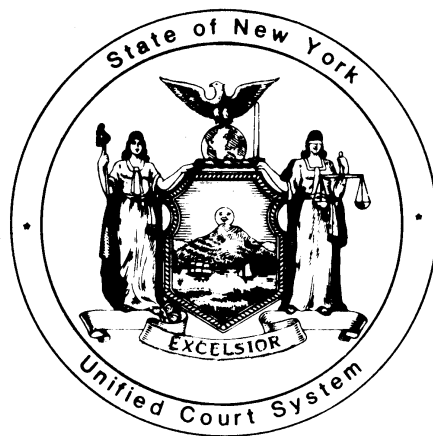


Records Retention and Disposition Schedule



Law Libraries

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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Law Libraries

LL-010 Automated Legal Research Account Files

a) Operational Files

File that documents the administration of the online legal reference accounts. Files include but are not limited to requests for and cancellation of user passwords, training memos, and correspondence related to administration of accounts.

Retain until updated or no longer needed, then destroy

b) Account Files

Records created to maintain vendor accounts for law libraries and judicial chambers. Files include requests for new accounts and charges billed to or paid by the library.

Retain for six years after expiration of the contract or final payment, whichever is later, then destroy.

LL-020 Board of Trustees Files

Records of the Library Board of Trustees. Information includes records documenting the establishment of the board, the nomination and acceptance of trustees, meeting minutes, correspondence, and related materials.

Retain permanently for research purposes.

LL-030 Catalogs of Holdings

Catalogs and/or lists serving as an inventory of all current legal reference holdings in law libraries and judicial chambers. Catalogs include but are not limited to the card catalog, shelf list, OCLC, accession files, Kardex file, journals, reports, serials, and other published materials.

Retain permanently for research purposes.

LL-040 Circulation Files

a) Operational Files

Files created to document the loan of library materials to patrons. Files include but are not limited to logs, charge-out cards, and related records.

Retain for three years, then destroy.

b) Overdue Collection Files

Files documenting the return of library materials and the actions taken to retrieve those materials. Files may include correspondence and related documentation.

Retain for six years, then destroy.

LL-050 Core Collection Acquisition Files

Files created to document the acquisition of library materials. Files include legal reference check list, publisher monthly statement, copies of purchase orders, vouchers, receipts, invoices, and supporting documentation.

a) Contract Related Files

Retain for six years after expiration of contract or final payment, whichever is later, then destroy.

b) Non-Contract Related Files

Retain for three years after final payment, then destroy.

LL-060 Correspondence Files

Any form of addressed and written communication sent or received.

a) Correspondence that Affects Policy

Retain permanently.

b) All Others

Retain until no longer needed, then destroy.

LL-070 Deaccessioning Files

Files documenting information on all prior holdings of law libraries and judicial chambers research collections. File includes manual and automated catalogs, lists of withdrawn titles, journals, reports, serials, other published materials, and supporting correspondence.

Retain for six years after the title is withdrawn, then destroy.

- LL-080 Education and Training Staff Files**
Files documenting seminars provided annually by the Office of Court Administration and other groups or associations. Information may include staff attendance, program information, and other related materials.
Retain for five years, then destroy.
- LL-090 Gifts and Exchange Lists**
Lists of legal reference materials offered to the Unified Court System.
Retain until no longer needed, then destroy.
- LL-100 Grant Program Files**
Files documenting the grant application and award process. Files include application, proposal, agreement, narrative, evaluation, annual report, background material, fiscal records, and other documentation.
Retain for six years after expiration of grant, then destroy.
- LL-110 Interlibrary Loan Files**
File created to document the exchange and use of materials between libraries. Information may include requests, receipts, photocopy logs, accounting, and circulation records.
Retain for three years after payment, then destroy.
- LL-120 Judicial Decisions Transmission Files**
Files of judicial opinions or memoranda which are transferred to vendors. Information may include date received, name of judge, case name, opinion or memoranda, date transferred, and time.
Retain for six years after expiration of the contract or final payment, whichever is later, then destroy.

LL-130 **Manuals, Handbooks, Reports**

a) Policies, Procedures and Standards

Manuals/handbooks containing policy and procedures related to library matters. Includes but is not limited to Collection Development Policy and Circulation Policy.

a.1) Master Copy

Retain original and all subsequent updates permanently for research purposes.

a.2) All Others

Retain until updated, then destroy.

b) Special Reports

Reports reflecting law library operations. Reports include but are not limited to Annual Library Report, Board of Trustee Report, Patron Survey Report, Three Year Plan, Library Operation Survey.

Retain permanently for research purposes.

c) General Instructions

Manuals and handbooks containing general instructions on library operations. May include general instruction manuals, filing instructions, and library operations manual.

Retain until updated, then destroy.

LL-140 **Operational Tracking Files**

Files created to track statistical information on library services and activities. Information includes circulation usage, reference inquiries, cataloging, OCLC use, and online searching use.

a) Contract Related Files

Retain for six years after expiration of contract or final payment, whichever is later, then destroy.

b) Non-Contract Related Files

Retain for three years after payment, then destroy.

c) All Others

Retain until updated or obsolete, then destroy.

LL-150 Patron Survey Files

Files containing assessments of library services and activities.

a) Information Incorporated into Reports from Patron Surveys

Retain for one year after report is issued, then destroy.

b) All Others

Retain for one year, then destroy.

LL-160 Project Files

Files created to define a specific activity. They are usually initiated in response to a specific need and may result in a conclusion, report, or additional action. Files include but are not limited to Retrospective Cataloging, Online Resource Assessment, and Computer Assisted Legal Research Training Project.

a) Projects that Result in a Substantive Report or Policy

Retain permanently.

b) All Others

Retain until no longer needed, then destroy.

LL-170 Reference Request Files

Files of requests for reference services. Files include call slips, requests for database searches, requests for research services, and related records.

a) Information Incorporated into Reports from Reference Requests

Retain for one year after report is issued, then destroy.

b) All Others

Retain for one year, then destroy.

LL-180 Staff Meeting Files

Files documenting staff meetings. Files include but are not limited to meeting participation lists and information related to issues that affect library operations.
Retain permanently.

LL-190 Subject Files

Files arranged by subject/topic matter. Subjects include but are not limited to library management and various professional associations.

Retain until no longer needed, then destroy.