

Records Retention and Disposition Schedule



Office of Internal Affairs Inspector General'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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- IG-010 Case Files**
File containing all materials related to an investigation. Includes interview summaries, charges, affidavits, minutes, evidence, transcripts, and recommendation.
To be determined at a later date, pending appraisal of Personnel Records.
- IG-020 Case Summaries**
Record providing access to case files and summary of file contents. Includes name, case number, title, location, complainant's name, complainant's address, allegation, date opened, date closed, recommendation, and name of investigator.
To be determined at a later date, pending appraisal of Personnel Records.
- IG-030 Complaints: No Investigation**
Record of complaints deemed to be without merit, and which do not result in an investigation.
Retain for five years, then destroy.
- IG-040 Docket Book**
Log of investigation cases. Includes name, case number, title, date received, date closed, and recommendation.
Retain for five years or until no longer needed, then destroy.
- IG-050 Firearms Retention Request**
Record of requests from peace officers requesting permission to keep firearm upon retirement.
Retain for one year or until no longer needed, whichever is sooner, then destroy.
- IG-060 Incident Reports**
Copies of aided or unusual occurrences either involving Unified Court System personnel and/or taking place on court premises.
If report does not result in an investigation, retain for one year or until no longer needed, then destroy.