

# **Records Retention and Disposition Schedule**



## **Electronic Filing Resource Center**

**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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# Electronic Filing Resource Center

## **EFRC-010 E-Filing Consent Forms (EF-6) and Stipulation and Consent to E-Filing Forms (EF-10)**

Forms submitted by attorneys and pro se litigants in a Supreme Court matter consenting to the use of the New York State Courts Electronic Filing System (NYSCEF).

**Retain hard copy (paper format) until E-Filing Consent Form is digitally scanned and quality control is completed, then destroy. Electronic image is considered part of the case file. File in E-File case file. If filed separately, retain for the same length of time as the case file.**

## **EFRC-020 E-Filing Password File**

File created to control access to the filing of court documents by electronic means. Information includes but is not limited to: attorney's registration number, index/file claim number, court's name, name/phone/fax and primary address of individual making the request, county of attorney's practice, email address for contact, and assigned user identification name and password.

**Retain until updated, then destroy.**

## **EFRC-030 E-Filing Password Requests (also known as Registration Forms to Access E-Filing System [EF-1] and E-Filing User Registration Forms to Access the Practice E-Filing System [EF-2])**

Documents submitted by attorneys or pro se litigants to request identification names and passwords for electronic filings.

**Retain until information is entered into E-Filing Password File (EFRC-020), and quality control is completed, then destroy.**