

# **Records Retention and Disposition Schedule**



## **Records of the Jury System**

**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](mailto:DISPOREQ@nycourts.gov)

You can reach us by phone at 212-428-2875.

This retention schedule is printed with color to help you identify whether a series or sub-series of records is or will be eligible for destruction. The guide below explains the color-coding.

### **Red: Permanent Records**

A records series title and number in red indicate records must be retained permanently.

### **Green: Non-Permanent Records**

A records series title and number in green indicate records 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 Jury System  
Records Retention and Disposition Schedule**

**All records dating prior to 1916 should be retained permanently for research purposes.**

# Jury System Management Records

## **90005 Questionnaires**

Questionnaires sent to prospective jurors in order to evaluate their qualifications to serve. May request information on name, age, residence, citizenship, literacy, disability, criminal record, prior service, and occupation.

**Retain Questionnaires until information is entered into Mainframe Dataset Files (90230) and quality control is completed, then destroy.**

## **90010 Grand Juror Questionnaires**

Replaced by 90005 Questionnaires.

## **90020 Petit Juror Questionnaires**

Replaced by 90005 Questionnaires.

## **90030 Requalification Questionnaires**

Replaced by 90005 Questionnaires.

## **90040 Absentee Reports**

Replaced by 90325b: Reports – Management Reports.

## **90045 Civil Jury Selection Data Forms (UCS-114)**

Replaced by 90348: Voir Dire/Trial Data Forms.

## **90050 County Jury Board Minutes**

Records of the annual meetings of the County Jury Board.

**Retain permanently.**

## **90060 Court Orders**

Orders directing the Commissioner of Jurors to draw grand and trial jurors. Includes reporting date, number of jurors drawn, drawing date, and reference number assigned to each juror.

**Retain fifty years, then destroy.**

- 90070 Criminal History Search Files**  
Files containing requests and responses to/from the State Division of Criminal Justice Services or local police agencies re: criminal records of potential jurors.
- a) If Response is Negative**  
**Destroy immediately.**
- b) If Response is Positive**  
**Retain documentation until information is entered into Record of Service Dataset Files (90232) and quality control is completed, then destroy.**
- 90080 Defendant Criminal History Records (“Rap Sheets”)**  
Replaced by 90070 Criminal History Search Files.
- 90090 Delinquent Reports**  
Replaced by 90325b Reports – Management Reports.
- 90100 Excused Juror Reports**  
Replaced by 90325b Reports – Management Reports.
- 90105 Excused Juror Documentation**  
Documentation required by the Commissioner of Jurors to excuse a juror from serving.  
**Retain documentation until information is entered into Record of Service Dataset Files (90232) and quality control is completed, then destroy.**
- 90110 Exempt Affidavits**  
Replaced by 90105 Excused Juror Documentation.
- 90120 Exempt List**  
Replaced by 90105 Excused Juror Documentation.
- 90130 Grand Juror Eligible List**  
List of persons eligible for grand jury service. Includes names and addresses.  
**Retain for five years, then destroy.**
- 90140 Grand Jury Resolutions**  
Deleted from schedule.

- 90150 Impanel Forms (also known as Case Sheets)**  
Forms listing names of jurors and alternates selected to serve on a case.  
**Retain with court case file. All other copies, destroy when no longer needed.**
- 90160 Juror Ballot Cards**  
Cards used for juror identification, selection of jurors for summoning or notation of juror attendance.
- a) If Used Only for Summoning or Voir Dire Selection**  
**Destroy at end of term.**
- b) If Used to Note Attendance**  
**Retain for six years, then destroy.**
- 90170 Juror Correspondence**  
Correspondence regarding jury service. (Does *not* include correspondence related to qualifications, excuses, postponements, or payments.)  
**Retain for one year or until no longer needed, whichever is sooner, then destroy.**
- 90180 Juror Minutes/Juror Panel Sheets (also known as Attendance Registers, Minutes, Minutes of Drawing, and Completed Panel)**  
Randomly drawn lists of jurors who have been summoned to a particular pool. May include name; address; occupation; attendance, including those excused; and payroll information.
- a) Records Created Prior to 1951**  
**Retain permanently for research purposes. May consider sampling if volume is too large.**
- b) Records Created After 1950**  
**Retain fifty years, then destroy.**
- 90190 Juror Questionnaire Statistical Reports**  
Replaced by 90325b Reports – Management Reports.
- 90200 Juror Utilization Reports**  
Commissioners of Jurors' copies of juror utilization reports that are filed for the Office of Court Administration.  
**Retain for one year, then destroy.**



- 90210 List – Qualified**  
List in either manual or electronic form of all jurors who are qualified to serve in local courts. Includes names and addresses.  
**Retain for two years, then destroy.**
- 90220 Local Court Eligible Juror List**  
List of jurors by municipality in either manual or electronic form, who are eligible to serve in local courts. Includes names and addresses.  
**Retain for two years, then destroy.**
- 90225 Juror Request and Transmittal Files (UCS-118) (also known as Jury Draw Requests)**  
Requests from qualified jurors from local courts to Commissioner of Jurors. Includes transmittal and statistical reporting information.  
**Retain for two years or until no longer needed, whichever is later, then destroy.**
- 90230 Mainframe Dataset Files (formerly known as Master Eligible Juror List)**  
Dataset of prospective residents who have been sent Questionnaires. Includes Questionnaire and Record of Service Dataset Files.  
**See 90231 Questionnaire Dataset Files and 90232 Record of Service Dataset Files, for retention periods.**
- 90231 Questionnaire Dataset Files**  
Files containing demographic information and eligibility status for each juror and prospective juror.
- a) Questionnaires Returned Qualified – Not Yet Summoned**  
**Retain for two years, then destroy.**
- b) Questionnaires Returned Not Qualified**  
**Retain until status changes, then destroy.**
- c) Questionnaires Returned Bad Address**  
**Destroy Immediately.**
- d) Questionnaires No Response**  
**Retain eight months, then destroy.**

- 90232 Record of Service Dataset Files**  
Files containing juror service history.
- a) Records Containing Demographic and Service Information**  
**Retain for twenty years, then destroy.**
- b) Records Containing Record of Payment for Juror Service**  
**Retain for six years, then destroy.**
- 90235 Prospective Juror Eligible List**  
List of residents who may be eligible to serve as jurors.  
**Retain until new source list is created, then destroy.**
- 90240 Notices of Non-Attendance**  
Notices of non-attendance and fines sent to summoned jurors who did not appear.  
**Retain for two years, then destroy.**
- 90250 Panel – Complete**  
Listings of all jurors summoned for a term. Includes name, address, town, occupation, date of birth, prior service, deferments, juror index number, and term drawn.  
**Retain permanently for research purposes.**
- 90260 Panel Listings**  
Listings of jurors drawn to serve on a voir dire. Includes names and addresses of jurors.  
**Retain until no longer needed, then destroy.**
- 90270 Panel Sheets – Grand Jury (also known as Attendance Registers, Minutes, Minutes of Jury Drawings, and Completed Panels)**  
Replaced by 90180 Juror Minutes/Juror Panel Sheets.
- 90280 Panel Sheets – Petit Jury (also known as Attendance Registers, Minutes, Minutes of Jury Drawings, and Completed Panels)**  
Replaced by 90180 Juror Minutes/Juror Panel Sheets.
- 90290 Postponement Requests**  
Requests received from summoned jurors requesting a postponement of service.  
**Retain request until information is entered into Record of Service Dataset Files (90232) and quality control is completed, then destroy.**

**90300      Records of Fines Paid**

Lists of fines paid by jurors.

**a) Lists Created in County Court pre-1951, Court of Sessions, Circuit Court, Court of Oyer and Terminer**

**Retain permanently for research purposes.**

**b) Lists Created After 1950**

**Retain for six years, then destroy.**

**90310      Records of Service**

Replaced by 90232 Record of Service Dataset Files.

**90315      Reduction of Ineligibility Period Requests**

Requests made by jurors to reduce their service ineligibility period.

**Retain six years, then destroy.**

**90320      Register of Petit and Grand Juror Books**

Annual listings of county residents who are available for jury duty. Includes names, addresses, and occupations.

**Retain permanently for research purposes.**

**90325 Reports**

Reports used to manage the election and payment of jurors. (*Does not include reports already specified in schedule.*)

**a) Financial Reports**

**Retain six years, then destroy.**

**b) Management Reports**

Includes but is not limited to Absentee, Case and Part Reports, Delinquent, Juror Index Lists (List of Serving Jurors, List of Serving Jurors by Term), Missing Service Information, Final Update Report, Update Call In Report, Held over Grand Jurors by Date, Grand Jury Pool, Grand Jury Twice Served, Grand Juror Index List, List of Jurors Over 75 Years of Age, One Step Final Update Report, and List of Outstanding Prospective Jurors

**Retain until no longer needed, then destroy.**

**c) Statistical Reports Related to Questionnaires, Petit Jury, and Grand Jury**

Includes but is not limited to demographic breakdowns (sex, percentages); numbers sent, deferred, summoned, served, delinquent, exempt, absent, expected in court; Reverse Pick.

**Retain until no longer needed, then destroy.**

**90330 Sheriff's Affidavit of Service (also known as Sheriff's Return of Summoned Jurors)**

Affidavit completed by the sheriff attesting that prospective jurors were served with a summons for jury duty. May include reasons for failure of service and lists of jurors successful served with summons.

**Retain for two years, then destroy.**

**90340 Summonses**

Documents used to notify prospective jurors that they have been summoned to serve.

**a) If Used to Note Attendance**

**Retain for six years, then destroy.**

**b) If Not Used to Note Attendance**

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

**90345 Voir Dire Questionnaires: Civil (UCS-137), Criminal (UCS-133), Civil and Criminal Combined (UCS-140)**

Questionnaires completed by prospective jurors. Information may include name and address, town/village, years of residency, years of education, occupation, employment, occupation of family members, gender, ages of children, hobbies, previous service on state or federal jury, whether any relative has sued for damages or personal injury, whether they have been involved in a suit, and affirmation and signature.

**a) Civil**

**Destroy immediately.**

**b) Criminal**

**b.1) Case Results in Conviction**

**Retain for one year, then destroy.**

**b.2) Case Results in an Acquittal or Dismissal**

**Retain for thirty days, then destroy.**

**90348 Voir Dire/Trial Data Forms: Civil (UCS-114), Criminal (UCS-117)**

Forms used to collect information on all voir dices. Information includes index/case/calendar number, case name, judge, county code, county, supreme or county court, case type, number of plaintiffs, number of trial days, jury selection method, type of alternates used, whether time limits were imposed on attorneys, whether a Juror Voir Dire Questionnaire was used, voir dire beginning/end date, judicial participation, number of jurors on voir dire, case outcome, and date trial began.

**Retain until no longer needed, then destroy.**

# Fiscal Records

## **90430 Group Control Reports**

Reports detailing, by group number, the processing status of each payroll batch.

**Retain for one year, then destroy.**

## **90450 Juror Payment Group Summary Reports**

Reports summarizing payment to jurors. Includes term dates, group number, total fares, total group payment, voucher number, audit control data, and payment date.

**Retain for one year, then destroy.**

## **90490 Payroll Summary Reports**

Reports summarizing payroll, by voucher number, detailing the vouchers paid in the preceding three months.

**Retain for one year, then destroy.**