

# Records Retention and Disposition Schedule



## Domestic Relations Fee Arbitration Records

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](mailto: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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# Domestic Relations Fee Arbitration Records

- DR-010** **Approved Arbitrators Lists (also known as Lists of Approved Neutrals)**  
Lists of volunteers approved to serve as Domestic Relations Fee Arbitrators. Information includes names of volunteers, home and work addresses, home and work phone numbers, whether volunteers are attorneys or non-attorneys, date of training class attended, place of training, and county available to serve.  
**Retain until updated, then destroy.**
- DR-020** **Arbitrators Service History Cards**  
Cards listing Fee Arbitration Cases heard by an arbitrator. Information includes name of arbitrator, whether arbitrator is an attorney or non-attorney, work and/or home phone numbers, work and/or home addresses, names of cases, and dates served.  
**Retain until no longer needed, then destroy.**
- DR-030** **Arbitrator's Training Attendance Sheets**  
Lists documenting attendance at arbitration training classes. Information includes names of volunteers, names of companies/firms, work and home addresses, phone numbers, whether volunteers are attorneys or non-attorneys, and counties available to serve.  
**Retain until updated, then destroy.**

**DR-040 Domestic Relations Fee Arbitration Case Activity Records (also known as Domestic Relations Fee Arbitration Case Cards, Matrimonial Clients' Fee Arbitration Cards, Matrimonial Fee Arbitration Activity Schedules, Fee Arbitration Case Summary Charts, Case Summary Database Files, Case Status Data Sheets, or Fee Arbitration Summary Activity Tables)**

Documents and supporting materials for tracking the status/activities of Domestic Relations Fee Arbitration Cases.

Information includes client and attorney names; assigned hearing case number; addresses; telephone numbers; name of court and county matrimonial case commenced; case index number; dates for client's request received, consent received, attorney notified, attorneys' response received, hearings scheduled, arbitrators' decision received, arbitrators' decision sent certified mail; whether hearing was approved; nature of issue; amount in dispute; names of arbitrators; whether notice of hearing was mailed; location of hearing; whether stenographer was present; whether an arbitrator's determination or decision was made; and notes/remarks.

**Retain until no longer needed, then destroy.**

**DR-050 Domestic Relations Fee Arbitration Case Files**

Records documenting client fee arbitration proceedings for domestic relations matters. Includes, but is not limited to Notice of Right to Arbitrate Fee Dispute Form Pursuant to Part 136 of the Rules of Chief Administrator, Request for Fee Arbitration UCS 136-3, copy of Chief Administrative Judge's Administrative Order, Response to Request for Fee Arbitration UCS 136-4, Standard Instructions to Clients for Arbitration of Fee Dispute in Domestic Relations Cases, Transmittal Letter of Attorney Fee Response by Administrative Judge, Notice of Arbitration Hearing UCS 136-5, Arbitration Determination, Stipulation of Settlement, Oath of Affirmation, Affirmation of Arbitration Panel, Exhibits submitted by client/attorney, Client's Notice to Withdraw, and other supporting documents.

**a) Determined Arbitration**

**Retain for six years after determination is rendered, then destroy.**

**b) Undetermined Arbitrations**

**Retain for one year from date Notice to Withdraw is received, then destroy.**

**DR-060 Domestic Relations Fee Arbitration Program Activity Forms**

Forms containing statistical information collected by each Judicial District on the activities of the Domestic Relations Fee Arbitration Program. The activities reported may include total number of written arbitration requests, number of arbitration requests on consent, number of actual single arbitrators and three-member panel hearings, whether hearings were held within the prescribed sixty day period, causes for delayed hearings, smallest and largest amounts in dispute, whether panels filed their decision within thirty days, approximate number of proceedings terminated in stipulation of settlement and at what stage of the process, summary of feedback from clients/respondent-attorneys/arbitrators on the process, and comments on problems resulting from the program.

**Retain until Domestic Relations Fee Arbitration Program Summary Activity Report is issued, then destroy.**

**DR-070 Domestic Relations Fee Arbitration Program Summary Activity Reports**

Duplicate copies of statistical reports summarizing the activities of the Domestic Fee Arbitration Program for all Judicial Districts.

(Original is retained by the Administrative Judge for Matrimonial Matters.)

**Retain until no longer needed, then destroy.**