

Records Retention and Disposition Schedule



Records of the Appellate Courts

**Division of Professional and Court Services
Office of Records Management**

Revised April 2023

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 may be eligible for destruction, depending on the age of the records.

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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**New York State Unified Court System
Records of the Appellate Courts
Records Retention and Disposition Schedule**

The following list of record series includes the records created by the Appellate Courts of the New York State.

All records dating prior to 1896 are to be retained permanently.

Court of Appeals

Note: all records series titles followed by a “J” refer to records which are on deposit with the New York State Archives.

- 10010 Abstracts of Opinions in Judge Edward T. Bartlett in Reported Cases (J0232)**
Retain permanently for research purposes.
- 10020 Alphabetical Register**
Index to cases heard by the Court of Appeals. Information listed includes appellant’s name, date of hearing, calendar number, and date decided.
Retain permanently.
- 10030 Caseload Activity Reports**
Copies of the statistical report (UCS 172-CA) that is filed with the Office of Court Administration.
File original with the Office of Court Administration.
Retain court copy for one year, then destroy.
- 10040 Cases and Briefs**
Appellant’s Record on Appeal and Brief and the respondent’s Brief.
Retain permanently.
- 10050 Cases and Briefs: Index**
Alphabetical Index to the Cases and Briefs. The index cross-references the appellant’s name to the official citation.
Retain permanently.
- 10060 Clerk’s Calendars (J1200)**
Retain permanently for research purposes.
- 10070 Clerk’s Minutes (J0212)**
Retain permanently for research purposes.
- 10080 Common Order Books**
Logbooks recording orders issued by the court. Includes the date of the order, caption, and text of the order.
Retain permanently.

- 10090 Correspondence: Appeals**
Correspondence relating to the filing of papers, motions, and other aspects of a case on appeal.
Retain for two years, then destroy.
- 10100 Criminal Appeals Index**
Alphabetical card file or computer-generated list of applications to the court in criminal appeals. Includes the defendant's name, charge, trial court, district attorney's name, date of application, and decision date.
Retain for three years, then destroy.
- 10110 Criminal Leave Applications**
Alphabetical file of applications for criminal leave to appeal to the Court of Appeals. Documents include but are not limited to appellant and respondent's briefs, application for leave to appeal, affidavits, supporting papers, and order granting leave or certificate denying leave.
Retain for three years from date of disposition, then destroy. If requested, briefs may be returned prior to three year retention.
- 10120 Decisions for Distribution**
Chronological list of the text of all decisions of the Court of Appeals. This list for distribution to the Office of the State Reporter and is the basis for *New York Reports*.
Retain for one year or until no longer needed, whichever is sooner, then destroy.
- 10130 Decision Slips**
Chronological sheets recording the decisions of the court reached during decision conferences. Includes the judges' names, date of decision, vote, and the decision.
Retain permanently.
- 10140 Decision Subscriber List**
List of all recipients of the court's decisions for distribution. Court maintains separate lists for paid and free subscribers.
- a) Free Subscriber List**
Retain until list is updated, then destroy.
- b) Paid Subscriber List**
Retain for six years, then destroy.

- 10150 Docket Books (J2212)**
Retain permanently for research purposes.
- 10160 Docket Books of Motions (J1224)**
Retain permanently for research purposes.
- 10170 Internal Reports**
Sealed internal reports, prepared by judges or law clerks, which provide background information on the case, outline the issues, refer to points of law, and may provide a recommendation. Internal reports include the following types: Bench Notes, Motion Report, Sua Sponte Dismissal (SSD), and Sua Sponte Mertis (SSM).
Retain permanently.
- 10180 Jurisdictional Statements**
Mandatory statements filed by the appellant, providing the Court with basic case identification and jurisdictional facts. The statement must include the case title, court from which appeal is taken, date of service and filing of appeal, name and address of respondent's attorney. The appellant must also detail the constitutional, statutory, case or other authority supporting the assertion that the court has jurisdiction to entertain the appeal. Appellant must also file copies of the notice of appeal, order appealed from, memoranda opinion of the Appellate Division, and formal or informal findings.
Retain for two years from date of disposition, then destroy.
- 10190 Justice Registers (J0312)**
Retain permanently for research purposes.
- 10200 Minutes of Causes**
Chronological logbooks recording the activities in case processing. Includes appellant and respondent names, motions filed, date filed, date argued, date remittitur returned, and decision.
Retain permanently.
- 10210 Minutes of the Court of Appeals**
Logbook recording certain administrative orders issued by the court.
Retain permanently for research purposes.

- 10220 Motion Decision Books (Motion Books)**
Chronological logbooks recording activities in motion processing. Includes movant and respondent names, dates papers filed, date submitted, date decided, and text of decision and order.
Retain permanently.
- 10230 Motions**
An application to the court requesting an order or rule in favor of the applicant. Documents may include motions, notice of motion, affidavits, affirmations in support or opposition, and supporting documents.
Retain for five years from date of disposition of the motion, then destroy.
- 10240 Original Papers (also known as Judgment Rolls)**
Trial court case file that was transmitted to the Court of Appeals. Contains all papers of the trial court proceeding.
After disposition, return to the court of first instance or Appellate Division.
- 10250 Register of Decisions (J0107)**
Retain permanently for research purposes.
- 10260 Register of Motions (J0224)**
Retain permanently for research purposes.
- 10270 Rough Minutes (J02108)**
Retain permanently for research purposes.

Court of Appeals – Commission on Judicial Conduct

10280 Commission on Judicial Conduct Case Files

Documentary record of proceedings in a case of alleged judicial misconduct. Contains all papers and documents relating to a case. Includes but is not limited to notices, transcripts, referee's report, determination, motions, and related correspondence.

Retain permanently.

Court of Appeals – Attorney Admissions

10290 Applications for Waiver of Rules

Petitions for waiver of the Court of Appeal's rules and permission to take the Bar examination. Includes petition, decision, report of roll clerk, and supporting documents.

Retain permanently.

10300 Attorney Affidavits

Oaths of registration filed by attorney or the Appellate Division, upon attorney's admission to practice.

Retain fifty years, then destroy.

10310 Attorney Indexes

Any manual or machine-readable material that provides information on access to attorneys admitted to the Bar.

Retain permanently.

10320 Attorney Roll

Quarterly, computer-generated report of all registered attorneys in New York State. Includes the attorney's name, residence, name change, disciplinary action, date of oath and admission, location of admission, and attorney affidavit volume number.

Retain until updated roll is received, then destroy.

10330 Certificate of Record Books

Logbooks of all individuals issued a certificate of clerkship.

Retain permanently for research purposes.

10340 Certificates of Commencement of Clerkship

Certificates of clerkship registering law clerks with the Court of Appeals. The certificate is filed by the attorney under whom the clerk will serve. The law clerk will study the law in a law office in preparation for the Bar examination.

Retain permanently for research purposes.

10350 Certificates of Commencement of Clerkship: Index (J0100)

Retain permanently for research purposes.

- 10360** **Index to Regents Certificate**
Any manual or machine-readable material that provides information on access to the law student qualifying certificates.
Retain permanently for research purposes.
- 10370** **Law Student Qualifying Certificates**
Certificates of individuals who do not have B.A. degrees but who have been found qualified for admission to law school or for clerkship appointment.
Destroy immediately.
- 10380** **List of Attorneys Admitted and Disciplined Appellate Division (J2101)**
Retain permanently for research purposes.
- 10390** **Official Register of Attorneys and Counselors at Law in the State of New York**
Logbooks listing all attorneys admitted to practice.
Retain permanently.
- 10400** **Waiver Order Logbooks**
Recorded orders on applications for waiver of rules.
Retain permanently.

Court of Appeals – State Board of Law Examiners

10410 Bar Examinations: Completed

Completed and graded Bar examinations.

Retain for two years from date of examination, then destroy.

10420 Bar Examinations: Original

Master copy of Bar examination questions and model answers.

Retain permanently.

10430 Candidate Application Registers

Logbooks, card files or computer-generated reports that record applications to take the Bar examination. Includes the applicant's name, address, age, date of birth, educational background, date of certificate, date of each examination, fail or pass, location of examination, and regents certificate number.

Retain permanently.

10440 Class Lists

Chronological lists, by exam date, of candidates who took the Bar examination and their grade. Lists also cross-reference a candidate's name to the exam number.

Retain for fifty years, then destroy.

10450 Identification Slips

Cards, containing basic personal identification information, completed by candidates on the day they take the Bar examination.

Retain for two years from date of examination, then destroy.

10460 Law Student Applications: Active

Applications by individuals granted permission to take the Bar examination, who either failed or did not take the exam. Includes domestic and foreign applications.

Retain for ten years from date of application, then destroy.

10470 Law Student Applications: Denied (J1102)

Retain permanently for research purposes.

- 10480 Law Student Applications: Passed**
Applications by individuals seeking permission to take the Bar examination and who subsequently passed. Includes domestic and foreign applications.
Retain for three years from date of examination, then destroy.
- 10490 Motion Applications**
Applications for education certificates by attorneys seeking admission by motion. Includes domestic and foreign applications.
Retain for two years, then destroy.
- 10500 Multistate and Ethics Examination Scores**
Grades of the multistate and ethics portions of Bar examinations.
Retain for fifty years, then destroy.
- 10510 Proctor Books**
Attendance books signed by the applicants when the Bar examination is taken.
Retain for two years from date of examination, then destroy.

Court of Appeals – Office of the State Reporter

10520 **Minutes of the Court of Appeals Decisions (J0228)**
Destroy immediately.

Court of Appeals – Fiscal Records

- 10530** **Cash Books (J0236)**
Retain permanently for research purposes.
- 10540** **Ledgers (J0244)**
Retain permanently for research purposes.
- 10550** **Register of Disbursements, Chancery Fund and Library Fund (J0241)**
Retain permanently for research purposes.

Court of Appeals and the Commission of Appeals (Predecessor to Court of Appeals: 1870-1875)

10570 Clerk's Calendars (J0200)
Retain permanently for research purposes.

10580 Clerk's Minutes (J1212)
Retain permanently for research purposes.

10590 Engrossed Minutes (J1108)
Retain permanently for research purposes.

10600 Orders of Dismissal (J1232)
Retain permanently for research purposes.

10610 Rough Minutes (J0108)
Retain permanently for research purposes.

Court for the Correction of Errors (Predecessor to the Court of Appeals: 1784-1847)

- 10620** **Appeals and Cases in Error: Index (J0158)**
Retain permanently for research purposes.
- 10630** **Correspondence: Clerk's Incoming (J4157)**
Retain permanently for research purposes.
- 10640** **Judgments and Decrees: Drafts (J2157)**
Retain permanently for research purposes.
- 10650** **Minutes of Causes (J0161)**
Retain permanently for research purposes.
- 10660** **Minutes of the Court of Errors (J0159)**
Retain permanently for research purposes.
- 10670** **Notices of Arguments (J1157)**
Retain permanently for research purposes.
- 10680** **Record of Appeals and Cases in Error (J0157)**
Retain permanently for research purposes.
- 10690** **Roll Call Forms (J3157)**
Retain permanently for research purposes.
- 10700** **Rough Minutes (J0162)**
Retain permanently for research purposes.
- 10710** **Transferred Cases and Cover Memoranda (J1161)**
Retain permanently for research purposes.

Court on the Judiciary (Predecessor to Commission on Judicial Conduct: 1947-1978)

10720 Court on the Judiciary – Case Files

Records of proceedings of actions to discipline or remove a judge. Contains all papers relating to the case. Includes but is not limited to orders, motions, answers, decisions, internal notes, and certification of the court.

Retain permanently.

Appellate Division

10730 Administrative Conference Records

Agenda, minutes, and other records of administrative meetings of the Justices.

Retain permanently.

10740 Appellate Justice Appointments

Certificate from the Governor, appointing a Justice to the Appellate Division Bench.

Retain permanently for research purposes.

10750 Calendars

Daily listing of cases to be heard before the Court.

Retain for one year, then destroy.

10760 Caseload Activity Reports

Copies of the caseload activity report (UCS 172-AD) that are filed with the Office of Court Administration.

File original with the Office of Court Administration.

Retain court copy for one year, then destroy.

10770 Certificates of Professional Corporation

Certified copy of incorporation papers and annual reports filed by law firms practicing within the jurisdiction of the Appellate Division.

Retain permanently.

10780 Correspondence

Correspondence from appellants and respondents regarding the status of the appeal. Also, correspondence, principally from prisoners and the public, regarding incarceration conditions, claims of unfair treatment, inquiries on court rules, and other topics. (These files are *not* the correspondence of the Chief Clerk.)

Retain for five years or until no longer needed, whichever is sooner, then destroy.

10790 Court Assignments

Copies of orders establishing assignments and terms of the Supreme Court and temporarily reassigning Judges of other county or local courts.

Retain for two years, then destroy.

- 10800 Decided Appeals Logbooks**
Internal, unofficial logbooks of appeals which have been decided. This record is an administrative aid used to determine the status of appeals.
Retain for one year or until no longer needed, whichever is sooner, then destroy.
- 10810 Decision Check-Off Books**
Internal logbooks used to record and process court decisions.
Retain for one year or until no longer needed, whichever is sooner, then destroy.
- 10820 Decision Distribution Lists**
Chronological lists, by term or hand-down day, of all decisions of the court. This list is for internal reference and for distribution to publishing companies and the public.
Retain for one year or until no longer needed, whichever is sooner, then destroy.
- 10830 Decisions**
Official Appellate Division record of decisions on appeals or motions. Includes the participant names, date of decision, and text of decision.
Retain for ten years, then destroy.
- 10840 Decisions: Indexes**
Any manual or machine-readable material that provides information on access to the decisions.
Retain for ten years, then destroy.
- 10850 Demands**
Procedural documents used to notify respondents to submit a brief. This procedure permits the court to place cases on the calendar if the respondent fails to file the brief.
Retain for one year, then destroy.
- 10860 Exhibit Receipts**
Card file regulating the return of exhibits. Card lists the case name and identifies the exhibit, the date of return, and the name of person picking up the exhibit.
Retain for five years from date of disposition, then destroy.

- 10870 Exhibits**
Exhibits presented as supporting documentation in an appeal.
Destroy thirty days after disposition, unless return is requested by owner. If requested, return to owner.
- 10880 Internal Reports (also known as Preliminary Reports or Memoranda to the Court)**
Sealed, internal report, usually prepared by law clerks to assist Justices in rendering a decision. The reports outline the issues in the appeal, refer to points of law and precedent, and provide a recommendation. A report is prepared for every appeal.
Retain for fifteen years, then destroy.
- 10890 Internal Reports: Indexes**
Any manual or machine-readable material that provides information on access to the internal reports.
Retain for fifteen years, then destroy.
- 10900 Minute (Calendar) Books**
Chronological logbooks of hearings of the court. Contains the court's calendars, lists the attorneys appearing on cases, and indicates whether appeals were submitted or argued.
Retain permanently.
- 10910 Motion Reports (also known as Buck Slips)**
Brief outline of issues involved in the motion. Report also lists the Justices hearing the motion and notes the decision.
Retain for five years from date of disposition of the motion, then destroy.
- 10920 Motions**
Any applications to the court requesting an order or a rule in favor of the applicant. The documents in this record series are the motion papers, notice of motion, affidavits, affirmation in support or opposition, and other supporting documents.
Retain for five years from date of disposition, then destroy.

10930 Notice of Appeal

Court copy of the notice of appeal which was transmitted to the Appellate Division from the trial court.

a) Criminal Notices

Retain for five years, then destroy.

b) Civil Notices

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

10940 Orders

Original copies of orders issued by the court. These orders may be filed separately or bound into books. Includes orders issued on appeals as well as on motions.

a) Final Orders

Retain permanently.

b) Motion Orders

Retain for five years, then destroy.

10950 Orders Logbooks

Alphabetical logs of all orders issued by the court. Includes the names of the participants, type of order, the decision, date of order, and the appeal or motion number.

Retain permanently.

10960 Original Papers (also known as Judgment Rolls)

Trial court cases that were transmitted to the Appellate Division. These records contain the trial court transcripts and papers of the proceedings, and a copy of the Appellate Division's order on the appeal.

After disposition, remit to trial court of original jurisdiction or originating administrative agency.

- 10970 Original Proceedings Case Files**
Documentary records of an original proceeding before the Appellate Division. Types of proceedings included are Article 78 proceedings against a Supreme Court Justice or County Court Judge, eminent domain, land annexation and condemnation, appointment of railway commissioners, review and determination on railway commissioner reports, and any other proceeding for which the Appellate Division has been designated, by statute, as the court of first instance. These case files contain all papers and documents relating to the proceeding. Includes but is not limited to petitions, affidavits, notices, motions, referee reports, transcripts, and orders.
Retain permanently.
- 10980 Pre-Argument Program Case Files**
Documentary records of a proceeding before the Pre-Argument Program. This program is an arbitration proceeding which attempts to resolve disputes prior to presentation to the Appellate Division. These case files contain all papers and documents relating to the proceeding, including but not limited to notices, motions, pre-argument statement, and referee's report. All papers are copies; the originals are filed with the trial court or with the motion papers.
Retain for one year from conference, then destroy.
- 10990 Record of Court Activity (including Appeal Card File, Clerk's Registry, Registry of Causes, Face Sheets, Dispositional Case Cards, Motion Cards, and any other record which serves as the official record of proceedings of the Appellate Division [see CPLR 9701.1])**
Manual or machine-readable records that list the titles of proceedings and include entries of all actions, submitted papers, and dispositions.
Retain permanently for research purposes.
- 11000 Records and Briefs (also known as Cases and Briefs)**
Bound or microfiched briefs and record on appeal books that were submitted by the appellant and respondent. The briefs are the submitted arguments which interpret the facts in the case, raise questions of law, and request a specific decision of the Court. Record on appeal books include the notice of appeal and the transcript of the trial court proceedings and supporting documents from the lower court.
(Note: The Appellate Division is only required to keep one copy of this record permanently. The remaining copies may be disposed of at the discretion of the Appellate Division.)
Retain permanently.

11010 Records and Briefs: Indexes

Any manual or machine-readable material that provides information on access to the records and briefs.

Retain permanently.

Appellate Division – Ancillary Agencies

Appellate Division – Committee on Character and Fitness of Applicants for Admission to the Bar

11040 Attorney Admission Case Files

Applications by attorneys for admission to the New York State Bar. Applications may be by attorneys who have recently passed the Bar examination or by practicing attorneys from other jurisdictions. Includes the petition, affidavits of moral character and employment, academic credentials, character references, reports from the National Conference on Bar Examiners, certificates of conviction/dismissal, and other background materials.

a) All Petitions

Retain permanently.

b) Remainder of Case File

b.1) Case Files which have been Denied, or in which Applicant's Character has been Questioned

Retain for fifty years, then destroy.

b.2) Approved Case Files in which Applicant's Character was Not Questioned

Retain for five years, then destroy.

11050 Attorney Admission Indexes

Any manual or machine-readable material that provides information on access to the attorney admission case files. Includes the attorney's name, address when admitted, date of admission, order book number, and remarks. Also noted or attached will be information on disciplinary actions, if any, against the attorney.

Retain permanently.

11060 Attorney Admission Order Books

Chronological logbooks of orders admitting attorneys to the Bar.

Retain permanently.

- 11070 Attorney Admission Receipt Books (also known as Diploma Receipt Books)**
Chronological receipt books recording the collection of fees in payment for a certificate of admission.
Retain for six years, then destroy.
- 11080 Attorney Admission Rolls**
Logbooks listing attorneys admitted to the Bar. Includes the attorney's name, address, and date submitted.
Retain permanently.
- 11090 Attorney Admissions: Attorney's Change of Name**
Logbooks listing name changes by attorneys.
Retain permanently.
- 11100 Attorney Admissions: Registers of Rejected Applications for Admission**
Logbooks of actions taken by the Character Committee listing hearings and filings regarding rejections of applications.
Retain permanently.

Appellate Division – Attorney Discipline

11110 Attorney Discipline Case Files

Documentary records of proceedings by the Appellate Division to discipline attorneys. Case files contain all papers relating to the proceeding. Include but is not limited to petition, notices, motions, orders, transcripts, and referee's report. An attorney discipline case is an original proceeding of the Appellate Division.

Retain for fifty years from date of disposition, then destroy.

11120 Attorney Discipline: Minute Books

Logbooks of disciplinary proceedings listing all of the actions and papers in the proceeding.

Retain permanently.

11130 Attorney Discipline: Order Books

Logbooks of disciplinary orders issued by the court.

Retain permanently.

11140 Rolls of Disbarred Attorneys

Logbooks listing attorneys disciplined by the Appellate Division. Includes the attorney's name, dates of order, date of termination of order, and indication of whether the attorney was censured, suspended, or disbarred.

Retain permanently.

Appellate Division – Medical Malpractice Program

11150 Medical Malpractice Case Files

Documentary records of proceedings before Medical Malpractice Panels. Contains all papers and documents relating to panels. Includes copies of case papers from Supreme Court, background materials from both parties, and the recommendations of the panel. All documents, including the panel recommendation, are duplicates. Original papers are in the case file of the court of original jurisdiction.

Retain for one year, then destroy.

Appellate Division – Law Guardian

11160 Law Guardian Voucher Registers

Logbooks which control the intake and transmittal of law guardian vouchers. Includes voucher numbers, attorney's names, amounts claimed, dates paid, date sent, and processor names.

Retain for six years, then destroy.

11170 Law Guardian Vouchers

Copies of law guardian vouchers filed with the Appellate Division. Appellate Division processes the claims and transmits a copy to Audit and Control.

Retain for six years, then destroy.

Appellate Division – Committee on Professional Standards, Grievance Committee

11175 Attorney Advertising Solicitation Records

Advertising solicitations made by attorneys and filed with the Appellate Division.

Retain for three years, then destroy.

11180 Case Files: Discipline

Case files containing the documentary record of an investigation of a complaint filed against an attorney. Information includes but is not limited to investigation report, complaint, attorney response, transcripts, report of referee, petition to the Appellate Division, affidavits, motions, orders, and the decision of the court.

Retain for fifty years, then destroy.

11190 Case Files: Rejections (also known as Failure to State a Complaint)

Record of a complaint dismissed without notification to or involvement of the attorney. Includes complaints which did not make a prima facie case for professional misconduct, which were referred to other committees or agencies, or which for any reason did not fall within the jurisdiction of the committee.

Retain for one year from date of disposition, then destroy.

11193 Case Files: Dismissal No Actions

Record of proceedings which resulted in dismissal of complaint after hearing or investigation.

Retain for five years from date of disposition, then destroy.

11195 Case Files: Closed With Advisement

Record of proceeding which resulted in a comment (warning) to attorney. May include Letter of Caution, Admonition, Education, Advisement, Reprimand, or Instruction.

a) Letter

Retain for ten years from date of disposition, then destroy.

b) Remainder of File

Retain for five years from date of disposition, then destroy.

11200 Indexes: Case Files

Any manual or machine-readable material that provides information on access to the case files. Includes the names of the complainant and respondent, date opened, and date closed.

Retain for fifty years, then destroy.

11210 Statistical Reports: Office of Court Administration

Copies of statistical reports (UCS-145) that are filed with the Office of Court Administration.

File original with the Office of Court Administration.

Retain committee copy for one year, then destroy.

Appellate Division – Mental Hygiene Legal Service

11220 Case Files

Documentary record of the clients of the MHLS. Case files will contain all papers and documents relating to the activities of the MHLS and the protection of the rights of their clients. Includes but is not limited to admission papers, petitions, motions, court orders, hospital medical files, mental health status reports, and notices of status and rights. This record series encompasses the following types of case files: voluntary and involuntary admissions; CPL admissions; conservator, committee and guardianship proceedings and accountings; mental retardation; social security benefit proceedings; and other case proceedings not otherwise described on this schedule.

(Note: The case files, except for transmittal correspondence, contain only duplicate copies. The original papers are on file in hospitals or in the County Clerk's Office.)

Retain for three years after date of discharge or after three years of case inactivity, then destroy.

11230 Record Series Deleted

11240 Incident Reports

MHLS copies of incident reports that were filed by the committing agency. This record series contains incident reports that are not filed with the case file.

Retain for three years, then destroy.

11250 Indexes: Case Files

Any manual or machine-readable material that provides information on access to the case files. Index may include but is not limited to client's name, type of admission, date of admission, release or continuation dates, expiration dates, and types of hearings.

Retain for fifty years, then destroy.

11260 Statistical Reports: Office of Court Administration

Copies of statistical reports (UCS-140) filed with the Office of Court Administration.

File original with Office of Court Administration.

Retain MHLS copy for one year, then destroy.

Supreme Court – General Term (Predecessor to the Appellate Division: 1847-1895)

11270 Attorney Admission Case Files

Application by attorneys for admission to the New York State Bar. The case file will include application, affidavits of moral character and employment, academic credentials, certificate of clerkship, and law student qualification certificate.

Retain permanently for research purposes.

11280 Attorney Admission Rolls

Log listing attorneys admitted to the bar by each district of the General Term. Includes the attorney names, addresses, and dates admitted.

Retain permanently for research purposes.

11290 Cases and Briefs

Appellant's record on appeal and brief and the respondent's brief that were submitted to the General Term in support of the appeal.

Retain permanently.

11300 Minute Books

Chronological logbook listing all the appeals argued before the court and the decisions of the court. Includes names of Justices, appellant, respondent and attorneys; date of argument; and decisions.

Retain permanently.

11310 Orders

Original copy of orders issued by the court. Includes orders issued on appeals and motions. The orders may be filed separately or transcribed into books.

Retain permanently.

11320 Original Proceedings Case Files

Records of original proceedings before the General Term. Includes petitions for the appointment of commissioners, the court's review and determination on commissioner reports, and all other original proceedings of the General Term.

Retain permanently.

Appellate Term

11330 Appeal (File and Entry) Books

Logbooks listing all the papers submitted to the Appellate Term.

Destroy immediately.

11340 Briefs

Arguments submitted by the appellant and respondent interpreting the facts in the case, raising questions of law and precedent, and requesting a specific decision of the court.

Retain for two years from disposition, then destroy.

11350 Calendars

Daily lists of cases that are to be heard in court. Includes calendars for arguments and motions.

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

11360 Caseload Activity Reports – Office of Court Administration

Copies of the caseload activity report (UCS 172-AT) that are filed with the Office of Court Administration.

File original with the Office of Court Administration.

Retain court copy for one year, then destroy.

11370 Decision Books

Logbooks listing all decisions on appeals and motions issued by the court. Includes the date of decision, appellant's name, type of motion, and decision.

Retain permanently.

11380 Internal Reports

Sealed, internal reports, usually prepared by law clerks to assist the Justices in reaching a decision on an appeal. The reports outline the issues in the appeals, refer to points of law and precedent, and provide recommendations. A report is prepared for every appeal.

Retain for twenty-five years, then destroy.

11390 Internal Reports: Index

Card files providing information on access to the internal reports.

Retain for twenty-five years, then destroy.

- 11400 Minute Books**
Numerical logbooks, by calendar number, listing all of the actions taken in an appeal proceeding.
Retain permanently for research purposes.
- 11410 Motion Logs**
Chronological logbooks or machine-readable records of all motions heard by the court. Includes the names of participants, types of motion, dates of hearing, names of justices, and decisions.
Retain for five years from date of disposition, then destroy.
- 11420 Motion Papers**
Applications to the court requesting an order or a rule in favor of the applicant. Includes motion papers, notices of motion, affidavits, affirmations in support or opposition, and supporting documents.
Retain for five years from date of disposition of the motion, then destroy.
- 11430 New York Law Journal Scrapbooks**
Clippings from the *New York Law Journal* pertaining to the activities of the Appellate Term. Will include list of orders on appeals and motions, decisions, and opinions.
Retain for ten years from date of last entry, then destroy.
- 11440 No Fee Books – Appellate Term**
County Clerk records which cross-reference the Appellate Term calendar number to the County Clerk’s case index number. This record provides information on access to Appellate Term case files stored by the County Clerk.
Retain permanently.
- 11450 Notice of Appeal**
Copy of the notice of appeal which initiates an action in the Appellate Term. The original notice of appeal is filed with the original court of jurisdiction.
Retain Appellate Term copy for two years, then destroy.
- 11460 Notices of Argument (also known as Notices of Issue)**
Original copies of notices, sent to participating counsel announcing court dates for argument.
Retain for one year or until no longer needed, whichever is sooner, then destroy.

- 11470 Opinions/Per Curiam**
Documents submitted by the Justices describing the rationale for their decisions. Opinions may be jointly or individually presented by the Justices. Per Curiam opinions are “by the court” and express its decision without identifying an author.
Retain permanently.
- 11480 Orders**
Original copies of orders issued by the court. Includes orders issued on appeals and on motions.
- a) Motion Orders**
Retain for five years, then destroy.
- b) Final Orders**
Retain permanently.
- 11490 Orders Logbooks**
Chronological logbooks, by date of order, of all orders issued by the court. Includes names of appellants and respondents, dates of order, and types of order.
Retain for one year, then destroy.
- 11500 Original Papers (also known as Judgment Rolls)**
Trial court case files that have been transmitted to the Appellate Court. Contains the transcript, papers of the trial court proceedings, and a copy of the Appellate Term’s order on the appeal.
After disposition, remit to court of original jurisdiction.
- 11510 Record of Court Activity (including Notice of Appeal, Logbooks, Perfected Appeals Logbooks, and any other record which serves as the official record of all proceedings of the Appellate Term)**
Manual or machine-readable records that indicate the title of all proceedings of the court. Includes entries of all actions, papers submitted, and dispositions related to the proceedings.
Retain permanently.
- 11520 Record on Appeal**
Record submitted by the appellant presenting the evidence upon which the appeal is based.
(Note: One copy of the Record on Appeal is to be included in the remittitur.)
Destroy immediately after disposition.

County Court Acting in Appellate Capacity

11530 Justice Court Appellate Case Files

Records of proceedings of an appeal heard in the County Court from a decision of a court of limited jurisdiction. Contains all papers relating to the appeal. Includes but is not limited to decision, report from trial court justice, copies of trial court case papers, notice of appeal, transcript, affidavit of errors, record on appeal, and briefs.

a) Pre-1896 Case Files

Retain permanently.

b) Post-1895 Case Files

Remit decision and lower court case papers to court of original jurisdiction.

Retain remainder of case file for five years, then destroy.

11540 Justice Court Appellate File and Entry Books (also known as Appellate Docket Books)

Logbooks recording all papers submitted in an appeal.

Retain permanently for research purposes.

11550 Justice Court Appellate Index

Any manual or machine-readable materials that provide information on access to the justice court case files. Includes the respondent names, attorneys, date of filing, date of perfection, date of argument, name of Justice Court, name of Justice.

Retain for five years, then destroy.

11560 Justice Court Appellate Scheduling Books

Logbooks used to distribute incoming Justice Court appeals among county judges.

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

Trial Court Records of Appeals: Supreme Courts, County Courts, Surrogate's Courts, Family Courts, and Court of Claims

11570 **File and Entry Books: Civil**

Logbooks of all papers filed in civil appeals.

(Note: This record may be an extension of the trial court File and Entry Book.)

Retain permanently.

11580 **File and Entry Books: Criminal**

Logbooks of all papers filed in criminal appeals.

(Note: This record may be an extension of the trial court File and Entry Book.)

Retain permanently.

11590 **Record on Appeal**

Trial court copy of record on appeal which the appellant had submitted to the Appellate Division. This record describes the appeal and provides supporting documentation.

Considered part of the case file. File in case file. If maintained separately retain for same length of time as case file.

Trial Court Records of Appeals: Supreme Court Criminal Appeals Bureau, New York City

11600 Criminal Appeals Case Files

Case files prepared by the Appeals Bureau and transmitted to the Appellate Division. Contains duplicate of pertinent trial court case papers, notice of appeal, and the original transcript of the lower court case proceedings.

a) Duplicate Trial Court Papers

Destroy after disposition by the Appellate Division or Court of Appeals.

b) Original File

Retain for the same length of time as the corresponding trial court case file.

11610 Criminal Appeals Case File: Index

Any manual or machine-readable material that provides information on access to the criminal appeals case files. Record may also be used to control the transmittal of case papers from the Appeals Bureau to the Appellate Division and to provide access to the transcripts.

Retain permanently.

11620 Order Forms – Court Reporter Minutes

Forms used by the Appeals Bureau to monitor the ordering of minutes from the court reporter.

Retain for three years, then destroy.

11630 Record of Appeals Logbook

Logbook containing all appeal cases filed with the Appeals Bureau. Includes the appellant name, Supreme Court Justice's name, indictment number, date of arraignment, date of receipt of remittitur, and whether appealed to the Court of Appeals.

Retain permanently.

11640 Transcripts (Minutes)

Minutes of trial court proceedings recorded and transcribed by the court reporter and submitted to the Appellate Division in lieu of a record on Appeals Book.

(Note: Transcripts for the Appellate Division, 1st Department are filed with the New York County Supreme Court Library.) This record series only pertains to transcripts not filed in the Criminal Appeals Case File.

a) Pre-1951 Transcripts

Retain permanently for research purposes.

b) Post-1950 Transcripts

Retain for same length of time as corresponding trial court case file.

11650 Transcripts: Indexes

Any manual or machine-readable materials that provide information on access to the transcripts. This record series may also be used to assign the transcript file number.

Retain permanently for research purposes.

Trial Court Records of Appeals: Criminal Court of the City of New York Appeals Bureau

11660 Appeals Bureau Case Files

Case files prepared by the Criminal Court of the City of New York Appeals Bureau and transmitted to the Appellate Term. Contains a duplicate of all trial court case papers, the original notice of appeal, and the original transcript of the trial court proceedings. (The Appellate Term considers this record the remittitur.)

a) Duplicate Trial Court Case Papers

Retain for one year after disposition by Appellate Term, then destroy.

b) Original File

Retain for same length of time as corresponding trial court case file.

11670 Record of Appeals from Judgments to the Appellate Term

Logbook containing all appeal cases filed with the Appeals Bureau. Includes the Appeals Bureau case number, appellant name, trial court docket number, original judgment, and date of notice of appeal, date of stay (if applicable), date of order pauperis (if applicable), judgment of appellate court, and date of appellate judgment.

Retain permanently.