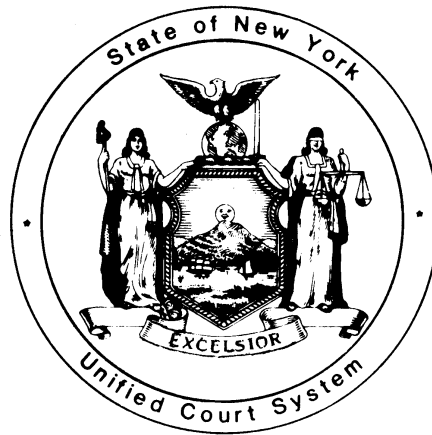


Records Retention and Disposition Schedule



Division of Administrative Services Mail, Supply/Courier Services Unit

**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 Administrative Services

Mail, Supply/Courier Services Unit

MSC-010 Biennial Equipment Inventory Files (also known as Biennial Fixed Assets Re-Inventory Files)

Files containing inventory data on Unified Court System property and equipment. Information from these files is entered into the New York State Office of General Services' Statewide Fixed Assets Accounting System. Files may contain but are not limited to data inventory input forms, copies of purchase orders, vouchers, surplus property forms, and any supporting documentation for the purchase or disposition of Unified Court System property.

Retain for three fiscal years after fixed asset is sold, replaced, or discarded, then destroy.

MSC-020 Biennial Fixed Assets Re-Inventory Report Files (also known as Agency Copies of Fixed Assets Re-Inventory Printouts)

Files containing reports used to list and describe current fixed assets of the Unified Court System as reported in the Office of General Services' Statewide Fixed Assets Accounting System. Information includes but is not limited to date of report, asset number, building/equipment names, address, court and/or office name, manufacturer, model number, serial number, license plate number, number of times inspected and names of inspectors. Files may contain O.G.S. Biennial Buildings Inventory and Biennial Equipment Inventory Reports, memorandums and supporting materials.

Retain for three years after updated, then destroy.

MSC-030 Daily Record of Meter Register Reading Books (also known as Postage Machine Meter Logbooks)

Records used for listing daily amounts of postage spent by the Office of Court Administration. Information includes meter number, month, and year, reported day, ascending and descending registers, and total remaining balance.

Retain for three fiscal years after final payment, then destroy.

MSC-040 Employee Daily Attendance Books

Books created to track staff assignments of the Office of Court Administration Mail and Supply Unit. Information includes, but is not limited to date and day, employee name, and time in and out of the office.

Retain until no longer needed, then destroy.

MSC-050 Equipment and Furniture Inventory Files

Files containing records used to inventory and tag equipment and furniture purchased by the Office of Court Administration. Information includes but is not limited to description of items, manufacturer's name, model/type of item, serial number, dates received, voucher number, purchase order number, vendor name, identification number, date, addressee, location, lot number, name of person received the item, description of warranty or service contract data, warranty terms, type of services provided by contracts or repairs, and information on final disposition of the item. Records include but are not limited to: Equipment Record Forms (UCS-6003), copies of Purchase Orders and supporting material.

a) Equipment Record and Supporting Material

Retain until Information is entered into the Equipment Inventory Database File and quality control is conducted, then destroy.

b) Equipment Inventory Database File

Retain until updated or for six years after item is discarded, replaced, or sold, whichever is sooner, then destroy.

SC-060 Shipping Receipts File

Records used to track items shipped via air freight for the Office of Court Administration. Information includes, but is not limited to date, sender's name, OCA's address and telephone number, recipient's name, phone number, address, and handling instructions.

Retain for three weeks or until no longer needed, whichever is later, then transfer to Division of Administrative Services - Accounts Unit.

MSC-070 Shipping Record Logbooks

Logbooks used to track packages shipped via ground freight for the Office of Court Administration. Information includes names and address of packages sent, copies of bar code labels used, weight of packages, level of services required, whether additional or special handling was requested, tracking number, delivery person initials, tracking number, pickup time, total number of packages, total number of tags, and number of pages sent for letters.

Retain for one year, then destroy.

MSC-080 State Cars Information Records

Records used for maintenance, service, operations, and repair of state-owned cars for the Office of Court Administration. Includes but is not limited to State Vehicle Registration Forms, New York State Vehicle Titles, repair records and supporting documentation.

Retain for six years after vehicle is sold or scrapped, then destroy.

MSC-090 Toner Supply User Lists

Listing of employees receiving toner cartridges from Office of Court Administration's Supply Room. Information includes dates, employees name, unit names, quantity taken, type of toner, and stock numbers.

Retain for three fiscal years and three months, then destroy.