

RECORDS DISPOSITION REQUEST

FOR OCA USE

Court Code (if known): ___ / ___ / ___ / ___

Request # _____ **Date Received** _____

PLEASE REFER TO INSTRUCTIONS ON REVERSE SIDE

1. **Court/OCA Office** _____

Address _____ **(Zip Code)** _____

Contact Person _____ **Title** _____

Phone () _____ **Fax ()** _____

2. **Record Series Title** _____

3. **Record Series No.** _____ **()** 4. **Dates** _____

5. **A record copy is defined as the copy that you use to produce a certified copy**

- This is the record copy**
- This is not the record copy**

6. **The record copy is in:**

- Paper Format**
- Micrographics Format - Attach MICROFILM QUALITY TESTING REPORT**

Microfilm roll numbers: _____

- Electronic Format* - Attach RECORDS MANAGEMENT CERTIFICATION FOR ELECTRONIC RECORDS FORM**
if upgrading, migrating or otherwise reformatting an electronic record.

7. **Volume of records to be destroyed** _____ **cubic feet**

(Provide volume only if you are requesting to dispose of paper records)

DO NOT WRITE BELOW THIS LINE

This request was reviewed by the Office of Court Administration. The following action was taken:

- APPROVED**
- APPROVED CONDITIONALLY (see below):**
- NOT APPROVED (see below)**

COMMENT(S):

Signed _____ **Date** _____
(OCA)

Return forms to:
Office of Court Administration
Division of Court Operations
Office of Records Management
25 Beaver Street - Room 883
New York, New York 10004
Phone #(212) 428-2875 - FAX #(212) 428-2880
E-Mail - DISPOREQ@courts.state.ny.us

* If scanning, minimum "Native Optical Resolution" must not be less than 200 D.P.I.

COURT RECORDS DISPOSITION REQUEST - INSTRUCTIONS

A "Court Records Disposition Request" must be submitted to and approved by the Office of Court Administration prior to the destruction or other disposition of any UCS record, including records that have been micro-photographed or are in electronic format. The disposition request form and procedure will insure that records are disposed of in accordance with 22 NYCRR Part 104, "Retention and Disposition of Court Records".

1. **Identifying Information** - Enter name and address of the court and the name, title, phone and fax number of the contact person (usually the Chief Clerk).
2. **Record Series Title** - *A separate form must be submitted for each record series.* The title should be as it appears on the schedule. If your court identified this record by a different title, include both the schedule title and your local title.
3. **Record Series Number** - The number that appears to the left of the title on the schedule. If there are multiple retention periods, enter the appropriate letter (a, b, c) or description.
4. **Dates** - Specify beginning and ending dates of the records.
5. **Record Copy or Non Record Copy** - Check appropriate box.
6. **Record Format** - Check appropriate box. If record is in Microfilm or Electronic Format attach MICROFILM QUALITY TESTING REPORT or RECORDS MANAGEMENT CERTIFICATION FOR ELECTRONIC RECORDS FORM. If Microfilm Quality Testing Report does not indicate the year of records filmed, indicate corresponding microfilm roll numbers.
7. **Volume of Records** - The volume of records should be expressed as a numeric in cubic feet. The table below reflects Cubic Foot Equivalents:

<u>FILE FOLDER DRAWERS</u>	<u>CUBIC FEET</u>	<u>CARD FILE DRAWERS</u>	<u>CUBIC FEET</u>
Letter	1.5	3" X 5" X 26" long	0.2
Letter Transfile	2.0	3" X 5" X 14" long	0.1
Legal	2.0	3.5" X 7.5" X 26" long	0.4
Legal Transfile	2.5	3.5" X 7.5" X 14" long	0.2
Ledger	3.0	4" X 6" X 26" long	0.6
Jumbo	4.0	4" X 6" X 14" long	0.2
<u>SHELF UNITS</u>	<u>CUBIC FEET</u>	5" X 8" X 26" long	0.6
Letter, 36" long	2.4	5" X 8" X 14" long	0.3
Legal, 36" long	3.0	6" X 9" X 26" long	0.8
<u>RECORDS CENTER CONTAINERS</u>	<u>CUBIC FEET</u>	6" X 9" X 14" long	0.4
10" X 12" X 15" - standard	1.0	8" X 8" X 26" long	1.0
3.5" X 8" X 14" - tab	0.2	8" X 8" X 14" long	0.5
3.5" X 8" X 24" - check	0.4		
6" X 6" X 36" - map	0.7	<u>OTHER SITUATIONS:</u>	<u>CUBIC FEET</u>
6" X 6" X 48" - map	1.0	<i>Length X Width X Height (inches)</i> divided by 1728 =	
4" X 4" X 48" - map	0.4		