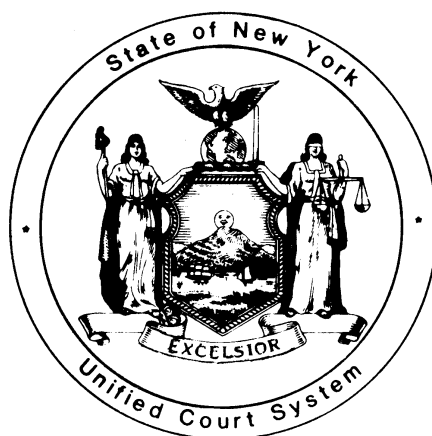


# **Records Retention and Disposition Schedule**



## **Division of Technology Research and Special Projects**

**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](mailto: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 Technology

## Research and Special Projects

- RS-010 DB Master Training Session Attendees File**  
File containing names of participants in DB Master training sessions offered by Research and Special Projects.  
**Retain for one year, then destroy.**
- RS-020 General Court Type Information Request File**  
File containing requests for updates to automated files submitted by all courts.  
**Retain for three years, then destroy.**
- RS-030 Internal Controls Library Correspondence**  
File containing requests for Unified Court System Manuals and correspondence re: return of surplus manuals and distribution of manuals.  
**Retain for one year, then destroy.**
- RS-040 Internal Controls Library Distribution of Manuals File**  
File containing memorandum from the Director of Research and Special Projects to Executive Assistants re: distribution of manuals. File also contains distribution list of Unified Court System Manuals, name of manuals, and status of distribution.  
**Retain until updated, then destroy.**
- RS-050 Internal Controls Library File**  
File containing information used for standardized production, distribution, and inventory maintenance of Internal Controls Library. Includes all current manuals produced by the New York State Office of Court Administration, inventory list, distribution list, and specifications for printing.  
**Retain until updated, then destroy.**
- RS-060 Micro-Computer Budget Purchases File**  
File containing copies of correspondence sent to Executive Assistants re: micro-computer equipment ordered for their districts. File also contains correspondence, copies of purchase orders, and packing slips received from Executive Assistants confirming the receipt of micro-computer equipment and software.  
**Retain for two years, then destroy.**

- RS-070    Micro-Computer Budget Request Recommendations**  
File containing micro-computer budget request recommendations made by Research and Special Projects staff. File also contains confirmations of new cost centers which include funding for micro-computer purchases for the courts and district offices.  
**Retain for two years, then destroy.**
- RS-080    Micro-Computer Budget Requests for Automation Projects File**  
File containing copies of Budget Requests approved by the Office of Financial Management and Audit Services for automation projects.  
**Retain for two years, then destroy.**
- RS-090    Micro-Computer Equipment Installation Schedule**  
Installation schedule for new computer equipment.  
**Retain for one year, then destroy.**
- RS-100    Micro-Computer Equipment Sample Purchase Orders**  
Sample of standard purchase orders with the following information completed: vendor information, contract number, group number, name of contact person whom vendor may direct questions, technical details, description, and unit cost of equipment. Document is sent to Courts to assist them with the purchase of micro-computer equipment.  
**Retain for one year, then destroy.**
- RS-110    Micro-Computer General Correspondence File**  
File containing general correspondence on micro-computer equipment.  
**Retain until no longer needed, then destroy.**
- RS-120    Micro-Computer Hardware Configuration File**  
File containing specifications and guidelines for computer hardware installed by the Research and Special Projects Unit.  
**Retain until updated, then destroy.**
- RS-130    Micro-Computer Inventory Maintenance Correspondence File**  
File containing all correspondence to and from vendors, state courts, Office of Court Administration Departments, and District Administrative Offices with respect to the Micro-Computer Maintenance Inventory.  
**Retain for one year from lapse of contract, then destroy.**

- RS-140    Micro-Computer Inventory Maintenance File**  
File containing inventory of all micro computer equipment covered under the current service contract. Includes state courts, New York City County Clerks, Office of Court Administration Offices, and District Administrative Offices.  
**Retain until updated, then destroy.**
- RS-150    Micro-Computer Inventory Maintenance Report**  
Report generated for each payment period of the statewide maintenance contract. Report lists all micro computer equipment and software covered, how much is to be paid for each piece of equipment by cost center, the total amount paid for each district, and the total amount paid statewide.  
**Retain for one year from lapse of contract, then destroy.**
- RS-160    Micro-Computer Maintenance Contract File**  
File containing copies of micro-computer maintenance contracts for the Unified Court System.  
**Retain for one year from lapse of contract, then destroy.**
- RS-170    Micro-Computer Maintenance Contract Vendor Correspondence**  
Copies of correspondence sent to service contract vendors by Director of Research and Special Projects and Executive Assistants re: billing and requests to add micro-computer equipment to maintenance contract.  
**Retain for one year from lapse of contract, then destroy.**
- RS-180    Micro-Computer Maintenance Service Calls File**  
File containing Micro-computer Maintenance Reports. Reports include court name, court address, date call made to vendor, date technician responded, name of technician, problem, corrective action, date action completed and court was restored to service, old equipment description and serial number, new equipment description and serial number, date of report, and name of person completing report.  
**Retain for one year from lapse of contract, then destroy.**
- RS-190    Micro-Computer Packing Slips/Invoice File**  
File documenting the shipping and receipt of computer equipment. Provides warranty and proof of purchase information. Also provides vendor information: name of vendor, address, and telephone number.  
**Retain until expiration of warranty, then destroy.**

- RS-200**    **Micro-Computer Presentation Handouts File**  
File containing computer generated reports compiled from computer files using live data. The reports are distributed for informational and planning purposes at conferences conducted by the Research and Special Projects Unit.  
**Retain for one year or until no longer needed, then destroy.**
- RS-210**    **Micro-Computer Printer Hardware Configuration File**  
File documenting printer specifications and identification codes for vendor models.  
**Retain until updated, then destroy.**
- RS-220**    **Micro-Computer Project File**  
File containing documentation on the creation of automated files: Docket Index Cards, Individual Assignment System.  
**Retain current computer application program files and immediate predecessor computer application program files.**
- RS-230**    **Micro-Computer Purchase Plan File**  
File containing copies of Annual Micro-computer Purchase Plans for judges, chambers, and back-office operations in the courts.  
**Retain for two years, then destroy.**
- RS-240**    **Micro-Computer Security Guidelines**  
Guidelines outlining procedures to establish security measures for personal computers, networks, and related hardware.
- a) Master Copy**  
**Retain original and all subsequent updates permanently for research purposes.**
- b) All Others**  
**Retain until updated, then destroy.**
- RS-250**    **Micro-Computer Training File**  
File containing memoranda to and from Executive Assistants re: scheduled DB Master micro-computer training by Research and Special Projects staff.  
**Retain for one year or until no longer needed, then destroy.**
- RS-260**    **Network Configuration File**  
File containing specifications of Network Systems installed by the Research and Special Projects Unit.  
**Retain until updated, then destroy.**



- RS-270 Network Documentation File**  
File containing documentation of physical configurations and major software settings for the network systems.  
**Retain until updated, then destroy.**
- RS-280 New York State Division of Criminal Justice Services (DCJS) Standardized Form Committee Notes**  
File containing copies of standardized criminal justice forms designed and created by the New York State Division of Criminal Justice Services and notes taken during committee meetings showing the evolution of the standardized forms.  
**Retain for one year, then destroy.**
- RS-290 Operational Analysis Report**  
Report designed to assist a specific court in utilizing computer/non-computer functions in accordance with the procedures outlined in the Operations Manual. Report indicates name of court, location, number of filings, number of dispositions, number of judges, and number of staff. Report also indicates the number of staff assigned to each step, where and when step is conducted, and whether the step is automated. Operational Analysis Report also lists Equipment and Systems Configuration for the court. Equipment and Systems Configuration lists number of standalone computers, number of micro - computers in network, number of printers, and locations of equipment. File also includes walk through papers, interim report, and final report.  
**Retain until no longer needed, then destroy.**
- RS-300 Operations Manuals**  
Manuals created to reflect statutory requirements and procedures for the courts.
- a) Master Copy**  
**Retain original and all subsequent updates permanently for research purposes.**
- b) All Others**  
**Retain until updated, then destroy.**
- RS-310 Operations Manuals Administrative File**  
File containing printing requirements, distribution schedules, memos on distribution, updates of Operations Manuals, memorandum to and from Counsels Office, correspondence from Operations Manual Committee members, draft and contents of Court Operations Manuals, and agendas of committee meetings.  
**Retain for one year, then destroy.**

- RS-320 Operations Manuals Case Operations File**  
File containing updated packages for Operations Manuals, incorporating legislative changes, and other amendments.  
**Retain for one year, then destroy.**
- RS-330 Operations Manuals Committee Correspondence**  
File containing correspondence to committee members indicating location of meetings, hotel information, and agendas.  
**Retain for two years, then destroy.**
- RS-340 Operations Manuals Committee Listing**  
List containing names of committee members and the Courts and Districts they represent.  
**Retain until updated, then destroy.**
- RS-350 Operations Manuals General File**  
File containing memoranda on scheduled meeting dates for committee meetings, attendance sheets of committee members, memoranda to committee members re: proposed formats for Operations Manual, names of courts selected for orientation of procedures, and status reports.  
**Retain for one year, then destroy.**
- RS-360 Sealed Records Guideline File**  
File containing guidelines from Counsel's Office defining the rules for handling sealed records.  
**To be determined at a later date, pending appraisal of Counsel's records.**
- RS-370 Small Claims Assessment Review Administrative Orders File**  
File containing copies of Administrative Orders of the Chief Administrator of the Courts appointing Small Claims Assessment Review Officers, their jurisdiction, and date of appointment.  
**Retain until no longer needed, then destroy.**
- RS-380 Small Claims Assessment Review Applications for Hearing Officer File**  
File containing copies of current completed applications for Small Claims Assessment Review Hearing Officers. Applications indicate name of applicant, mailing address, citizenship status, legal residence, and current employment information.  
**Retain until forwarded to Administrative Judges' Office.**

- RS-390 Small Claims Assessment Review General File**  
File contains amendments to Real Property Tax Law, requests for SCAR Petitions, letters regarding training seminars, qualifications for Hearing Officers, copies of letters from Assessors, Hearing Officers decisions, and correspondence from Director of Research and Special Project to Executive Assistants.  
**Retain until no longer needed, then destroy.**
- RS-400 Small Claims Assessment Review Inquiry File**  
File containing correspondence to and from public, court personnel, New York State Office of Court Administration Offices, Hearing Examiners, and other agencies. File also includes log of phone calls received, name of caller, date of call, inquiry, and cause of action taken.  
**Retain until no longer needed, then destroy.**
- RS-410 Small Claims Assessment Review Residential Assessment Ratios (RAR) File**  
File containing memos to Executive Assistants re: Small Claims Assessment Review Programs Residential Ratios, copies of Residential Ratios, and Residential Assessment Rolls.  
**Retain until updated, then destroy.**
- RS-420 Small Claims Assessment Review Training Materials Package**  
Package created and distributed by the Office of Research and Special Projects to all attendees of the Small Claims Assessment Review Training Seminar. Includes petition with instructions, decision form, handout for Hearing Examiners, and copies of administrative orders.  
**Retain until updated, then destroy.**
- RS-430 Statistical Report File (MOSU)**  
File containing the format for statistical reports for Family (108), Criminal (540), and Surrogate's (150) Courts.  
**Retain until format is updated or until no longer needed, then destroy.**
- RS-440 Technical Information Operation Procedures File**  
File containing documentation on how to properly set up and use a particular piece of hardware or software.  
**Retain until equipment is no longer utilized, then destroy.**