

Records Retention and Disposition Schedule



General Administrative Records

**Division of Court Operations
Office of Records Management**

Revised April 2023

Administrative Order of the Chief Administrative Judge

Pursuant to the authority vested in me, I hereby promulgate, effective immediately, the attached schedule for the retention and disposition of General Administrative Records of the Unified Court System. Disposition of records pursuant to this schedule shall be consistent with Part 104 of the Rules of the Chief Administrator.



CHIEF ADMINISTRATIVE JUDGE

Dated: INSERT DATE HERE

A/O: INSERT ORDER NUMBER HERE

Records Retention and Disposition Schedule

This schedule includes general administrative records created for and by the New York State Unified Court System. The retention of these records is based on the appraisal of their administrative, legal, fiscal, and/or historical value. Based on these values, the records were divided into two categories: “office of record” and “non-record copy.”

The “office of record” is the court or department that maintains the “record copy” for records listed in this schedule. The record copy is the official copy of the record. The “non-record copy” is the copy that is retained by the courts and offices other than the “office of record.”

General administrative records are records that are commonly used by the New York State Unified Court System for general routine, housekeeping, and/or administrative functions. Court records and records used for managing court cases are not general administrative records and therefore were not included in this Records Retention Schedule. For retention of these records, see the appropriate Records Retention and Disposition Schedule for Court Records.

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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Appointment Diaries and Calendars

Records created to monitor activities and/or events of the Unified Court System.

GA-1 Appointment Diaries and Calendars

Records used to track work related events and commitments of court/office staff. Information includes but is not limited to dates, times, locations for meetings and work activities, and persons attending or assigned.

Excludes records listed separately in the UCS Records Retention and Disposition Schedules.

Offices of Record

Originating Courts, District Offices and OCA Divisions/Offices

Retain until updated or no longer needed, whichever is sooner, then destroy.

Non-Record Copies

Courts, District Offices and OCA Divisions/Offices when they are not the Office of Record

Retain until no longer needed, then destroy.

Bulletins, Directives, Handbooks, and Manuals

Records used for general instructions for the Unified Court System.

GA-2 Bulletins, Directives, Handbooks, and Manuals

Records used to provide instructions, guidance, directions and/or general information on activities or operations of the Unified Court System.

a) Documents Official UCS Policies, Procedures or Standards

Offices of Record

Originating Courts, District Offices and OCA Divisions/Offices

Retain master copy (original and all subsequent updates) permanently for research purposes.

Non-Record Copies

Courts, District Offices and OCA Divisions/Offices when they are not the Office of Record

Retain until updated or no longer needed, then destroy.

b) Provides Information for General Reference or Routine Activities

Offices of Record

Originating Courts, District Offices and OCA Divisions/Offices

Retain until updated or no longer needed, whichever is sooner, then destroy.

Non-Record Copies

Courts, District Offices and OCA Divisions/Offices when they are not the Office of Record

Retain until no longer needed, then destroy.

Court Services Complaints Records

Records used for handling and/or resolving complains made by the public regarding a court of the Unified Court System.

GA-3 Court Services Complaint Files

Records of complaints and/or resolutions regarding a court that is brought to the attention of the Judicial District Office.

Excludes records listed separately in the UCS Records Retention and Disposition schedules.

a) Summary Records (e.g., logs or registers)

Offices of Record

District Offices

Retain for six years, then destroy.

Non-Record Copies

Courts

Retain until no longer needed, then destroy.

b) Complaints Not Related to Routine or Normal Services

Offices of Record

District Offices

Retain for six years, then destroy.

Non-Record Copies

Courts

Retain until no longer needed, then destroy.

c) Complaints Related to Routine or Normal Services

Offices of Record

District Offices

Retain for one year, then destroy.

Non-Record Copies

Courts

Retain until no longer needed, then destroy.

Correspondence Records

Records of communication concerning the general administrative functions of the Unified Court System.

GA-4 Correspondence Files

Records include but are not limited to letters, emails and memoranda that support the general administrative functions of the Unified Court System.

Excludes records listed separately in the UCS Records Retention and Disposition schedules.

a) Documents Official UCS Policies, Procedures or Decision Making

Offices of Record

Originating Courts, District Offices and OCA Divisions/Offices

Retain permanently for research purposes.

Non-Record Copies

Courts, District Offices and OCA Divisions/Offices when they are not the Office of Record

Retain until updated or no longer needed, then destroy.

b) Provides Information for General Reference or Routine Activities

Offices of Record

Originating Courts, District Offices and OCA Divisions/Offices

Retain until no longer needed, then destroy.

Non-Record Copies

Courts, District Offices and OCA Divisions/Offices when they are not the Office of Record

Retain until no longer needed, then destroy.

GA-6 Correspondence Indexes

Records used as finding aids with cross references to documents maintained in Correspondence Files.

Excludes records listed separately in the UCS Records Retention and Disposition schedules.

a) Documents Official UCS Policies, Procedures or Decision Making

Offices of Record

Originating Courts, District Offices and OCA Divisions/Offices

Retain permanently for research purposes.

Non-Record Copies

Courts, District Offices and OCA Divisions/Offices when they are not the Office of Record

Retain until updated or no longer needed, then destroy.

b) Provides Information for General Reference or Routine Activities (e.g., requests for general information)

Offices of Record

Originating Courts, District Offices and OCA Divisions/Offices

Retain for the same length of time as related Correspondence or until no longer needed, whichever is sooner, then destroy.

Non-Record Copies

Courts, District Offices and OCA Divisions/Offices when they are not the Office of Record

Retain until updated or no longer needed, whichever is sooner, then destroy.

Duplicate Records

Records created by the Unified Court System for convenience and general reference.

GA-6 Duplicate Copies

Copies of records created for administrative convenience and/or general reference.

Excludes records listed separately in the UCS Records Retention and Disposition Schedules.

Offices of Record

Originating Courts, District Offices and OCA Divisions/Offices

Retain until no longer needed, then destroy.

Non-Record Copies

None

Facilities Management Records

Records created for the general maintenance and management of Unified Court System facilities.

GA-7 Facility Construction Records

Records used for altering buildings and/or facilities owned or occupied by the Unified Court System. Documents include but are not limited to official plans, maps, designs, architectural drawings, photographs, related indexes, and all supporting documentation.

Offices of Record

Office of Court Administration: Court Facilities Planning Unit

Retain master copy (original and all subsequent updates) permanently for research purposes.

Non-Record Copies

Courts, District Offices and OCA Divisions/Offices

Retain until updated, then destroy.

GA-8 Facility Maintenance, Service, and Repair Request Files

Records used to request maintenance, service, and/or repair of Unified Court System buildings and/or facilities. Information includes but is not limited to work order number, location, types of work requested, phone number, date request sent, and name of contact person. Documents include but are not limited to Work Order Request Forms, memoranda, requests for repairs, and all supporting documentation.

Offices of Record

District Offices and Office of Court Administration: Division of Administrative Services

Retain for three years and three months after completion of request, then destroy.

Non-Record Copies

Courts and OCA Divisions/Offices

Retain until no longer needed, then destroy.

Grant Program Records

Records created to document grant applications and programs.

GA-9

Grant Program Files

Documents include but are not limited to grant applications, proposals, narratives, evaluations, memoranda, correspondence, and all supporting documentation.

a) Approved Grants

Offices of Record

Originating Courts, District Offices, and OCA Divisions/Offices

Retain for six fiscal years after lapse of grant or final payment, whichever is later, then destroy.

Non-Record Copies

Courts, District Offices and OCA Divisions/Offices when they are not the Office of Record

Retain until no longer needed, then destroy.

b) Denied or Unsuccessful Grants

Offices of Record

Originating Courts, District Offices, and OCA Divisions/Offices

Retain for two fiscal years, then destroy.

Non-Record Copies

Courts, District Offices and OCA Divisions/Offices when they are not the Office of Record

Retain until no longer needed, then destroy.

Judicial Duty Records

Records created for assigning and/or scheduling a Justice of the Unified Court System.

GA-10 Judicial Assignments by Administrative Orders

a) Orders that are Not Part of a Case File

Offices of Record

District Offices and Administrative Judge's Offices

Retain permanently.

Non-Record Copies

OCA Divisions/Offices

Retain until no longer needed, then destroy.

b) Orders that are Part of a Case File

Offices of Record

District Offices and Administrative Judge's Offices

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

Non-Record Copies

Courts and OCA Divisions/Offices

Retain until no longer needed, then destroy.

GA-11 Visitation of Facilities and Institutions for Detention, Treatment, Examination, and Confinement Forms (also known as Judicial Visits to Correctional Institutions forms)

Records created to document official visits to corrections facilities by UCS justices of the criminal term mandated by 22 NYCRR 17.1. Information includes justice's name, court's name and location, date of election/appointment, date of visit, and names, addresses, and types of facilities visited.

Offices of Record

District Offices

Retain for one year, then destroy.

Non-Record Copies

Courts

Retain until no longer needed, then destroy.

Legal Opinion and Advice Records

Records created to document legal advice and/or opinions received from the Office of Court Administration's Counsel's Office.

GA-11 Legal Opinion Files (also known as Legal Advice Files and Counsel's Opinion Files)

Records used by the Unified Court System to document legal opinions, advice, and/or information from Counsel's Office.

Excludes records listed separately in the UCS Records Retention and Disposition Schedules.

Offices of Record

Office of Court Administration: Counsel's Office

Retain permanently for research purposes.

Non-Record Copies

Courts, District Offices and OCA Divisions/Offices

Retain until updated or no longer needed, then destroy.

Office Equipment, Furniture, and Supply Records

Records created to track the ordering and management of general office equipment, furniture, and supplies.

GA-13 Blank Form Requisition Files

Files created to request blank administrative forms from internal and external agencies. Information includes but is not limited to stock number, title of form, quantity needed, descriptions for additional items not listed, name and address of person ordering, date of request, department code, telephone number, and signature of requestor.

Offices of Record

District Offices

Retain until request is processed, then destroy.

Non-Record Copies

Courts

Retain until requested forms are received, or until no longer needed, whichever is sooner, then destroy.

GA-14 Office Equipment, Furniture, and Supply Inventory Records

Records created to track office machinery, furniture, supplies, and/or equipment held by courts and/or Office of Court Administration offices.

Offices of Record

Originating Courts, District Offices, and OCA Divisions/Offices

Retain until updated, then destroy.

Non-Record Copies

Courts, District Offices and OCA Divisions/Offices when they are not the Office of Record

Retain until updated or no longer needed, whichever is sooner, then destroy.

GA-15 Office Equipment/Furniture Maintenance Records

Records created for servicing and repairing office equipment. Documents include but are not limited to maintenance orders, logs, copies of purchase requisitions, warranties, operational and repair equipment manuals, and part listings.

Offices of Record

Originating Courts, District Offices, and OCA Divisions/Offices

Retain for three years and three months after equipment is sold, transferred, or disposed, then destroy.

Non-Record Copies

Courts, District Offices and OCA Divisions/Offices when they are not the Office of Record

Retain until no longer needed, then destroy.

GA-16 State-Owned Property Files

Records used to direct employees to return borrowed Unified Court System-owned property, for example, laptop computers, library books, manuals, and keys.

Offices of Record

Originating Courts, District Offices, and OCA Divisions/Offices

Retain until property is returned, then destroy.

Non-Record Copies

Courts, District Offices and OCA Divisions/Offices when they are not the Office of Record

Retain until property is returned or is no longer needed, whichever is sooner, then destroy.

GA-17 Supply Requisition Forms

Forms used to request office supplies. Information includes but is not limited to name of requesting court or office, name and title of the requestor, item stock numbers, description of items, quantity of items requested, dates items were sent, and name of person processing request.

Offices of Record

District Offices, and Office of Court Administration: Division of Administrative Services, Supply Unit

Retain until request is process or until no longer needed, whichever is sooner, then destroy.

Non-Record Copies

Courts, and OCA Divisions/Offices

Retain until requested supplies are received or until no longer needed, whichever is sooner, then destroy.

Organizational Structure Records

Records used to describe the administrative and functional structure of the Unified Court System.

GA-18 Organizational Structure Files

Records used to describe the structure and/or history of staff positions within the Unified Court System. Documents include but are not limited to organizational charts, graphic illustrations, reorganizational studies and/or reports, functional statements, and formal descriptions of job titles.

Offices of Record

Originating Courts, District Offices, and OCA Divisions/Offices

Retain permanently for research purposes.

Non-Record Copies

Courts, District Offices and OCA Divisions/Offices when they are not the Office of Record

Retain until updated or until no longer needed, whichever is sooner, then destroy.

Printing Records

Records created to monitor duplication requests.

GA-19 Printing Requisition Forms

Forms used to request printing services. Information includes but is not limited to name of person making the request, dates requested, department code, phone number, number of originals sent, number of copies requested, and printing instructions.

Offices of Record

Originating Courts, District Offices, and OCA Divisions/Offices

Retain until print job is completed and received, then destroy.

OCA Division of Administrative Services: Print Shop

Retain until information is entered into UCS approved accounting database and quality control is completed, then destroy.

Non-Record Copies

Courts, District Offices and OCA Divisions/Offices when they are not the Office of Record

Retain until no longer needed, then destroy.

Project and Program Records

Records created to support the administration of projects and programs of the Unified Court System.

GA-20 Project and Program Files

Files used to support the administration of projects and programs of the Unified Court System.

Excludes records listed separately in the UCS Records Retention and Disposition Schedules.

a) Results in a Substantive Report or Policy

Offices of Record

Originating Courts, District Offices and OCA Divisions/Offices

Retain permanently for research purposes.

Non-Record Copies

Courts, District Offices and OCA Divisions/Offices when they are not the Office of Record

Retain until no longer needed, then destroy.

b) Does Not Result in a Substantive Report or Policy

Offices of Record

Originating Courts, District Offices and OCA Divisions/Offices

Retain until no longer needed, then destroy.

Non-Record Copies

Courts, District Offices and OCA Divisions/Offices when they are not the Office of Record

Retain until no longer needed, then destroy.

Publication Records

Records created to manage publications, videos, press releases, and other printed materials for the Unified Court System.

GA-21 Clipping Files

Files containing clippings and/or copies of articles from newspapers, periodicals, monographs, or other reference materials on selective topics that are of interest to the Unified Court System.

a) Unified Court System Clipping Files

Offices of Record

Office of Court Administration: Communications Office

Retain permanently for research purposes.

Non-Record Copies

Courts, District Offices and OCA Divisions/Offices

Retain until no longer needed, then destroy.

b) All Other Clipping Files

Offices of Record

Originating Courts, District Offices and OCA Divisions/Offices

Retain until no longer needed, then destroy.

Non-Record Copies

Courts, District Offices and OCA Divisions/Offices when they are not the Office of Record

Retain until no longer needed, then destroy.

GA-22 Published Newsletters, Press Releases, Publications and Videos

Official copies of publications, press releases, and video tapes prepared by the Unified Court System for the public and/or Unified Court System. Includes but is not limited to newsletters, press releases, published reports, public bulletins, and videos.

a) Unified Court System Clipping Files

Offices of Record

Originating Courts, District Offices and OCA Divisions/Offices

Retain permanently for research purposes.

Non-Record Copies

Courts, District Offices and OCA Divisions/Offices when they are not the Office of Record

Retain until no longer needed, then destroy.

b) Supporting Documents and Background Materials

Offices of Record

Originating Courts, District Offices and OCA Divisions/Offices

Retain until newspaper/press release/publication/video is published or released, or until no longer needed, whichever is later, then destroy.

Non-Record Copies

None

Reports, Studies, and Surveys

Records created to monitor duplication requests.

GA-23 Activity Reports

Internal administrative reports used to monitor the activities of the Unified Court System. Reports include but are not limited to Bi-Weekly/Monthly Project Activity Reports, Project Status Reports, and Staff/Office Activity Reports.

Excludes records listed separately in the UCS Records Retention and Disposition Schedules.

Offices of Record

Originating Courts, District Offices, and OCA Divisions/Offices

Retain until updated or until no longer needed, whichever is sooner, then destroy.

Non-Record Copies

None

GA-24 Annual/Special/Final Reports, Studies, or Surveys

Records used to document the activities, accomplishments, and/or goals of the Unified Court System.

Excludes records listed separately in the UCS Records Retention and Disposition Schedules.

a) Reports/Studies/Surveys and their Resulting Recommendations

Offices of Record

Originating Courts, District Offices and OCA Divisions/Offices

Retain master copy (original and all subsequent updates) permanently for research purposes.

Non-Record Copies

Courts, District Offices and OCA Divisions/Offices when they are not the Office of Record

Retain until no longer needed, then destroy.

b) Supporting Documents and Background Materials for Reports/Surveys/Studies

Offices of Record

Originating Courts, District Offices and OCA Divisions/Offices

Retain until report/study/survey is completed or until no longer needed, whichever is later, then destroy.

Non-Record Copies

None

GA-25 Audit Reports (Non-Fiscal)

Internal/external investigative reports created for the general administrative functions of the Unified Court System.

Excludes records listed separately in the UCS Records Retention and Disposition Schedules.

For Fiscal Audit Reports, see Records Retention and Dispositions Schedule for Administrative Fiscal Records.

a) Reports and their Resulting Recommendations

Offices of Record

Originating Courts, District Offices and OCA Divisions/Offices

Retain master copy (original and all subsequent updates) permanently for research purposes.

Non-Record Copies

Courts, District Offices and OCA Divisions/Offices when they are not the Office of Record

Retain until no longer needed, then destroy.

**b) Supporting Documents and Background Materials for
Audit Reports**

Offices of Record

Originating Courts, District Offices and OCA Divisions/Offices

Retain until report is completed or until no longer needed, whichever is later, then destroy.

Non-Record Copies

None

GA-26 Historical Development Files

Files used to document the historical evolution and development of the Unified Court System. Files include but are not limited to oral histories, fact sheets, photographs, scrapbooks, videotapes of events, articles, copies of hierarchical charts, and supporting materials.

Offices of Record

Originating Courts, District Offices and OCA Divisions/Offices

Retain permanently for research purposes.

**Office of Court Administration: Division of Professional and Court Operations,
Office of Records Management**

Retain permanently for research purposes.

Non-Record Copies

Courts, District Offices and OCA Divisions/Offices when they are not the Office of Record

Retain until no longer needed, then destroy.

GA-27 Routine Control Reports

Routine reports used by the Unified Court System to track accuracy of transmitted information. Reports include but are not limited to data transmission error reports and job control reports.

Excludes records listed separately in the UCS Records Retention and Disposition Schedules.

Offices of Record

Originating Courts, District Offices, and OCA Divisions/Offices

Retain until updated or until no longer needed, whichever is sooner, then destroy.

Non-Record Copies

Courts, District Offices and OCA Divisions/Offices when they are not the Office of Record

Retain until updated or until no longer needed, whichever is sooner, then destroy.

GA-28 Statistical Reports (Non-Fiscal)

Statistical reports created for the general administrative functions of the Unified Court System.

Excludes records listed separately in the UCS Records Retention and Disposition Schedules.

Offices of Record

Originating Courts, District Offices, and OCA Divisions/Offices

Retain until updated or until no longer needed, whichever is sooner, then destroy.

Non-Record Copies

Courts, District Offices and OCA Divisions/Offices when they are not the Office of Record

Retain until updated or until no longer needed, whichever is sooner, then destroy.

Subject Records

Records maintained by topics of interest that support the administrative functions of the Unified Court System.

GA-29 Subject Files

Files arranged by topic/subject matter. Files include subjects that support the administrative functions of the Unified Court System.

Excludes records listed separately in the UCS Records Retention and Disposition Schedules.

a) Documents Official UCS Policies or Procedures, or Official Standards

Offices of Record

Originating Courts, District Offices and OCA Divisions/Offices

Retain master copy (original and all subsequent updates) permanently for research purposes.

Non-Record Copies

Courts, District Offices and OCA Divisions/Offices when they are not the Office of Record

Retain until updated or until no longer needed, then destroy.

b) Provides Information for General Reference or Routine Activities

Files containing collected information from external agencies or institutions.

Includes but is not limited to descriptions of vendor products, listing of vendors, or professional institutions.

Offices of Record

Originating Courts, District Offices and OCA Divisions/Offices

Retain until no longer needed, then destroy.

Non-Record Copies

None.

Telecommunication Records

Records used to manage telephone and fax transmittal equipment for the Unified Court System.

GA-30 Telephone/Fax Logs

Listing of telephone/fax transmittals made or received by Unified Court System staff. Information includes but is not limited to dates and times of calls made, caller's name, names of courts/offices, and the inquiries/requests.

Offices of Record

Originating Courts, District Offices, and OCA Divisions/Offices

Retain for one year, then destroy.

Non-Record Copies

None

GA-31 Telephone/Fax Directories (also known as Telephone/Fax Books and Telephone/Fax Listings)

Internal directories of Unified Court System personnel. Information includes but is not limited to employees' names, locations, room numbers, telephone numbers, fax numbers, extensions, and departments.

Offices of Record

Originating Courts, District Offices, and OCA Divisions/Offices

Retain until updated or until no longer needed, whichever is sooner, then destroy.

Non-Record Copies

Courts, District Offices and OCA Divisions/Offices when they are not the Office of Record

Retain until updated or until no longer needed, whichever is sooner, then destroy.

GA-32 Telephone Billing and Control Records (also known as New York State OGS Monthly Usage Phone Bill)

Documents sent to Unified Court System employees for verification of phone billing statements. Information includes but is not limited to employee's name, dates of calls, phone numbers, locations of calls, signature of employee and date signed.

a) Contract Related Records

Offices of Record

Office of Court Administration: Administrative Services, Accounting Unit

Retain for six fiscal years after expiration of contract or final payment, whichever is later, then destroy.

Non-Record Copies

Courts, District Offices and OCA Divisions/Offices

Retain until no longer needed, then destroy.

b) Non-Contract Related Records

Offices of Record

OCA Administrative Services: Accounting Unit

Retain for three fiscal years, then destroy.

Non-Record Copies

Courts, District Offices and OCA Divisions/Offices

Retain until no longer needed, then destroy.

GA-33 Telephone Installation Request Records

Documents used to request installation of telephones, telephone equipment, and/or telephone lines. Information includes but is not limited to name of court/OCA office, name of requesting individual, date request sent, locations and room numbers, types of equipment requested, phone numbers, and comments.

Offices of Record

Office of Court Administration: Division of Technology, Telecommunications Unit

Retain for one year after information is entered in to UCS approved billing database and quality control is completed, then destroy.

Non-Record Copies

Courts, District Offices and OCA Divisions/Offices

Retain until installation is completed or until no longer needed, whichever is sooner, then destroy.

Tracking Records

Records created to search and monitor documents and files of the Unified Court System.

GA-34 Appellate Division Transcript Order Face Sheets

Lists of transcripts ordered for an appealed case. Information includes but is not limited to county name, judicial district number, defendant's name, indictment number, criminal index number, notice of appeal ate, name of person who entered the order, transcripts requested, dates requested, court reporter's name, dates transcripts were filed with the County Clerk's Office, dates transcripts were ordered, and dates Face Sheet were mailed to Appellate Division.

Offices of Record

Appellate Courts

Retain permanently.

Supreme and County Courts and District Offices

Retain for one year after all transcripts are filed with the County Clerk's Office and completed Face Sheet is sent to the Appellate Division, then destroy.

Non-Record Copies

None

GA-35 Charge-Out Records

Records used to monitor the borrowing of files, books, and/or other materials by Unified Court System staff. Information includes but is not limited to dates borrowed, descriptions of items, and name or initials of borrowers.

Offices of Record

Originating Courts, District Offices, and OCA Divisions/Offices

Retain until no longer needed, then destroy.

Non-Record Copies

None.

- GA-36 Chronological Files (also known as Chrono Files, Reading Files, and Day Files)**
Duplicate copies of correspondence (sent or received) arranged in chronological order to be used as a quick reference file.

Offices of Record

Originating Courts, District Offices, and OCA Divisions/Offices

Retain until no longer needed, then destroy.

Non-Record Copies

None.

- GA-37 Computer Access Authorization Files (also known as Computer Password Files)**
Files created to control accessibility to computerized information. Information includes but is not limited to access codes, passwords, user identification numbers, and security codes.

Offices of Record

Originating Courts, District Offices, and OCA Divisions/Offices

Retain until no longer needed, then destroy.

Non-Record Copies

None.

- GA-38 Court Reporter Minute Agreement Forms**
Forms created pursuant to Rule 108.4 of the Chief Administrator of the courts to document the agreement made between court reports and attorneys/litigants to produce case transcripts. Information includes but is not limited to court and county names, part numbers, name of judge or justice, court docket/file/index number, date of minutes requested and type of proceeding, rates charged, number of pages, expected delivery date, number of copies requested, signatures of court reporter/attorney or party and date, and name/address/telephone and fax number of court reporter/attorney or party.

Offices of Record

Courts

Retain for two years, then destroy.

Non-Record Copies

None.

GA-39 Court Reporter Ordered Transcript Logs (also known as Appellate Division Transcript Order Forms, Court Reporter Log of Transcript Orders and Court Reporters Monthly Reports)

List of requested transcripts from the court reporters. Information includes but is not limited to court reporter's name, month reported, number of pending transcripts, dates ordered, nature of proceedings, number of estimated pages, estimated completion date, and reasons for delays.

Offices of Record

Appellate Courts

Retain permanently.

Originating Courts and Deputy Chief Administrative Judge's Offices

Retain for one year after all transcripts are filed with the County Clerk's Office and completed Appellate Division Transcript Order Face Sheet is sent to the Appellate Division, then destroy.

Non-Record Copies

None

GA-40 Court Reporter Quarterly Reports (also known as Summary of Minute Agreement Forms)

Records created to monitor the activities of the Court Reporters. Information includes but is not limited to number of court reporters present, number of court reporters that have filed Court Reporter Agreement Forms, number of regular/expedited/daily requested copies of transcripts, and their cost.

Offices of Record

Courts and Deputy Chief Administrative Judge's Office

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

District Offices

Retain for three years, then destroy.

Non-Record Copies

None.

GA-41 Distribution Lists

Listings of recipients to receive materials distributed by the Unified Court System. Information includes but is not limited to mail distribution lists, employee paycheck distribution lists, newsletter recipient lists, and publication distribution lists.

Excludes records listed separately in the UCS Records Retention and Disposition Schedules.

Offices of Record

Originating Courts, District Offices, and OCA Divisions/Offices

Retain until updated or until no longer needed, whichever is sooner, then destroy.

Non-Record Copies

Courts, District Offices and OCA Divisions/Offices when they are not the Office of Record

Retain until updated or until no longer needed, whichever is sooner, then destroy.

GA-42 Electronic Recorder Testing Worksheets

Worksheets used to record daily testing of electronic equipment by Court Reporters. Information includes but is not limited to dates tested, staff's initials or names, range on tapes, tape numbers, names of court reporters, and whether a problem was encountered.

Offices of Record

Courts and District Offices

Retain until no longer needed, then destroy.

Non-Record Copies

None.

GA-43 Electronic Recording Reports

Report of monthly usage of electronic equipment by courts. Information includes but is not limited to name of the county/city, name of court, month and year of report, preparer's name and phone number, total number of days electronic recordings took place, total number of hearings or trials for which electronic recording equipment was used, total number of transcript requests that were received from the court and from attorneys/litigants, and total number of recorded tapes permanently given to attorneys/litigants.

Offices of Record

Courts, District Offices, and Deputy Chief Administrative Judge's Office

Retain until no longer needed, then destroy.

Non-Record Copies

None.

GA-44 Finding Aids

Lists, catalogs, registers, and electronic or manual indexes used to access documents that are maintained in a selective format. Information includes but is not limited to computer tapes, diskettes, microfilm, paper, videos, optical disks, and/or computer hard drives.

Offices of Record

Originating Courts, District Offices, and OCA Divisions/Offices

Retain for the same length of time as the related record, then destroy.

Non-Record Copies

None.

GA-45 Judicial District Report of Pending Transcripts (also known as Judicial District Pending Transcript Reports, Quarterly Annual Report of Pending Transcripts More than Forty Days, and Court Reporters Quarterly Summary Reports)
Summary report pursuant to Rule §4.1(b) of the Chief Administrator of the Court of pending transcripts within a judicial district that are beyond forty days. Information includes but is not limited to names of counties, names of court reporters by counties, description of pending matters, and number of incomplete pages.

Offices of Record

Originating District Offices

Retain for three years, then destroy.

Deputy Chief Administrative Judge's Office

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

Non-Record Copies

None.

GA-46 Mail Logs
Listing of mail sent and/or received by the Unified Court System. Information includes but is not limited to dates, names, and/or addresses of individuals.

Excludes records listed separately in the UCS Records Retention and Disposition Schedules.

Offices of Record

Originating Courts and OCA Divisions/Offices

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

Non-Record Copies

None.

GA-47 Pending Family Court Case Reporting Forms

Forms used to indicate the number of pending cases beyond standards and goals within a judicial term. Information includes but is not limited to name of family court, term, date, names of judges/hearing examiners, total cases pending, total cases pending beyond standards and goals, total cases beyond standards and goals that require protracted trials, and total cases pending beyond one year.

Offices of Record

Originating Family Courts, District Offices, and Deputy Chief Administrative Judge's Offices

Retain until no longer needed, then destroy.

Non-Record Copies

None.

GA-48 Tickler Files (also known as Pending Response Files and Suspense Files)

Records created to monitor outstanding actions or events. Includes records used to indicate when a response is due, or a task is required.

Excludes records listed separately in the UCS Records Retention and Disposition Schedules.

Offices of Record

Originating Courts and OCA Divisions/Offices

Retain until reply is received or action is completed, then destroy.

Non-Record Copies

None.