

Records Retention and Disposition Schedule



Division of Court Operations Office of Alternative Dispute Resolution Programs Office of Community Dispute Resolution

**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.

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 Court Operations

Office of Alternative Dispute Resolution Programs

Office of Community Dispute Resolution

- CDR-010 Case Profile Data**
Data recorded about each case heard by a resolution center. Includes name, address, type of dispute, individuals served, and case disposition.
Retain permanently for research purposes.
- CDR-020 Case Profile Data Worksheet**
Worksheet used to create case profile data records.
Retain until Case Profile Data record has been created, then destroy.
- CDR-030 Case Profile Transmittal Sheet**
Log created by Community Dispute Resolution Program Office to assign control numbers to case profiles prior to forwarding for data entry.
Retain until case profiles have been returned from data processing, then destroy.
- CDR-040 CDRCP Annual Report**
Report summarizing the work of the resolution centers, including fiscal information and caseload activity. Distributed to the State Legislature, Office of Court Administration, and resolution centers.
Retain permanently for research purposes.
- CDR-050 Comptroller's Program Records**
Periodic summaries, prepared by Office of the State Comptroller, of each resolution center's encumbrances, expenditures, and disbursements.
Retain for one year or until no longer needed, whichever is sooner, then destroy.
- CDR-060 Conference Proceedings**
Proceedings of the annual New York State National Conference on Dispute Resolution.
Retain permanently for research purposes.

- CDR-070 Grant Application Files**
Record of each resolution center's grant application. Includes supporting documentation, correspondence, contracts, and letters of agreement.
Retain for six years after expiration of the grant, then destroy.
- CDR-080 Local Revenue Analysis**
Record, created by the Community Dispute Resolution Program Office, listing the sources and amounts of local revenues received by the resolution centers.
Retain for three years, then destroy.
- CDR-090 Mediator Information List**
List of all mediators who have received Program approval. Includes name, certification number, dates of certification, and termination.
Retain permanently for research purposes.
- CDR-100 Mediator Training Reports**
Reports of mediator training sessions conducted by the resolution centers. Contains curricula and evaluations.
Retain for three years, then destroy.
- CDR-110 Monthly Management Report**
Cumulative summary of case profiles submitted by resolution centers.
Retain for one year or until no longer needed, whichever is sooner, then destroy.
- CDR-120 Newsletter: The Mediator**
Quarterly newsletter issued by the Community Dispute Resolution Program Office.
Retain permanently for research purposes.
- CDR-130 NYC Procedures Manual**
Manual of operations and procedures for screening units in New York City.
- a) Master Copy**
Retain original and all subsequent updates permanently.
- b) All Others**
Retain until updated, then destroy.

- CDR-140 NYC Screening Files**
Evaluation file created by Screeners in New York City. Contains questionnaire and disposition materials.
Retain permanently for research purposes.
- CDR-150 NYC Statistical Reports**
Daily, weekly, monthly, and annual reports on activities of centers located in New York City's 5 counties. Includes date filed, demographic information for each person screened, and case disposition.
- a) Daily, Weekly and Monthly Reports**
Retain until updated, then destroy.
- b) Annual Report**
Retain permanently for research purposes.
- CDR-160 Program Policy Manual**
Procedures manual created by Community Dispute Resolution Program Office. Includes policy and guidelines for operating a resolution center.
- a) Master Copy**
Retain original and all subsequent updates permanently.
- b) All Others**
Retain until updated, then destroy.
- CDR-170 Program Staffing Report**
Reports received from resolution centers which summarize information on staff. Includes grade levels, salaries, names of the Board of Directors, and Advisory Board.
Retain for five years, then destroy.
- CDR-180 Quarterly Reconciliation Report**
List of expenses incurred, and revenues received for each resolution center.
Retain for three years, then destroy.
- CDR-190 Quarterly Report (also known as Monthly Evaluation)**
Reports received from resolution centers describing status of all activities. Includes statistical data, caseload activity, public relations efforts, and program management.
Retain for one year, then destroy.

CDR-200 Resolution Centers Directors Meeting' File
File containing minutes, agendas, and attendance rosters for resolution centers Directors' Meetings.
Retain permanently for research purposes.

CDR-210 Student Intern Files
Records of non-salaried student interns. Includes applications, college evaluations, project assignments.
To be determined at a later date pending appraisal of Personnel Records.