

Records Retention and Disposition Schedule



Deputy Chief Administrative Judge's Office

**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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Deputy Chief Administrative Judge's Office

DCA-010 Administrative Order (A.O.) Records

Documents issued by the Chief Administrative Judge and Deputy Chief Administrative Judge for administering and/or managing District Offices and Courts of the NYS Unified Court System.

a) Administrative Order Files

Includes issued Administrative Orders and supporting material.

Retain permanently for research purposes.

b) Administrative Orders Log

Listing of issued Administrative Orders. Information includes Administrative Order numbers, names of judges, dates issued, and subject matters.

Retain permanently for research purposes.

DCA-020 Case Management Studies

Statistical reports describing daily general activities of judges. Information includes but is not limited to dates for when cases were calendared, trials started, juries were selected, and status of cases.

Retain until updated or until no longer needed, whichever is sooner, then destroy.

DCA-030 Continuation of Funds for Temporary Position Records

Memos sent to each District Executive and Chief Clerk of the Court of Claims asking whether continuation of temporary funds for temporary positions is still needed.

Retain for one fiscal year, then destroy.

DCA-040 Court Officer Processing Records

Duplicates of Evaluation Board Meeting records used for obtaining approval to hire Court Officers.

Retain until no longer needed, then destroy.

DCA-050 Deputy Chief Administrative Judge's Speech Records

Records containing speeches presented by the Deputy Chief Administrative Judge on matters regarding the NYS Unified Court System.

a) Presented Speeches

Retain permanently for research purposes.

b) Supporting Documents, Drafts and Background Materials

Retain until Speech is presented or until no longer needed, whichever is later, then destroy.

DCA-060 District Office Records

Records used by the Deputy Chief Administrative Judge to provide District Offices with instructions, guidance, direction and/or general information regarding matters and/or issues concerning administration of the NYS Unified Court System.

a) Records that Document Official UCS Policies, Procedures, or Standards

Retain master copy (original and all subsequent updates) permanently for research purposes.

b) Records that Provide Information for General Reference or Routine Activities

Retain until updated or no longer needed, then destroy.

DCA-070 Dual Employment Attorney Request Records (also known as Pro Bono Approval Records)

Duplicate requests written by and responses sent to court attorneys desiring to maintain additional work outside of their regular position with the NYS Unified Court System.

Retain until no longer needed, then destroy.

DCA-080 Employee Grievance Records

Records used to document grievances made against the NYS Unified Court System by non-judicial employees.

Retain for ten years after final disposition of case, then destroy.

CDR-090 Employment Discrimination Complaint Records

Records used to document discrimination claims filed against the NYS Unified Court System by non-judicial employees and non-UCS employee applicants seeking employment.

Retain for ten years after final disposition, then destroy.

DCA-100 Facilities for Questioning Children Log

Listing of correctional facilities that are currently considered appropriate for questioning children. Information includes facility name and address, administrative order number, date, and date of rescinded order.

Retain for one year, then destroy.

DCA-110 Financial Disclosure Records

Files containing duplicate letters of reminder or warning sent by the Ethics Commission to NYS Unified Court System employees. Files also contain list of delinquent employees that have failed to submit Financial Disclosure Statements and supporting documents.

Retain for one year, then destroy.

DCA-120 Firearms Reinstatement Request Records

Records used to document requests made by and responses sent to Peace Officers regarding requests for reinstatement of firearms by the NYS Unified Court System.

Retain until no longer needed, then destroy.

DCA-130 Fund for Modern Courts Response Records

Records used to document responses of the Deputy Chief Administrative Judge for Courts Outside of New York City to reports sent by the Fund for Modern Courts.

Retain permanently for research purposes.

CDR-140 Judges Outside of New York City Database

Annual compilation of judges assigned by the Deputy Chief Administrative Judge to serve in courts outside of New York City. Information includes names of judges, years of service, general background, and their assignments.

Retain until updated or until no longer needed, then destroy.

DCA-150 Judges' Vacancy Inquiry Records

Deputy Chief Administrative Judge's Records used to document responses sent to inquiries from the Board of Elections and NYC Mayor's Office regarding seat vacancies of judges for next year, when particular judge's term expires, and judge's attendance history.

Retain until no longer needed, then destroy.

DCA-160 Judicial Hearing Officers (JHO) Records

Duplicate records used to track the hiring of Judicial Hearing Officers. Information includes JHO's name and address, date of appointment, and location of assignment.

Retain until no longer needed, then destroy.

- DCA-170 Medical and Psychological Evaluation Records (also known as Medical Examination Request Records)**
Duplicate Records used to document the Deputy Chief Administrative Judge's recommendations toward requests for medical and/or psychological evaluation of an individual UCS employee.
Retain until no longer needed, then destroy.
- DCA-180 New York City Judges List (also known as Omnibus Orders List)**
Records listing currently assigned New York City Court Judges of the NYS Unified Court System. Information includes names of judges, their personal background, and official assignments.
Retain until updated or until no longer needed, then destroy.
- DCA-190 Reinstatement Records**
Duplicates used to document the approvals of the Deputy Chief Administrative Judge to reinstate an individual employee to their former NYS Unified Court System job title. Includes but is not limited to Reinstatement Application Forms (UCS-6), correspondence, and background materials for reinstatement.
Retain until no longer needed, then destroy.
- DCA-200 Special Grand Jury Order Records**
Records sent by New York City Courts to document where grand jurors will be sitting for a special hearing.
Retain for one year from date of hearing, then destroy.
- DCA-210 Standards & Goals File (also known as Quarterly Reports File and Reports of Pending Matters File)**
Records containing summary reports pursuant to Rule §4.1 of the Chief Administrator of the Court on pending cases and transcripts within a Judicial District that are beyond required standards and goals of the NYS Unified Court System.
Retain for one year or until no longer needed, whichever is later, then destroy.
- DCA-220 Transfer Reports (also known as Section 325D Term Reports)**
Listing completed by County Clerk Offices and Supreme Court - Civil Term indicating specific cases that were transferred to New York City Civil Court and status of each transfer. Information includes but is not limited to Supreme Court's Index number; title of case; status of case (note or pre-note); age of case on date of transfer order; and dates for transfer order, receipt of transfer order, transfer to Civil Court, received by Civil Court, and first scheduled to appear on New York City Civil Court calendar.
Retain for one year or until no longer needed, whichever is later, then destroy.