# RECORDS MANAGEMENT CERTIFICATION
# FOR ELECTRONIC DATABASES MAINTAINED BY
# NEW YORK STATE - UNIFIED COURT SYSTEM - DIVISION OF TECHNOLOGY

**This certifies that the records named below maintained in electronic format are useable and certifiable for the life of the electronic system. Furthermore, the electronic system which manages these records, meets the following:**

- ❑ **the records are managed uniformly and efficiently**
- ❑ **the records are accurate and reliable**
- ❑ **the records are accessible when needed**
- ❑ **the records and system are protected from unauthorized access**
- ❑ **the records are maintained/destroyed in accordance with the records retention and disposition schedules adopted pursuant to 22NYCRR §104**
- ❑ **migration strategies standards implemented**
- ❑ **disaster recovery and back-up systems standards implemented**
- ❑ **all items on the Electronic Document Management Checklist have been completed per the Records Management Guideline for Electronic Records**

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**1. Record Series Title(s):**

**2. Court/Office:**

_____

**3. Address:**

_____

_____

_____

_____

**4. Phone:** _____

**5. Authorized Court Representative:**

_____

*Type or Print Name*

_____

*Authorized Signature*

_____ _____

*Title* *Date*

**6. System Format:**

**a. Digital Records are maintained in a "Lossless"Format (check all that apply)**
**☐ PDF ☐ TIFF ☐ Other**
**If other, describe and verify "lossless" format** _____

**b. Digital Record Copy is being maintained on: (i.e. magnetic tape, DVD, CD, etc...)**

_____

**c. Minimum Native Optical Resolution is 200 D.P.I . (Check box) ☐**

**7. Name of Database System:**

_____

**8. Application Representative:**

_____

*Type or Print Name*

_____

*Authorized Signature*

_____ _____

*Title* *Date*

**9. System Representative:**

_____

*Type or Print Name*

_____

*Authorized Signature*

_____ _____

*Title* *Date*

## INSTRUCTIONS FOR THE COMPLETION OF THE RECORDS MANAGEMENT CERTIFICATION FOR ELECTRONIC DATABASES MAINTAINED BY NEW YORK STATE - UNIFIED COURT SYSTEM - DIVISION OF TECHNOLOGY

**Certification of this Form indicates that all required areas of OCA Electronic Records Guidelines have been followed and continue to be maintained for the record series title(s) listed.**

1. **Record Series Title(s)**
   **Enter the record series title(s) as it appears in Records Retention & Disposition Schedule. If your court/office identifies this record by a different title, include both the Record Series Title (s) from the Records Retention and Disposition Schedule and your local title(s) in (parenthesis) next to it.**

2. **Court/Office - Enter the name of your court/office.**

3. **Address - Enter the address and zip code of the court/office.**

4. **Phone - Enter the phone number for the court/office.**

5. **Type or Print Name and Authorized Signature/Title**
   **Type or print name and include the signature of the chief representative of the court/office (usually the Chief Clerk) with their official title.**

6. **System Format - List the format the records reside.**
   **For example: CDs, Optical Disk, magnetic tapes, optical platters, etc.**

7. **IF DIGITAL RECORDS ARE MAINTAINED IN A DATABASE:**
   **Provide name of Database System**
   **For example: UCMS - CRIMS**

## ATTACH SIGNED FORM TO AN E-MAIL, AND SEND TO: helpcenter@nycourts.gov

## ENTER "RECORDS MANAGEMENT" ON THE SUBJECT LINE OF THE E-MAIL. THIS WILL BE AN IMMEDIATE IDENTIFIER FOR THE HELP CENTER AND WILL EXPEDITE THE PROCESS.