

Records Retention and Disposition Schedule



Office of Court Research

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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Office of Court Research

- CR-010** **Appellate Departments Caseload Activity Data Collection Form (UCS-172AD)**
File containing statistical forms collecting information on the Appellate Departments' caseload activity. The information may include the total number of civil and criminal cases filed, civil and criminal dispositions before argument or submission, civil and criminal dispositions after argument (affirmed/reversed/modified/dismitted/other), oral arguments, motions decided, admissions to the bar, attorney disciplinary proceedings decided, and the number of civil and criminal records filed by county of origin.
Retain for twenty-five years, then destroy.
- CR-020** **Appellate Departments Caseload Activity Reporting Statistical File (from Data Collection Form UCS-172AD)**
File containing statistical information detailing the Appellate Departments' caseload activity. The information may include the number of civil and criminal cases filed, civil and criminal dispositions before argument or submission, civil and criminal dispositions after argument (affirmed/reversed/modified/dismitted/other), oral arguments, motions decided, admissions to the bar, attorney disciplinary proceedings decided, and the number of records filed by county of origin.
Retain for twenty-five years, then destroy.
- CR-030** **Appellate Terms Caseload Activity Reporting Data Collection Form (UCS-170AT)**
File containing statistical information detailing the Appellate Terms' caseload activity. The information may include the number of civil and criminal cases filed, civil and criminal dispositions before argument or submission, civil and criminal dispositions after argument (affirmed/reversed/modified/dismitted/other), oral arguments, motions decided, and total cases filed from records on appeal, from New York City Criminal Court, from New York City Civil Court, from City Courts outside New York City, from District Courts, and from County Courts.
Retain for twenty-five years, then destroy.

- CR-040 Arbitration Data Collection Forms (Consent and Oath or Affirmation - UCS-360.1)**
Form collecting information on attorneys who agree to serve on a panel of arbitrators or as a single arbitrator. Information includes attorney's name, attorney's signature, date sworn, signature of justice/judge/referee/notary public/court clerk and demographic information of the attorney: name, business address, business telephone, firm affiliation - partner or associate, date admitted to the bar, and social security number; and commissioner's firm code and association code.
Retain until updated, then destroy.
- CR-050 Arbitration Data Processing Transmittal Slip File**
File containing original of three-part document of Data Processing Transmittal Slips sent from Data Services to Information Technology Services. Data Processing Transmittal Slips contain information for the accompanying data entry worksheets. Document indicates type of court, county of court, batch number, type of document, month and year of documents, and physical count of documents attached.
Retain for one year, then destroy.
- CR-060 Arbitration Data Transmittal Batch Number Log**
Log recording transmittals sent to Information Technology Services - Data Entry. Information includes batch number, and date sent.
Retain for one year, then destroy.
- CR-070 Arbitration Program Recapitulation Caseload Activity Statistical File (from Data Collection Form UCS-351)**
File containing statistical information detailing the arbitration caseload activity in the counties that have arbitration programs. The activities reported may include the totals of case inflow, outflow, pending, demands for trial de novo, and the percentage of cases that demand de novo.
Retain permanently for research purposes.
- CR-080 Arbitration Program Weekly Report of Proceedings Data Collection Form (UCS-351)**
File containing statistical forms collecting information on the activities of the arbitration program. The form details the type of arbitration caseload activity in the counties that have arbitration programs. The activities reported may include the totals of case inflow, outflow, pending, awards granted, remands, hearings completed by arbitrator, panel and Judicial Hearing Officer, demands for trial de novo, and Judicial Hearing Officer days.
Retain for two years after information is entered into data file and quality control has been conducted, then destroy.

- CR-090 Arrest to Arraignment Study Data Collection Forms (CRC 3002, 3003, 3004)**
Form collecting information on the arrest to arraignment time study in Kings, Queens, and Bronx counties. Information includes docket number(s), part number, date and time of arrest, docketing, court room appearance, forwarding to legal aid, bridge ready, and arraignment.
Retain until information is entered into Arrest to Arraignment data file and quality control has been conducted, then destroy.
- CR-100 Arrest to Arraignment Study Data Entry Log**
Log monitoring the number of arrests to arraignment data entry files created. Information includes date, number of records entered, report period, and initials.
Retain for one year, then destroy.
- DF-110 Arrest to Arraignment Study Data File**
File containing information for Kings, Queens and Bronx counties on time to process suspect from the time of arrest to the time of arraignment. Information includes docket number(s), part number, date and time of arrest, docketing, court room appearance, sent to legal aid, bridge ready, and arraignment.
Retain for one year, then destroy.
- CR-120 Arrest to Arraignment Study File Backup Log**
Log detailing the number of files in the arrest to arraignment database. Information includes date, number of files, time of backup, and initials of person doing backup.
Retain for one year, then destroy.
- CR-130 Arrest to Arraignment Study Reports**
Reports generated daily and weekly based on arrest to arraignment collection data. The daily report gives the total number of cases per day, case number average, case number minimum, case number median, case number maximum and number of cases that took over 24 hours to process through each phase from arrest to arraignment in each court part. The weekly report summarizes the week's activity by giving the case mean and median numbers for each phase from arrest to arraignment.
Retain for five years, then destroy.
- CR-140 Arrest to Arraignment Study Returned Data Collection Forms Log**
Log monitoring returned incomplete or inaccurate Arrest to Arraignment Study Data Collection Forms to the courts.
Retain until outstanding forms have been returned, then destroy.

CR-150 Attorney Disciplinary Activities Statistical Reporting Form

File containing statistical forms collecting information on Attorney Disciplinary activities. The information may include the number of matters processed (new, pending, and closed and disposed), the number of matters disposed of by committee (rejected, referred, dismissed, letters of caution, admonition, reprimand, referred to Appellate Division, tabled pending litigation), and the number of cases processed in all courts (open, pending and closed with disposition type - disbarred, resignation, suspended, censured, and private censure).

a) Annual Statistical Reports

Retain permanently for research purposes.

b) Interim Reports

Retain until no longer needed, then destroy.

CR-160 Criminal Disposition Reporting 343 Case Forms

Forms used to report charges disposed pursuant to CPL Section 160.50 subdivision 2 (dismissals prior to arraignment).

Retain for three years after verification of arrest information, then destroy.

CR-170 Criminal Disposition Reporting Analyst Assignment Chart File

File of charts illustrating specific job assignments for each analyst.

Retain for six months, then destroy.

CR-180 Criminal Disposition Reporting Analyst Rotation Schedule File

File of work schedules indicating the appropriation of analysts' time for data entry, quality control and problem solving.

Retain until updated, then destroy.

CR-190 Criminal Disposition Reporting Appellate Index Card File

Index card file containing Appellate Court reversals and modifications. Index card contains name of defendant, name of originating court, appellate division part, appellate action date, final disposition date (date UCS-540C was entered into Criminal Records Information Management System, CRIMS), date information was obtained from Appellate Term/Division remittitur or New York Law Report - Advance Sheets, appellate case number, indictment number, appellate court disposition code, and source of information (Appellate Term/Division remittitur or New York Law Report - Advance Sheets).

Retain until information can be verified and provided to Department of Criminal Justice Services, then destroy.

- CR-200 Criminal Disposition Reporting Appellate Operating Guidelines**
Guidelines for reporting Appellate Court reversals and modifications to the Department of Criminal Justice Services (DCJS).
Retain until updated, then destroy.
- CR-210 Criminal Disposition Reporting Appellate Processing File**
File containing information on Appellate Court reversals and modifications. Used as a tracking system for Appellate Term/Division cases. File contains information from Appellate Term Index Cards, which are later updated by UCS-540C forms submitted by the courts with criminal jurisdiction.
Retain for three years after information has been provided to DCJS, then destroy.
- CR-220 Criminal Disposition Reporting Appellate Term/Division Remittiturs File**
File containing copies of decisions of the Appellate Divisions/Terms.
Retain for two years, then destroy.
- CR-230 Criminal Disposition Reporting Batch Slip File**
File containing documents monitoring the UCS-540s entered by data entry staff. Document indicates the daily number of UCS-540s entered into CRIMS, the date and initials of data entry clerk.
Retain for three years, then destroy.
- CR-240 Criminal Disposition Reporting Criminal Records Information Management System (CRIMS) Data Entry Quick Reference Logbook**
Book containing answers to the most commonly asked questions by data entry staff utilizing the Criminal Records Information Management System application. Book also contains date of database changes, if any, and results of change.
Retain until updated, then destroy.
- CR-250 Criminal Disposition Reporting CRIMS User Log Report**
Daily report from Criminal Records Information Management System indicating the daily number of arraignments (dockets), cases dismissed prior to arraignment (UCS-343 Case Forms), interim case processing, finished cases, sealed cases, and unsealed cases entered into the CRIMS application by CDR staff for lower criminal courts. Daily totals for all lower criminal court routines can also be obtained from this list.
Retain for one month, then destroy.
- CR-260 Criminal Disposition Reporting Corrected Quality Control (QC) File**
File containing copies of data input sheets (UCS-540 forms) and printed screen from CRIMS for corresponding data with data entry errors noted.
Retain for six months, then destroy.

- CR-270 Criminal Disposition Reporting Corrected Quality Control (QC) Log**
Log reflecting quality control of Criminal Disposition Reporting personnel activity. Information includes the analyst's name, data entry staff name, date of quality control, data entry date, number of forms sampled, and error factor.
Retain for one year, then destroy.
- CR-280 Criminal Disposition Reporting Correction Form**
Form sent by Criminal Disposition Reporting Unit to courts with criminal jurisdiction requesting correction(s) to UCS-540 series forms.
Retain until resolved, then place in Criminal Disposition Reports - Problem File - Resolved.
- CR-290 Criminal Disposition Reporting Court Record Update Form**
Form utilized by Criminal Disposition Reporting Unit to update court information. Document sent to Technology Services to process changes. Information includes court code, title, court name, court address, names of court personnel, and comments.
Retain for six months, then destroy.
- CR-300 Criminal Disposition Reporting Court Record Update Report**
Report received from Education and Training sent to them by Information and Technology Services indicating names of new Town and Village Justices, and current justice and court information.
Retain for six months, then destroy.
- CR-310 Criminal Disposition Reporting Criminal Disposition Reports Problem File (CDRPF)**
File containing documentation of problem dispositions.
Retain until problem is resolved, then place in Criminal Disposition Reports - Problem File - Resolved.
- CR-320 Criminal Disposition Reporting CDRPF Operating Guidelines**
Guidelines documenting the procedures for processing problem Criminal Disposition Reports.
Retain until updated, then destroy.
- CR-330 Criminal Disposition Reporting CDRPF - Resolved**
File containing copies of UCS-540C (Correction) forms resolved by the courts.
Retain for two years, then destroy.

- CR-340 Criminal Disposition Reporting Daily Count Log**
Log used to record the daily count of UCS-540 forms entered by each data entry clerk. Log also provides weekly totals and averages for Criminal Disposition Reporting Unit.
Retain for six months, then destroy.
- CR-350 Criminal Disposition Reporting Daily Staff Production Report**
Report is used to monitor the production of Criminal Disposition Reporting staff. Report indicates the number of terms, name of staff member, amount of arraigned cases entered, number of finished cases entered, number of sealed cases entered, daily totals of routines, and input totals (number of UCS-540 forms). This report also provides weekly totals and averages for each staff member.
Retain for one year, then destroy.
- CR-360 Criminal Disposition Reporting Data Entry Guidelines Manual**
Instructional manual of data entry procedures for criminal disposition reporting. Manual also contains information on the criminal disposition reporting process.
Retain until updated, then destroy.
- CR-370 Criminal Disposition Reporting Data Processing Request Form**
Document sent to Information and Technology Services by the courts requesting serial numbers for UCS-540 or UCS-540A Criminal Disposition Reports.
Retain for six months, then destroy.
- CR-380 Criminal Disposition Reporting Division of Criminal Justice Services (DCJS) Error List File**
File containing weekly report sent from Division of Criminal Justice Services to the Criminal Disposition Reporting Unit. List of all data entry "errors" that did not meet DCJS's error correction routine.
Retain until all errors on list are reconciled, then destroy.
- CR-390 Criminal Disposition Reporting DCJS Error List Cumulative Statistics File**
File containing cumulative statistics of error messages. Indicates total number of errors and total number of cases and provides cumulative resolution statistics.
Retain until updated, then destroy.
- CR-400 Criminal Disposition Reporting DCJS Error List In-House Worksheet Form**
Worksheet summarizing total number of data entry errors listed on DCJS Error List. Indicates total number of errors by type of error and total number of cases. Worksheets are prepared for each DCJS Error List.
Retain for one month, then destroy.

- CR-410 Criminal Disposition Reporting Documents Received Weekly Totals Form**
Document used to monitor the weekly estimated amounts of Criminal Disposition Reports received by the Criminal Disposition Reporting Unit.
Retain for six months, then destroy.
- CR-420 Criminal Disposition Reporting Forms Supply Received Log (Form Inventory)**
Log of all stock forms received from vendor. Information includes current stock availability of UCS-540 Series Forms, form type, date received, and quantity.
Retain for one year, then destroy.
- CR-430 Criminal Disposition Reporting FYI UCS-540A and UCS-540C Instruction Sheets**
Information sent to the courts to facilitate the processing of Criminal Disposition Reports.
Retain until updated, then destroy.
- CR-440 Criminal Disposition Reporting Inventory Status 540 Forms File**
File containing computer generated reports from Information and Technology Services indicating the number of UCS-540 or UCS-540A forms requested by a Court. Document indicates court code, name of court, starting serial number, and ending serial number for last group of UCS-540 or UCS-540A's printed.
Retain for one year, then destroy.
- CR-450 Criminal Disposition Reporting Inventory Status Serial Numbers File**
File containing computer generated reports from Information and Technology Services indicating the number of serial numbers issued to a court. Document indicates starting serial number and ending serial number, name of Town/Village, City/District, and Supreme/County courts.
Retain for one year, then destroy.
- CR-460 Criminal Disposition Reporting Monthly Statistics File**
File containing documents used to record the number of UCS-540 forms entered by CDR staff for each week within the term. Totals for the entire staff by week and month are also available.
Retain for two years, then destroy.
- CR-470 Criminal Disposition Reporting New 540 Form**
Listing of new Town and Village Justices created from Criminal Disposition Reporting Court Record Update Report indicating the number of UCS-540 manual reports to be generated by Information and Technology Services.
Retain for six months, then destroy.

- CR-480 Criminal Disposition Reporting New York State Identification Number (NYSID) Extraction Logbook**
Logbook used to monitor the printing of Rap Sheets from DCJS terminal. Log indicates date, time, name of defendant, NYSID number, and reason for running rap sheet.
Retain for one year, then destroy.
- CR-490 Criminal Disposition Reporting Production Report (Forms)**
Document used to track the current backlog of Criminal Disposition Reporting forms awaiting data entry. Document indicates term number, number of forms received during term, number of forms entered during term and amount of current backlog.
Retain for two years, then destroy.
- CR-500 Criminal Disposition Reporting Rap Sheets**
Document obtained from DCJS providing arrest information and defendant data. Document contains defendant's name, defendant's date of birth, race, sex, height, social security number, FBI number, aka's and criminal history (arrest information, arrest/arraignment charge, disposition, and related data).
Retain for three months, then destroy.
- CR-510 Criminal Disposition Reporting Request Form**
Form sent by courts to Criminal Disposition Reporting Unit to request instructional and informational materials on the reporting of criminal dispositions. Form contains name of person making request, date of request, court name, court code number, date request was processed by CDR Unit, date requested material was sent, and comments, if any.
Retain for one year, then destroy.
- CR-520 Criminal Disposition Reporting Request Form for Additional UCS-540, UCS-540Bb, UCS-540C Criminal Disposition Reports**
Form sent by courts of criminal jurisdiction to the Criminal Disposition Reporting Unit requesting additional UCS-540 forms, UCS-540B forms, UCS-540C forms and serial numbers. Form indicates document requested, amount requested, judge's name, court name, Office of Court Administration court code number, date of request, date request was received by Office of Court Administration, and date requested material was sent to the court.
Retain for six months, or until no longer needed, whichever is shorter, then destroy.

- CR-530 Criminal Disposition Reporting Serial Number Listing**
Listing of serial numbers distributed by Technology Services to Criminal Disposition Reporting and courts utilizing microcomputers to generate Criminal Disposition Reports.
Retain until all serial numbers on list are utilized, then destroy.
- CR-540 Criminal Disposition Reporting UCS-540 (Local Court Criminal Disposition Report)**
Document submitted by local courts to Data Services. Document contains case data, interim disposition data, charges, and disposition.
- a) UCS-540 Forms Containing Arraignment Information Only**
Destroy immediately.
- b) UCS-540 Forms Containing Interim and Final Disposition Data**
Retain for three years from date of disposition, then destroy.
- CR-550 Criminal Disposition Reporting UCS-540 Instruction Manual for Local Courts**
Manual containing instructions and codes for the Town and Village Courts and City Courts not utilizing microcomputers for the production of criminal case disposition reports.
Retain until updated, then destroy.
- CR-560 Criminal Disposition Reporting UCS-540 Instruction Manual for Local Courts with Microcomputers**
Manual containing instructions and codes for Town and Village Courts and City Courts utilizing microcomputers for the production of criminal case disposition reports.
Retain until updated, then destroy.
- CR-570 Criminal Disposition Reporting UCS-540A (Superior and County Court Criminal Disposition Report)**
Document submitted by Superior Courts to Data Services. Document contains case data, interim disposition data, charges, and disposition.
- a) UCS-540A Forms Containing Arraignment Information Only**
Destroy immediately.
- b) UCS-540A Forms Containing Interim and Final Disposition Data**
Retain for three years, then destroy.

- CR-580 Criminal Disposition Reporting UCS-540A Instruction Manual for Superior and County Courts with Microcomputers**
Manual containing instructions and codes for the Superior and County Courts utilizing microcomputers for the production of criminal case disposition reports.
Retain until updated, then destroy.
- CR-590 Criminal Disposition Reporting UCS-540A Instruction Manual for Superior and County Courts**
Manual containing instructions and codes for the Superior and County Courts not utilizing microcomputers for the production of criminal case disposition reports.
Retain until updated, then destroy.
- CR-600 Criminal Disposition Reporting UCS-540B (CDR Charge Supplement Sheet)**
Document attached to UCS-540 or UCS-540A. This is a supplemental form and is utilized to list additional charges that did not fit on the UCS-540 or UCS-540A form.
Retain for three years, then destroy.
- CR-610 Criminal Disposition Reporting UCS-540C (Corrections, Grand Jury Returns, Resentencing and Appellate Actions for Cases Originally Reported on Criminal Disposition Report)**
Document submitted by the Local and Superior Courts to the Criminal Disposition Reporting Unit to report corrections, resentences, appellate actions, and cases returned from the grand jury or the County Court. This form is for cases previously reported on a CDR Local Court Criminal Disposition Report (UCS-540) or a CDR Superior and County Court Criminal Disposition Report (UCS-540A).
Retain for three years, then destroy.
- CR-620 Criminal Disposition Reporting UCS-540C Instruction Manual for Completion of the Form for Corrections, Grand Jury Returns, Resentencing and Appellate Actions**
Manual containing instructions and codes for the completion of the UCS-540C form.
Retain until updated, then destroy.

CR-630 City and District Caseload Activity Reporting Statistical File (from Data Collection Form UCS-175)

File containing statistical information detailing city and district caseload activity. The information may include the Summary of Caseload Activity Report and a Court Compare Report. The Summary of Caseload Activity details the total number of criminal and civil cases calendared, filed, tried by jury, and disposed of by case type. The Court Compare Report details the total number of filings and dispositions and the percentage change from the previous year.

Retain permanently for research purposes.

CR-640 Civil Case Information System Disposition Mean and Median Times Lapse Report (also known as Elapsed Time Report)

File containing statistical reports detailing the total number of cases and the mean and median days for each type of civil case from initiation to disposition.

a) Annual Statistical Reports

Retain permanently for research purposes.

b) Interim Reports

Retain until no longer needed, then destroy.

CR-650 Computer Application Program Files

Electronic records management tool used to convert information into useable means. Files may contain specifications, file structures, program documentation, deleted modules, programmers' notes, control numbers, dictionaries, screen, report layouts, utilities, transaction files, and program listings.

Retain current computer application program files and immediate predecessor computer application program files.

CR-660 Court of Appeals Caseload Activity Data Collection Form (UCS-172CA)

File containing statistical forms collecting information on the activities of the Court of Appeals. The information may include the total number of civil and criminal notices of appeal or orders granting leave received; the number of records on appeals filed; the number of appeals disposed, affirmed, reversed, modified, or dismissed; the number of writings (full opinions, per curiam, memorandum, concurring opinion/memorandum, dissenting opinion/memorandum); the number of motions decided, judicial conduct determinations reviewed, applications decided, oral arguments, and submissions; and the number of appeals pending, appeals pending argument, or submission and appeals pending decision.

Retain permanently for research purposes.

- CR-670 Court of Claims Caseload Activity Data Collection Form**
File containing statistical forms collecting information on the activities of the Court of Claims. The information may include the number of claims pending, the number of claims filed during the reporting period, the total claims in court, the number of claims disposed of during period, claims dismissed, claims in which awards were made, amount awarded, and amendments.
Retain permanently for research purposes.
- CR-680 Daily Jury Pool Status and Transactions Form - Full System**
Document submitted by county courts with full systems to Data Services. Document indicates jury duty activity on a daily basis and is submitted weekly to Data Services. Form indicates county, date, assembly room number, name of forms preparer, time of jury duty activity, type of case (civil or criminal), judge or part, type of transaction, number of jurors in pool, number of jurors in voir dices and trials, and total number of jurors on jury duty.
Retain for two years, then destroy.
- CR-690 Daily Jury Pool Status and Transactions Form - Limited System**
Document used to monitor the receipt of Jury Utilization Summary Sheets for each term. Document indicates the name of the county and the term that Jury Utilization Summary Sheet.
Retain for two years, then destroy.
- CR-700 Data Processing Requests File**
File containing requests to the Information Technology Services Department asking for special programming to retrieve and manipulate Caseload Activity Files data.
Retain for one year after request is completed, then destroy.
- CR-710 Data Processing Transmittal Slip File**
File containing Data Processing Transmittal Slips that accompany data entry worksheets. Document indicates type of court, county of court, batch number, type of document, month and year of documents, and physical count of documents attached.
Retain for one year, then destroy.
- CR-720 Equal Employment Opportunity (EEO) List**
Listing used to identify all employees on the Central Payroll File that are missing race and gender data.
Retain until all missing data is collected and transferred to computer database, then destroy.

- CR-730 Family Court Batch Number Log**
Log used to track the batch numbers of UCS Family Court Caseload Activity Report Forms sent to Technology Services - Data Entry.
Retain for one year, then destroy.
- CR-740 Family Court Caseload Activity Report Forms (UCS-102, UCS-103, UCS-104, UCS-106, UCS-109, UCS-110, UCS-111 and UCS-112)**
Documents reporting Family Court case activity for Child Protective, Juvenile Delinquency, Designated Felony, Child Support Orders, and Family Offense Petitions.
Retain until information is entered into computer database, then destroy.
- CR-750 Family Court Caseload Activity Reporting Statistical File (from Data Collection Form UCS-108)**
File containing statistical information detailing family court caseload activity. The information may include a Year-to-Date Executive Summary Report, Caseload Activity by Type of Processing Report and UCS-108 Dump Report. The Executive Summary Report details the total case activities by county and district of the activity of judges, hearing examiners, and the clerk's office. The case activities may include filings, dispositions, dispositions-non compliance, judges' days sat, pending dispositions, and pending dispositions non-compliance. The Caseload Activity Report gives totals by each type of proceeding. The UCS-108 Dump Report details by type of proceeding the total number of additions to the calendar of original filings and violations/modifications filings, the total number of deductions from the calendar of original filings and violations and modifications, and total pending dispositions.
Retain permanently for research purposes.
- CR-760 Family Court Disposition Reporting Instruction Manual for Juvenile Delinquency, Designated Felony, Person in Need of Supervision, Child Protective, and Family Offense Petitions**
Manual containing instructions for completion of Family Court Caseload Activity Reporting Forms.
Retain until updated, then destroy.
- CR-770 Indigent Reports (UCS-195)**
File containing statistical forms collecting information on the activities of the number of cases on indigents who use Public Defenders or other types of legal service.
Retain for twenty-five years, then destroy.

- CR-780 Instructions for Downloading Data from Mainframe**
Written instructions for Supreme and County Courts on how to download data from the mainframe computer system.
Retain until updated, then destroy.
- CR-790 Juror Utilization Log Sheet**
Log recording receipt of Daily Jury Pool Status and Transaction Forms from Full System Courts. Document indicates court term, county, and week of term.
Retain for one year or until all terms for all counties have been received for the year, then destroy.
- CR-800 Juror Utilization Summary Sheet - Full System**
Document summarizing juror transaction data captured from Daily Jury Pool Status and Transaction Form. Document indicates county, year, assembly room number, court term, date of jury, total number of jurors in service, total number of jurors in voir dices and trials, total number of jurors reporting to pool, total number of jurors sent to voir dices, total number of new voir dices, and peak (number of carryover jurors and number of jurors sent to voir dire) totals.
Retain for two years, then destroy.
- CR-810 Juror Utilization Summary Sheet - Limited System**
Document submitted by the courts with limited systems to Data Services. Document indicates jury duty activity on a daily basis. Document indicates county, year, assembly room number, court term, date of jury duty, total number of jurors in jury pool, number of jurors in voir dices and trials, number of jurors reporting for service, and number of new voir dices.
Retain for two years, then destroy.
- CR-820 Jury Program Reports File**
File containing memorandum and Jury Program Reports. Jury Program Reports are utilized to analyze procedures in both court and jury operations.
Retain until updated, then destroy.
- CR-830 Jury Report**
Report sent to Commissioners of Jurors showing jury utilization data for the previous term(s). Report contains summary sheet, weekly totals, term report, and number of voir dices by day of week.
Retain for five years, then destroy.
- CR-840 Jury System File**
File containing all data transcribed from Juror Utilization Summary Sheets submitted by the Commissioners of Jurors.
Retain for ten years, then destroy.

- CR-850** **Jury System Bid Specifications for Summonses**
File containing copies of bid specifications for New York State Jury Summonses.
Retain for five years, then destroy.
- CR-860** **Jury System Summons Contract and Award File**
File containing duplicate copies of contracts and award letters from the State Comptroller's Audit and Control Department and Office of Court Administration's Central Purchasing Department regarding bid results for New York State Jury Summonses.
Retain for five years, then destroy.
- CR-870** **Jury Utilization Contact Log Sheet**
Document used to monitor the data entry status of Daily Jury Pool Status and Transaction Forms submitted by Full System Courts. Document also provides term number, name of contact person, and telephone number.
Retain until all Daily Jury Pool Status and Transaction Forms - Full System Courts have been entered for the term, then destroy.
- CR-880** **Jury Utilization Program Instruction Manual for Data Collection and Reporting**
Manual containing instructions for the completion of the Daily Pool Status and Transaction Form.
Retain until updated, then destroy.

CR-890 Mental Hygiene Legal Services Statistical Report (UCS-140)

File containing statistical forms collecting information on the activities of Mental Hygiene Legal Services. The information may include the following details for each type of judicial proceeding (initial admissions, civil retention, habeas corpus, CPL, Property, Miscellaneous): cases calendared, charts reviewed, memo/reports, court appearances, contacts/clients, contacts/others, research/pleadings, dispositions, pending cases, new applications filed, applications withdrawn, new hearing demands, hearing demands withdrawn, retained and released after hearing, retained and released without hearing, returned to trial after hearing, returned to trial without hearing, criminal to civil changes granted and denied, and non-return applications denied or granted. Also included may be the number of applications received for voluntary/informal patients, involuntary patients, voluntary residents, non-objecting residents, and alcoholism patients. Work not related to judicial proceedings may include the number of client contacts (mental patients, residents, alcoholism patients) and activity (initial interview, advocacy, incident reports, info/correspondence, disciplinary procedures).

a) Annual Statistical Reports

Retain permanently for research purposes.

b) Interim Reports

Retain until no longer needed, then destroy.

CR-900 New York State Commissioners of Jurors List

Listing of New York State Commissioners of Jurors. Listing indicates district number, name of county, name of commissioner, mailing address, and telephone number.

Retain until updated, then destroy.

CR-910 Outside Agency Requests for Publishing Data File

File containing formal requests to publish statistical data about the New York State Unified Court System.

Retain for five years, then destroy.

CR-920 Pay Parity Case Files

File containing statistical information for litigation cases dealing with judges suing for pay discrepancies. Information may contain backup statistics, letters, memos, and other related information.

Retain for ten years, then destroy.

- CR-930 Quality Control Weekly A-A Production Report**
Report summarizing the production activity of data entry staff for each week of the court term. Information includes staff name, number of records entered, days of production work per week, and kind of data being entered.
Retain for two years, then destroy.
- CR-940 Small Claims Assessment Review Program Caseload Activity Statistical File (from Data Collection Form UCS-904)**
File containing statistical information detailing Small Claims Assessment Review activity. The information may include the total number of judicial hearing officer days, the petitions pending at the beginning of the term, the petitions filed during the term, and the petitions disposed during the term.
Retain permanently for research purposes.
- CR-950 Small Claims Assessment Review Program Data Collection Form (UCS-904)**
File containing statistical forms collecting information on the activities of the Small Claims Assessment Review Program. The information on the forms may contain the total number of judicial hearing officer days, the petitions pending at the beginning of the term, the petitions filed during the term, and the petitions disposed during the term.
Retain for one year after information is entered into data file and quality control has been conducted, then destroy.
- CR-960 Statement of Civil Fees Earned and Criminal Cases Completed File**
File containing copies of Statements of Civil Fees Earned and Criminal Cases Completed sent to the New York State Comptroller - Bureau of Justice Court Fund by Town and Village Justices. Document indicates name of defendant or title of action, statute and section, brief description of offense, arrest date, disposition date, sentence or other disposition date, amount of fines forfeited, amount of bail and civil penalties, amount of civil fees, amount of mandatory surcharge, justice identification number, name of Town or Village Justice, name of town or village, name of county, mailing address, phone number, and zip code.
Destroy immediately.
- CR-970 Statistical Creation Background Files**
File of why, when, and how statistical files were created. Information may include background statistical and historical information on the courts, changes and definitions of statistical data, information about the computer programs that compile the statistical data, notes, memos, special projects, lockout memos and other procedures, and all other statistical supporting data.
Retain permanently for research purposes.

CR-980 Statistical Requests Log

Log used to record all requests for statistical information about the courts. Information may include date of request, caller, agency of caller, telephone number, data requested, if data was furnished, date furnished, and who answered the request.

Retain for five years, then destroy.

CR-990 Supreme and County Civil Courts Caseload Activity Reporting Instructional Manual for Reporting Civil Case Activity

Instructional manual on how to complete the Civil Caseload Activity Report (UCS-101).

Retain until updated, then destroy.

CR-1000 Supreme and County Civil Courts Caseload Activity Reporting Statistical File (from Data Collection Form UCS-101)

File containing statistical information detailing the civil case activities of the courts. The activities reported may include new filings; dispositions; new cases; new ex-parte applications; new uncontested matrimonial cases; case disposed; ex-parte applications disposed; uncontested matrimonial cases disposed; notes of issue filed; notes of issue disposed; percentage of settlements, verdicts/decisions, transfers 325(d), marked off/stricken, and other of notes of issues disposed; case disposed pre-note of issue; notes of issue by settlements; notes of issue by verdict; notes of issue pending; pending actions; notes of issue pending over Standards and Goals and percentage of notes of issue pending over Standards and Goals of totals; motions filed; motions decided; appearances; appearances for disposition; appearance pre-note of issue; appearances for judge day; appearance post-note of issue; trials commenced; jury trials commenced; non-jury trials commenced; judge days; days on trial; days on hearing; and hearings commenced.

Retain permanently for research purposes.

CR-1010 Supreme and County Criminal Courts Caseload Activity Reporting Instructional Manual for Reporting Criminal Case Activity

Instructional manual on how to complete the Criminal Caseload Activity Report (UCS-153).

Retain until updated, then destroy.

CR-1020 Supreme and County Criminal Courts Caseload Activity Reporting Statistical File (from Data Collection Form UCS-153)

File containing statistical information detailing the criminal case activities of the courts. The activities reported may include new filings; total dispositions; dispositions broken down by plea, jury verdict, non-jury verdict, dismissal and other; trials commenced; jury trials commenced; total non-jury trials commenced; days judge sat; days on trial; days on hearing; cases pending disposition; cases pending disposition and percentage of total; sentences; arraignments; percentage of total cases pending sentencing; appearances through disposition; appearances through post-disposition; dispositions by judge day; and appearances per dispositions.

Retain permanently for research purposes.

CR-1030 Surrogate's Court Caseload Activity Data Collection Form (UCS-150)

File containing statistical forms collecting information on the activities of the Surrogate's Court. The information may include, by case type, the total number of proceedings filed, citations/notices returned, motions, orders and causes, guardians ad-litem appointed, answers and objections filed, bonds filed, bonds dispensed, trial notes filed, orders signed, decrees signed, decrees signed, letters issued, and miscellaneous. Other information includes the total number of trials commenced by a Surrogate, referee hearings commenced, conferences commenced by law department or law clerk, examinations held, written decisions and opinions and memoranda issued, certificates issued, annual accountings, wills filed for safekeeping, files requisitioned, pages certified, exemplifications, searches completed, witnesses examined by clerk, inventories filed pursuant to UCR 207.20 and 207.59, persons adopted, estate tax returns filed, uncertified pages, and file numbers issued.

Retain for one year after information is entered into data file and quality control has been conducted, then destroy.

CR-1040 Surrogate's Court Caseload Activity Reporting Statistical File (from Data Collection Form UCS-150)

File containing statistical information detailing Surrogate's Court caseload activity. The information may include, by case type, the total number of proceedings filed, citations/notices returned, motions, orders and causes, guardian ad-litem appointed, answers and objections filed, bonds filed, bonds dispensed, trial notes filed, orders signed, decrees signed, decrees signed, letters issued, and miscellaneous. Other information includes the total number of trials commenced by a surrogate, referee hearings commenced, conferences commenced by law department or law clerk, examinations held, written decisions and opinions and memoranda issued, certificates issued, annual accountings, wills filed for safekeeping, files requisitioned, pages certified, exemplifications, searches completed, witnesses examined by clerk, inventories filed pursuant to UCR 207.20 and 207.59, persons adopted, estate tax returns filed, uncertified pages, and file numbers issued.

Retain permanently for research purposes.

CR-1050 Trial Part Case Activity Report - Jury Part Adjournments Study Data Collection Forms

Form collecting information on the reason for jury adjournments. Information collected is defense attorney type (18-B, private, legal aid), reason for scheduled appearance, type of trial activity, adjournment date, and reason for adjournment.

Destroy immediately.

CR-1060 Trial Part Case Activity Report - Jury Part Adjournments Study Data Entry Log

Log monitoring the data entry of the jury part adjournment study data collection forms. Information includes date and number of forms entered.

Destroy immediately.

CR-1070 Trial Part Case Activity Report - Jury Part Adjournments Study Data File

File containing information on the reason for jury adjournments. Information collected is defense attorney type (18-B, private, legal aid), reason for schedule appearance, type of trial activity, adjournment date, and reason for adjournment.

Destroy immediately.

CR-1080 Weekend Job Report Schedule

Schedule of all computer programs to be run at Rensselaer Technology Park over the weekend.

Retain until updated, then destroy.