

Records Retention and Disposition Schedule



Division of Technology Technology Services

**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 Technology

Technology Services

TS-010 Attorney Name and Address Proof List

Cumulative quarterly report listing names and addresses of attorneys registered to practice law in New York State. Also indicates the number of negligence cases assigned to each attorney.

a) End of Year Report

Retain for two years, then destroy.

b) All Other Quarterly Reports

Retain until updated, then destroy.

TS-020 Attorney Retainer and Closing Statements

Document submitted by attorneys in the 1st, 2nd, and 4th Judicial Departments to the Office of Court Administration Attorney Registration Unit. Document indicates statement number, date statement filed, client name and address, date attorney was retained, attorney name, and attorney address.

To be determined at a later date, pending appraisal of Retainers and Closing Statements (Division of Administrative Services—Attorney Registration Unit).

TS-030 Attorney Retainer and Closing Statements B050 Report

Report of missing statement numbers for Retainer and Closing documents. Also indicates duplication of statement numbers.

Retain for one year, then destroy.

TS-040 Attorney Retainer and Closing Statements BOIT Report

Daily edit report of data entered on PCs from Attorney Retainer and Closing Statements. Report indicates if batch was processed, data entry errors and errors on Attorney Retainer and Closing Statements.

Retain for six months, then destroy.

- TS-050 Attorney Retainer and Closing Statements BOOO Report**
Monthly edit report of corrections or problems with data entered for Attorney Retainers and Closing Statements. Also used to verify monthly statement numbers.
Retain for one year, then destroy.
- TS-060 Attorney Retainer and Closing Statements Data Entry Log**
Document indicating the starting date and ending date for each batch of statement numbers on a monthly basis by judicial departments.
Retain for six months, then destroy.
- TS-070 Attorney Retainer and Closing Statements Void Records**
Records of missing statement numbers (voids). Indicates Attorney Retainer and Closing Statements returned to the Office of Court Administration—Attorney Registration Unit that are not processed due to inaccurate or incomplete information.
Retain for one year, then destroy.
- TS-080 Committee Meetings File**
File containing internal office correspondence on committee meetings. Committees include standards, data query, request for proposals, strategic planning, security, and response time.
Retain for one year, then destroy.
- TS-090 Communications Equipment Downtime Report**
Report indicating downtime of communications equipment located in the Courts and Office of Court Administration Offices. Report includes information on date of occurrence, equipment affected, type of device, teleo circuit number, vendor ticket number, names of users affected, indication of whether users were notified, contact names and phone number, date vendor was notified, description of problem resolution, and operators' initials.
Retain for one year, then destroy.
- TS-100 Communications Equipment Downtime Report Synopsis**
File indicating the number of times communications equipment experienced downtime within a calendar year.
Retain for one year, then destroy.

- TS-110 Communications Equipment Request File**
File containing correspondence from the New York City Courts and Office of Court Administration Units requesting communications equipment. File may include Technology Services Equipment/Services Request Form, name of person making request, date of request, equipment requested, model number, name of vendor, cost of equipment, services requested, name of Manager/Supervisor/Director, and additional comments.
Retain until communications equipment is installed and operational, then destroy.
- TS-120 Communications Equipment Response Time Complaint Log**
Log used to keep track of all complaints filed by communication equipment users. Indicates time of complaint, name of user, location, computer application/routine being run when problem arose, complaint, and resolution (if any).
Retain for one year, then destroy.
- TS-130 Communications Service Request File**
File containing correspondence from New York City Courts, Nassau and Suffolk Courts, and Office of Court Administration Units requesting that communications equipment be established in designated areas. File may also indicate whether the rooms are pre-wired or will require wiring for communications equipment.
Retain for one year, then destroy.
- TS-140 Communications Service Vendor History Report**
Report generated by vendors indicating their response to problems reported with communications equipment. Report indicates original order number, serial number of unit (equipment), problem code, name and number of field engineer, corrective action taken, failure code, and name and address of customer (Court/Office of Court Administration).
Retain for one year, then destroy.
- TS-150 Communications Shipping Request File**
Memorandum sent to the Office of Court Administration—Court Operational Services Unit requesting mailroom staff to pickup/deliver communications equipment.
Retain until requested action is completed, then destroy.
- TS-160 Computer Access Authorizations File**
File containing authorizations for computer access.
Retain until access is denied, then destroy.

- TS-170 Computer Access Files**
File established to control the accessibility of computer information. File may contain access codes, passwords, user IDs, and security codes.
Retain until updated, then destroy.
- TS-180 Computer Application Accumulator Code List**
List of computer application codes used in all revenue and vendor files to accumulate costs for a specific area of data processing.
Retain until updated, then destroy.
- TS-190 Computer Application Administrative Files**
Files supporting the creation and development of a computer application program. Contents may include documentation, correspondence, memos, start-up materials, background notes, planning materials, program logic, specifications, enhancements, bugs, modifications, system walk-throughs, committee files, file structures, approvals (“sign-offs”), design justification, legislative specifications and changes, diaries, standards, program listings, requests for system changes, test system of current computer application, and related materials.
Retain until computer application is updated or no longer in use, then destroy.
- TS-200 Computer Application Audit Files**
Records used to capture a before or after view of changed records. May contain details on who, what, when and where record was changed.
- a) Non-Financial Records**
Retain one year, then destroy.
- b) Financial Records**
Retain Financial Records for ten years provided a subsequent audit of the same programs has been conducted, then destroy.
- TS-210 Computer Application Change/Delete Request File**
File containing requests for changes in database tables from Computer Application Groups to Database Groups. File contains changes to system, table, library, fields, keys, or dataview in the production or test mode of the system.
Retain for one year, then destroy.

- TS-220 Computer Application Conversion Records**
File containing the materials used and created to convert data to a new computer application program. Records may include documentation, program specifications, data in various forms of conversion, test results, parallel testing of new and old computer applications, notes, memos, planning files, tapes, special data runs, and related materials.
Retain current computer application and immediate predecessor computer application until all data is loaded, converted, and has passed quality control testing.
- TS-230 Computer Application Data Files**
Files containing raw data obtained from computer application users to create electronic files.
See appropriate Office of Court Administration/Court Records Retention and Disposition Schedule.
- TS-240 Computer Application Data Fixes**
File of corrections made by the Technology Services Division to correct data entry errors and/or data corruption.
Retain until computer application is updated or no longer in use, then destroy.
- TS-250 Computer Application On-Call Schedule**
Monthly schedule provided to computer operators indicating name and telephone number of computer programmers on call in case of an emergency or problem.
Retain for one year or until no longer needed, whichever is sooner, then destroy.
- TS-260 Computer Application Operational Manuals**
Manuals detailing the technical programming specifications. Manuals may include overview of system, file structures, programming conventions and standards that must be maintained.
Retain current computer application manual and immediate predecessor computer application manual.
- TS-270 Computer Application Program Files**
Electronic records management tool used to convert information into useable means. Files may contain specifications, modifications, file structures, program documentation, deleted modules, programmers' notes, control numbers, dictionaries, screens, report layouts, file formats, utilities, transaction files, and program listings.
Retain current computer application program files and immediate predecessor computer application program files.

- TS-280 Computer Application Reports**
Reports generated from computer application data for quality control and management tools.
See appropriate Office of Court Administration/Court Records Retention and Disposition Schedule.
- TS-290 Computer Application Training Materials**
Materials used to train users on computer applications. Materials may contain course materials, training schedules, and training seminar notes.
Retain until updated, then destroy.
- TS-300 Computer Application User Meeting Notes File**
File containing notes taken at computer application user meetings.
Retain for one year, then destroy.
- TS-310 Computer Application User Manuals**
Instructional manuals for the users of computer applications. Manuals may include data entry routines, explanation of reports, and instructions on how to run the report.
Retain until updated, then destroy.
- TS-320 Computer Backup Tapes**
Tool created as a safeguard mechanism to restore a computer system when necessary. Includes computer operating system, computer application system, computer applications, and computer application data.
- a) Current Computer System**
Retain Current Computer System tapes until updated, then destroy.
- b) Immediate Predecessor Computer System**
Retain final version of Immediate Predecessor Computer System tapes until Current Computer System tapes are replaced, then destroy.
- TS-330 Computer Equipment Inventory File**
File containing itemized list of all computer hardware equipment owned and used by the Technology Services Unit. File may contain information on site, county, district, name of Chief Clerk/Supervisor, type of communications equipment, serial numbers, Office of Court Administration ID numbers, type of IBM software, type of circuit, location of equipment, dial backup information, controller information, name of vendor, and computer operating system number.
Retain until updated, then destroy.

- TS-340 Computer Schedule File**
File containing production schedules of jobs run on a daily, nightly, weekly, biweekly, monthly, and annual basis. Included are operators' instructions, computer application and program class, job name, job number, run time, and exceptions to job.
Retain for three months, then destroy.
- TS-350 Computer Transaction Counts Log**
Daily counts of activity on the computer operating systems.
Retain for three years, then destroy.
- TS-360 Conference/Training Attendance Sheets**
Document indicating date of conference or training seminar, purpose of conference or training seminar, names of attendees, and affiliations.
Retain for two years, then destroy.
- TS-370 Contract History Abstract Files—Revenue Accounts**
Summary of revenue contracts held by the Technology Services Division. Information includes client's name, client's address, client's telephone number, client's contact name, cost center, accumulator code, nature of inquiry, contract period, and item purchased.
Retain until updated, then destroy.
- TS-380 Contract History Abstract Files—Vendor Information**
Summary of vendor contracts held by the Technology Services Division. Information includes contract number, company name and address, company telephone number, equipment covered by the contract period, payment history, and contract renewal date.
Retain until updated, then destroy.
- TS-390 Criminal History Search File**
Administrative file on the activity of Criminal History Searches. File includes correspondence and memos from search companies and monthly summary statistical report.
Retain for one year, then destroy.
- TS-400 Criminal History Search Pickup Log**
Log recording the receipt of Criminal History Search Requests by a client. Information includes date, receipt number, company name, and recipient of documents.
Retain for six months, then destroy.

- TS-410 Criminal History Search Procedures**
Instructions for computer operators on how to conduct a Criminal History Search.
Retain until updated, then destroy.
- TS-420 Criminal History Search Revenue Log**
Log tracking the revenues deposited from Criminal History Searches and Technology Services revenue contracts. Information includes contract, statement period, and deposits made to the New York State Treasury from the Office of Court Administration's Technology Services Division.
Retain for three years, then destroy.
- TS-430 Criminal History Search Tracking Statistics**
Statistical records of Criminal History Searches. Includes date, name of client making request, number of searches for each company, and counties searched.
Retain for six months, then destroy.
- TS-440 Data and Source Material Request File**
File containing data requests made by the Technology Services Division to other agencies and data requests made by other agencies to the Technology Services Division. File may include request letter, source materials, transmittal records, and comparison transaction tapes.
Retain until data is loaded, converted, and passes quality control testing, then destroy.
- TS-450 Data Circuit Inventory File**
File detailing all data circuits and dialups with their corresponding billing telephone numbers. Information includes billing account number (telephone number), circuit or dialup number, transmit/receive number, location, status (active/inactive), monthly costs, communication carrier, installation date, termination date of circuit, accumulator code, and comments.
Retain until updated, then destroy.
- TS-460 Data Entry Batch Control Logs**
Document used to monitor the progress of work submitted to the Office of Court Administration's Technology Services Division—Data Entry Unit. Information captured on these logs may include but is not limited to the name of document being keypunched, batch number of work to be entered onto the PCs, date documents were received, number of documents in each batch, number of documents returned to submitting party, total number of documents keypunched, total number of documents processed, number of rejected documents, number of accepted documents, and cumulative total.
Retain for six months, then destroy.

- TS-470 Data Entry Batch Extraction Report**
Report used to monitor the transfer of data entered onto the PCs to the mainframe. Report indicates name of computer application, description of computer application, batch number, data set name, and count of data extracted by computer application name.
Retain for six months, then destroy.
- TS-480 Data Entry Batch Tickets**
Document used to monitor batch numbers of data entry work.
Retain for one year, then destroy.
- TS-490 Data Entry Edit Reports**
Report of data entered by data entry staff. Utilized by staff to identify incorrect data and to verify data entered.
Retain for six months, then destroy.
- TS-500 Data Entry Instructions**
Data entry instructions for data entry operators. Instructions indicate fields to be keyed, number of characters to be keyed, and whether the fields are alpha, numeric, or alphanumeric. Instructions may include code sheets.
- a) Master Copy**
Retain original and all subsequent updates permanently for present computer application and immediate predecessor computer application.
- b) All Others**
Retain until updated.
- TS-510 Data Entry Operator Identification Control Logs**
Document used to monitor batches entered and verified by data entry operators. This document indicates name of document to be data entered, batch number, initials of data entry clerk, initials of person verifying work, tape number work was loaded on, release date tape was sent from Data Entry Unit to Operations Unit, and date tape was returned from Operations Unit to Data Entry Unit.
Retain for six months, then destroy.

- TS-520 Data Entry Performance Reports**
Weekly cumulative report indicating data entry performance for an operator, job, hours, and keystrokes. Indicates the average number of keystrokes by data entry operator by job for total week.
- a) Final Report of Fiscal Year**
Retain for one year, then destroy.
- b) All Others**
Retain until updated, then destroy.
- TS-530 Data Entry Transfer Log**
Log recording the completion of data entry that is ready for transfer. Information includes transfer date, abbreviated computer application name, description and remarks, batch number, designation code, volume, and job number.
Retain for three months, then destroy.
- TS-540 Data Entry Transmittal Memos**
Copies of memos sent to and from the Office of Court Administration’s Technology Services Division—Data Entry Unit regarding work to be data entered.
Retain for one year, then destroy.
- TS-550 Data Transport Log**
Log recording the release of a tape to an office or agency outside of Technology Services Division.
Retain until updated, then destroy.
- TS-560 Database Diary**
Log detailing the daily activity of the computer application database group. Diary includes all information on software problems, progress and results, comments, and notes.
Retain until computer application software is updated or no longer in use, then destroy.
- TS-570 Database Job Schedule File**
File containing schedules of database jobs run nightly, weekly, and monthly.
Retain until updated, then destroy.
- TS-580 Database Libraries**
Collections of jobs and utility programs that monitor the growth of datasets to enhance the efficiency of the system.
Retain until computer application software is updated or no longer in use, then destroy.

- TS-590 Database Library Reports**
Reports generated by job libraries and/or utility libraries to analyze changes in datasets. Information includes growth, allocation, number of databases per computer application, volume of files, and data.
Retain for two years, then destroy.
- TS-600 Database Pack Dumps**
Output tapes created to back up packed datasets.
Retain until updated, then destroy.
- TS-610 Dataset Restore Request File (also known as Requests to Restore Datasets)**
File containing requests to restore datasets that have been taken offline.
Retain for one month, then destroy.
- TS-620 Dataset Retention Request File (also known as Requests to Assign Permanent Tape Retention)**
File containing requests by a computer programmer to extend the retention period of datasets.
Retain until extended retention period has expired, then destroy.
- TS-630 Dial Backup Log**
Log of direct long-distance calls made to re-establish computer connections when leased circuitry line goes down.
Retain for one year, then destroy.
- TS-640 Disaster Recovery File**
File containing procedures and tape log listing tapes required for the recovery of a computer system in the event of a disaster.
Retain until updated, then destroy.
- TS-650 Dumpjunk Report**
Report listing items on dumpjunk tape.
Retain until updated, then destroy.
- TS-660 Dumpjunk Tape**
Computer tape of files not accessed for at least 30 days to 6 months.
Retain for two years, then destroy.
- TS-670 Hard Copy Print Request File**
File containing requests for printing of reports. Information includes report name, computer application, compiled program name, queue name, operating system region, spool file, any existing problems, and comments.
Retain until requested report is printed, then destroy.

- TS-680 Help Desk Userbooks**
List of site-specific information about a computer user. Information includes equipment type, address, site, contacts, circuits, computer operating system network, number, IDs of devices, device type, computer application used, and related materials.
Retain until updated, then destroy.
- TS-690 Input/Output Control Procedure Report (IOCP)**
Report generated after a device has been added or deleted from the computer system.
Retain until updated, then destroy.
- TS-700 Input/Output Documentation (also known as Runbooks)**
Log created for a job in production. Information includes system, name of programmer, overview, setup date, revision date, frequency, conflicting jobs, run time, estimated lines of code, number of tapes, number of scratch tapes, conditions to notify programmer, special circumstances, notes, steps of job, report disposition, specifics of each step as outlined by the programmer, and supporting documentation.
Retain until job is no longer in production, then destroy.
- TS-710 Jury Payroll Vouchers**
Document authorizing payment for jury duty. Contains original authorizing signature, transportation mileage, number of jurors, payment amount, days attended, days served and days paid, batch transmittal form (from district office verifying jury information entered online at the local level), and special charge voucher from the county.
Return to Commissioners of Jurors when no longer needed.
- TS-720 Jury Post Office Ledger**
Ledger used to reconcile the number of questionnaires sent out against post office charges.
Retain for three years, then destroy.
- TS-730 Jury Post Office Receipt Books**
Books containing Post Office receipts for charges incurred in Juror Questionnaire mailings.
Retain for three years, then destroy.

- TS-740** **Jury Questionnaire Mailing Schedule File**
File containing proposed schedule and volume count of questionnaires and summonses of Jury print jobs to be run by Technology Services as requested by each Commissioner of Jurors.
Retain for one year, then destroy.
- TS-750** **Jury Questionnaire Runs**
File containing details of the printing of Jury Questionnaires for each Commissioner of Jurors. Information includes the number of questionnaires sent out in order to be able to compute the amount of postage to charge to each Commissioner's account.
Retain for three years, then destroy.
- TS-760** **Mainframe System Output Reports**
Computer generated reports of jobs transferred to tape and classified to be kept offline for a designated time period.
Retain for designated time period, then destroy.
- TS-770** **Mainframe System Structure Listing**
Weekly listing of all computer system structures. Listing indicates the general format of all datasets and disc packs.
Retain for two months, then destroy.
- TS-780** **Memory Storage Space Change Form Request File (also known as Disk Pack Change Form Requests)**
File containing requests to change the responsibility of monitoring the memory storage space (disk packs) on the computer system. Information includes volume, serial number, owner, requester's name, date of request, and checklist.
Retain until requested change has been made, then destroy.
- TS-790** **Network Change Form Request File**
File containing requests to add, delete or update devices to computer network. Information includes device type, port number, network name, computer operating system name, computer applications, location, line speed, line number, requester's name, date of request, checklist instructions, date of change, and jobs affected.
Retain for one year, then destroy.
- TS-800** **Network Listing**
Listing of computer terminals by machinery identification number. Indicates system configuration at a particular point in time (when Network Listing is generated).
Retain until updated, then destroy.

- TS-810 New York City Criminal Court Violation Docketing Log**
Document sent as a cover sheet along with Universal Summonses (Violations) to Technology Services Division—Data Entry Unit from New York City Summons Control System. Log indicates high number and low number of each batch, basic issue date of the summonses, date of docketing, borough of occurrence, type of violation (traffic or non-traffic), and which summonses have been made returnable to the borough criminal court rather than to the New York City Summons Control System.
Retain for six months, then destroy.
- TS-820 New York City Office of General Services Work Order Request File**
File containing work orders submitted by the Office of Court Administration’s Technology Services Division to the New York City Department of General Services requesting electrical work.
Retain for one year, then destroy.
- TS-830 New York State Department of Correctional Services (DOCS) File**
Records relating to computer access between the Office of Court Administration’s Technology Services Division and the New York State Department of Correctional Services. File may include, but is not limited to, procedures for Appeal Courts, memos, and related items.
- a) Policy Documents**
Retain permanently for research purposes.
- b) Administrative and Procedural Documents**
Retain until updated or no longer needed, then destroy.
- TS-840 Office of New York State Comptroller (OSC) Memos File**
File containing memos between Technology Services and the Office of the State Comptroller pertaining to computer access and procedures.
Retain until updated, then destroy.
- TS-850 Problem Report Forms File**
File reporting problems to the system operations vendor. Information includes support center number, date of problem, vendor contact number, vendor’s name, site identification number, Central Processing Units serial number, operating system, software item, severity of problem, problem description, problem resolution, and tape information.
Retain for one year or until no longer needed, whichever is later, then destroy.

- TS-860** **Production Turnover Request File**
File containing requests from computer programmers to change, delete, revise, or put a computer program into input/output production.
Retain until updated, then destroy.
- TS-870** **Project Management System (PMS)**
Tracking system for changes made to a computer application. System includes proposed change, programs affected, programmer, date of request, status of change, and comments.
Retain until computer application is updated or no longer in use, then destroy.
- TS-880** **Revenue Billing (Invoices)**
Invoices sent to clients who have requested Office of Court Administration computer data. Information includes invoice numbers, invoice dates, ship to date and address, and description of shipment.
Retain for three years after receipt of funds, then destroy.
- TS-890** **Revenue Delinquency Log**
Log of outstanding invoices. Information includes client, invoice number, invoice date, amount past due, date delinquent, remittance date, and action taken.
Retain for three years after receipt of funds, then destroy.
- TS-900** **Revenue Files**
Records of all clients who have contracts with the Office of Court Administration to purchase computer data. File may contain contract, invoices, dunning letters, correspondence, and related items.
Retain for six years after expiration of contract or final payment, whichever is later, then destroy.
- TS-910** **Revenue Generation Log**
Logs used to track invoices sent to users of Office of Court Administration computer data. Information includes invoice number, payment date, check number received, and balance due.
Retain for three years after receipt of funds, then destroy.
- TS-920** **Revenue Generation Reports**
Weekly and monthly status reports listing outstanding and paid invoices. Information includes name of client, accumulation code, year to date invoice amount, year to date received amount, and balance due.
Retain until updated, then destroy.

- TS-930** **Scratch Tape Request File**
File containing requests to delete a computer dataset.
Retain for six months, then destroy.
- TS-940** **Shift Turnover Report (also known as Daily Message Log)**
Narrative of exceptions to regularly scheduled computer operating procedures.
Retain for six months, then destroy.
- TS-950** **Site Survey Correspondence File**
Correspondence sent to and from New York City Courts, Nassau and Suffolk County Courts, and Office of Court Administration offices requesting communications hardware and software. Correspondence may indicate what materials will be provided for by the Office of Court Administration and what additional work may be required by other parties.
Retain for one year, then destroy.
- TS-960** **Standard Operations Procedures (SOP) Manual**
Manual detailing the daily routines of the computer operators and their responsibilities. Information includes daily routines, production jobs, job scheduling, review of schedules, procedures, restoring datasets, disaster recovery, memos on issues, libraries and their contents, computer application information, and notes.
Retain until updated, then destroy.
- TS-970** **Supervisor's Log (Superlog)**
Log of all environmental, hardware, software, and personnel activities in the computer room.
Retain for two years, then destroy.
- TS-980** **System Log (Syslog)**
Daily log of all Central Processing Unit activity.
Retain for three months, then destroy.
- TS-990** **System Management Facilities**
Management tool used to analyze computer operation statistics for trends, planning, and future projections.
Retain for two years, then destroy.

TS-1000 System Operations Change Form Request File

File containing requests to add, delete or update devices to the computer application programs. Information includes device type, device identification, regions of operating system used, computer application need, requester 's name, date of request, computer language, transaction identification, transaction class, operator identification, user identification, and password.

Retain for one year, then destroy.

TS-1010 System Operations File

File containing computer program codes which generate the machine-language instructions used to operate an automated information system.

Retain until replacement operating system has been tested and is operational and all computer application program files and all data has been converted and quality control has been conducted.

TS-1020 Tape Management System (TMS)

Library system of tapes utilized by the computer system. Information includes tape activity add, check-in, clean, scratch, delete, expire, extend, label, and retain.

Retain until system is updated or no longer in use, then destroy.

TS-1030 Tape Management System (TMS) Procedures Manual

Manual of operations and procedures for the Tape Management System.

Information includes instructions on initializing tapes, tape transfer, clean tapes, equipment, shipments, receipts of tapes, logs, and offsite storage.

Retain until updated, then destroy.

TS-1040 Tape Management System (TMS) Reports

Reports generated from Tape Management System.

Retain until updated, then destroy.

TS-1050 Technical Bulletins/Memos

Bulletins used to inform computer application users of informational and technical changes made to computer applications.

a) Updates Applicant User Manuals

Retain until Computer Application User Manual is updated, then destroy.

b) Does not update Applicant User Manuals

Retain until computer application is updated or no longer in use, then destroy.

TS-1060 Technical Bulletin/User Manual Approval Form

Document attached to draft Technical Bulletin/User Manual submitted to Director and Deputy Director of Technology Services Division for final review and approval. Document indicates application name, bulletin number, year, signature of preparer and date signed, signature of Systems Analyst and date signed, signature of programmer and date signed, effective date, signature of Deputy Director and date signed, projected release date of bulletin, signature of Director and date signed, distribution date and time, and means of distribution.

Retain for one year or until no longer needed, whichever is sooner, then destroy.

TS-1070 Trouble Log/Suspense Log

Log documenting a user's problem with the computer application. Information may include user's name, nature of problem, documentation, resolution, resolution date and project leader sign off.

Retain for one year, then destroy.

TS-1080 Universal Summons Log

Document used to track the Universal Summonses submitted by the New York City Summons Part to the Office of Court Administration's Technology Services Division—Data Entry Unit for data entry. This document indicates date summonses were issued, date summonses were received by Data Entry Unit, batch number, keypuncher's initials, initials of person verifying completed work, number of summonses in batch, batch number by borough, and first and last docket number of summons in batch.

Retain for six months, then destroy.

TS-1090 Universal Summons Volume Report

Document used as a management tool to monitor the volume of Violations and Dispositions being data entered by the Office of Court Administration's Technology Services Division—Data Entry Unit. Report indicates monthly volume of Violations and Dispositions.

Retain for one year, then destroy.

TS-1100 Vendor Contact Sheets

Document used to relay and record problems of computer application software to vendor. Information includes date of contact, name of contact, problem, and resolution.

Retain until computer application software is updated or no longer in use, then destroy.

TS-1110 Vendor Files

File of all vendors that have entered into contracts with the Office of Court Administration's Technology Services Division. File may include contract, correspondence, warranty and related items.

Retain until expiration of contract, then destroy.

TS-1120 Westlaw Procedures File

File detailing the procedures for administering the Westlaw Project. File contains correspondence, memos, notes, and related materials.

Retain until updated, then destroy.

TS-1130 Westlaw Transmission Log

Record of data transmissions from the Appellate Courts, the Court of Appeals, Administrative Judge's Offices and New York State Law Libraries to the State Reporter and Westlaw.

Retain for six months, then destroy.