

Records Retention and Disposition Schedule



Division of Administrative Services Attorney Registration Unit

**Division of Professional and Court Services
Office of Records Management**

Revised September 2021

Procedures for Requesting Disposition Authorization

You must submit a Records Disposition Request Form and receive approval from our office before disposing of **any** records.

You can access a copy of the Records Disposition Request Forms at the following link:

<http://ww2.nycourts.gov/sites/default/files/document/files/2020-12/RDR-fillable20201208.pdf>

Return all completed forms, by mail, fax, or email to one of the following:

NYS Office of Court Administration
Division of Professional and Court Services
Office of Records Management
25 Beaver Street, 7th Floor
New York, NY 10004

Fax: 212-428-2880

E-mail: DISPOREQ@nycourts.gov

You can reach us by phone at 212-428-2875.

The retention for fiscal records is based on fiscal years and not calendar years.

This retention schedule is printed with color to help you identify whether a series or sub-series of records is or will be eligible for destruction. The guide below explains the color-coding.

Red: Permanent Records

A records series title and number in red indicate records must be retained permanently.

Green: Non-Permanent Records

A records series title and number in green indicate records are eligible for destruction.

Orange: Both Permanent and Non-Permanent Records

A records series title and number in orange indicate the records series includes permanent and non-permanent records. Be especially careful when reviewing records in this category.

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Division of Administrative Services

Attorney Registration Unit

- AR-010 Attorney Registration Accounting Worksheets**
Worksheets used to reconcile the receipt of monies for attorney registration fees.
Retain for three years, then destroy.
- AR-020 Attorney Registration Aging Reports**
Reports used to identify outstanding attorney registration fees by number of days late. Report indicates log number, full name of attorney, balance due, and number of days late.
Retain for three years, then destroy.
- AR-030 Attorney Registration Bad Checks File**
File containing list of bad checks submitted for attorney registration fees. List indicates log number, date of check, attorney registration number, name of attorney, and balance due.
Retain for three years, then destroy.
- AR-040 Attorney Registration Bad Checks Log**
Log used to record bad checks received for attorney registration fees. Log indicates name of attorney, address, amount of check, date of deposit, date check returned, date check re-deposited, and date correspondence sent by Accounting Unit to inform attorney of situation.
Retain for three years, then destroy.
- AR-050 Attorney Registration Bank Business Statements**
Supporting documentation used to reconcile attorney registration fees with Attorney Registration Daily Breakdown Reports.
Retain for three years, then destroy.
- AR-060 Attorney Registration Correspondence File**
File containing correspondence sent to or received from attorneys concerning attorney registration fees.
Retain for three years, then destroy.

- AR-070 Attorney Registration Daily Breakdown Reports File**
File containing Attorney Registration Daily Breakdown Reports used to reconcile monies received for attorney registration fees. Report indicates date of transaction, transaction sequence numbers, total number of forms, registration period, number of fees collected for each period, amount received for each period, and number of waiver of fees (if any).
Retain for three years, then destroy.
- AR-080 Attorney Registration Daily Logbook**
Daily log of monies received for attorney registration fees. Log indicates date of receipt, transaction number assigned by Attorney Registration Unit, tracking number, total amount of daily deposit, bounced checks, re-deposited checks, replacement checks, bank fee (if applicable), and date of deposit.
Retain for three years, then destroy.
- AR-090 Attorney Registration Pending File**
File used to track bad payments received for attorney registration fees. File may indicate attorney registration number, name of attorney, name of organization, address, telephone number, date collection letter sent, amount of returned check fee, replacement check number, date replacement check received, amount collected, date deposited, revenue backed out (amount deducted from revenue received), and amount of revenue replaced, and comments.
Retain for three years, then destroy.
- AR-100 Attorney Registration Reconciliation File**
File containing documents used to reconcile monies received for attorney registration fees. File may contain Attorney Registration Bank Statement Reconciliation Forms and Sole Custody Reconciliation Reports.
Retain for three years, then destroy.
- AR-110 Attorney Registration Refunds File**
File containing information on refunds of attorney registration fees. Information may include Request for Refund of Fees for Attorney Registration, batch transmittals, Journal Transfers/ Revenue Transfers, Special Charge Vouchers, Payee Continuations, and Batch Control Lists.
Retain for three years, then destroy.

AR-120 Attorney Registration Register Tape File

File containing register tapes used to reconcile monies received for attorney registration fees. File also contains Transaction Number Tapes, Total Daily Registration Tapes, bank deposit slips, and duplicate copies of Attorney Registration Accounting Worksheets.

Retain for three years, then destroy.

AR-130 Attorney Registration Revenue Wire Transfer Reports

Reports used to track wire transfers of revenue received for attorney registration fees.

Retain for three years, then destroy.

AR-140 Attorney Registration Wire Transfer Account/Revenue Processing File

File containing documents which reconcile and monitor attorney registration revenue transfers. File contains Attorney Registration Wire Transfer Account/Revenue Processing Registration Logbook. Logbook is used for assignment of document numbers to revenue transfers. Logbook indicates week number, applicable dates during week, number of days in week, total amount of weekly revenue transfer, amount applied to Client Fund, amount applied to Attorney Licensing Fund, amount of change in Attorney Registration General Fund, and amount of Attorney Registration Collection charges. File also contains passwords for access to bank wire system, company identification number, location code, account number, and tax identification number.

a) Attorney Registration Wire Transfer Account/Revenue Processing Registration Logbook

Retain for three years, then destroy.

b) Account Passwords

Retain account passwords until updated, then destroy.

AR-150 Attorney Registration Wire Transfer “Call-In” File

File used to reconcile, and track wire transfers made for revenue collected for attorney registration fees. File may contain Unified Court System Recap of Wire Transfer Revenue Reports, Revenue Transfers, Attorney Registration Fees Weekly Summary Sheet Revenue Distribution Reports, Wire Transfer Worksheets, and copy of applicable Attorney Registration Daily Logbook pages.

Retain for three years, then destroy.