

Records Retention and Disposition Schedule



Division of Human Resources Personnel Administration

**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 Human Resources

Personnel Administration

General

- PA-010 Automated Payroll/Personnel Information System Problem File (also known as APPIS Problem File)**
File containing correspondence sent to the Information Technology Department requesting passwords for users, APPIS terminals and solutions to APPIS problems.
Retain until no longer needed, then destroy.
- PA-020 Blood Donor File**
File of information used to conduct yearly blood donor drive. Contains list of Blood Captains and Correspondence to Unified Court System employees and blood drive organization
Retain until no longer needed, then destroy.
- PA-030 Court Officer Evaluation Standards File**
File containing information used to determine the qualification standards for the court officer title. Information may include the establishment of procedures, standards for psychological/psychiatric evaluations, review of background investigations and related materials.
Retain permanently for research purposes.
- PA-040 Court Officer Probationary Review Abstract File**
File containing extracted information created from the Court Officer Probationary Review Files. Information may include agency code, candidate's name, candidate's social security number, date hired, title, appointment code, court location, orientation report, orientation date, interim report, first interim date and rating, second interim report date and rating, final report date and rating, final status, extended final report date and rating, extended final status, and whether court officer was promoted during probationary period.
Retain for ten years, then destroy.
- PA-050 Court Officer Probationary Review File**
File containing review forms used to evaluate Court Officers on probation.
Retain for three years, then destroy.

PA-060 Employee Medical Qualifications Investigations Review Record

File containing requests for medical evaluations and findings.

a) File Is Associated with a Workers Compensation Case

Submit file to Employee Relations Office upon completion and retain copy for one year, then destroy.

b) File Is Not Associated with a Workers Compensation Case

Retain for six years after termination of employment, then destroy.

PA-070 Employee Psychiatric Qualifications Investigations Review Record

File containing requests for psychiatric evaluations and findings.

Retain for six years after termination of employment, then destroy.

PA-080 Employee Review Programs: Background File

Files containing all background materials for the employee review and evaluation programs. May include methodology, research, forms, copy of signed contract, training materials, and related information.

Retain permanently for research purposes.

PA-090 Employee Suggestion File

File containing copies of employee suggestions, acknowledgments and letters to Director of Financial Management and Audit Services and appropriate District Office requesting their review of the employee's suggestion.

Retain for five years, or until acted upon, whichever is later, then destroy.

PA-100 Employee Suggestion Log

Log containing summaries of employee suggestions, names of submitting parties, responses, and recommendations.

Retain for ten years, then destroy.

PA-110 Fingerprint File

File containing fingerprint cards or information from the FBI and DCJS on all non-judicial employees. Information may include applicant's name and address, applicant's alias, citizenship, social security number, sex, race, height, weight, eye and hair color, age, date and place of birth, date and signature of person taking fingerprints, employer's name and address, fingerprints, fingerprint report and certification by FBI or DCJS.

Retain for fifty years, then destroy.

PA-120 Investigation Case File
Copy of file sent to the Office of Court Administration's Inspector General regarding employees who have been arrested. Information may include employee's name, social security number examination number, title, date of assignment, payroll code, date and nature of arrest and any related information.
Retain until file is closed, then destroy.

PA-130 Merit Performance Award Program File
File containing nominations for the merit award program, recommendation letters from supervisors, verification letters and background check of employees' eligibility for nomination.
Retain for three years, then destroy.

PA-140 Performance Evaluation File
Files containing evaluation forms submitted by OCA supervisors for OCA employees. Information includes but is not limited to objectives and goals of the job title and the department, a description of the employee's tasks and responsibilities and an evaluation of their performance.
Retain for ten years, then destroy.

PA-150 Performance Evaluation Files: Extract
File of extracted information created from the Performance Evaluation Files.
Retain for ten years, then destroy.

PA-160 Personnel Office Bulletins Manual
Manual outlining all personnel policies and procedures for Unified Court System employees.

a) Master Copy

Retain original and all subsequent updates permanently for research purposes.

b) All Others

Retain until updated.

PA-170 Policy Development File
Files containing personnel policy development information; may include topics on alternative work schedules, reinstatement of employees, classification plans, judicial salaries, differential pay back, judicial pay parity, staffing profiles and related materials.
Retain permanently for research purposes.

- PA-180 Psychologist/Psychiatrist Budget Tracking/ Reconciliation File**
Tracking system used to monitor payments to psychologists/psychiatrists under contract.
Retain until payments are reconciled.
- PA-190 Psychologist/Psychiatrist Evaluation File**
Files containing all information related to the qualifications and hiring of psychologists. Information includes but is not limited to resumes, vitae, and prior job performance.
Retain for ten years, then destroy.
- PA-200 Reduction in Force Manager's Guide**
Procedures guide for Unified Court System managers for conducting termination or demotion interviews.
Retain permanently for research purposes.
- PA-210 Reduction of Work Force and Work Force Restoration Plans (1991)**
File containing all materials related to policy and procedures for the reduction of UCS work force program and work force restoration. Information includes, but not limited to background materials, correspondence, memos, handbooks, plans, policies, notification to employees, statistical analysis and reports, contingency plans, targeted areas, restoration plans and related materials.
Retain permanently for research purposes.
- PA-220 Stipulations of Settlements File**
File containing stipulations of settlements between the Department of Personnel and employee unions regarding Article 78 proceedings. File may contain stipulation of settlement, computations for salaries, affidavits from affected employees, analysis to determine appropriate titles, correspondence to employee unions and other background materials.
Retain for ten years, then destroy.
- PA-230 Structured Interview File**
File containing all information related to the creation of applicant interview materials. Information may include instructions, selection interview forms, and related materials.
Retain permanently for research purposes.
- PA-240 Structured Interview Log**
Log of requests for structured interview forms. Information includes date requested, court location and date sent.
Retain for three years, then destroy.

PA-250 Training Material File

File containing all information related to personnel training materials used or created by Unified Court System. Information may include manuals, video tapes, forms, contracts, consultant's materials, and related materials.

a) Master Copy of Manual

Retain original and all subsequent updates permanently for research purposes.

b) Other Materials

Retain until updated.

PA-260 Transfer Request File

File containing requests made by employees to relocate job assignment. Information may include individual request, letter acknowledging request detailing individual employment status, monthly memos to Administrative Judges' offices.

Retain for five years, then destroy.

Division of Human Resources

Personnel Administration

Examination Preparation and Administration

EP-010 **Appealed Examination Questions File**

File containing pre-rating review information for previously appealed examination questions.

Retain for three years after expiration of eligible list, then destroy.

EP-020 **Applicant's File**

File containing all applicant information required to take a Unified Court System examination. Information includes applicant's name, address, social security number, examination number, examination site, request for veteran's credit, request for special accommodations, and if the fee was paid or waived.

Retain for three years after expiration of eligible list, then destroy.

EP-030 **Application Batch Transmittal Log**

Log of transmittal forms for examination applications sent to Information Technology Department for data entry. Includes date, batch number and amount.

Retain until data is entered and quality control is done, then destroy.

EP-040 **Application for Open Competitive Examinations File**

File containing applications required for taking an open competitive examination. Document indicates examination number, examination title, site of examination, telephone number, name and address of applicant, social security number, citizenship status, veteran's credits, questions concerning criminal activity, educational background, work history and affirmation by applicant attesting that all statements made are true.

Retain for three years after establishment of eligible list, then destroy.

EP-050 **Bank Report Reconciliation File**

File containing reconciliation reports generated by bank upon receipt of job applications. Report indicates candidates name, fee paid, and type of fee paid (court employee, waived, union).

Retain for three years, then destroy.

EP-060 Candidate Control List File

Control sheet listing materials received from test candidates. Information may include name of candidate, social security number, examination number, admission notice received, answer sheet received, typing test, cassette tape, and transcripts received.

Retain for three years after expiration of eligible list, then destroy.

EP-070 Candidate's Waiver File

File containing waiver forms requesting an exemption from an examination (e.g., part of typing test) and use of score from a previous test.

Retain for five years, then destroy.

EP-080 Civil Service Working Agreements File

File containing memoranda, background information and letters of agreement between the Unified Court System and the Civil Service Department relating to civil service testing.

Retain for three years after termination of agreement, then destroy.

EP-090 Control Plan Voucher File

File containing bills, vouchers and reconciliations/annotations for hepatitis and tuberculosis exposure programs.

Retain for three years, then destroy.

EP-100 Court Clerks Firearms Test Sign-In Sheets File

File containing sign-in sheets for firearms testing.

Retain until sign-in sheet is received by Payroll Department, then destroy.

EP-110 Court Clerks Firearms Training Candidate File

File containing test results for Court Clerks who have applied for firearms training. File may contain medical test results, arm/hand steadiness test scoring sheet, answer sheets for written psychological tests, psychological test evaluations, Personal History booklet, summary of background investigations, psychological results, correspondence on the successful/unsuccessful completeness of tests, disqualifications letters and related materials.

Retain for five years, then destroy.

EP-120 Court Clerks Firearms Training File

File containing policies and procedures related to the administration of the Court Clerks Firearms Training Program. Information may include correspondence and memos from the Court Security Office, court clerk firearm forms and related information.

Retain permanently for research purposes.

- EP-130 Court Clerks Firearms Training Log**
Log listing firearms training candidates and the results of the arm/hand steadiness test. Information may include court clerk's name, qualification status and medical results.
Retain for five years, then destroy.
- EP-140 Court Interpreter's Deaf and Hearing-Impaired File**
File containing materials for the procurement of professional services for sign interpreting. May also contain correspondence to interpreter service vendors and lists of deaf and hearing-impaired bid recipients.
Retain for three years, then destroy.
- EP-150 Court Interpreter's Examination File**
File indicating whether candidate has passed written part of examination and date of oral examination. File may include letter and related notes.
Retain for life of eligible list plus six months, then destroy.
- EP-160 Court Interpreter's Examination List**
List of applicants who have passed the written part of the examination and are invited to take the oral part of the examination. Information includes applicant's name, social security number, date and time scheduled for oral examination, and confirmation.
Retain for life of eligible list, then destroy.
- EP-170 Court Interpreter's Oral Examination Raters File**
File containing original letters of agreement between the New York State Unified Court System and consultants. The agreement sets forth terms and conditions for providing consulting examiner services.
Retain for three years after termination of agreement, then destroy.
- EP-180 Court Interpreter's Raters Voucher File**
File containing copies of requests for payment and vouchers regarding services rendered as a rater for court interpreter oral examinations. File may also contain list of oral raters (name, address, phone number and social security number).
Retain for three months, then destroy.
- EP-190 Court Interpreter's Video Agreement File**
File containing copies of invoices and payment vouchers sent to Court Operational Services for processing; copy of contract and contract extension between the Unified Court System and vendor for Court Interpreter Video.
Retain for three years, then destroy.

- EP-200 Court Interpreter’s Video File**
File containing video script for the Court Interpreter Video and recommendations made by Court Interpreter Advisory Committee to amend video.
Retain for ten years, then destroy.
- EP-210 Court Officer Candidate Screening Process: Evaluation Board Results File**
File containing decisions by the Evaluation Board and the Chief Judge on accepted or rejected candidates.
Retain for seventy-five years, then destroy.
- EP-220 Court Officer Candidate Screening Process: Medical / Physical Ability File**
File containing information related to medical and physical ability tests. File may contain invitation letter of conditional appointment, medical test results, physical ability test scoring sheet, correspondence on the successful/unsuccessful completeness of tests, doctors’ appointments scheduling letters, authorizations for release and disclosure of information, copies of mail receipts, copies of payments received, candidate appeals correspondence, affirmations received from doctors, disqualifications letters, attorneys’ letters, final communications, and related materials.
Retain for twenty years, then destroy.
- EP-230 Court Officer Candidate Screening Process: Medical: Disqualification Log: Long Term**
Log of candidates who are permanently disqualified due to positive drug testing. Information includes memo to Application Verification Unit, correspondence to candidate regarding disqualification, and related materials.
Retain for twenty years, then destroy.
- EP-240 Court Officer Candidate Screening Process: Medical: Disqualifications Log: Short Term**
Log of candidates who were temporarily disqualified during the medical exam part of the court officer screening process.
Retain for life of eligible list plus three years, then destroy.
- EP-250 Court Officer Candidate Screening Process: Physical Ability Qualified/Disqualified List**
List sent to Court Security Office indicating whether prospective candidates have either passed or failed the physical ability part of the exam.
Retain for life of eligible list plus six months, then destroy.

- EP-260 Court Officer Candidate Screening Process: Psychological File**
File related to psychological tests for prospective Court Officers. File may include scoring sheets from psychological tests, psychodiagnostic evaluation, psychiatric evaluation, litigation correspondence, psychiatric referral letters, background summary form and narrative, employment application, title standard, penal law explanation of investigations needed to apply for a license to carry a gun, appeals petition, litigation papers, and related materials.
Retain for fifty years, then destroy.
- EP-270 Court Officer Candidate Screening Process: Psychological Testing Administrative File**
File containing information used in administering the standardized psychological tests. Information includes correspondence with testing company, list of candidates taking test, logistical arrangements, vouchers, and related materials.
Retain for three years after expiration of eligible list, then destroy.
- EP-280 Court Officer Candidate Screening Process: Qualification Exam Results File**
File containing memos sent to the Court Security Application Verification Unit indicating whether prospective candidates have either passed or failed their medical, physical, or psychological exams.
Retain for life of eligible list plus six months, then destroy.
- EP-290 Court Officer Candidate Screening Process: Summary File**
File containing complete history of candidate's screening process. Information may include rank on Court Officer Eligible List, candidate's name, social security number, sex, date of medical and psychological test results (qualified/disqualified), date of physical ability and results (qualified/disqualified), and score of each part of the physical ability, date of written psychological part and results, date of psychological interview and results, date of appeals, evaluation board date and results, pre-appointment medical date and results, (qualified/disqualified) and appointment.
Retain for three years after expiration of eligible list, then destroy.
- EP-300 Court Officer Candidate Screening Process: Test Administration Log**
Log of arrangements for and payments made to administer physical ability tests and psychological tests. Information includes date and time, space confirmation, location of exam, list of candidates, vouchers, scoring sheet corrections process, and related materials.
Retain for life of one subsequent list, then destroy.

- EP-310 Court Officer Candidate Screening Process: Test Schedule, Appointment Schedule, and Log**
Schedule and log created to schedule and track court office candidates through the medical, physical ability and psychiatric testing processes.
Retain for life of eligible list, then destroy.
- EP-320 Court Officer Eligible List (45-612): Annotated**
Duplicate copy of the list of prospective candidates who have passed the written civil service exam. Lists annotated candidates' progress through the screening process. Information contains name, rank, score, social security number and address of candidates.
Retain for seventy-five years, then destroy.
- EP-330 Derogatory Information Disqualification Letters for Open Competitive Examination (also known as Criminal Investigation Disqualification Letters for Open Competitive Examination)**
Letters sent to prospective employees that have submitted an Application for Open Competitive Examination, disqualifying them from employment based on results of criminal investigation.
Considered part of Derogatory Information Qualifications Review Record for Open Competitive Examination.
Retain for ten years, then destroy.
- EP-340 Derogatory Information Qualification Review Record for Open Competitive Examination (also known as Criminal Investigation Qualification Review Record for Open Competitive Examination)**
File containing copies of Application for Open Competitive Examination, Disqualification Letter or Notice of Qualification Review Determination for applicants that have filed an Application for Open Competitive Examination.
Retain for ten years, then destroy.
- EP-350 Examination Administration Problem File**
File containing problems encountered during the examination administration process.
Retain for three years after expiration of eligible list, then destroy.

EP-360 Examination: Administrative Records File

File containing administrative materials used to administer the civil service exams given by the Unified Court System. Contents may include examination announcement, distribution list, agreements with schools and permits, candidate list, monitors'/supervisors' notifications, monitors'/supervisors' lists, printing requests, special needs requests, checklist of materials needed, monitors'/supervisors instructions, jury bus requests, express mail receipts, special arrangement hours, control numbers of candidate's attendance at each test site, court officers assigned to test centers, overtime processed forms (UCS-38), incident reports, list of test centers used, memos, examination key, conversion formulas, correspondence and related materials.

Retain for life of two eligible lists, then destroy.

EP-370 Examination Admission Notices and Examination Answer Sheets File

File containing signed admission notices by candidates and copy of the answer sheets from the examination. Information may include (For Admission Notice Envelope), examination number(s), examination title(s), date of test, location of test, room number, building, monitor's name and number of admission notices enclosed; and (For Answer Sheet Envelope), examination number, examination title, examination center, building, room number, date, monitor's signature, candidate's identification numbers for all enclosed answer sheets and number of answer sheets.

Retain for life of eligible list plus six months, then destroy.

EP-380 Examination Advisory Committee File (also known as Test Advisory Committee File)

File containing list of committee members, minutes of the meetings, suggestions for examination questions, rationale for suggestions, and copies of travel vouchers for committee members.

Retain until updated, then destroy.

EP-390 Examination Analysis Data File (also known as Test Analysis Data File)

File containing statistical information based on answers to examinations.

Retain for life of three eligible lists, then destroy.

EP-400 Examination Announcement File

File containing all Unified Court System examination announcements.

Retain permanently for research purposes.

EP-410 Examination Answer Materials File

File containing examination answer materials created by applicant for transcription and oral examinations. Materials may contain court reporter examination notes, transcription sheets, audio cassette tapes or similar non answer sheet materials.

Retain for life of eligible list plus six months, then destroy.

EP-420 Examination Answer Sheets File

File containing original answer sheets for Unified Court System examinations.

Retain for life of eligible list plus six months, then destroy.

EP-430 Examination Applications File

File containing applications submitted for Unified Court System examinations.

Retain for three years after expiration of eligible list, then destroy.

EP-440 Examination Computational Review File

File containing information related to candidates who are challenging the examination. Materials may include written challenge by candidate, candidate's review declaration form, candidate's objection computational review form, copy of answer sheet, answer key, raw score to final score calculation sheet, and outcome.

Retain for life of eligible list plus six months, then destroy.

EP-450 Examination Test Materials File

File containing test materials and background information for competitive positions in the New York State Unified Court System. File includes but is not limited to Test Booklet and Applicant Instruction Sheet, developmental background papers (test consultants file, instructions for test monitors, and test announcements), and final rating keys.

Retain for life of three eligible lists, then destroy.

EP-460 Examination Litigation File

File containing

a) Duplicate Copies of Litigation Documents

Retain until no longer needed, then destroy.

b) Duplicate Copies of Affidavits and Depositions Made by Head of Testing Unit

Retain for ten years, then destroy.

- EP-470 Examination Results Data File**
File containing applicant's written examination results.
Retain for three years after expiration of eligible list, then destroy.
- EP-480 Examination Summary Report**
Report containing background information for examination, administration of examination, scoring procedures, results of examination, effects on provisionals, and final conclusion of examination. Reports may also contain statistical data by ethnicity.
Retain for life of three eligible lists, then destroy.
- EP-490 Examination Title Folders: Examination Administration Budget Analysis File**
File containing information used to track budget and expenditures for exam administration. Information may include amounts in specific budget categories to administer the examination.
Retain for life of eligible list, then destroy.
- EP-500 Examination Title Folders: Examination Statistical Record File**
File containing statistics on a specific examination. Information may include examination title, examination number, date examination administered, date announcement issued, date filing closed, number of applications, number of applicants passed, number of applicants failed, date established, date terminated, itemization of costs incurred, itemization of receipts (application fees), test center population summary and comments.
Retain for life of eligible list, then destroy.
- EP-510 Examination Title Folders: Policies and Procedures File**
File containing all policies and procedures created during the administration of civil services exams. Information may include examination statistics, summary information and related materials.
Retain permanently for research purposes.
- EP-520 Examination Title Folders: Special Accommodations File**
File containing information on special accommodations made for examination applicants.
Retain for life of eligible list, then destroy.
- EP-530 Examination Title Folders: Special Accommodations Log**
Log of special accommodations made for each exam. Information includes name of applicant and dates of contact.
Retain for life of eligible list, then destroy.

EP-540 Final Information List

List of candidates in rank order for each exam. Information includes rank number, registration code, name, final score, and veteran's credits.

Retain for life of eligible list plus six months, then destroy.

EP-550 Job Analysis File

File containing copies of memorandum, job title reviews, methodology of job analysis, results of job analysis reports, and tasks, knowledge and skills required of titles.

Retain for life of three eligible lists, then destroy.

EP-560 Job Analysis Report

Report used to identify important job tasks prior to creating examinations.

Retain for life of three eligible lists, then destroy.

EP-570 Job Survey File

File containing surveys of job titles and Unified Court System duties.

Retain until Job Analysis Report is prepared, then destroy.

EP-580 Manuals: Guidelines and Standards for Employment

Manuals containing guidelines and standards for employment. May contain the development of physical performance tests and medical guidelines for the selection of candidates for court security positions, physical performance tests for selection of court security positions and findings recommendations after administering examination to actual candidates and information on the work, professional standards, selection process, training and development of court interpreters.

a) Master Copy

Retain original and all subsequent updates permanently for research purposes.

b) All Others

Retain until updated.

EP-590 Master List of Eligible File

File containing list of candidates who have taken the examination and the results of the exam. Information includes candidate's name, candidate's address, grade, rank, promotional unit, examination status (passed, failed, absent) and totals.

Retain for ten years, then destroy.

EP-600 Notice of Qualification Review Determination for Open Competitive Examination

Notice sent to applicants informing them that they have passed the investigation process and are now qualified to have their names added to the Certification of Eligible List. Notice indicates name of applicant, social security number, examination number, title, rating, general list rank, action needed and remarks. Considered part of Derogatory Information Qualifications Review Record for Open Competitive Examination.

Retain for ten years, then destroy.

EP-610 Respirator Fitness Log

Log of employees who submitted requests for respirator fitness training. Information may include name of employee, date file was sent to Employee Health Services, medical exam requirement, date of medical exam (if required), respirator fitness approval/disapproval and related materials.

Retain for five years, then destroy.

EP-620 Test Center Information File

File indicating the number of candidates assigned to each test center. Information includes test center, number of applications, name of candidates, examination number, grand totals.

Retain for ten years, then destroy.

EP-630 Test Consultant's File (also known as Information and Outreach Program File)

File containing correspondence to and from exam consultants, copies of requests for payment made to Court Operational Services for services rendered by consulting services, copies of standard vouchers submitted by examination consultants and letters confirming the agreements made between the consultants and the New York Unified Court System.

Retain for seven years, then destroy.

EP-640 Tuberculosis Correspondence File

File containing policy and procedure memos between the Office of Court Security and the New York State Employee Health Services Nurse and Control Plans Testing Unit regarding the testing of tuberculosis. Information may include employee/court tuberculosis testing schedule, occupational health examination requests, results of test, tuberculosis fact sheets, and related materials.

Retain for forty years, then destroy.

EP-650 Tuberculosis Correspondence Log

Log of employees who tested positive to tuberculosis skin tests. Information may include name, social security number, evaluation date, and medical evaluation date.

Retain for forty years, then destroy.

EP-660 Veteran's Credit File

File containing requests to apply veteran's credit to exam score. File contains Office of Court Administration Proof of Veterans Status form and letter approving/disapproving veteran's credit.

Retain for fifty years, then destroy.

EP-670 Veteran's Credit Worksheet

File containing annotated copies of canvass reports used as worksheets to record veteran's request for credit or waiver of credit.

Retain until data is verified, then destroy.

EP-680 Veteran's Status File

File listing the status of applicants that have requested veteran's credit. File indicates the status and whether the credit was approved.

Retain for fifty years, then destroy.

Division of Human Resources

Personnel Administration

Payroll Certification

PC-010 Appointment Letters File

File containing copies of appointment letters sent by Chief Administrative Judge/Deputy Chief Administrator to employees verifying their appointment to a competitive/non- competitive title.

Retain for three years, then destroy.

PC-020 Appointment Memos File

File containing copies of memos sent by Deputy Chief Administrator for Management Support to clerks of the Appellate Division and Court of Appeals verifying appointment of employees to their courts.

Retain for three years, then destroy.

PC-030 Auditor's Report of Payroll Corrections and Rejections (also known as AC-1226)

Report received from the Office of the State Comptroller indicating corrections made to Payroll and Personnel Transaction Form PR-75.

Retain for three fiscal years after accurate payroll update, then destroy.

PC-040 Emergency Work Authorization Form

Form used by court/agency documenting approval of out of title work. Form indicates acting position, name of employee, social security number, line number, assignment, dates worked, full time/part time, employee signature, signature of Chief Clerk or designee and signature of Administrative Judge or designee.

Retain for three years after accurate payroll update, then destroy.

PC-050 Employee Alpha List

Alphabetical list of current employees on the payroll (does not include employees on leave without pay). List indicates name of employee, social security number, agency, line number, title, negotiating unit, grade, and salary.

a) First Alpha List in Each Fiscal Year

Retain permanently.

b) All Others

Retain until updated, then destroy.

- PC-060 Expedited Position Transaction Approval Form (also known as UCS-4A)**
Form used to document changes to titles or cost centers for grades for which there is no Juris Class change. Document indicates district/administrative unit, payroll agency code, UCS-4A control number and line numbers, titles, title codes, salary/grade, court/agency, cost center, transaction code, staffing category, and effective dates for old and new line numbers.
Retain for ten years after position/title is reclassified, reallocated, or eliminated, then destroy.
- PC-070 Judge's Oath Card File (also known as JC-200)**
Copies of Judge's Oath cards containing backup information, used to certify the payroll. Contains name of judge, copy of affirmation, justice's position, jurisdiction, beginning date of term, term ending date, date of birth and name of Judge previously filing that position.
Retain for three years, then destroy.
- PC-080 Leave File**
File containing leave requests and approval letters.
Retain for three years, then destroy.
- PC-090 Payroll and Personnel Transaction Form PR-75 (also known as AC-315)**
Document used by courts and agencies to report payroll changes within a payroll reporting period.
Retain for three fiscal years after accurate payroll update, then destroy.
- PC-100 Payroll and Personnel Transactions and Payroll Certification Transmittal Form PR-76 (also known as AC-1052)**
Document used by court/agencies to transmit Payroll and Personnel Transaction Forms to the Office of the State Comptroller and Office of Court Administration. Document is used as a summary sheet for all payroll transactions within a pay period. Document also contains certifications by court/agency and payroll department.
Retain for three fiscal years after accurate payroll update, then destroy.
- PC-110 Payroll Log**
Log used to track receipt of payroll from courts and agencies. Log indicates pay period, agency code, date received, agency certification, number of PR-75's for each group transaction and date payroll was sent to State Comptroller's Office.
Retain for one year, then destroy.

PC-120 Payroll Register

List containing names of employees currently on the payroll. List indicates name of employee, line number, title, title code, salary grade, salary, check data, vacant lines, new lines, temporary funds lines and leave without pay lines.

Retain until updated, then destroy.

PC-130 Position Record (also known as Backer)

Document indicating history of each Unified Court System line, including names and effective dates of incumbences and encumbrances, line number, juris class, court, position title, title code, grade, or salary range and whether position is earmarked or underfilled.

Retain permanently for research purposes.

PC-140 Position Transaction Approval Form (also known as UCS-4)

Document used to record the approval of a position transaction. Includes new position, reallocation, transfer, reclassification, earmark/earmark release, abolishment, classification appeal and adjustment to salary. Document also contains approval dates and signatures of Deputy Director of Personnel and Director of Financial Management and Audit Services.

a) Classification and Allocation Records

Retain for ten years after the position/title is reclassified or is reallocated or is eliminated, whichever is sooner, then destroy.

b) All Others

Retain for one year following completion of classification/position action, then destroy.

PC-150 Records of Payroll Certification Form

Form used to log in the payroll. Document indicates date payroll was received from court/agency, name of person submitting payroll, number of transactions in Groups I, II and III, date payroll was returned to court/agency and sent to State Comptroller's Office and name of Personnel Unit employee returning payroll to court/agency.

Retain for one year, then destroy.

PC-160 Reinstatement Application File (also known as UCS-6)

File containing applications submitted by individuals requesting to be reinstated to a position from which they had originally resigned or to a position of a lower title. Information includes name of applicant, social security number, former title and grade, former court/agency, former status (permanent/other), dates of service in former title, reason for resignation, reason for requesting reinstatement, employment experience since separation from Unified Court System, affirmation by applicant that information furnished on application is true and correct, name and title of nominating authority, signature of Executive Assistant, signature of Deputy Chief Administrative Judge or designee and signature of Chief Administrator of the Courts or designee approving reinstatement.

Retain for three fiscal years after accurate payroll update, then destroy.

PC-170 Reinstatement Application Background Materials File

File containing background materials for reinstatements. File may contain, but is not limited to, reinstatement analysis, copy of employment history, verification of title and correspondence from Director of Personnel to Deputy Chief Administrator, Court and State Comptroller's Office.

Retain for three fiscal years after accurate payroll update, then destroy.

PC-180 Request for Temporary Service Authorization File (also known as UCS-4B)

File containing requests submitted by courts/agencies requesting authorization to hire temporary services personnel. Information includes proposed title, judicial grade, title code, salary (including location pay), payroll agency code, line number, court, part, term, unit, geographic location, name of incumbent, name of cost center, cost center number, type of appointment (full time/part time), pay basis, starting date and ending date, if temporary position was included in budget, specific duties of proposed temporary position, impact on operations if not authorized, signature of person making request, title, date and phone number and appropriate signatures.

Retain for three fiscal years after accurate payroll update, then destroy.

PC-190 Roster Card

Employee's personnel record. May include name of employee, social security number, title(s) held by employee, effective dates of title(s), status of position(s) (permanent/contingent permanent/temporary), location of appointment, salary, leaves, judge's assignments for personal appointees (judge's staff) and remarks (receipt of payroll documents: e.g., PR75, UCS-74, list number and certification number).

Retain permanently.

PC-200 Routing Sheet

Document used to note transaction changes made to competitive positions: e.g., transfers, filling of provisional or temporary appointments, return from leave or change of line within the same court/agency.

Retain for fifty years, then destroy.

Division of Human Resources

Personnel Administration

Per Diem Court Interpreter Processing

PD-010 **Division of Criminal Justice Services (DCJS) Non-Criminal Fingerprint Transmittal Form File for Per Diem Court Interpreters (also known as DCJS-1880 File for Per Diem Court Interpreters)**

File containing copies of transmittal forms for routine non-criminal fingerprint processing services. Includes the name of person fingerprinted and the amount of fee collected.

Retain for one year, then destroy.

PD-020 **Oath of Office**

Document signed by per diem court interpreters pledging support for the constitution.

Considered part of Per Diem Court Interpreter's Qualifications Review Record.

a) Qualified Per Diem Court Interpreters

Retain for fifty years, then destroy.

b) Non-Qualified Per Diem Court Interpreters

Retain for three years, then destroy.

PD-030 **Per Diem Court Interpreter's Application for Employment**

Document submitted by applicants to become a Per Diem Court Interpreter.

Includes language spoken, name, address, home and business telephone numbers, social security number, citizenship status, age (if under 18), criminal history, employment history, education, and references.

Considered part of Per Diem Court Interpreter's Qualifications Review Record.

a) Qualified Per Diem Court Interpreters

Retain for fifty years, then destroy.

b) Non-Qualified Per Diem Court Interpreters

Retain for three years, then destroy.

- PD-040 Per Diem Court Interpreter's Examination Development File**
File containing background notes for the development of test materials for per diem court interpreters.
Retain for one year after subsequent examination is established, then destroy.
- PD-050 Per Diem Court Interpreter's Examination File**
File containing video tapes of simulated court proceedings and sight translation documents.
Retain permanently.
- PD-060 Per Diem Court Interpreter's Instructions to Candidate**
Instructions given to per diem interpreter applicants prior to taking the qualifying oral examination. Contains acknowledgment that applicant has read and understood the instructions. Includes the name of applicant, address, social security number, date of examination, candidate's signature, test room number, and judicial district.
Considered part of Per Diem Court Interpreter's Qualifications Review Record.
- a) Qualified Per Diem Court Interpreters**
Retain for fifty years, then destroy.
- b) Non-Qualified Per Diem Court Interpreters**
Retain for three years, then destroy.
- PD-070 Per Diem Court Interpreter's Oral Examination Tape**
Tape containing oral examinations administered to per diem court interpreter applicants.
Retain for three years, then destroy.
- PD-080 Per Diem Court Interpreter's Oral Test Rating Sheet**
Document submitted by raters for each oral examination; rates a candidate's performance on accuracy and comprehension, fluency and speed and clarity and pronunciation. Document also includes name of rater, date of rating, candidate's name, candidate's social security number and tape number.
Considered part of Per Diem Court Interpreter's Qualifications Review Record.
- a) Qualified Per Diem Court Interpreters**
Retain for fifty years, then destroy.
- b) Non-Qualified Per Diem Court Interpreters**
Retain for three years, then destroy.

PD-090 Per Diem Court Interpreter's Pass/Fail Letter

Copies of letters sent to applicants informing them whether they passed or failed the qualification process.

Considered part of Per Diem Court Interpreter's Qualifications Review Record.

a) Qualified Per Diem Court Interpreters

Retain for fifty years, then destroy.

b) Non-Qualified Per Diem Court Interpreters

Retain for three years, then destroy.

PD-100 Per Diem Court Interpreter's Qualifications Review Record

File containing Per Diem Court Interpreter Application for Employment, Per Diem Court Interpreter Instructions to Candidates, Per Diem Court Interpreter Oral Test Rating Sheet and Per Diem Court Interpreter Pass/Fail Letter. File may also contain Oath of Office.

a) Qualified Per Diem Court Interpreters

Retain for fifty years, then destroy.

b) Non-Qualified Per Diem Court Interpreters

Retain for three years, then destroy.

PD-110 Per Diem Court Interpreter's Raters Transmittal Form File (also known as Court Interpreter's Oral Exam Transmittal Form File)

File containing forms used to track the transmittal of examination audio tapes sent to examination raters. Information may include rater's name, telephone number, social security numbers of applicants, language, judicial district where test was administered, date tape was returned from rater to personnel unit, and comments if any. Document also contains signature of rater and signature of personnel unit employee receiving the return of the audio tapes.

Retain for three years, then destroy.

PD-120 Per Diem Court Interpreter's Registry

Perpetual list of all qualified per diem court interpreters. List is updated periodically and sent to all New York City Courts and administrative offices outside New York City. Registry indicates name and address of qualified court interpreter, court/judicial district, and home and business telephone numbers.

Retain until updated, then destroy.

Division of Human Resources

Personnel Administration

Personnel Selection and Canvassing

- PSC-010** **Application for Employment (also known as UCS-5)**
Document submitted by applicants in response to a job announcement. Information includes title of position, announcement number, geographic location of position, name of applicant, mailing address, telephone number, date of birth (if not 18 years of age) and citizenship. Considered part of Interview Package.
Retain for three years, then destroy.
- PSC-020** **Availability Inquiry (also known as Canvass Letter and UCS-8)**
Document sent to candidates to inquire about their interest in and availability for employment. Information includes eligible list number, rating, rank number, title of position, salary grade, location, approximate starting date, type of appointment permanent/contingent permanent/temporary, statement of availability, statement of declination, and the eligible candidate's signature and telephone number(s). Considered part of Canvass and Appointment Report.
Retain for three years after expiration of the eligible list, then destroy.
- PSC-030** **Canvass and Appointment Correspondence File**
File of correspondence received from eligible candidates for appointment indicating a change of address or name. Correspondence may also contain a request by applicant to have their Location Preference Form updated to reflect sites in which they would accept appointment.
Retain for life of eligible list plus one year, then destroy.
- PSC-040** **Canvass and Appointment Record**
Record that documents the canvassing and hiring process. Includes Availability Inquiry, Certification of Appointments Approval Memo, and Certification of Eligible List.
Retain for three years after expiration of eligible list, then destroy.

- PSC-050 Certification of Appointments Approval Memo**
Document created to verify competitive list appointments and for pre-payroll and payroll processing. Document indicates eligible list number, serial number, title, court or agency, name and address of candidate, effective date, line number, verification of line number, type of appointment, receipt of Employment Eligibility Verification Form and remarks (if any).
Considered part of Canvass and Appointment Report.
Retain for three years after expiration of the eligible list, then destroy.
- PSC-060 Certification of Eligible List (also known as OCA 43)**
List sent by personnel department to courts and agencies certifying that the persons named on the list have passed appropriate examinations to qualify them for the positions to be filled; also that all appropriate special or preferred lists are included; also that, unless otherwise indicated, the qualified eligible are presently available for appointment. Information includes title of position, location of position, type of appointment, certified serial number, salary grade, name and address of candidates, final ratings, rank order, eligibility date or expiration date, canvass code, appointment data and name of person certifying list.
Considered part of Canvass and Appointment Report.
Retain for three years after expiration of the eligible list, then destroy.
- PSC-070 Certification Record (also known as Black Notebook)**
Control log for the distribution of Certification of Eligible list. Information includes serial number, date mailed to court/agency, date returned from court/agency, examination number(s), title of position(s), name of court or agency and geographic location.
Retain for five years, then destroy.
- PSC-080 Derogatory Information Disqualification Letters for Nominations for Appointment (also known as Criminal Investigation Disqualification Letters for Nominations for Appointment)**
Letters sent to prospective employees that have submitted a Nomination for Appointment Form disqualifying them as candidates for employment. Letter is sent after criminal investigation is conducted.
Considered part of Derogatory Information Qualifications Review Record for Nominations for Appointment.
Retain for ten years, then destroy.

- PSC-090** **Derogatory Information Qualification Review Notice of Qualification**
Notice sent to applicant and payroll department (if applicant is already on payroll) informing them that the applicant has passed the investigation process and is qualified to be considered for a position with the Unified Court System. Notice indicates name of applicant, social security number, court, title, rating, general list rank, action needed and remarks if any.
Considered part of Derogatory Information Qualifications Review Record for Nominations for Appointment.
Retain for ten years, then destroy.
- PSC-100** **Derogatory Information Qualification Review Record for Nominations for Appointment File (also known as Criminal Investigation Qualification Review Record for Nominations for Appointment)**
File created as part of applicant background check. File may contain copies of resume and Nomination for Appointment, Disqualification Letter or Notice of Qualification Review Determination for applicants that have filed a Nominations for Appointment form.
Retain for ten years, then destroy.
- PSC-110** **Eligible List**
List containing names of all candidates qualified to be appointed to a position with the Unified Court System. List indicates examination number, rank, rating, name and address of applicant and any action taken (permanent/contingent permanent/temporary).
Retain master list permanently.
- PSC-120** **Eligible List Control Card (also known as Wing File)**
Document used to track outstanding Certification of Eligible List. Document indicates examination number, title, date information was sent to court or agency, certification serial number, name of court or agency and return status of Certification of Eligible List.
Retain for life of eligible list, then destroy.
- PSC-130** **Employee Freeze Exemption Request (also known as UCS-28)**
Document forwarded to Personnel Department by court/agency to request an employment freeze exemption.
Retain for one year, then destroy.

- PSC-140 Employee Freeze Exemption Request Log (also known as UCS-28 LOG)**
Log used to track approvals for Employee Freeze Exemption Request. Log indicates employee freeze exemption number, line number, agency code, title, and geographic location.
Retain for one year, then destroy.
- PSC-150 Employment Eligibility Verification Form (also known as I-9)**
Form used to verify employment eligibility of new employees.
Retain for three years from the date of the hiring action or one year after the termination of the employment, whichever is later, then destroy.
- PSC-160 Employment Opportunity Announcements File (also known as Job Postings, or UCS-23, or Job Announcements)**
File of Unified Court System’s announcements for available positions. Information includes announcement number, title of position, judicial grade level, location, salary, classifications, qualifications, distinguishing features of work, assignment, general information, name, and address.
Retain permanently for research purposes.
- PSC-170 Employment Opportunity Announcements Cover Sheet**
Control document used to track and verify postings of non-record copy of Employment Opportunity Announcement. Information includes judicial district, year, and number of postings for district.
Retain for five years, then destroy.
- PSC-180 Intern File**
File containing materials related to student interns. Information may include requests for posting, title standards, distinguishing features of work, typical duties, knowledge, skills, and abilities required, qualifications, Employment Opportunity Announcement, and correspondence.
Destroy immediately.
- PSC-190 Interview Data Sheet (also known as UCS-19XI)**
Document completed by court/agency after job interview to show compliance with Workforce Diversity Program. Information includes job title, salary grade, court/agency, announcement/examination number, serial number (list), number of applicants, total number of applicants interviewed in the first and second interview, ethnicity and gender data of applicants interviewed, ethnicity and gender data of candidate nominated and interviewer’s signature, title and date of signature.
Considered part of Interview Package.
Retain for three years, then destroy.

- PSC-200 Interview Package**
File containing information that documents the interview and selection process. May include Interview Data Sheets, Statement of Recruitment and Hiring Efforts, Selection Interview Evaluation Form, and Interview Summary Forms.
Retain for three years, then destroy.
- PSC-210 Location Preference Form File**
File containing Location Preference Forms indicating candidate's preference for job location and canvass history.
Retain for three years after expiration of eligible list, then destroy.
- PSC-220 Nomination for Appointment File (also known as UCS-74)**
File of documents completed by candidates who are nominated to fill a position in competitive/non-competitive and exempt class titles, with exception of appointment to legal positions.
Retain for fifty years, then destroy.
- PSC-230 Nomination for Appointment Log (also known as UCS-74 LOG)**
Log used to track approvals of Nominations for Appointments. Log indicates name of employee, title, line number, court/agency code and appointment date.
Retain for ten years, then destroy.
- PSC-240 Nomination for Appointment of Attorney at Law File (also known as UCS-74L)**
File of documents completed by candidates who are nominated to fill legal titles, excluding list appointments to competitive class positions.
Retain for fifty years, then destroy.
- PSC-250 Post-Appointment Review File**
File created to document credentials of new hires. File contains letter, approval memo, clearing letter and related qualifying documents.
Retain for fifty years, then destroy.
- PSC-260 Post-Appointment Review Log**
Log tracking the Post-Appointment Review Files. Information includes name, title, location, date of appointment, type of appointment, qualification review letter sent, follow up, date cleared, and certification number.
Retain for fifty years, then destroy.

- PSC-270 Request for Certified Eligible List**
 In-house document used to prepare hard copy of Certification of Eligible List from database. Document includes but is not limited to title of position, type of appointment, geographic location, court/agency, name of person making request, reason for request, date of request and remarks (if any).
Retain until expiration of eligible list, then destroy.
- PSC-280 Selection Interview Evaluation Form (also known as UCS-25)**
 Evaluation form completed by interview panel. Information includes name of applicant, date of interview, strengths, and weaknesses relevant to the position and evaluation of candidate in several areas.
 Considered part of Interview Package.
Retain for three years, then destroy.
- PSC-290 State of New York Unified Court System Interview Summary Sheet**
 Summary of each interview completed and signed by interviewer(s). Document indicates name of candidate, date of interview, position applied for, judicial grade, location, examination or announcement number, social security number, performance test score, competitive test, rank and score, name(s) of interviewer(s), title(s) and judicial grade(s), level of education of applicant, skills and abilities, comments specific to candidate's qualifications, general overall rating and signature(s) of interviewer(s).
 Considered part of Interview Package.
Retain three years, then destroy.
- PSC-300 Statement of Recruitment and Hiring Efforts (also known as UCS-24A)**
 Document completed by all courts/offices to certify recruitment efforts as outlined by the Workforce Diversity Program. Document indicates name of district/court/office, employment announcement number, title/judicial grade, location, posting period, recruitment efforts, number of applicants, number of applicants contacted, number of applicants interviewed on first and second interview, number of minorities interviewed on first and second interview, number of women interviewed on first and second interview, names of interviewers, titles/judicial grades, gender/ethnic information on interviewer(s), name of candidate(s) nominated and a brief statement describing the recruitment efforts, the results of those efforts, and the reasons for selection of candidate(s).
 Considered part of Interview Package.
Retain for three years, then destroy.

PSC-310 **Status of Existing Eligible Lists File**

File containing list of titles, ranks and final ratings reached for appointment.

Retain until updated, then destroy.

Division of Human Resources

Personnel Administration

Reclassification and Title Standards

RTS-010 Classification and Personnel Reports File (Pre-1979)

File containing reports issued by the Personnel Department related to personnel, employee, and payroll policies.

a) Master Copy

Retain original and all subsequent updates permanently for research purposes.

b) All Others

Retain until updated.

RTS-020 Classification Plan Correction Notices Background Materials File

File of background materials used to correct administrative errors in classification notices. Materials may include correspondence, worksheets, copy of classification notice and other related materials.

Destroy immediately.

RTS-030 Classification Plan Development File

File of background materials used to create 1979 Classification Plan. Information includes internal reports, communications from court system administrators, external information, public hearing information and working papers.

Retain permanently for research purposes.

RTS-040 Classification Plan Job Analysis File (Pre-1979)

File containing the job analysis study for new positions or titles in the Unified Court System resulting from the state takeover.

Retain permanently for research purposes.

RTS-050 Classification Plan Notices File

File containing copies of classification notices sent to all employees notifying them of change in job classification. Information includes payroll agency name, payroll agency number, employee's name, former title, new title, new jurisdictional classification, permanent status, and salary grade.

Retain for fifty years, then destroy.

- RTS-060 Classification Plan Position Description Questionnaire File**
File of questionnaires (JC-1A) and desk audits used to gather information about each employee's job in the courts. Information includes court or agency name, city and county, section or unit, name of incumbent, present title or position, major activities of and information related to expectations and performance.
Retain permanently for research purposes.
- RTS-070 Continuation in Service Request File**
File of requests to continue in service and postpone retirement.
Destroy immediately.
- RTS-080 Cover-In Notices File**
File of notices sent to employees informing them of status (permanent, non-permanent).
Retain for fifty years, then destroy.
- RTS-090 Earmarked Positions File**
File of positions marked for review when they become vacant. File includes Earmark Notice and background materials. Information includes log number, earmark action status (earmark, remove, fill, and continue), court agency or payroll agency code, authorizing signature(s), date, line number, title code, incumbent's name, and remarks.
Retain for three years after the status of the position has been changed, then destroy.
- RTS-100 Earmarked Positions Log**
Log used to track earmarked positions. Information includes log number, date, initiator, type of action and date amended.
Retain permanently for research purposes.
- RTS-110 Personnel Actions File (Pre-1979)**
File of administrative actions prior to 1979. Information includes but is not limited to vacation requests, leave requests, travel requests and other administrative matters.
Destroy immediately.
- RTS-120 Reclassification Background Information File (Pre-1979)**
File of background information related to reclassification procedures prior to 1979. Information may include survey reports, title specification standards, employee assignment sheets (classification list), and related materials.
Retain all materials permanently for research purposes.

RTS-130 Reclassification Requests Card File

File used to track reclassification requests. Information may include employee's name, court, location, social security number, title, jurisdictional class, allocation, status, former title, date classification appeal filed and number, appeals information (title, jurisdictional class, allocation, status, analyst assigned and date, action taken), UCS4 date and number, date appeal made to review board and status, and reclassification request date.

Destroy immediately.

RTS-140 Reclassification Requests File (Pre-1979)

File of reclassification requests under the Judicial Conference. Information may include title specification standards, employee assignment sheets (classification list), appeals and related materials.

Destroy immediately.

RTS-150 Reclassification Requests File (Post-1978)

File of requests for reclassification by employees of the Unified Court System. Information may include request, internal reports, memos to Budget Division, Deputy Chief Administrator's approval, UCS4 form, effective date and decision letter to Deputy Chief Administrator or denial, appeals or complaints.

Retain for ten years, then destroy.

RTS-160 Reclassification Requests Log

Log of reclassification requests. Information may include log number, analyst's name, date received, incumbent's name, location, present title, requested title, recommended title grade, date forwarded to Personnel Director, date to Deputy Chief Administrator, UCS4 number, date UCS4 sent to OFMAS, effective date of change, and date letter sent to Deputy Chief Administrative Judge's Office.

Retain for ten years, then destroy.

RTS-170 Title Code Number Transactions Form

Form used to establish new job titles or to change grade levels of existing titles.

Retain for five years, then destroy.

RTS-180 Title Code Numbers File

File of code numbers assigned to job titles within the Unified Court System.

Retain permanently for research purposes.

RTS-190 Title Specification Standards File: Background Information File (Pre-1979)

File of background information used to create title standards specifications prior to 1979. Information may include title folders, surveys, reports, and related materials.

Retain permanently for research purposes.

RTS-200 Title Standards Book

Published version of job title standards. Information includes date title was issued, title code number, salary grade, jurisdictional classification, distinguishing features of the title, typical duties, knowledge, skills, and abilities to perform job, and qualifications to be hired for the title.

a) Master Copy

Retain original and all subsequent updates permanently for research purposes.

b) All Others

Retain until updated.

RTS-210 Title Standards File

File of original job title standards and updates. Information includes date title was issued, title code number, salary grade, jurisdictional classification, distinguishing features of the title, typical duties, knowledge, skills and abilities to perform job, qualifications, reasons for revisions, Personnel Director's recommendations to the Deputy Chief Administrator, Administrative Order, revised standard and related materials.

Retain permanently for research purposes.