

Records Retention and Disposition Schedule



Civil Records of the Civil Court of the City of New York, City Courts, District Courts, and Town and Village 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
Civil Records of the Civil Court of the City of New York, City Courts, District
Courts, and Town and Village Courts
Records Retention and Disposition Schedule**

The following records series refer to civil case records created in 1920 and after in the Town, Village, City, and District Courts outside New York City and the Civil Court of the City of New York.

All records dating prior to 1920 are to be retained permanently.

Case Files

A case file contains Summonses, Complaints, Affidavits of Service, Judgments, Replies, Motions, Orders, Decision, Transcripts, Executions, Records of Appeal, and all other papers filed with the court. The case file may also be called the Judgment Roll. Note that some courts currently store some of the documents listed above separately from the case file. These documents have been distinguished as separate record series in these schedules but have the same retention requirements as the related case files.

70010 Change of Name

Records of change of name case proceedings.

Retain permanently.

70020 Civil

Records of all civil case proceedings, other than change of name cases, including landlord and tenant, small claims, commercial claims, and arbitration.

Retain for twenty-five years from date of initiation, then destroy.

70030 Transferred Case Files

Exact copies of files transferred to another court *for jurisdiction*.

Retain for one year, then destroy.

Supplemental Case Records

70030 Arbitration Reports

Court copy of arbitration report filed with the court by the arbitration commissioner.

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

70040 Court Reporter Notes and All Other Recordings of the Court Not Listed as a Separate Records Series Title

Stenographic tapes, pads, audio tapes or other machine-readable systems which record the proceedings of the court.

Retain for two years, then destroy.

70050 Court Reporter Transcripts and Transcripts of All Other Recordings of the Court Not Listed as a Separate Records Series Title

Transcripts of Court Reporter Notes and transcripts of all other records of the Court not listed as a separate record series title.

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

70060 Exhibits

Exhibits presented as evidence in a case.

Return to party who introduced it immediately after disposition unless otherwise directed by the court. If not claimed, retain for thirty days, then destroy provided express notice has been given.

70070 Postal Receipts

Court copy of postal receipt documenting service of summons and complaint on defendant (certified mail green card).

a) Small Claims

Retain for three years from date of initiation, then destroy.

b) All Other Civil Cases

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

70080 Subpoenaed Records

Records which have been subpoenaed by the court from an agency, organization, or individual.

Return to party who introduced it immediately after disposition unless otherwise directed by the court. If not claimed, retain for thirty days, then destroy provided express notice has been given.

70090 Supplemental Proceedings (also known as Enforcement Proceedings)

Record of actions taken by judgment creditors to seek enforcement of the judgment.

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

Case Management Records

- 70100 Attorney Roster**
Lists, card files, or other recording systems which document an attorney's availability and participation in the court's arbitration program.
Retain permanently.
- 70110 Calendar**
Daily schedule of cases that are to be heard before the court. Includes defendant names, plaintiff names, case number, and date of appearance.
Retain for one year or until no longer needed, whichever is sooner, then destroy.
- 70120 Calendar: Index**
Indexing material which provides information on access to the court's calendars.
Retain for one year or until no longer needed, whichever is sooner, then destroy.
- 70130 Case File Index: Change of Name**
Any manual or machine-readable material which provides information on access to change of name case files.
Retain permanently.
- 70140 Case File Index: Civil (also known as Index to Action)**
Any manual or machine-readable material which provides information on access to civil case files.
Retain twenty-five years, then destroy.
- 70150 Caseload Activity Reports – Office of Court Administration**
Court copies of the caseload activity reports (UCS-175) 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.
- 70160 Court Reporter Notes: Index**
Indexing material which provides information on access to court reporter notes.
Retain for two years, then destroy.

70170 Index Number Distribution Logbooks

Logbooks used to control the issuance of case numbers. Includes the names of the parties, dates of issuance, dates of appearance, and case numbers.

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

70180 Judgment Books (also known as Docket of Judgments)

Logbooks, card files, machine-readable systems, and any other recording systems listing the judgments entered by the court. Includes the names of participants, attorney names, dates of judgment, amounts of judgment, and costs. Judgment book is also used to record satisfactions of judgment.

a) Judgments Affecting Title to Real Property

Retain permanently.

b) All Other Judgments

Retain fifty years, then destroy.

70190 Judgment Books: Index

Any indexing system which provides access to judgment books.

a) Judgments Affecting Title to Real Property

Retain permanently.

b) All Other Judgments

Retain fifty years, then destroy.

70200 Minute Books (also known as Logbook for Trials)

Record of the courtroom proceeding maintained by the part clerk. Includes names of participants, jurors, witnesses, attorneys, list of evidence, types of papers submitted, and a log of activities occurring in the court room.

Retain permanently for research purposes.

70210 Notice of Appeal Logbooks

Logbooks recording the filing of Notice of Appeal with the court.

Retain three years from date of last entry, then destroy.

70215 Notice of Appointment to Serve as an Arbitrator

Record containing information on arbitrator and arbitration cases. May include date of assignment, panel number, arbitrator's name and address, and case to be heard.

Retain for six years, then destroy.

70220 Record of Court Activity (including Arbitration Case Cards, Docket Books, Docket Sheets, Great Lakes Docket System, and any other record which serves as the principal court record of case activity and disposition)

Manual or machine-readable records that indicate the title of all proceedings and includes summaries of case activity and dispositions.

a) If Court Records Judgments and/or Satisfaction in the Record of Court Activity

Retain for fifty years, then destroy.

b) If Court Does Not Record Judgments and/or Satisfaction in the Record of Court Activity

Retain for twenty-five years, then destroy.

c) If Court Records Judgments Affecting Title to Real Property in the Record of Court Activity

Retain permanently.

70225 Unrecorded Records

Documents filed with the court that cannot be recorded.

Retain for two years, then destroy.

Jury System Records

Records which document the selection, attendance, and utilization of jurors.

70340 Attendance Records

Cards, logs, or lists used to record juror attendance.

Retain for six years, then destroy.

70350 Ballot Cards

Juror identification cards used to select jurors for voir dire panels.

Retain until end of term, then destroy.

70360 Juror Master List

List of residents of the city, town, or village who have been qualified to serve as jurors in the local court.

Retain until updated copy has been received, then destroy.

70370 Juror Summons

Documents used to notify 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.

70380 Panel Sheets (also known as Minutes of the Jury Drawing)

List of jurors summoned to the jury pool.

Retain permanently for research purposes.