

Records Retention and Disposition Schedule



Office of Legislative Counsel

**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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Office of Legislative Counsel

OLC-010 Assembly and Senate Bill Files

Files containing legislative proposals affecting the Unified Court System that were prepared by Office of Court Administration's Office of Legislative Counsel for submission to the State Legislature and introduction there. Records include copies of legislative proposals, sponsor's memoranda, and other supporting documents.

a) Records for Unified Court System Legislative Proposals Enacted into Law
Retain permanently for research purposes.

b) Records for Unified Court System Legislative Proposals Never Introduced, Never Passed by the Legislature, or Vetoed by the Governor
Retain until no longer needed, then destroy.

c) Records for Non-Unified Court System Proposed Legislative Measures
Retain until legislative session ends, then destroy.

OLC-020 Counsel's Legal Opinion Files

Collection of legal positions on UCS-related issues that have been taken by OCA Counsel's Office of Legislative Counsel but maintained by OCA's Office of Legislative Counsel in Albany. Records include but are not limited to hard and digitized copies of internal memoranda; advisories provided to the Chief Judge, Administrative Judges and OCA Unit Heads; and letter and memoranda issued in response to inquiries from other Unified Court System personnel and members of the public.

a) Counsel's Legal Opinion Letters and Supporting Documents
Retain permanently for research purposes.

b) Office of Legislative Counsel's Opinion Letters Database Files
Retain until no longer needed, then destroy.

OLC-030 Legislative Memoranda and Letters Filed with Legislature and Governor

Records consisting of memos filed by Office of Court Administration with legislature on pending bills affecting the UCS, and letters filed with the Governor's Counsel in response to requests for comment on bills that reach the Governor's desk for executive action.

Retain permanently for research purposes.

OLC-040 Legislature Tracker Reports (also known as Recently Enacted Legislation Tracker Files)

Reports used for tracking UCS bills and other bills affecting the UCS that were presented to the State Legislature. Information includes title of bill, bill's status (whether OCA or non-OCA), date of legislation, senate's/assembly's introduction number, sponsor's name, committee's name, bill text, memo text, comments, and relationship to other bills.

a) Interim Legislative Session Reports

Retain until updated Interim Legislative Report is received or after Final Legislative Session Report is issued, then destroy.

b) Final Legislative Session Reports

Retain permanently for research purposes.