

RECORDS RETENTION AND DISPOSITION SCHEDULE



CRIMINAL RECORDS OF THE CRIMINAL COURT OF THE CITY OF NEW YORK, CITY COURTS, DISTRICT COURTS AND TOWN AND VILLAGE COURTS

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

Rev. MAY 2009

**CRIMINAL RECORDS OF THE
CRIMINAL COURT OF THE
CITY OF NEW YORK,
CITY COURTS, DISTRICT COURTS
AND TOWN AND VILLAGE
COURTS**

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

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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http://www.courts.state.ny.us/admin/recordsmanagement/sch_admin_records.shtml

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NEW YORK STATE UNIFIED COURT SYSTEM

CRIMINAL RECORDS OF THE CRIMINAL COURT OF THE CITY OF NEW YORK, CITY COURTS, DISTRICT COURTS, AND TOWN AND VILLAGE COURTS

RECORDS RETENTION AND DISPOSITION SCHEDULE

The following retention periods refer to criminal case records created in 1920 and after in the Town, Village, City and District Courts outside New York City and the Criminal Court of the City of New York.

**ALL RECORDS DATING PRIOR TO 1920 ARE TO BE
RETAINED PERMANENTLY UNLESS OTHERWISE SPECIFIED;
RECORDS BEING RETAINED PERMANENTLY FOR
RESEARCH PURPOSES ONLY WILL BE EVALUATED
FOR ALTERNATIVE DISPOSITION ON AN INDIVIDUAL BASIS.**

CASE FILES

A case file contains all papers and documents relating to a case. Includes, but is not limited to, Accusatory Instrument, Supporting Depositions, Motions, Notices, Affidavits, Orders, Warrants, Fine and Surcharge Letters, Medical and Mental Health Reports, Probation Reports and Transcripts. Note that some courts currently store some of the documents listed above separately from the case file. These documents have been distinguished as separate record series in these schedules, but have the same retention requirements as the related case file. RETENTION IS CONTROLLED BY DISPOSITION CHARGE, NOT ARREST CHARGE.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80010.	CRIMINAL MISDEMEANORS	
	Misdemeanors defined in the Penal Law, Vehicle and Traffic Law and other statute.	<p>a. DISPOSED CASES</p> <p>Retain all case files prior to 1950 permanently for research purposes. Retain case files dated 1950 and later for twenty-five years from the date of disposition, then destroy, except for a sample to be retained permanently for research purposes.</p> <p>b. CASES TERMINATED IN FAVOR OF DEFENDANT</p> <p>Retain for six years, then destroy. Includes Criminal Misdemeanors that fall on a sample year.</p> <p>c. UNDISPOSED CASES</p> <p>Retain for fifty years, then destroy.</p>

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80020.	FELONY ARRAIGNMENTS	
	Arraignment in courts of limited jurisdiction upon a felony complaint.	<p>a. DISPOSED CASES</p> <ol style="list-style-type: none"> 1. Retain all case files prior to 1950 permanently. 2. If case is held for the grand jury, retain case files dated 1950 and later for one year from date of disposition, then destroy. 3. If case is disposed, retain case files dated 1950 and later for twenty-five years from date of disposition, then destroy, except for a sample to be retained permanently for research purposes. 4. If case is terminated in favor of the defendant, retain for six years, then destroy. <p>b. UNDISPOSED CASES</p> <p>Retain for seventy-five years, then destroy.</p>

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80030.	MOTOR VEHICLE/TRAFFIC INFRACTIONS Traffic infractions. Does not include traffic offenses which are misdemeanors or felonies.	<p>a. DISPOSED CASES</p> <ol style="list-style-type: none"> 1. Retain DWAI Cases for ten years from date of disposition, then destroy. 2. Retain all other infractions for six years from date of disposition, then destroy. <p>b. ADJUDICATED BUT NOT SATISFIED</p> <p>Retain for twenty years, then destroy.</p> <p>c. UNDISPOSED CASES</p> <p>Retain for twenty years, then destroy.</p>

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80040.	PARKING	<p>a. DISPOSED CASES</p> <p>Retain for six years from date of disposition, then destroy.</p> <p>b. ADJUDICATED BUT NOT SATISFIED</p> <p>Retain for twenty years, then destroy.</p> <p>c. UNDISPOSED CASES</p> <p>Retain for twenty years, then destroy.</p>

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80050.	VIOLATIONS Penal Law Violations and violations of local ordinances.	<p>a. DISPOSED CASES</p> <ol style="list-style-type: none"> 1. Retain for six years from date of disposition, then destroy, EXCEPT for cases which contain a Family Offense Order of Protection which are to be retained for twenty-five years, then destroy. 2. Retain <u>all</u> cases terminated in favor of the defendant for six years, then destroy. <p>b. ADJUDICATED BUT NOT SATISFIED</p> <p>Retain for twenty years, then destroy, EXCEPT for cases which contain a Family Offense Order of Protection which are to be retained for twenty-five years, then destroy.</p> <p>c. UNDISPOSED CASES</p> <p>Retain for twenty years, then destroy, EXCEPT for cases which contain a Family Offense Order of Protection which are to be retained for twenty-five years, then destroy.</p>

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80055.	TRANSFERRED CASE FILES Exact copies of files transferred to another court <u>for jurisdiction.</u>	Retain for one year, then destroy.

SUPPLEMENTAL CASE RECORDS

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80060.	BAIL BONDS Record of a defendant's posting of bail. Includes bail bonds undertakings and records of the insurance.	Considered part of the case file. File in case file. If maintained separately, retain for same length of time as case file.
80070.	BAIL RECORDS (also known as BAIL ENVELOPES) Records indicating the status of a defendant's bail account. May be divided by cash, property or surety bail. Includes, but is not limited to, defendant name, judge, docket number, depositor, receipt number, date of posting, amount returned and balance, value of property and owner of property. May also include court copy of bail receipt.	Considered part of the case file. File in case file. If maintained separately, retain for same length of time as case file.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80080.	COURT REPORTER NOTES and ALL OTHER RECORDINGS OF THE COURT NOT LISTED AS A SEPARATE RECORDS SERIES TITLE	
	Stenographic tapes, pads, audio tapes or other machine-readable systems which record the proceedings of the court.	<ul style="list-style-type: none"> a. Retain notes for Motor Vehicle/Traffic and Parking cases for two years, then destroy. b. Retain all other notes for ten years, then destroy.
80090.	COURT REPORTER TRANSCRIPTS replaced by SERIES # 80185, TRANSCRIPTS	
80100.	DEFENDANT CRIMINAL HISTORY RECORDS ("RAP SHEETS")	
	Arrest and case disposition records of defendants.	Retain until updated or until case is disposed, whichever occurs first, then destroy.
80110.	DRINKING DRIVERS PROGRAM CERTIFICATES	
	Court copies of certificates of successful or unsuccessful completion of the Drinking Drivers Program.	Considered part of the case file. File in case file. If maintained separately, retain for same length of time as case file.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80120.	DWI TEST STUBS Court copies of documents used to administer breathalyzer tests. Includes operational check lists, result sheets and reports of refusal to submit to chemical tests.	Considered part of the case file. File in case file. If maintained separately, retain for same length of time as case file.
80130.	EXHIBITS Exhibits presented as evidence in a case.	Return to party who introduced exhibit immediately after disposition unless otherwise directed by the court. If not claimed, retain for thirty days, then destroy provided express notice has been given.
80137.	FAMILY OFFENSE ORDERS OF PROTECTION; TEMPORARY ORDERS OF PROTECTION Orders of Protection issued pursuant to CPL§530.12.	Considered part of the case file. File in case file. Retain order and file for twenty-five years, then destroy EXCEPT for those cases to be retained permanently for research purposes.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80140.	FBI DISPOSITION REPORTS (GREEN SHEETS) Final disposition reports submitted with fingerprints to the FBI.	Report is no longer required. Destroy all copies immediately.
80150.	PARKING VIOLATION STUBS Police officer stubs from parking violation ticket books. Includes ticket number, violation, make and registration of car, date, time and location of violation and return date.	Return to issuing agency.
80160.	POLICE ARREST REPORTS, (also known as PRISONER DATA REPORTS and BLOTTERS) Court copy of the police department reports filed by the arresting officer, listing name and pedigree information on arrestee.	Considered part of the case file. File in case file. If maintained separately, retain for same length of time as case file.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80170.	SEARCH WARRANTS File of warrants authorizing a search. Includes the original copy of the search warrant and a list of the items found, if any.	<ul style="list-style-type: none"> a. Search warrants associated with cases are considered part of the case file. File in case file. If maintained separately, retain for same length of time as case file. b. For executed search warrants without associated cases, retain for five years, then destroy. c. If search warrant is not executed, retain for one year from date of issuance, then destroy.
80180.	SUBPOENAED RECORDS Records which have been subpoenaed by the court from an outside agency, organization, or individual.	Return to party who introduced record immediately after disposition unless otherwise directed by the Court. If record is not claimed, retain for thirty days, then destroy provided express notice has been given.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80185.	TRANSCRIPTS OF ALL RECORDINGS OF THE COURT NOT LISTED AS A SEPARATE RECORDS SERIES TITLE Transcripts of Court Reporter Notes and transcripts of all other recordings of the Court not listed as a separate records series title.	Considered part of the case file. File in case file. If maintained separately, retain for same length of time as case file.
80187.	UCS DOMESTIC VIOLENCE REGISTRY INFORMATION SHEET (also known as FAMILY PROTECTION REGISTRY INFORMATION SHEET and INFORMATION SHEET); ADDENDUM TO INFORMATION SHEET Forms attached to Order of Protection sent to the Family Protection Registry Center for entry into the UCS Domestic Violence Registry.	Retain for one year, then destroy.
80188.	WIRETAP ORDERS AND RECORDINGS Sealed order signed by a judge authorizing the use of a wiretap. Includes applications, supporting documents, and when ordered by the court, the audio recordings.	<ul style="list-style-type: none"> a. Retain audio recordings for ten years, then destroy, upon court order. b. Retain all other materials permanently for research purposes.

CASE MANAGEMENT RECORDS

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80190.	A D J O U R N E D I N C O N T E M P L A T I O N O F D I S M I S S A L L O G B O O K S	
	Log books recording date on which ACD is granted.	Retain for one year or until no longer needed, whichever is sooner, then destroy.
80200.	A D J O U R N M E N T L O G B O O K S	
	Log books listing dates to which cases are adjourned. Includes defendant name, charge, adjournment date and disposition.	Retain for one year or until no longer needed, whichever is sooner, then destroy.
80210.	A R R A I G N M E N T L O G B O O K S	
	Chronological daily logs of arraignments. Includes defendant name, charge, plea, adjourned date, disposition and bail status.	Retain for one year or until no longer needed, whichever is sooner, then destroy.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80220.	ARRAIGNMENT SHEET BOOKS Administrative records containing arraignment information completed by the judge during arraignment proceedings. This information is duplicated in the case file or arraignment log book. Includes defendant name, address, race, charge, complainant, plea, bail, counsel and adjourned date.	Retain for one year or until no longer needed, whichever is sooner, then destroy.
80230.	ARREST LOG BOOKS Annual computer-generated records of all defendants arraigned by the court. Includes defendant name, date of arrest, NYSID number, court part and disposition.	Retain for one year or until no longer needed, whichever is sooner, then destroy.
80240.	CALENDARS Daily schedule of cases to be heard before the court. Includes, but is not limited to: defendant name, charge, docket number, date, judge and disposition.	Retain for one year or until no longer needed, whichever is sooner, then destroy.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80250.	CASELOAD ACTIVITY REPORTS Court copies of caseload activity reports (UCS-175) that are filed with the Office of Court Administration.	File original with the Office of Court Administration. Retain court copy for one year, then destroy.
80260.	COURT REPORTER INDEX Index to court reporter notes. Includes defendant name and hearing dates. May also include disposition and name of defense counsel.	Retain for same length of time as SERIES# 80080, COURT REPORTER NOTES.
80270.	CRIMINAL DISPOSITION REPORTS Court copies of OCA-540A, OCA-540B and OCA-540C that are filed with the Office of Court Administration.	File original with the Office of Court Administration. Retain court copy for one year, then destroy.
80280.	DEFENDANT RECORD CARDS Alphabetical files containing defendant arraignment and conviction histories in the court.	Retain permanently for research purposes.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80290.	DISMISSAL LOG BOOKS Chronological or alphabetical logs of defendants whose charges were dismissed. Includes defendant name, docket number, charge, date of arrest and date of dismissal.	Retain for one year or until no longer needed, whichever is sooner, then destroy.
80300.	DISPOSITIONAL CARDS Alphabetical files, by defendant, which provide information on access to the status and disposition of a case. This information is duplicated in the case file or arraignment log book. Includes defendant name, charge, attorney, appearances, plea and disposition.	Retain for one year after disposition or until no longer needed, whichever is sooner, then destroy.
80310.	FELONY LOG BOOKS Chronological logs of defendants arraigned on felony charges. Includes defendant name, charge, bail, arraignment date, attorney, adjournment date, disposition and arrest date.	Retain for one year or until no longer needed, whichever is sooner, then destroy.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80320.	FINGERPRINTS AND PHOTOGRAPHS Fingerprints and photographs which police departments have been unable to return to defendants whose cases have been dismissed.	Return to forwarding agency. If not returned, retain for one year or until no longer needed, whichever is sooner, then destroy.
80330.	INDEXES: CASE FILES Alphabetical files by defendant's name. Provides information on access to case records. Includes, but is not limited to, defendant name and case docket number.	Retain for same length of time as SERIES # 80420, RECORD OF COURT ACTIVITY.
80340.	INMATE CORRESPONDENCE Alphabetical file, by defendant, of correspondence with inmates regarding status of appeals, requests for new trials, motions and sealings.	Retain for three years, then destroy.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80342.	<p>LOG OF ORDER NUMBERS (also known as UCS DOMESTIC VIOLENCE REGISTRY LOG OF ORDER NUMBERS)</p> <p>Form listing order numbers for Orders of Protection which are entered into the UCS Domestic Violence Registry.</p>	<p>Retain for one year, then destroy.</p>
80345.	<p>MANDATORY SURCHARGE</p> <p>Form created to capture information on imposition or waiver of surcharge.</p>	<p>Retain one copy for six years.</p> <p>Destroy all other copies immediately.</p>
80350.	<p>MINUTE BOOKS</p> <p>Chronological records of court proceedings maintained by the part clerk. Information includes part number, index number, date of trial, stenographer, defendant, judge, attorney, charges, appearance dates, jurors, witnesses, verdict and adjournment remarks.</p>	<p>a. Retain all Minute Books created prior to 1950 permanently for research purposes.</p> <p>b. Retain Minute Books created after 1949 for one year or until no longer needed, whichever is sooner, then destroy.</p>

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80360.	MISDEMEANOR LOG BOOKS Chronological logs of defendants who were arraigned on misdemeanor charges. Includes docket number, arrest date, charge, bail, attorney, arraignment date, court appearances and disposition.	Retain for one year or until no longer needed, whichever is sooner, then destroy.
80370.	NOTICE OF APPEALS LOG BOOKS Chronological logs of defendants who have filed a notice of appeal. Includes defendant name, docket number and date of notice.	Retain for three years after date of last entry, then destroy.
80380.	OUTSTANDING PARKING VIOLATION SHEETS Computer-generated records of all outstanding parking violations for defendants who have been declared parking scofflaws.	Retain until updated copy is received, then destroy.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80390.	POLICE DEPARTMENT CELL BLOCK AND CITY COURT RECORDS	
	Police department records of new arrests and detentions received daily by the court for use in intake proceedings.	Retain for one year or until no longer needed, whichever is sooner, then destroy.
80400.	PRISONER LEDGERS	
	Chronological records by hearing date, used in locating prisoners for arraignment appearances. Includes defendant name, docket number, charge and appearance history, if any.	Retain for one year or until no longer needed, whichever is sooner, then destroy.
80410.	PROBATION BOOKS	
	Chronological logs of defendants sentenced to probation. Includes defendant name, judge, period of probation, results and remarks.	Retain permanently for research purposes.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80420.	<p data-bbox="407 268 846 531">RECORD OF COURT ACTIVITY (including DOCKET BOOKS, DOCKET SHEETS, CONVICTION LOG BOOKS and any other record which serves as the principal record of case activities)</p> <p data-bbox="407 569 846 940">Manual or machine-readable record, containing a summary of actions in a case. Includes, but is not limited to: defendants' name, disposition, arraignment dates, charges, judges' name, adjournment dates, court reporters name and attorneys name.</p>	<p data-bbox="922 268 1427 596">a. <u>CRIMINAL MISDEMEANOR, FELONY ARRAIGNMENT, DWI, PENAL LAW VIOLATION, WOMEN'S COURT, DOMESTIC RELATIONS, FAMILY ASSAULT, YOUTH COURT, JUVENILE AND RECIPROCAL NON-SUPPORT CASE FILES</u> Retain records permanently for research purposes.</p> <p data-bbox="922 627 1427 856">b. <u>DISPOSED MOTOR VEHICLE INFRACTIONS, NON-PENAL LAW VIOLATIONS AND PARKING CASES WITHOUT ORDERS OF PROTECTION</u> Retain for six years, then destroy.</p> <p data-bbox="922 888 1427 1150">c. <u>DISPOSED MOTOR VEHICLE INFRACTIONS, NON-PENAL LAW VIOLATIONS AND PARKING CASES IN WHICH ORDERS OF PROTECTION HAVE BEEN ISSUED</u> Retain for twenty-five years, then destroy.</p> <p data-bbox="922 1182 1427 1476">d. <u>UNDISPOSED MOTOR VEHICLE INFRACTIONS, NON-PENAL LAW VIOLATIONS AND PARKING CASES</u> Retain for twenty years, then destroy, EXCEPT for Violations in which Orders of Protection were issued, retain for twenty-five years, then destroy.</p> <p data-bbox="922 1507 1427 1740">e. <u>DWAIs</u> Retain Record of Court Activity for disposed DWAs for ten years, then destroy. If DWAs are undisposed, retain Record of Court Activity for twenty years, then destroy.</p>

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80430.	RETURN ON WARRANTS LOG BOOKS Chronological log books of returned warrants. Includes defendant name, docket number, date of return and part in which warrant was vacated.	Retain for five years from date of last entry, then destroy.
80440.	SCOFFLAW SUMMONS REGISTERS Computer-generated alphabetical listings by defendant name of all summons scofflaws. Includes defendant name, address and number of outstanding summons.	Retain until updated report is received, then destroy.
80450.	SCOFFLAW SUMMONS REGISTERS - SHORT LIST Computer-generated alphabetical listings, by defendant name, of summons scofflaws. Includes name and number of outstanding summons.	Retain until updated report is received, then destroy.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80460.	SEARCH WARRANT LOG BOOKS Numerical logs of all executed search warrants which have been returned to the court. Includes warrant number, search location, date of issuance, date of execution, date of return, date of inventory and executing officer.	Retain for five years from date of last entry, then destroy.
80470.	SEARCH WARRANT RECEIPT BOOKS Court copies of receipts issued to police officers upon the return of an executed warrant to the court.	Retain for five years from date of last entry, then destroy.
80480.	STATEMENT CONCERNING PERSON CONVICTED Chronological log of convictions. Includes defendant name, address, charge, occupation, age, marital status, place of birth, status of parents, sentence and judge name.	Retain permanently for research purposes.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80490.	SUMMONS DISPOSITION REGISTERS Computer-generated listings by docket number of all disposed summons issued weekly, quarterly and annually. Includes docket number, summons number, microfilm (retrieval) number, date disposed and disposition.	<ul style="list-style-type: none"> a. Retain weekly registers until cumulative quarterly register is issued, then destroy. b. Retain quarterly register until cumulative annual register is issued, then destroy. c. Retain annual register for six years, then destroy.
80500.	SUMMONS REGISTERS - ALPHABETIC Computer-generated alphabetical listings by defendant name. Issued weekly, quarterly and annually. Includes defendant name and docket number.	<ul style="list-style-type: none"> a. Retain weekly registers until cumulative quarterly register is issued, then destroy. b. Retain quarterly register until annual register is issued, then destroy. c. Retain annual register for twenty years, then destroy.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80510.	SUMMONS REGISTERS - COMPLETE Annual, computer-generated reports of all summonses processed by the court. Includes summons number, docket number and disposition.	Retain for twenty years, then destroy.
80520.	SUMMONS REGISTERS - NUMERIC LISTINGS Computer-generated listings of all summonses that have been issued. Report is issued weekly, quarterly and annually. Cross reference summons number to the docket number.	<ul style="list-style-type: none"> a. Retain weekly register until cumulative quarterly register has been issued, then destroy. b. Retain quarterly register until cumulative annual register has been issued, then destroy. c. Retain annual register for twenty years, then destroy.
80530.	TSLE&D PROGRAM: REPORT OF CASES PENDING FOR 60 DAYS Monthly report of cases which have been pending for at least sixty days.	Retain until updated report is received, then destroy.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80540.	TSLE&D PROGRAM: REPORT OF DISPOSED CASES	
	Monthly report of cases disposed.	Retain for six years, then destroy.
80550.	TSLE&D PROGRAM: REPORT OF PENDING CASES	
	Monthly report of cases that have been reported but have not yet been disposed.	Retain until updated report is received, then destroy.
80560.	TSLE&D PROGRAM: REPORT OF TRANSFERRED CASES	
	Monthly report of cases which have been transferred to another court.	Retain for six months or until no longer needed, whichever is sooner, then destroy.
80570.	TRAFFIC SUMMONS RECEIPTS	
	Court copies of transmittal forms accompanying traffic summons, delivered by the police department.	Retain for six years, then destroy.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80580.	TRAFFIC VIOLATIONS RECEIPT BOOKS Court copies of receipts issued to police officers upon delivery of traffic summons to the court.	Retain for six years, then destroy.
80590.	TRANSFER LOGS (including TRANSFER CARDS) Chronological logs of cases which have been transferred into or out of a court's jurisdiction. Includes name and location of transfer jurisdiction and any actions taken by the courts.	Retain for one year or until no longer needed, whichever is sooner, then destroy.
80600.	WARRANT BOOKS Chronological logs of all warrants ordered by the court. Includes dates issued, defendant, charge and judge.	Retain for five years until all warrants have been returned or recalled, then destroy.
80610.	WARRANT RECALL SHEETS Court copy of the lists of warrants that have been recalled. Includes defendant name, charge, docket number and date of recall.	Retain for one year or until no longer needed, whichever is sooner, then destroy.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80620.	YOUTHFUL OFFENDER LOG BOOKS Numerical log of youthful offenders by docket number. Includes defendant name, address, age and docket number.	Retain for one year or until no longer needed, whichever is sooner, then destroy.

JURY SYSTEM RECORDS

Records which document the selection, attendance, and utilization of jurors.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80630.	ATTENDANCE RECORDS Cards, logs or lists used to record juror attendance.	Retain for six years, then destroy.
80640.	BALLOT CARDS Juror identification cards used to select jurors for voir dire panels.	Retain until end of term, then destroy.
80650.	JUROR SUMMONS Documents used to notify prospective jurors that they have been summoned to serve.	a. If used to note attendance, retain for six years, then destroy. b. If not used to note attendance, retain for one year or until no longer needed, whichever is sooner, then destroy.
80660.	LOCAL CRIMINAL COURT MASTER LIST Annual list of persons eligible to serve on local criminal court juries.	Retain until updated copy has been received, then destroy.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80670.	PANEL SHEETS Manually-drawn lists of jurors who have been summoned to a particular pool. Includes name, address, occupation, attendance and reasons for excuse. May also contain payroll information.	Retain permanently for research purposes.

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