

# **RECORDS RETENTION AND DISPOSITION SCHEDULE**



## **RECORDS OF THE JURY SYSTEM**

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

**Rev. MAY 2009**

# **RECORDS OF THE JURY SYSTEM**

# PLEASE NOTE

**A RECORDS DISPOSITION REQUEST FORM must be submitted and approved prior to the disposal of any records in accordance with the Records Retention and Disposition Schedules.**

Records Disposition Request Forms can be obtained at:  
[http://www.nycourts.gov/admin/recordsmanagement/too\\_forms.shtml](http://www.nycourts.gov/admin/recordsmanagement/too_forms.shtml)

**Return all completed forms to:  
N.Y.S. Office of Court Administration  
Division of Court Operations  
Office of Records Management  
25 Beaver Street - Room 883  
New York, NY 10004  
TEL: 212- 428-2875  
FAX: 212- 428-2880  
E-mail: DISPOREQ@courts.state.ny.us**

**Please Note: This retention schedule is printed in a color format to facilitate identification of purgable records.**

**Color Codes for Record Series Numbers and Titles:**

**Red = Permanent Records**

**Green = Purgable Records**

**Orange = Both Permanent and Purgable Records**

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**NOTE: OTHER FISCAL RECORDS:** see Records Retention Schedule for  
**Administrative Records - FISCAL RECORDS on the internet:**  
[http://www.courts.state.ny.us/admin/recordsmanagement/sch\\_admin\\_records.shtml](http://www.courts.state.ny.us/admin/recordsmanagement/sch_admin_records.shtml)

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**NEW YORK STATE UNIFIED COURT SYSTEM**

**RECORDS OF THE JURY SYSTEM**

**RECORDS RETENTION AND DISPOSITION SCHEDULE**

**ALL RECORDS CREATED PRIOR TO 1916 SHOULD BE RETAINED  
PERMANENTLY FOR RESEARCH PURPOSES.**

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
<b>90005.</b>	<b>QUESTIONNAIRES</b>  Questionnaires sent to prospective jurors in order to evaluate their qualifications to serve. May request information on name, age, residence, citizenship, literacy, disability, criminal record, prior service and occupation.	<b>Retain QUESTIONNAIRES until information is entered into MAINFRAME DATASET FILES (#90230) and quality control is completed, then destroy.</b>
<b>90010.</b>	<b>GRAND JUROR QUESTIONNAIRES</b>  <i>Replaced by 90005 QUESTIONNAIRES</i>	
<b>90020.</b>	<b>PETIT JUROR QUESTIONNAIRES</b>  <i>Replaced by 90005 QUESTIONNAIRES</i>	

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
90030.	<p>REQUALIFICATION QUESTIONNAIRES</p> <p><i>Replaced by 90005 QUESTIONNAIRES.</i></p>	
90040.	<p>ABSENTEE REPORTS</p> <p><i>Replaced by 90325b REPORTS - MANAGEMENT REPORTS</i></p>	
90045.	<p>CIVIL JURY SELECTION DATA FORMS (UCS-114)</p> <p><i>Replaced by 90348 VOIR DIRE/TRIAL DATA FORMS</i></p>	
90050.	<p><b>COUNTY JURY BOARD MINUTES</b></p> <p>Records of the annual meetings of the County Jury Board.</p>	<b>Retain permanently.</b>
90060.	<p><b>COURT ORDERS</b></p> <p>Orders directing the Commissioner of Jurors to draw grand and trial jurors. Includes: reporting date, number of jurors drawn, drawing date, and reference number assigned to each juror.</p>	<b>Retain for fifty years, then destroy.</b>

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
90070.	<b>CRIMINAL HISTORY SEARCH FILES</b>  Files containing requests and responses to/from the State Division of Criminal Justice Services or local police agencies re: criminal records of potential jurors.	<ul style="list-style-type: none"> <li>a. If response is negative, destroy immediately.</li> <li>b. If response is positive, retain documentation until information is entered into RECORD OF SERVICE DATASET FILES (#90232) and quality control is completed, then destroy.</li> </ul>
90080.	<b>DEFENDANT CRIMINAL HISTORY RECORDS ("RAP SHEETS")</b>  <i>Replaced by 90070 CRIMINAL HISTORY SEARCH FILES</i>	
90090.	<b>DELINQUENT REPORTS</b>  <i>Replaced by 90325b REPORTS - MANAGEMENT REPORTS</i>	
90100.	<b>EXCUSED JUROR REPORTS</b>  <i>Replaced by 90325b REPORTS - MANAGEMENT REPORTS</i>	

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
90105.	<b>EXCUSED JUROR DOCUMENTATION</b>	
	Documentation required by the Commissioner of Jurors to excuse a juror from serving.	Retain documentation until information is entered into RECORD OF SERVICE DATASET FILES (#90232) and quality control is completed, then destroy.
90110.	<b>EXEMPT AFFIDAVITS</b>	
	<i>Replaced by 90105 EXCUSED JUROR DOCUMENTATION</i>	
90120.	<b>EXEMPT LIST</b>	
	<i>Replaced by 90105 EXCUSED JUROR DOCUMENTATION</i>	
90130.	<b>GRAND JUROR ELIGIBLE LIST</b>	
	List of persons eligible for grand jury service. Includes names and addresses.	Retain for five years, then destroy.
90140.	<b>GRAND JURY RESOLUTIONS</b>	
	<i>Deleted from schedule</i>	

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
90150.	<b>IMPANEL FORMS</b> (also known as CASE SHEETS)	
	Forms listing names of jurors and alternates selected to serve on a case.	Retain with court case file.  All other copies, destroy when no longer needed.
90160.	<b>JUROR BALLOT CARDS</b>	
	Cards used for juror identification, selection of jurors for summoning or notation of juror attendance.	a. If used only for summoning or voir dire selection, destroy at end of term.  b. If used to note attendance, retain for six years, then destroy.
90170.	<b>JUROR CORRESPONDENCE</b>	
	Correspondence regarding jury service. (Does <u>not</u> include correspondence related to qualifications, excuses, postponements, or payments.)	Retain for one year or until no longer needed, whichever is sooner, then destroy.

SERIES #	RECORD SERIES TITLE	RETENTION
90180.	<p><b>JUROR MINUTES/ JUROR PANEL SHEETS</b> (also known as ATTENDANCE REGISTERS, MINUTES, MINUTES OF DRAWING and COMPLETED PANEL)</p>	<p>a. <b>Retain records created prior to 1951 permanently for research purposes.</b> (May consider sampling if volume is too large.)</p> <p>b. <b>Retain records created after 1950 for fifty years, then destroy.</b></p>
90190.	<p><b>JUROR QUESTIONNAIRE STATISTICAL REPORTS</b></p> <p><i>Replaced by 90325b REPORTS - MANAGEMENT REPORTS</i></p>	
90200.	<p><b>JUROR UTILIZATION REPORTS</b></p> <p>Commissioners of Jurors' copies of juror utilization reports that are filed with the Office of Court Administration.</p>	<p><b>Retain for one year, then destroy.</b></p>

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
90210.	<b>LIST - QUALIFIED</b>  List in either manual or electronic form of all jurors who are qualified to serve in local courts. Includes names and addresses.	<b>Retain for two years, then destroy.</b>
90220.	<b>LOCAL COURT ELIGIBLE JUROR LIST</b>  List of jurors by municipality, in either manual or electronic form, who are eligible to serve in local courts. Includes names and addresses.	<b>Retain for two years, then destroy.</b>
90225.	<b>JUROR REQUEST AND TRANSMITTAL FORMS (UCS-118) (also known as JURY DRAW REQUESTS)</b>  Requests for qualified jurors from local courts to the Commissioner of Jurors. Includes transmittal and statistical reporting information.	<b>Retain for two years, or until no longer needed, whichever is later, then destroy.</b>

SERIES #	RECORD SERIES TITLE	RETENTION
90230.	<b>MAINFRAME DATASET FILES (formerly known as MASTER ELIGIBLE JUROR LIST)</b>	
	Dataset of prospective residents who have been sent QUESTIONNAIRES. Includes QUESTIONNAIRE and RECORD OF SERVICE DATASET FILES.	See #90231 QUESTIONNAIRE DATASET FILES and #90232 RECORD OF SERVICE DATASET FILES, for retention periods.
90231.	<b>QUESTIONNAIRE DATASET FILES</b>	
	Files containing demographic information and eligibility status for each juror and prospective juror.	
	a. Questionnaires Returned Qualified - Not Yet Summoned	a. <b>Retain for two years, then destroy.</b>
	b. Questionnaires Returned Not Qualified	b. <b>Retain until status changes, then destroy.</b>
	c. Questionnaires Returned Bad Address	c. <b>Destroy immediately.</b>
	d. Questionnaires No Response	d. <b>Retain for eight months, then destroy.</b>

SERIES #	RECORD SERIES TITLE	RETENTION
90232.	<p><b>RECORD OF SERVICE DATASET FILES</b></p> <p>Files containing juror service history.</p> <p>a. Records containing demographic and service information.</p> <p>b. Records containing record of payment for juror service.</p>	<p>a. Retain for twenty years, then destroy.</p> <p>b. Retain for six years, then destroy.</p>
90235.	<p><b>PROSPECTIVE ELIGIBLE JUROR LIST</b></p> <p>List of residents who may be eligible to serve as jurors.</p>	<p>Retain until new source list is created, then destroy.</p>
90240.	<p><b>NOTICES OF NON - ATTENDANCE</b></p> <p>Notices of non-attendance and fines sent to summoned jurors who did not appear.</p>	<p>Retain for two years, then destroy.</p>
90250.	<p><b>PANEL - COMPLETE</b></p> <p>Listings of all jurors summoned for a term. Includes: name, address, town, occupation, date of birth, prior service, deferments, juror index number, and term drawn.</p>	<p>Retain permanently for research purposes.</p>

SERIES #	RECORD SERIES TITLE	RETENTION
<b>90260.</b>	<b>PANEL LISTINGS</b>  Listings of jurors drawn to serve on a voir dire. Includes names and addresses of jurors.	<b>Retain until no longer needed, then destroy.</b>
<b>90270.</b>	<b>PANEL SHEETS - GRAND JURY</b> (also known as ATTENDANCE REGISTERS, MINUTES, MINUTES OF JURY DRAWINGS and COMPLETED PANELS)  <i>Replaced by 90180 JUROR MINUTES/ JUROR PANEL SHEETS</i>	
<b>90280.</b>	<b>PANEL SHEETS - PETIT JURY</b> (also known as ATTENDANCE REGISTERS, MINUTES, MINUTES OF JURY DRAWINGS and COMPLETED PANELS)  <i>Replaced by 90180 JUROR MINUTES/ JUROR PANEL SHEETS</i>	

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
90290.	<b>POSTPONEMENT REQUESTS</b>  Requests received from summoned jurors requesting a postponement of service.	Retain request until information is entered into RECORD OF SERVICE DATASET FILES (#90232) and quality control is completed, then destroy.
90300.	<b>RECORDS OF FINES PAID</b>  Lists of fines paid by jurors.  a. Lists created in County Court pre-1951, Court of Sessions, Circuit Court, Court of Oyer and Terminer.  b. Lists created after 1950.	a. Retain permanently for research purposes.  b. Retain for six years, then destroy.
90310.	<b>RECORDS OF SERVICE</b>  <i>Replaced by 90232 RECORD OF SERVICE DATASET FILES</i>	
90315.	<b>REDUCTION OF INELIGIBILITY PERIOD REQUESTS</b>  Requests made by jurors to reduce their service ineligibility period.	Retain for six years, then destroy.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
<b>90320.</b>	<b>REGISTER OF PETIT AND GRAND JUROR BOOKS</b>  Annual listings of county residents who are available for jury duty. Includes: names, addresses, and occupations.	<b>Retain permanently for research purposes.</b>

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
<b>90325.</b>	<b>REPORTS</b>	
	<p>Reports used to manage the selection and payment of jurors. <i>(Does not include reports already specified in schedule)</i></p>	
	<p>a. Financial Reports</p>	<p>a. Retain for six years, then destroy.</p>
	<p>b. Management Reports: Includes, but is not limited to: Absentee, Case &amp; Part Reports, Delinquent, Juror Index Lists (List of Serving Jurors, List of Serving Jurors by Term), Missing Service Information, Final Update Report, Update Call In Report, Held Over Grand Jurors by Date, Grand Jury Pool, Grand Jury Twice Served, Grand Juror Index List, List of Jurors over 75 Years of Age, One step Final Update Report, and List of Outstanding Prospective Jurors.</p>	<p>b. Retain until no longer needed, then destroy.</p>
	<p>c. Statistical Reports related to Questionnaires, Petit Jury, and Grand Jury. Includes, but is not limited to: demographic breakdowns (sex, percentages); numbers sent, deferred, summoned, served, delinquent, exempt, absent, expected in court; Reverse Pick.</p>	<p>c. Retain until no longer needed, then destroy.</p>

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
90330.	<p><b>SHERIFF'S AFFIDAVIT OF SERVICE</b>  <b>(also known as SHERIFF'S RETURN OF SUMMONED JURORS)</b></p> <p>Affidavit completed by the sheriff attesting that prospective jurors were served with a summons for jury duty. May include reasons for failure of service and lists of jurors successfully served with summons.</p>	<p><b>Retain for two years, then destroy.</b></p>
90340.	<p><b>SUMMONSES</b></p> <p>Documents used to notify prospective jurors that they have been summoned to serve.</p>	<p>a. <b>If used to note attendance, retain for six years, then destroy.</b></p> <p>b. <b>If not used to note attendance, retain for one year or until no longer needed, whichever is sooner, then destroy.</b></p>

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
90345.	<p data-bbox="407 268 743 493"><b>VOIR DIRE QUESTIONNAIRES: CIVIL (UCS-137), CRIMINAL (UCS-133), CIVIL AND CRIMINAL COMBINED (UCS-140)</b></p> <p data-bbox="407 531 867 1127"><b>Questionnaires completed by prospective jurors. Information may include: name and address, town/village, years of residency, years of education, occupation, employment, occupation of family members, gender, ages of children, hobbies, previous service on state or federal jury, case type, date of service, whether any relative has sued for damages or personal injury, whether they have been involved in a suit and affirmation and signature.</b></p>	<p data-bbox="943 531 1427 567">a. <b><u>Civil</u> - Destroy immediately.</b></p> <p data-bbox="943 604 1427 940">b. <b><u>Criminal</u> -</b>  <ol style="list-style-type: none"> <li data-bbox="1003 646 1427 751">1. <b>If case results in a conviction, retain for one year, then destroy.</b></li> <li data-bbox="1003 793 1427 940">2. <b>If case results in an acquittal or dismissal, retain for thirty days, then destroy.</b></li> </ol> </p>

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
90348.	<b>VOIR/DIRE/TRIAL DATA FORMS:</b> <b>CIVIL (UCS-114)</b> <b>CRIMINAL (UCS-117)</b>	<b>Retain until no longer needed, then destroy.</b>
	<b>Forms used to collect information on all voir dire. Information includes: index/case/calender number, case name, judge, county code, county, supreme or county court, case type, number of plaintiffs, number of trial days, jury selection method, type of alternates used, whether time limits were imposed on attorneys, whether a JUROR VOIR DIRE QUESTIONNAIRE was used, voir dire beginning/end date, judicial participation, number of jurors on voir dire, case outcome and date trial began.</b>	

## FISCAL RECORDS

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
90430.	<b>GROUP CONTROL REPORTS</b>  Reports detailing, by group number, the processing status of each payroll batch.	<b>Retain for one year, then destroy.</b>
90450.	<b>JUROR PAYMENT GROUP SUMMARY REPORTS</b>  Reports summarizing payment to jurors. Includes: term dates, group number, total fares, total group payment, voucher number, audit control data and payment date.	<b>Retain for one year, then destroy.</b>
90490.	<b>PAYROLL SUMMARY REPORTS</b>  Reports summarizing payroll, by voucher number, detailing the vouchers paid in the preceding three months.	<b>Retain for one year, then destroy.</b>

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