTERPRETERS	PPD-3 (a)	Personnel Records
PER DIEM COURT INTERPRETERS - OATHS OF OFFICE - QUALIFIED COURT INTERPRETERS	PER DIEM COURT INTERPRETERS - OATHS OF OFFICE - QUALIFIED COURT INTERPRETERS	PPD-3 (b)	Personnel Records
PER DIEM COURT INTERPRETERS - ORAL EXAMINATION TAPES	PER DIEM COURT INTERPRETERS - ORAL EXAMINATION TAPES	PPD-4	Personnel Records
PER DIEM COURT INTERPRETERS - ORIENTATION CONFIRMATIONS	PER DIEM COURT INTERPRETERS - ORIENTATION CONFIRMATIONS	PPD-5	Personnel Records
PER DIEM COURT INTERPRETERS - QUALIFICATION REVIEW RECORDS - NON QUALIFIED COURT INTERPRETERS	PER DIEM COURT INTERPRETERS - QUALIFICATION REVIEW RECORDS - NON QUALIFIED COURT INTERPRETERS	PPD-6 (a)	Personnel Records

Are you looking for:	see Record Series Title	Records Series #	Records Retention & Disposition Schedule
PER DIEM COURT INTERPRETERS - QUALIFICATION REVIEW RECORDS - QUALIFIED COURT INTERPRETERS	PER DIEM COURT INTERPRETERS - QUALIFICATION REVIEW RECORDS - QUALIFIED COURT INTERPRETERS	PPD-6 (b)	Personnel Records
PER DIEM COURT INTERPRETERS REGISTRY	PER DIEM COURT INTERPRETERS REGISTRY	PPD-7	Personnel Records
PER DIEM COURT INTERPRETERS SCHEDULES	PER DIEM COURT INTERPRETERS SCHEDULES	PPD-8	Personnel Records
PER DIEM EMPLOYEES MONTHLY LOGS	SECURITY CONTRACT RECORDS	SC-18	Security Records
PERFORMANCE EVALUATION FILES	PERFORMANCE EVALUATION FILES	PRG-12	Personnel Records
PERMANENCY REQUEST MEMORANDUMS (EMPLOYEES)	PERMANENCY REQUEST MEMORANDUMS (EMPLOYEES)	PRG-12	Personnel Records
PERMISSION REQUESTS TO VIEW PERSONNEL FOLDERS	PERMISSION REQUESTS TO VIEW PERSONNEL FOLDERS	PRG-14	Personnel Records
PERSONAL DATA FORMS FOR FIREARMS	FIREARMS OWNERSHIP RECORDS	SC-6	Security Records
PERSONAL PROPERTY RECEIPTS	PERSONAL PROPERTY RECEIPTS	SC-17	Security Records
PERSONNEL INFORMATION RECORDS	PERSONNEL INFORMATION RECORDS	PRG-15	Personnel Records
PERSONNEL LOGS	PERSONNEL LOGS	PRG-16	Personnel Records
PERSONNEL SCHEDULE DIARIES	PERSONNEL SCHEDULE DIARIES	PRG-17	Personnel Records
PETTY CASH VOUCHERS	ACCOUNTS PAYABLE RECORDS - PAYMENT RECORDS	FS-1 (b)	Fiscal Records
PHOTOGRAPHIC COLLECTIONS	PHOTOGRAPHIC COLLECTIONS	RM-6	Records Management Records
PHOTOGRAPHIC RECORDS	PHOTOGRAPHIC RECORDS: SEE PHOTOGRAPHIC COLLECTIONS	RM-6	Records Management Records

Are you looking for:	see Record Series Title	Records Series #	Records Retention & Disposition Schedule
POLICIES FOR RECORDS MANAGEMENT - PUBLICATIONS	RECORDS MANAGEMENT MANUALS/HANDBOOKS/REPORTS	RM-2	Records Management Records
PPB-1	FIREARMS OWNERSHIP RECORDS	SC-6	Security Records
PUBLISHED NEWSLETTERS, PRESS RELEASES, PUBLICATIONS AND VIDEOS	PUBLISHED NEWSLETTERS, PRESS RELEASES, PUBLICATIONS AND VIDEOS	GA-22	General Administrative Records
PRE-NUMBERED BLANK FORMS - REQUEST DESTRUCTION	CERTIFICATE OF DESTRUCTION OF PRE-NUMBERED BLANK FORMS	RM-11	Records Management Records
PRESS RELEASES	PUBLISHED NEWSLETTERS, PRESS RELEASES, PUBLICATIONS AND VIDEOS	GA-22	General Administrative Records
PRINTING RECORDS	PRINTING REQUISITION FORMS	GA-19	General Administrative Records
PRINTING REQUISITION FORMS	PRINTING REQUISITION FORMS	GA-19	General Administrative Records
PRINTOUTS SHOWING RECEIPT OF FUNDS	ACCOUNTS RECEIVABLE (REVENUE) RECORDS	FS-2	Fiscal Records
PROCEDURES FOR RECORDS MANAGEMENT - PUBLICATIONS	RECORDS MANAGEMENT MANUALS/ HANDBOOKS/REPORTS	RM-2	Records Management Records
PROGRAM FILES	PROJECT AND PROGRAM FILES	GA-20	General Administrative Records
PROGRESS OFFICE REPORTS	ACTIVITY REPORTS	GA-23	General Administrative Records
PROJECT ACTIVITY REPORTS	ACTIVITY REPORTS	GA-23	General Administrative Records
PROJECT FILES	PROJECT AND PROGRAM FILES	GA-20	General Administrative Records

Are you looking for:	see Record Series Title	Records Series #	Records Retention & Disposition Schedule
PROJECT PROGRESS REPORTS	ACTIVITY REPORTS	GA-23	General Administrative Records
PROJECT STATUS REPORTS	ACTIVITY REPORTS	GA-23	General Administrative Records
PROJECT AND PROGRAM FILES	PROJECT AND PROGRAM FILES	GA-20	General Administrative Records
PROJECT RECORDS	PROJECT AND PROGRAM FILES	GA-20	General Administrative Records
PROXIMITY KEY CARDS	FACILITY ACCESS RECORDS	SC-5	Security Records
PUBLIC VIDEOS	PUBLISHED NEWSLETTERS, PRESS RELEASES, PUBLICATIONS AND VIDEOS	GA-22	General Administrative Records
PUBLICATIONS:	PUBLISHED NEWSLETTERS, PRESS RELEASES, PUBLICATIONS AND VIDEOS	GA-22	General Administrative Records
PUBLISHED NEWSLETTERS, PRESS RELEASES, PUBLICATIONS AND VIDEOS	PUBLISHED NEWSLETTERS, PRESS RELEASES, PUBLICATIONS AND VIDEOS	GA-22	General Administrative Records
PURCHASE LISTINGS	ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS	FS-1 (a)	Fiscal Records
PURCHASE ORDERS	ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS	FS-1 (a)	Fiscal Records
PURCHASE ORDER CHANGE NOTICES	ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS	FS-1 (a)	Fiscal Records
PURCHASE ORDER LOGS	ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS	FS-1 (a)	Fiscal Records
PURCHASE REQUISITIONS	ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS	FS-1 (a)	Fiscal Records
PURCHASING LISTINGS	ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS	FS-1 (a)	Fiscal Records

Are you looking for:	see Record Series Title	Records Series #	Records Retention & Disposition Schedule
PURCHASING RECORDS	ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS	FS-1 (a)	Fiscal Records
PURCHASING REGISTERS	ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS	FS-1 (a)	Fiscal Records
<u>Q</u>			
QUALIFYING REPORTS (MICROFILM)	MICROFILM METHYLENE BLUE TEST REPORTS	RM-5 (c-1)	Records Management Records
QUARTERLY - ANNUAL REPORT OF PENDING TRANSCRIPTS MORE THAN 40 DAYS	JUDICIAL DISTRICT REPORT OF PENDING TRANSCRIPTS	GA-45	General Administrative Records
QUICK PAY INVOICE CONTINUATIONS	ACCOUNTS PAYABLE RECORDS - PAYMENT RECORDS	FS-1 (b)	Fiscal Records
QUICK PAY VOUCHERS	ACCOUNTS PAYABLE RECORDS - PAYMENT RECORDS	FS-1 (b)	Fiscal Records
<u>R</u>			
READING FILES	CHRONOLOGICAL FILES	GA-36	General Administrative Records
RECEIPT OF FUNDS PRINTOUT	ACCOUNTS RECEIVABLE (REVENUE) RECORDS	FS-2	Fiscal Records
RECEIPTS FOR ITEMS PURCHASED	ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS	FS-1 (a)	Fiscal Records
RECEIPTS FOR EMPLOYEE MANUALS / HANDBOOKS	ACKNOWLEDGMENTS OR RECEIPTS OF EMPLOYEE MANUALS / HANDBOOKS	PRG-1	Personnel Records
RECEIPTS FOR REPAIRS AND SERVICES	ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS	FS-1 (a)	Fiscal Records
RECLASSIFICATION REQUESTS	RECLASSIFICATION REQUESTS	PRG-1b	Personnel Records
RECORDS CENTER AUTHORIZATION FORMS	RECORDS CENTER AUTHORIZATION FORMS	RM-7 (a)	Records Management Records

Are you looking for:	see Record Series Title	Records Series #	Records Retention & Disposition Schedule
RECORDS CENTER HOLDINGS LIST	RECORDS CENTER HOLDINGS LIST	RM-8	Records Management Records
RECORDS CENTER MANUALS	RECORDS MANAGEMENT MANUALS/HANDBOOKS/REPORTS - GENERAL INSTRUCTIONS	RM-2 (a)	Records Management Records
RECORDS CENTER RECEIPTS	RECORDS CENTER RECEIPTS	RM-7 (b)	Records Management Records
RECORDS CENTER RECORDS	RECORDS CENTER RECORDS	RM-7, RM-8, RM-9	Records Management Records
RECORDS CENTER REFILE FORMS	RECORDS CENTER RETRIEVAL AND REFILE FORMS	RM-7 (c)	Records Management Records
RECORDS CENTER REPORTS FOR USERS OF UCS CENTERS	RECORDS CENTER REPORTS - FOR USERS OF UCS CENTERS	RM-9 (a)	Records Management Records
RECORDS CENTER REPORTS FOR NON-UCS CENTERS	RECORDS CENTER REPORTS - FOR NON-UCS CENTERS	RM-9 (b)	Records Management Records
RECORDS CENTER RETRIEVAL AND REFILE FORMS	RECORDS CENTER RETRIEVAL AND REFILE FORMS	RM-7 (c)	Records Management Records
RECORDS CENTER STATISTICAL REPORTS	RECORDS CENTER REPORTS	RM-9	Records Management Records
RECORDS CENTER TRANSFER FORMS	RECORDS CENTER TRANSFER FORMS	RM-7 (d)	Records Management Records
RECORDS CENTER TRANSACTIONAL RECORDS	RECORDS CENTER TRANSACTIONAL RECORDS	RM-7	Records Management Records
RECORDS DESTRUCTION WITNESS AFFIDAVIT FORMS	CERTIFICATE OF DESTRUCTION OF PRE-NUMBERED BLANK FORMS	RM-11	Records Management Records
RECORDS DISASTER PREVENTION AND RECOVERY PLANS	RECORDS DISASTER PREVENTION AND RECOVERY PLANS	RM-3	Records Management Records
RECORDS DISPOSITION REQUEST FORMS	RECORDS DISPOSITION REQUEST FORMS	RM-10	Records Management Records

Are you looking for:	see Record Series Title	Records Series #	Records Retention & Disposition Schedule
RECORDS DISPOSITION REQUEST RECORDS	RECORDS DISPOSITION REQUEST FORMS	RM-10	Records Management Records
RECORDS DISPOSITION SCHEDULE	RECORDS RETENTION AND DISPOSITION SCHEDULES	RM-12	Records Management Records
RECORDS INVENTORIES	RECORDS INVENTORIES	RM-4	Records Management Records
RECORDS MANAGEMENT CONTRACT RECORDS - CONTRACTS	RECORDS MANAGEMENT CONTRACT RECORDS - CONTRACTS	RM-13 (a)	Records Management Records
RECORDS MANAGEMENT CONTRACT RECORDS - PAYMENT RECORDS	RECORDS MANAGEMENT CONTRACT RECORDS - PAYMENT RECORDS	RM-13 (b)	Records Management Records
RECORDS MANAGEMENT DISASTER PLANS	RECORDS DISASTER PREVENTION AND RECOVERY PLANS	RM-3	Records Management Records
RECORDS MANAGEMENT GUIDELINES	RECORDS MANAGEMENT MANUALS/ HANDBOOKS/REPORTS - POLICIES, PROCEDURES AND STANDARDS	RM-2 (b)	Records Management Records
RECORDS MANAGEMENT HANDBOOKS	RECORDS MANAGEMENT MANUALS/HANDBOOKS/REPORTS	RM-2	Records Management Records
RECORDS MANAGEMENT MANUALS/HANDBOOKS /REPORTS - GENERAL INSTRUCTIONS	RECORDS MANAGEMENT MANUALS/HANDBOOKS/REPORTS - GENERAL INSTRUCTIONS	RM-2 (a)	Records Management Records
RECORDS MANAGEMENT MANUALS/HANDBOOKS /REPORTS - POLICIES, PROCEDURES AND STANDARDS	RECORDS MANAGEMENT MANUALS/HANDBOOKS/REPORTS - POLICIES, PROCEDURES AND STANDARDS	RM-2 (b)	Records Management Records
RECORDS MANAGEMENT MANUALS/HANDBOOKS/ REPORTS	RECORDS MANAGEMENT MANUALS/HANDBOOKS/REPORTS	RM-2 (C)	Records Management Records
RECORDS MANAGEMENT OPERATIONAL MANUALS	RECORDS MANAGEMENT MANUALS/HANDBOOKS/REPORTS - GENERAL INSTRUCTIONS	RM-2 (a)	Records Management Records

Are you looking for:	see Record Series Title	Records Series #	Records Retention & Disposition Schedule
RECORDS MANAGEMENT PROCEDURES MANUAL	RECORDS MANAGEMENT MANUALS/HANDBOOKS/REPORTS - POLICIES, PROCEDURES AND STANDARDS	RM-2 (b)	Records Management Records
RECORDS MANAGEMENT REPORTS	RECORDS MANAGEMENT MANUALS/HANDBOOKS/REPORTS	RM-2	Records Management Records
RECORDS MANAGEMENT STANDARDS	RECORDS MANAGEMENT MANUALS/HANDBOOKS/REPORTS - POLICIES, PROCEDURES AND STANDARDS	RM-2 (b)	Records Management Records
RECORDS PURGE REPORTS	RECORDS MANAGEMENT MANUALS/HANDBOOKS/REPORTS	RM-2 (c)	Records Management Records
RECORDS RECOVERY PLANS	RECORDS DISASTER PREVENTION AND RECOVERY PLANS	RM-3	Records Management Records
RECORDS RETENTION AND DISPOSITION SCHEDULES	RECORDS RETENTION AND DISPOSITION SCHEDULES	RM-12	Records Management Records
REFERENCE FILES	SUBJECT FILES	GA-29	General Administrative Records
RE-FILE FORMS	RECORDS CENTER RETRIEVAL AND RE-FILE FORMS	RM-7 (c)	Records Management Records
REFUNDS OF APPROPRIATIONS	ACCOUNTS RECEIVABLE (REVENUE) RECORDS	FS-2	Fiscal Records
REFUNDS OF APPROPRIATIONS - EXPENDITURES	ACCOUNTS PAYABLE RECORDS - PAYMENT RECORDS	FS-1 (b)	Fiscal Records
REGISTERS FOR SEARCHING	FINDING AIDS	GA-44	General Administrative Records
RENOVATIONS OF BUILDING / FACILITY	FACILITY CONSTRUCTION RECORDS	GA-7	General Administrative Records
REJECTION LETTERS (EMPLOYMENT)	REJECTION LETTERS (EMPLOYMENT)	PCH-16	Personnel Records

Are you looking for:	see Record Series Title	Records Series #	Records Retention & Disposition Schedule
RELEASE OF INFORMATION AUTHORIZATION (EMPLOYEES)	RELEASE OF INFORMATION AUTHORIZATION (EMPLOYEES)	PRG-19	Personnel Records
REPAIRS TO BUILDINGS	FACILITY MAINTENANCE, SERVICE AND REPAIR REQUEST FILES	GA-8	General Administrative Records
REPAIRS TO OFFICE EQUIPMENT	OFFICE EQUIPMENT / FURNITURE MAINTENANCE RECORDS	GA-15	General Administrative Records
REPAIRS TO OFFICE FURNITURE	OFFICE EQUIPMENT / FURNITURE MAINTENANCE RECORDS	GA-15	General Administrative Records
REPORTS (GENERAL)	REPORTS, STUDIES AND SURVEYS	GA-23 to GA-28	General Administrative Records
REPORTS AND STUDIES (FISCAL)	REPORTS AND STUDIES (FISCAL)	FS-11	Fiscal Records
REPORTS AND STUDIES (FISCAL) - NON ROUTINE REPORTS	REPORTS AND STUDIES (FISCAL) NON ROUTINE REPORTS	FS-11 (a)	Fiscal Records
REPORTS AND STUDIES (FISCAL) - ROUTINE REPORTS	REPORTS AND STUDIES (FISCAL) ROUTINE REPORTS	FS-11 (b)	Fiscal Records
REPORTS FOR RECORDS CENTERS	RECORDS CENTER REPORTS	RM-9	Records Management Records
REPORTS FOR RECORDS MANAGEMENT	RECORDS MANAGEMENT MANUALS/HANDBOOKS/REPORTS - REPORTS	RM-2 (c)	Records Management Records
REPORTS, STUDIES AND SURVEYS	REPORTS, STUDIES AND SURVEYS	GA-23 to GA-28	General Administrative Records
REQUESTED CONTAINERS/BOXES LOCATION REPORTS	RECORDS CENTER REPORTS	RM-9	Records Management Records
REQUESTS TO POST FOR POSITIONS (JOBS)	REQUESTS TO POST FOR POSITIONS (JOBS)	PCH-17	Personnel Records

Are you looking for:	see Record Series Title	Records Series #	Records Retention & Disposition Schedule
RESIDUAL THIOSULPHATE TEST CERTIFICATES	MICROFILM METHYLENE BLUE TEST REPORTS	RM-5 (c)	Records Management Records
RESIGNATION LETTERS AND NON DISCIPLINARY TERMINATION LETTERS	RESIGNATION LETTERS AND NON DISCIPLINARY TERMINATION LETTERS	PRG-20	Personnel Records
RESUMES - SOLICITED RESUMES	RESUMES - SOLICITED RESUMES	PCH-18 (a)	Personnel Records
RESUMES - UNSOLICITED RESUMES	RESUMES - UNSOLICITED RESUMES	PCH-18 (b)	Personnel Records
RETRIEVAL FORMS FOR OFFSITE BOXES/FILES	RECORDS CENTER RETRIEVAL AND REFILE FORMS	RM-7 (c)	Records Management Records
REQUISITION LOGS	ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS	FS-1 (a)	Fiscal Records
REVENUE RECORDS	ACCOUNTS RECEIVABLE (REVENUE) RECORDS	FS-2	Fiscal Records
REVIEW AGENCY BUDGET REQUESTS	BUDGET REQUESTS	FS-7	Fiscal Records
ROUTINE CONTROL REPORTS (NON-FISCAL)	ROUTINE CONTROL REPORTS (NON-FISCAL)	GA-27	General Administrative Records
ROUTINE REPORTS (FISCAL)	REPORTS AND STUDIES - ROUTINE REPORTS	FS-11 (b)	Fiscal Records
<u>S</u>			
SC 321	ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS	FS-1 (a)	Fiscal Records
SCHEDULE OF OUTSTANDING CHECKS	BANKING RECORDS	FS-4	Fiscal Records
SCHEDULE OF POSITIONS (EMPLOYEES)	SCHEDULE OF POSITIONS (EMPLOYEES)	PRG-21	Personnel Records
SEARCHES FOR OFFSITE BOXES/FILE FOLDERS REPORT	RECORDS CENTER REPORTS	RM-9	Records Management Records
SECURITY CONTRACT RECORDS	SECURITY CONTRACT RECORDS	SC-18	Security Records

Are you looking for:	see Record Series Title	Records Series #	Records Retention & Disposition Schedule
SELECTION INTERVIEW EVALUATION FORMS (UCS-25)	SELECTION INTERVIEW EVALUATION FORMS (UCS-25)	PCH-19	Personnel Records
SELECTION INTERVIEW EVALUATION FORMS CONSENSUS EVALUATIONS	SELECTION INTERVIEW EVALUATION FORMS CONSENSUS EVALUATIONS	PCH-20	Personnel Records
SELECTION INTERVIEW EVALUATION FORMS FOR INDIVIDUAL INTERVIEWERS	SELECTION INTERVIEW EVALUATION FORMS FOR INDIVIDUAL INTERVIEWERS	PCH-21	Personnel Records
SERVICE REPORTS	ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS	FS-1 (a)	Fiscal Records
SHIELD IDENTIFICATION RECORDS (PEACE OFFICERS)	PEACE OFFICERS' SHIELD IDENTIFICATION LIST	SC-16	Security Records
SHIELD RECEIPT CARDS (COURT OFFICERS)	COURT OFFICERS' SHIELD RECORDS	SC-3	Security Records
SHIELD RECORDS (COURT OFFICERS)	COURT OFFICERS' SHIELD RECORDS	SC-3	Security Records
SHIELDS LIST (PEACE OFFICERS)	PEACE OFFICERS' SHIELD IDENTIFICATION LISTS	SC-16	Security Records
SHORTAGE/OVERAGE MEMORANDUMS	ACCOUNTS RECEIVABLE (REVENUE) RECORDS	FS-2	Fiscal Records
SICK LEAVE PROGRAM RECORDS - SICK LEAVE BANK COMMITTEE MEMORANDUMS	SICK LEAVE PROGRAM RECORDS - SICK LEAVE BANK COMMITTEE MEMORANDUMS	PTL-5 (a)	Personnel Records
SICK LEAVE PROGRAM RECORDS - SICK LEAVE COURT SYSTEM MEMBERS LISTS	SICK LEAVE PROGRAM RECORDS - SICK LEAVE COURT SYSTEM MEMBERS LISTS	PTL-5 (b)	Personnel Records
SICK LEAVE PROGRAM RECORDS - SICK LEAVE MEMBERSHIP REPORTS	SICK LEAVE PROGRAM RECORDS - SICK LEAVE MEMBERSHIP REPORTS	PTL-5 (c)	Personnel Records

Are you looking for:	see Record Series Title	Records Series #	Records Retention & Disposition Schedule
SICK LEAVE PROGRAM RECORDS - SICK LEAVE ELECTION DONATION PARTICIPATION FORMS - SICK LEAVE BANK DONATION PARTICIPATION FORMS	SICK LEAVE PROGRAM RECORDS - SICK LEAVE ELECTION DONATION PARTICIPATION FORMS - SICK LEAVE BANK DONATION PARTICIPATION FORMS	PTL-5 (d-1)	Personnel Records
SICK LEAVE PROGRAM RECORDS - SICK LEAVE ELECTION DONATION PARTICIPATION FORMS - SICK DONATION PROGRAM FORMS	SICK LEAVE PROGRAM RECORDS - SICK LEAVE ELECTION DONATION PARTICIPATION FORMS - SICK DONATION PROGRAM FORMS	PTL-5 (d-2)	Personnel Records
SPECIAL CHARGE VOUCHERS	ACCOUNTS PAYABLE RECORDS - PAYMENT RECORDS	FS-1 (b)	Fiscal Records
SPECIAL REPORTS	ANNUAL / SPECIAL / FINAL REPORTS, STUDIES OR SURVEYS	GA-24	General Administrative Records
STANDARD VOUCHERS	ACCOUNTS PAYABLE RECORDS - PAYMENT RECORDS	FS-1 (b)	Fiscal Records
STANDARD VOUCHERS - CONTINUATION SHEETS	ACCOUNTS PAYABLE RECORDS - PAYMENT RECORDS	FS-1 (b)	Fiscal Records
STANDARD VOUCHERS - INVOICE CONTINUATIONS	ACCOUNTS PAYABLE RECORDS - PAYMENT RECORDS	FS-1 (b)	Fiscal Records
STANDARDS FOR RECORDS MANAGEMENT - PUBLICATIONS	RECORDS MANAGEMENT MANUALS/HANDBOOKS/REPORTS	RM-2	Records Management Records
STATE OF NEW YORK TUBERCULOSIS CONTROL PLAN TRAINING RECORDS	STATE OF NEW YORK TUBERCULOSIS CONTROL PLAN TRAINING RECORDS	PTL-4	Personnel Records
STATE OWNED PROPERTY FILES	STATE OWNED PROPERTY FILES	GA-16	General Administrative Records
STATEMENTS OF AUTOMOBILE TRAVEL	ACCOUNTS PAYABLE RECORDS - PAYMENT RECORDS	FS-1 (b)	Fiscal Records
STATEMENTS OF RECRUITMENT AND HIRING EFFORTS (UCS-24A)	STATEMENTS OF RECRUITMENT AND HIRING EFFORTS (UCS-24A)	PCH-22	Personnel Records

Are you looking for:	see Record Series Title	Records Series #	Records Retention & Disposition Schedule
STATISTICAL REPORTS (NON-FISCAL)	STATISTICAL REPORTS (NON-FISCAL)	GA-28	General Administrative Records
STATUS REPORTS	ACTIVITY REPORTS	GA-23	General Administrative Records
STUDENT PERSONNEL FOLDERS	INTERN/STUDENT PERSONNEL FOLDERS	PRG-7	Personnel Records
STUDIES (GENERAL)	REPORTS, STUDIES AND SURVEYS	GA-23 to GA-28	General Administrative Records
STUDIES (FISCAL): REPORTS AND STUDIES	STUDIES (FISCAL): REPORTS AND STUDIES	FS-11	Fiscal Records
SUBJECT FILES	SUBJECT FILES	GA-29	General Administrative Records
SUMMARY OF MINUTE AGREEMENT FORMS	COURT REPORTER QUARTERLY REPORTS	GA-40	General Administrative Records
SUPERVISOR'S EMPLOYEE EVALUATION NOTES	SUPERVISOR'S EMPLOYEE EVALUATION NOTES	PRG-22	Personnel Records
SUPPLY INVENTORY RECORDS	OFFICE EQUIPMENT, FURNITURE AND SUPPLY INVENTORY RECORDS	GA-14	General Administrative Records
SUPPLY REQUISITION FORMS	SUPPLY REQUISITION FORMS	GA-17	General Administrative Records
SUPPORTING DOCUMENTATION FOR ABSENCES - PRIOR TO JULY 1999	SUPPORTING DOCUMENTATION FOR ABSENCES - PRIOR TO JULY 1999	PTL-6 (a)	Personnel Records
SUPPORTING DOCUMENTATION FOR ABSENCES - AFTER JUNE 1999	SUPPORTING DOCUMENTATION FOR ABSENCES - AFTER JUNE 1999	PTL-6 (b)	Personnel Records

Are you looking for:	see Record Series Title	Records Series #	Records Retention & Disposition Schedule
SURVEYS (GENERAL)	REPORTS, STUDIES AND SURVEYS	GA-23 to GA-28	General Administrative Records
SUSPENSE FILES	TICKLER FILES	GA-48	General Administrative Records
<u>I</u>			
TAX EXEMPTION CERTIFICATES	ACCOUNTS PAYABLE RECORDS - PAYMENT RECORDS	FS-1 (b)	Fiscal Records
TELECOMMUNICATION RECORDS	TELECOMMUNICATION RECORDS	GA-30 to GA-33	General Administrative Records
TELEPHONE/FAX CALL LOGS	TELEPHONE/FAX CALL LOGS	GA-30	General Administrative Records
TELEPHONE/FAX DIRECTORIES	TELEPHONE/FAX DIRECTORIES	GA-31	General Administrative Records
TELEPHONE BILLING AND CONTROL RECORDS	TELEPHONE BILLING AND CONTROL RECORDS	GA-32	General Administrative Records
TELEPHONE BOOKS	TELEPHONE/FAX DIRECTORIES	GA-31	General Administrative Records
TELEPHONE CONTROL RECORDS	TELEPHONE BILLING AND CONTROL RECORDS	GA-32	General Administrative Records
TELEPHONE INSTALLATION REQUEST RECORDS	TELEPHONE INSTALLATION REQUEST RECORDS	GA-33	General Administrative Records
TELEPHONE LISTINGS	TELEPHONE/FAX DIRECTORIES	GA-31	General Administrative Records
TICKLER FILES	TICKLER FILES	GA-48	General Administrative Records
TIME CARDS	TIME SHEETS/CARDS	PTL-7	Personnel Records

Are you looking for:	see Record Series Title	Records Series #	Records Retention & Disposition Schedule
TIME SHEETS/CARDS (CP-8, UCS-36, UCS-37 AND UCS-38A) PRIOR TO JANUARY 1978	TIME SHEETS/CARDS (CP-8, UCS-36, UCS-37 AND UCS-38A) - PRIOR TO JANUARY 1978	PTL-7 (a)	Personnel Records
TIME SHEETS/CARDS (CP-8, UCS-36, UCS-37 AND UCS-38A) JANUARY 1, 1978 TO PRESENT - EMPLOYEE ELIGIBLE FOR TERMINAL LEAVE	TIME SHEETS/CARDS (CP-8, UCS-36, UCS-37 AND UCS- 38A) - JANUARY 1, 1978 TO PRESENT - EMPLOYEE ELIGIBLE FOR TERMINAL LEAVE	PTL-7 (b)	Personnel Records
TIME SHEETS/CARDS (CP-8, UCS-36, UCS-37 AND UCS-38A) JANUARY 1, 1978 TO PRESENT - EMPLOYEE NOT ELIGIBLE FOR TERMINAL LEAVE	TIME SHEETS/CARDS (CP-8, UCS-36, UCS-37 AND UCS- 38A) - JANUARY 1, 1978 TO PRESENT - EMPLOYEE NOT ELIGIBLE FOR TERMINAL LEAVE	PTL-7 (c)	Personnel Records
TR 281	ACCOUNTS PAYABLE RECORDS - PAYMENT RECORDS	FS-1 (b)	Fiscal Records
TRACKING RECORDS	TRACKING RECORDS	RM-34 to RM-48	General Administrative Records
TRACKING SYSTEM FOR RECORDS	FINDING AIDS	RM-44	General Administrative Records
TRAINING ACADEMY CLASS RECORDS	TRAINING ACADEMY CLASS RECORDS	SC-19	Security Records
TRAINING CERTIFICATES (EMPLOYEES)	TRAINING CERTIFICATES (EMPLOYEES)	PRT-5	Personnel Records
TRANSFER REQUEST FILES (EMPLOYEES)	TRANSFER REQUEST FILES (EMPLOYEES)	PRG-23	Personnel Records
TRANSPORTATION REQUESTS	ACCOUNTS PAYABLE RECORDS - PAYMENT RECORDS	FS-1 (b)	Fiscal Records
TRAVEL AUTHORIZATIONS	ACCOUNTS PAYABLE RECORDS - PAYMENT RECORDS	FS-1 (b)	Fiscal Records
TRAVEL REQUESTS	ACCOUNTS PAYABLE RECORDS - PAYMENT RECORDS	FS-1 (b)	Fiscal Records

Are you looking for:	see Record Series Title	Records Series #	Records Retention & Disposition Schedule
TRAVEL VOUCHERS	TRAVEL VOUCHERS: SEE ACCOUNTS PAYABLE RECORDS - PAYMENT RECORDS	FS-1 (b)	Fiscal Records
TWO-WAY RADIO LOGS	TWO-WAY RADIO LOGS	SC-20	Security Records
<u>U</u>			
UF-100	INCIDENT REPORTS	SC-9	Security Records
UF-101	INCIDENT REPORTS	SC-9	Security Records
UF-136	INFECTIOUS DISEASE CASE REPORTS	SC-10	Security Records
UF-150	JUDICIAL THREAT FILE	SC-11	Security Records
UNCOLLECTIBLE CHECKS	BANKING RECORDS	FS-4	Fiscal Records
UNIFIED COURT SYSTEM CLIPPINGS	CLIPPING FILES	GA-21	General Administrative Records
UNUSUAL OCCURRENCE REPORTS	INCIDENT REPORTS	SC-9	SECURITY RECORDS
<u>V</u>			
VENDOR CONTACT SHEETS	ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS	FS-1 (a)	Fiscal Records
VENDOR FILES (FISCAL)	ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS	FS-1 (a)	Fiscal Records
VENDOR HISTORY REPORTS (FISCAL)	ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS	FS-1 (a)	Fiscal Records
VENDOR INFORMATION	SUBJECT FILES	GA-29	General Administrative Records
VENDOR INVOICES	ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS	FS-1 (a)	Fiscal Records
VENDOR REGISTER LOGS	ACCOUNTS PAYABLE RECORDS - PURCHASING RECORDS	FS-1 (a)	Fiscal Records

Are you looking for:	see Record Series Title	Records Series #	Records Retention & Disposition Schedule
VIDEOS, PUBLISHED	PUBLISHED NEWSLETTERS, PRESS RELEASES, PUBLICATIONS AND VIDEOS	GA-22	General Administrative Records
VISITATION OF FACILITY AND INSTITUTIONS FOR DETENTION, TREATMENT, EXAMINATION AND CONFINEMENT FORMS	VISITATION OF FACILITY AND INSTITUTIONS FOR DETENTION, TREATMENT, EXAMINATION AND CONFINEMENT FORMS	GA-11	General Administrative Records
VISITORS' ID CARDS	IDENTIFICATION CARD RECORDS - NON EMPLOYEE RECORDS	SC-8 (b)	Security Records
VISITORS' LOG BOOKS	VISITORS' LOG BOOKS	SC-21	Security Records
VISOR CARDS	PARKING REQUEST FORMS	SC-15	Security Records
VOLUNTEER FILES - ACCEPTED	VOLUNTEER FILES - ACCEPTED	PRG-24(a)	Personnel Records
VOLUNTEER FILES - NOT ACCEPTED	VOLUNTEER FILES - NOT ACCEPTED	PRG-24(b)	Personnel Records
VOLUNTARY SURRENDER FORMS	VOLUNTARY SURRENDER FORMS	SC-22	Security Records
<u>W</u>			
WARRANTIES (EQUIPMENT/FURNITURE)	OFFICE EQUIPMENT / FURNITURE MAINTENANCE RECORDS	GA-15	General Administrative Records
WEAPONS INFORMATION FORMS	FIREARMS OWNERSHIP RECORDS	SC-6	Security Records
WIRE TRANSFERS	BANKING RECORDS	FS-4	Fiscal Records
WORKER'S COMPENSATION - ADVISEMENT LETTERS	WORKER'S COMPENSATION - ADVISEMENT LETTERS	PWC-1	Personnel Records
WORKER'S COMPENSATION - CERTIFICATE OF ATTENDING PHYSICIANS (UCS-58)	WORKER'S COMPENSATION - CERTIFICATE OF ATTENDING PHYSICIANS (UCS-58)	PWC-2	Personnel Records

Are you looking for:	see Record Series Title	Records Series #	Records Retention & Disposition Schedule
WORKER'S COMPENSATION - EMPLOYEE'S CLAIM FOR COMPENSATION FORMS (C-3)	WORKER'S COMPENSATION - EMPLOYEE'S CLAIM FOR COMPENSATION FORMS (C-3)	PWC-3	Personnel Records
WORKER'S COMPENSATION - STATUTORY WORKERS COMPENSATION BENEFITS FORMS	WORKER'S COMPENSATION - STATUTORY WORKERS COMPENSATION BENEFITS FORMS	PWC-4	Personnel Records
WORKER'S COMPENSATION CASE FILES	WORKER'S COMPENSATION CASE FILES	PWC-5	Personnel Records
WORKER'S COMPENSATION STATUS REPORTS	WORKER'S COMPENSATION STATUS REPORTS	PWC-6	Personnel Records
WORK ORDER SERVICE REQUEST FORMS	FACILITY MAINTENANCE, SERVICE AND REPAIR REQUEST FILES	GA-8	General Administrative Records
<u>X</u>			
<u>Y</u>			
<u>Z</u>			