

Records Retention and Disposition Schedule



Division of Technology Family Protection Registry 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

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 Technology

Family Protection Registry Center

FP-010 Computer Application Records

Records created to run the Domestic Violence Registry Computer Application. Includes, but is not limited to passwords, data dictionaries, audit trails, coding, flow charts, change/delete requests, conversion records, data fixes, and program files.

See Computer Application Records Series in the Information Technology Department Records Retention Schedule.

FP-020 Computer Application Training Materials/ User Manuals/ Administrative Files

Records created to document procedures related to the Domestic Violence Registry Computer Application. Includes, but is not limited to documentation, background notes, planning materials, system walkthroughs, committee files, file structures, approvals, training schedules, training seminar notes, course materials, computer application instructions, and explanations for users.

See Computer Application Records Series in the Information Technology Department Records Retention Schedule.

FP-030 Domestic Violence Registry (also known as UCS Domestic Violence Registry)

UCS Registry of unexpunged data mandated by the Family Protection and Domestic Violence Intervention Act of 1994. Information may contain court ORI (Originating Agency Identifier) number, order number, docket/index number, court, county, date of issuance, expiration date, name, police ORI, action to be taken (new order, order modified/finalized, corrected information); service of order (police to serve order, order served in court, notification by mail, order previously served); personal, and demographic information about the parties.

Retain unexpunged data for fifty years, then destroy.

FP-040 Domestic Violence Registry Addendum to Information Sheet (also known as UCS Domestic Violence Registry Addendum to Information Sheet)

Addendum filed when there are changes to the original order. Information includes court ORI, order number, docket/index number, court, county, enjoined party's name, applying party's name, law enforcement agency where copy of order is filed – name, and police ORI number; date order served, vacated, case dismissed or case sealed; order extending information; date of extension, and new expiration date, judge, service of extended order; violation: date of filing, date of disposition, judge, disposition type; gun license revoked; warrant: issue date, name, date executed, returned, or vacated.

Retain for one year, then destroy.

FP-050 Domestic Violence Registry Checklist (also known as UCS Domestic Violence Registry Checklist)

Checklist of missing or invalid information on the Domestic Violence Registry Information Sheets. Includes but is not limited to follow-up actions to complete the forms, date, and final action.

Retain for one year, then destroy.

FP-060 Domestic Violence Registry Data Transmission File (also known as UCS Domestic Violence Registry Data Transmission File)

File created to track confirmation that data has been transferred to the NYSPIN registry and that there are no errors in the data.

Retain for five years, then destroy.

FP-070 Domestic Violence Registry Information Sheet (also known as UCS Domestic Violence Registry Information Sheet; Family Protection Registry Information Sheet)

Worksheet containing case and pedigree information for data entry into the Domestic Violence Registry. Information includes but is not limited to court ORI number, order number, docket/index number, court, county date of issuance, expiration date, name, police ORI, action to be taken (new order, order modified/finalized, corrected information), and service of order (police to serve order, order served in court, notification by mail, order previously served).

Retain for one year, then destroy.

FP-080 Family Protection Registry Center Inquiry Database (also known as Domestic Violence Registry Database)

Database identifying requests for information from the Registry. Includes information about court, court ORI number, name of caller, return phone number, return fax number, information requested (name, sex, race, date of birth), court ORI, order number, docket number, family unit number, social security number, OLN number (operator's license number), and state, NYSID (New York State ID) number, data found, data returned by fax or phone, and operator's initials.

Retain for three years, then destroy.

FP-090 Log of Order Numbers (also known as Domestic Violence Registry Log of Order Numbers; UCS Domestic Violence Registry Log of Order Numbers)

Logbook of control numbers used for assigning unique identifying order numbers in each court. Log contains order number, case number, applying party, enjoined party, issue date, expiration date, judge's name, and temporary/final indication.

Retain for one year, then destroy.

FP-100 Order of Protection

Copy of the Order of Protection forwarded from the courts. Information contains order number, ORI number, docket number, date of issuance, expiration date, judge's name, and temporary or final order.

Retain for one year, then destroy.

FP-110 Reports

a) Inquiry Reports

Reports generated from the Domestic Violence Registry or local systems. Reports may include but are not limited to Person Summary Report and Order Recap Report.

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

b) Management Reports

Internal reports, including the User Workload Report, that document and track data entry and other internal functions.

Retain for one year, then destroy.

c) Statistical Reports

Statistical information reports including system totals and demographic information.

Retain annual aggregate reports for 50 years, then destroy.