



2024
TOWN OF CARMEL
SUBJECT MATTER LIST
AND
OFFICE RETENTION SCHEDULE

Adopted January 3, 2024

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Supervisor's Office - 01
Subject Matter List
Office Retention Schedule

Records Series	Archives Schedule LGS-01 Item #	Page #	Old MU1 # Prior to 1/1/20	Retention Minimum	Office Retain	Storage Retain
Department Correspondence/ Resolutions-copy	58	13	19	0 after no longer needed	2 ½ yrs*	
Accounting-Banks, Credits/Debits, Payroll-copy	58	13	19	0 after no longer needed	2 ½ yrs*	
Assessor – Assessment Roll, Real Property Svcs., Reval –copy	58	13	19	0 after no longer needed	2 ½ yrs*	
Building – Violations Monthly Reports, Alarm Permits- copy	58 58	13	19 19	0 after no longer needed	8 yrs* 2 ½ yrs*	
Town Clerk – Notice of Claims, Foil Requests, Permits/Licenses- copy	58	13	19	0 after no longer needed	2 ½ yrs*	
Town Clerk – Records Management	471a	118	581a	Permanent	Permanent	
Comptroller – Annual Reports, Audits, Budget Revisions, Y/E Budget, Capital Projects, State Revolving Fund, GFOA, User Fees-copy	58	13	19	0 after no longer needed	2 ½ yrs*	
Comptroller-Budget preparation file	489	122	51	6 yrs	6 yrs	
Counsel-Correspondence, Firms/Cases	53b	11	10b	6 yrs.	6 yrs	

Engineering-Capital Projects, Contractors, Engineering Projects Coordinator Correspondence, Dams, Dry Hydrants, Garbage Dist, MS4, GIS/IT- copy	53b	11	10b	6 yrs	6 yrs	
Highway - Capital Projects, Driveway Permits, NYCOMCO, Easements, Road Dedications, Improvements, CHIPS, Resurfacing, Traffic Issues/Controls-copy	58	13	19	0 after no longer needed	4 yrs*	
Justice Court – Security Needs and Assessment, Video Arraignment-copy	58	13	19	0 after no longer needed	2 ½ yrs*	
Rec of Taxes – Daily/Monthly Report -copy	58	13	19	0 after no longer needed	2 ½ yrs*	
Recreation-Accident Reports, Adv. Comm., Contracts, Monthly Report, Master Plan, Individual Parks/Fields, Senior Drop-in-copy	58	13	19	0 after no longer needed	2 ½ yrs*	
Town Board - Correspondence, expenses-routine	53c	11	10c	0 after no longer needed	2 yrs*	
Town Board – Sunshine Law Correspondence	53b	11	10b	6 yrs	6 yrs	
Towns – Correspondence-routine	53c	11	10c	0 after no longer needed	2 yrs*	
Ambulance Correspondence	471b	118	581b	6 yrs	6 yrs	
Fire Districts – Correspondence, Additions/Deletions, Service Award Program	471b	118	581b	6 yrs	6 yrs	
Community Svcs. – publications	68b	14	11b	0 after no longer needed	2 yrs*	
Libraries – publications	68b	14	11b	0 after no longer needed	2 yrs*	

Schools – Correspondence routine	53c	11	10c	0 after no longer needed	2 yrs*	
Schools – Lease agreement copy	58	13	19	0 after no longer needed	2 yrs*	
Sports Associations – Correspondence – routine	53c	11	10c	0 after no longer needed	2 yrs*	
Environmental Conservation, Planning and Zoning Boards- Correspondence, Agendas, Minutes-copy	58	13	19	0 after no longer needed	2 yrs*	
SBA Communications (Formerly Mobilite & Nextel Cell Towers) – Correspondence	471b	118	581	6 yrs	8 yrs*	
Planning – Correspondence - copy	58	13	19	0 after no longer needed	On-going projects	
Putnam County Depts., NYC, NYS and US Governmental Correspondence-routine	53b	11	10b	6 yrs	6 yrs	
A-Z Files	471b	118	581	6 yrs	6 yrs	
Employee Identification Cards/badges	642	171	370	6 months after becoming invalid	6 months after becoming invalid	
Sewer & Water Districts	53b	11	10b	6 yrs	6 yrs	
Police – Correspondence, Equipment, Grants, Reports, PBA, Grievances – copy	58	13	19	0 after no longer needed	3-5 yrs*	
CSEA, IBT, Dept. Time Sheets, Monthly Reports, Handbook-copy	58	13	19	0 after no longer needed	2 yrs*	
Health & Life Insurance Records- Reports	645d	172	372	6 yrs	6 yrs	
Lake Districts, Parks – Correspondence-routine	53c	11	10c	0 after no longer needed	2 yrs*	

Cable – Correspondence-routine	53c	11	10c	0 after no longer needed	2 yrs*	
Cable-publications	68b	14	11b	0 after no longer needed	0 after no longer needed	
Town Historian/Historical Society- Correspondence-routine	53c	11	10c	0 after no longer needed	6 yrs*	
Projects Ex. – Master Plan, Carmel Landfill, Airport Property, Bikeway, Carmel/Mahopac Revitalization -copy	58	13	19	0 after no longer needed	6 yrs*	
V & T Laws and Amendments – copy	58	13	19	0 after no longer needed	1 yr*	
Local Laws and Ordinances – copy	58	13	19	0 after no longer needed	1 yr*	
FEMA – Correspondence	53b	11	10b	6 yrs	10 yrs*	
NYMIR, NYSWCA- Correspondence	53b	11	10b	6 yrs	6 yrs	
Insurance Correspondence, Case records, etc	576	150	296	6 yrs after claim closed, but not until any minor reaches age 21, whichever is later	6 yrs	
Telephone Call Logs	64	13	28	1 yr	1 yr	

* Differs from NYS LGS-01 Retention Schedule

Assessor's Office - 02
Subject Matter List
Office Retention Schedule

Records Series	Archives Schedule LGS-01 Item #	Page #	Old MU1# Prior to 1/1/20	Retention Minimum	Office Retain	Storage Retain
Assessment/tax grievance file	1040	320	590	6 yrs after final determination	6 yrs	
Assessment Rolls – Final	1045b	321	594b	10 yrs after filing	1 yr	9 yrs
Corrections to Assessment Rolls	1045b	321	594	10 yrs after filing	1 yr	9 yrs
Assessment Rolls – Tentative	1045a	321	594a	5 yrs after filing	1 yr	4 yrs
Assessor's Report	1043	320	592	10 yrs	5 yrs	5 yrs
Budget – Internal Budget Requests	489	122	51	6 yrs	6 yrs	
Change of Assessment Notices And Summaries	53b	11	10b	6 yrs	6 yrs	
Changes to Mailing Address	53b	11	10	6 yrs	6 yrs	
Copies of tax grievance or judicial assessment review records	1041	320	855	1 yr	1 yr	
E-911 Address Change/Verification Correspondence	53b	11	10b	6 yrs	6 yrs	
Equalization Rate Determination Record	1035b	318	586	3 yrs	3 yrs	

Escrow Act Notices	1049b	322	597	1 yr	1 yr	
Minutes of Board of Assessment Review	47	9	590	Permanent	0	Permanent
Notice of Determination of Board of Assessment Review	1040	320	590	6 yrs after final determination	6 yrs after final determination	
Preliminary Value Reports	1032b	318	853	4 yrs	4 yrs	
Property Assessment Cards	1029	317	583	Permanent	Permanent	
Purchase Orders (Duplicate Records)	58	13	19	0 after no longer needed	0 after no longer needed	
Real Property Appraisals	1031	317	584	4 yrs after superseded or obsolete	4 yrs after superseded or obsolete	
Renewal Applications for Seniors and Disabled Persons Exemptions	1039b	319	589b	6 yrs	6 yrs	
School Tax Relief (STAR) Program - Basic	1039a	319	589a	6 yrs after expiration of exemption or abatement	6 yrs after expiration of exemption -- abatement	
	1039c	319		Denied applications: 6 yrs after final determination	Denied applications: 6 yrs after final determination	
School Tax Relief (STAR) Program - Enhanced	1039a	319	589a	6 yrs after expiration of exemption or abatement	6 yrs after expiration of exemption or abatement	
	1039c	319		Denied applications: 6 yrs after final determination	Denied applications: 6 yrs after final determination	

State Sale Report	1024	316	606	6 yrs	6 yrs	
Tax Maps	1036d **	318	587b	10 yrs after filing	2 yrs after filing	8 years
Veteran's Exemption Forms	1039a	319	589a	6 yrs after expiration of exemption or abatement	6 yrs after expiration of exemption or abatement	
Volunteer Fire and Ambulance Worker Exemptions	1039b Denied apps:1039c	319	589b 589c	6 yrs Denied apps.: 6 yrs after final determination	6 yrs Denied apps.: 6 yrs after final determination	

**LGS-01 # Added in 2022 revision

Building Department - 03
Subject Matter List
Office Retention Schedule

Records Series	Archives Schedule LGS-01 Item #	Page #	Old MU1# Prior to 1/1/20	Retention Minimum	Office Retain	Storage Retain
B.P. Files	112a	26	60	Permanent	Permanent	
B.P. and C.O. Card Files	108	25	58	Permanent	Permanent	
Fire and Safety Reports for Private Schools	109a	25	59	6 yrs after building no longer exists but not less than 21 yrs	Permanent	
Subdivision Maps (Duplicate Copy)	58	13	19	0 after no longer needed	Permanent *	
B.P. and C.O. Logs	112b	26	60	1 yr after last entry in record or 1 yr after posting	Permanent *	
Building and Property Reg NYS Bldg Standards & Codes Uniform Code Administration and Enforcement Report	107(b)	30	659	0 after no longer needed	0 after no longer needed	

* Differs from NYS LGS-01 Retention Schedule

Town Clerk's Office - 04
Subject Matter List
Office Retention Schedule

Records Series	Archives Schedule LGS-01 Item #	Page #	Old MU1# Prior to 1/1/20	Retention Minimum	Office Retain	Storage Retain
Abstract of Vouchers (duplicate copy)	58	13	19	0 after no longer needed	1 yr *	
Assessment / Tax Grievance file	1040	320	590	6 yrs after final determination	1 yr	5 yrs
Audit reports of Financial Affairs (external, i.e. Fire Depts)	472b	119	260b	6 yrs	8 yrs *	
Bankruptcy Notices (duplicate copy)	58	13	19	0 after no longer needed	2 yrs*	
Bids (Capital Construction) Successful	806a	215	478a	6 yrs after building or facility no longer exists is no longer owned by local government	1 yr	Permanent
Unsuccessful	806c	216	478c	6 yrs	6 yrs	
Bids (Materials, Services, Supplies) Successful & Unsuccessful	547	132	561	6 yrs after completion of purchase of 6 yrs after final payment under contract, whichever is later	6 yrs after completion of purchase of 6 yrs after final payment under contract,	

					whichever is later	
Bingo / Games of Chance Application & copy of license	562a	135	289a	3 yrs. after expiration of license or denial of application	3 yrs. after expiration or denial of application	
Bingo / Games of Chance Financial Reports	562b (Weekly, quarterly or daily) 562c (Annual)	135	289b 289c	4 yrs 6 yrs	4 yrs 6 yrs	
Birth / Death Certificates	N/A			Permanent	1 yr	Permanent
Bonds				Permanent	Current	Permanent
Budget - Preparation File Final Budget	489 490a	122	51 54a	6 yrs Permanent	Current Current	6 yrs Permanent
Burial Transit Permits	136	35	67	Permanent	1 yr.	Permanent
Cash Receipts/Cash Transaction Record	506	125	249	6 yrs	6 yrs	
Certificates of Insurance	582	151	302	6 yrs after expiration	6 yrs after expiration	
Change of Zoning Records	128	33	649	Permanent	Current	Permanent
Claims against Town	95a	22	45	6 yrs after case closed or 0 after any minor involved attains age 21, whichever is later	Current	Permanent*
Comprehensive Annual Financial Report (CAFR)	472	119	260	Permanent	10 yrs	Permanent
Contracts	32	7	6	6 yrs after expiration or termination or 6 yrs after final payment under contract, whichever is later	6 yrs after expiration or termination or 6 yrs after final payment under	

					contract, whichever is later	
Correction applications Birth/Death/Marriage certificates	N/A			Permanent	Current	Permanent
Correspondence	53a 53b 53c	11	10a 10b 10c	Permanent 6 yrs 0 after no longer needed	1 yr 1 yr 0	Permanent 6 yrs
Credit Card Receipts	521	127	723	6 yrs	6 yrs	
Credit Card Reports	555	133	283	6 yrs	6 yrs	
Dangerous Dog or other Animal Record	332	78	169	20 yrs but not less than 6 yrs after death of animal (if death is known to have occurred)	20 yrs but not less than 6 yrs after death of animal (if death is known to have occurred)	
DECALS Daily receipts for licenses.	610b	158	319b	2 yrs	2 yrs	
DECALS monthly reports & records relating to issuance of license	610a	158	319a	6 yrs	6 yrs	
DECALS – Certification of Military Active Service Status Form	610d	158	319	3 yrs	3 yrs	
DECALS – Sporting License Order Form	610e	158	319	0 after no longer needed	0 after no longer needed	
Deeds/Easements granted to Town	803a	215	475a	Permanent	Current	Permanent

Dog Licenses New & Renewals	327	77	163	3 yrs after expiration	3 yrs after expiration	
Dog Licensing Monthly Report	331a	77	167a	6 yrs	6 yrs	
Dog Tag Replacement Form	329	77	165	1 yr	1 yr	
Dog Seizure Index	334a	78	171a	3 yrs after last entry	3 yrs	
Dog Seizure Disposition Reports	334b	78	171b	3 yrs	3yrs	
Election Records - Informational records received from county	373	86	186	0 after superseded or obsolete	3 yrs *	
Financial Disclosure Statements	639	171	367	7 yrs	7 yrs	
Fire Dept. Active List Annual Summary List Periodic List	1218a 1218b	31	519a 519b	55 yrs 3 yrs	Current Current	55 yrs 3 yrs
Fire Dept. Copies of Budget Copies of Public Notice/Proof of Posting	494 58	123	720 19	0 after no longer needed 0 after no longer needed	6 yrs * 6 yrs *	
F.O.I.L. requests	706a 706b 706c	191	409a 409b 409c	6 mos 6 mos after final determination 6 mos	Current	2 yrs. *
Franchise Files	608a	158	317a	6 yrs after franchise expires	Current	6 yrs after franchise expires
Front Desk Visitor Sign In Sheets	811	218	481	3 yrs, or for records documenting issuance or cancellation of keys or passes, 3 yrs after keys or passes are cancelled or revoked	Current	3 yrs
Grant Program File	55a	12	13	6 yrs after renewal or close of grant		

					6 yrs after renewal or close of grant	
Handicapped Parking Permit Applications	1089b	335	634a	1 yr after expiration of permit or denial of application	1 yr after expiration of permit or denial of application	
Index Log – Town Board minutes	61	13	25	0 after obsolete	Permanent *	
Insurance Policies	579	150	299	6 yrs after expiration	Current	Permanent *
Local Laws and Ordinances	30	7	5	Permanent	Permanent	
Maps / Plans	807a	216	479a	Permanent	Current	Permanent
Marriage Licenses	N/A			Permanent	1 yr	Permanent
Marriage License Informational Form	N/A			0 after no longer needed	0 after no longer needed	
Marriage License – One Day Officiant License	N/A			3yrs	3 yrs	
Master Plan	118	30	397	Permanent	Current	Permanent
Monthly Financial Reports	555	133	283	6 yrs	6 yrs	
Notice of Intent re: Liquor Licenses	609	158	318	2 yrs	2 yrs	
Notice of Proposed Zoning Change from neighboring towns	130	33	651	1 yr	1 yr	
	N/A					

Paternity Acknowledgments						
Permit / License Records	606	157	315a	3 yrs after expiration of license or denial of application	3 yrs	
Petitions	77b	17	29b	6 yrs after final disposition of complaint, petition or request	6 yrs after final disposition of complaint, petition or request	Permanent *
Complaint/Request for Service (Prior Written Notice/Notification of Defect)	1079a 1079b 1079c	332	623	6 yrs after disposition of all complaints or requests 6 yrs after remedial action taken or condition otherwise abated, whichever comes first 1 yr	6 yrs 6 yrs 1 yr	
Proof of Publication/ Posting Affidavit	36	7	8	6 yrs	6 yrs	
Purchase Orders (Duplicate copy)	58	13	19	0 yrs	2 yrs & current *	
Purchasing Record	546	132	559	6 yrs	6 yrs	
Record Retrieval Request	91	20	41	3 yrs after records have been removed from storage or returned following retrieval	3 yrs after records have been removed from storage or returned following retrieval	
Requests for Birth/Death/ Marriage Certificate	RDA 19668			5 yrs	5 yrs	
Requests for Proposals	806a 806b 806c 806d	215 216	478a	6 yrs after building or facility no longer exists or is no longer owned by local government 6 yrs after last entry 6 yrs 6 yrs after last entry	Current	Permanent

Road Dedications	1072a	329	618a	Permanent	Current	Permanent
Subdivision/Site Plans (Planning Bd.)	123a	31	401a	Permanent	Current	Permanent
Subject Matter List	703	191	406	6 months after superseded	6 months after superseded	
Telephone Call Logs	64	13	28	1 yr	1 yr	
Time Sheets, copies	58	13	19	0 after no longer needed	6 yrs*	
Town Board Minutes Back-up Material	47 48	9 9	1 3	Permanent 1 yr	Permanent 1 yr	3 yrs *
Town Board Work Session Packets (Duplicate Copy)	58	13	19	0 yrs	2 yrs *	
Town Code	30	7	5	Permanent	Current	Permanent
Various Board Minutes	47	9	1	Permanent	Current	Permanent
Video Recordings Board Meetings	51	10	2a	4 mos	Current	15 yrs *
Water / Sewer District Files	431a 454a	104 112	223a 881a	Permanent	Current Proj	Permanent
Wetland Applications (ECB)	123c	31	401c	6 yrs after last entry	Current	6 yrs
Workers Comp. Case Records	577a	150	297a	18 yrs after injury or illness but not less than 8 yrs after last payment	Current	17 yrs in TC vault
Zoning Board of Appeals Applications	129a 129b 129c	33	650a	Permanent 25 yrs after last entry 6 yrs after last entry	Current	Permanent *

	129d 129e			1 yr after last entry 90 days after date of most recent entry		
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* Differs from NYS LGS-01 Retention Schedule

Comptroller's Office - 05
Subject Matter List
Office Retention Schedule

Records Series	Archives Schedule LGS-01 Item #	Page #	Old MU1# Prior to 1/1/20	Retention Minimum	Office Retain	Storage Retain
Vendor's Vouchers – General	495	123	275	6 yrs	2 yrs	4 yrs
Vendor's Vouchers – Utilities	495	123	275	6 yrs	2 yrs	4 yrs
General Ledger	502	124	245	6 yrs after last entry	2 yrs	4 yrs
Journal Entries	504	124	247	6 yrs after last entry	2 yrs	4 yrs
Trial Balance	512	125	254	6 yrs	2 yrs	4 yrs
Inter Department Billing Records	514a 514b 514c	126	256a	6 yrs after last entry 6 yrs 0 after superseded or obsolete	2 yrs	4 yrs
Budget Preparation Files	489	122	51	6 yrs	2 yrs	4 yrs
Budget Revisions	493	122	57	6 yrs	2 yrs	4 yrs
Budget Status Report	492a 492b	122	56 56	6 yrs 1 yr	2 yrs 1 yr	4 yrs
Subject Files	53b	11	10	6 yrs	2 yrs	4 yrs
Summary Record of Warrants	497	123	278	6 yrs	2 yrs	4 yrs
Statement of Revenues and Expenditures	555	133	283	6 yrs	2 yrs	4 yrs

Actual & Estimated Revenues	555	133	283	6 yrs	2 yrs	4 yrs
Payroll Register Report	526	129	347	6 yrs	2 yrs	4 yrs
Copy of Canceled Checks	476	120	264	6 yrs	2 yrs	4 yrs
Bank Statements	475	119	263	6 yrs	2 yrs	4 yrs
Copy of Check & Stub	478	120	265	6 yrs	2 yrs	4 yrs
Bond Issue Preparation File	485b	121	270	6 yrs after bond issue retired	6 yrs	Balance
Bond Register (Duplicate Copy)	58	13	19	0 after no longer needed	As needed	
Purchase Order Unpaid	546	132	559	6 yrs	2 yrs	4 yrs
Employee Time Sheets - Departmental	528	129	349	6 yrs	2 yrs	4 yrs
Report of Audit of Financial Affairs (CAFR - Duplicate Copy)	58	13	19	0 after no longer needed	As needed	
Audit Background Documentation	473	119	261	6 yrs	6 yrs	
Audit Hearing or Review File	474	119	262	6 yrs after audit accepted	6 yrs	
Grant Program File	55a	12	13a	6 yrs after removal or close of grant	6 years	
	55b		13b	6 yrs after removal or close of grant denial of application	6 years	
Annual Financial Reports	556	133	284	Permanent	Permanent	

Engineering Department - 06
Subject Matter List
Office Retention Schedule

Records Series	Archives Schedule LGS-01 Item #	Page #	Old MU1 # Prior to 1/1/20	Retention Minimum	Office Retain	Storage Retain
F.O.I.L. requests	706a 706b 706c	191	409a 409b 409c	6 mos. 6 mos. after final determination 6 mos.	Current Current Current	2 yrs.* 2 yrs.* 2 yrs.*
Final or "as built" plans, maps, designs, sketches, architectural drawings and photographs for Contracted Municipal Project	1072a	329	618a	Permanent	10 yrs	Permanent
Engineering Planning Review Case Files (Pre-approval and approved) Copies	58	13	19	0 after no longer needed	10 yrs *	
Purchase Order Copies	58	13	19	0 after no longer needed	0	
Water and Sewer District Maintenance Files and Correspondence including permit, application, approval or disapproval; related plans, maps, specifications and engineering drawings; variance from New York state regulations, approval of fluoridation process, progress and inspection reports, final and annual reports, summaries of data collected relating to permit	431a	104	223a	Permanent	10 yrs	Permanent

issuance, and significant correspondence. Lab Reports						
Routine Correspondence	431b	104	223b	6 yrs after date of last entry	6 yrs after date of last entry	0
Carmel Water/Sewer District #2 Expansion – Reports	74a	16	23a	Permanent	Until completion	Permanent
General Correspondence Files Containing routine legal, fiscal, or administrative information	53b	11	10b	6 yrs	2 yrs	6 yrs
Capital Construction and Public Improvement Files Including but not limited to bids, specifications, contracts, performance guarantees, inspection reports, and environmental impact statements Successful	806a	215	478a	Permanent (6 yrs after building or facility no longer exists or is no longer owned by local government)	Current	Permanent 6 yrs after building or facility no longer exists or is no longer owned by local government
Unsuccessful	806c	216	478c	6yrs	Current	6 yrs
Property Acquisition or Regulation file documenting acquisition of real property or easements for drainage control, water lines, or other environmental health purposes	401	93	210	Permanent	10 yrs	Permanent
Environmental restoration projection records including inactive hazardous waste disposal site remediation, brownfield cleanup, environmental restoration, and soil cleanup programs	417a	98	866	Permanent	10 yrs	Permanent

Charts, graphs and similar records	435a 435b 435c 435d	105	227a	Permanent 10 yrs 1 yr 5 yrs	10 yrs	Permanent
Reports and Studies (Public Water Supply) relating to plant, system or facility operation	441a 441b 441c 441d 441e	107	230a	Permanent 0 after no longer needed 5 yrs 3 yrs after issuance of notice 5 yrs	10 yrs 10 yrs 10 yrs 10 yrs 10 yrs	Permanent Permanent * Permanent * Permanent * Permanent *
Reports and Studies (Wastewater Treatment) relating to plant, system or facility operation	449a 449b 449c 449d 449e 449f	110	876a	Permanent 5 yrs 5 yrs 5 yrs after facility no longer in use 6 yrs 0 after no longer in needed	10 yrs	Permanent Permanent * Permanent *
Reports and Studies (Solid Waste)	454a 454b 454c 454d 454e 454f	112	881a	Permanent 7 yrs 7 yrs 5 yrs 7 yrs 0 after no longer needed	10 yrs	Permanent
Hazardous waste collection and disposal records	455a 455b 455c	112 113 113	232a	Permanent 10 yrs 6 yrs after superseded or invalid	10 yrs	Permanent
Capital Construction for Environmental Fac.(water treatment plant, public water supply system and wastewater treatment plant)	430a 430b 430c 430d	103	867a	Permanent 6 yrs after completion of project 6 yrs 6 yrs after last entry	Current Current	Permanent 6 yrs
Landfill Closure Records Including but not limited to site investigation records, conceptual and final closure plans, environmental and facility monitoring records, close and post-closure registration report, closure construction certification report, and periodic inspection reports	464a 464b 464c	115	886a	Permanent 30 yrs after date of closure 7 yrs after date of inspection	Current Current Current	Permanent 30 yrs after closure 7 yrs after closure

* Differs from NYS LGS-01 Retention Schedule

Highway Department - 07
Subject Matter List
Office Retention Schedule

Records Series	Archives Schedule LGS-01 Item #	Page #	Old MU1# Prior to 1/1/20	Retention Minimum	Office/ Attic Retain	Storage Retain
Payroll – Time Cards	638	170	366	6 yrs	6 yrs	
Payroll & OT Sheets	525a	129	346a	6 yrs	6 yrs	
Daily Attendance Log	528	129	349	6 yrs	6 yrs	
Personnel Files	636	169	364b	6 yrs after termination of employment or appointment	6 yrs after termination of employment or appointment	
Budget Analysis	492b	122	56b	1 yr	1 yr	
Grant Program File						
Application, proposal, narrative, evaluation & annual report	55a	12	13a	6 yrs after renewal or close of grant	6 yrs after renewal or close of grant	
Background material, fiscal records supporting documentation	55b	12	13b	6 yrs after renewal or close of grant	6 yrs after renewal or close of grant	
Purchase Order Log	513	125	567	6 yrs	6 yrs	
FEMA (Federal emergency management and disaster response grant file)	147	37		6 yrs after renewal or close of grant or denial of application NOTE: appraise these records for historical significance prior to disposition	6 yrs after renewal or close of grant or denial of application NOTE: appraise these records for historical significance prior to disposition	
Budget/Appropriation Status Report	492a 492b	122	56a	6 yrs 1 yr	6 yrs	

Purchase Orders – Copy	58	13	19	0 after no longer needed	0 after no longer needed	
Vendor Claims – Copies	58	13	19	0 after no longer needed	0 after no longer needed	
Vendor Payments – Copy of Abstract	58	13	19	0 after no longer needed	0 after no longer needed	
Daily Crew Assignments	638	170	366	6 yrs	6 yrs	
Crew Chief Reports – General Repairs	1067	328	613	6 yrs	6 yrs	
Capital Project Files – Copies	58	13	19	0 after no longer needed	0 after no longer needed	
Road Improvement Project Log – Copies	58	13	19	0 after no longer needed	0 after no longer needed	
Complaint File	1079a	332	623a	6 yrs after disposition of all complaints, petitions, or requests listed	6 yrs after disposition of all complaints, petitions, or requests listed	
	1079b	332	623b	6 yrs after remedial action taken or condition otherwise abated, whichever comes first	6 yrs after remedial action taken or condition otherwise abated, whichever comes first	
	1079c	332	623c	1 yr	1 yr	
Subject Files – Correspondence (Letters, emails, memos, etc)	53b	11	10b	6 yrs	6 yrs	
Outgoing Correspondence (Letters, emails, etc.)	53b	11	10b	6 yrs	6 yrs	

Dedicated Roads Log – Copy	58	13	19	0 after no longer needed	0 after no longer needed	
Driveway Permit Files	1083	333	628	6 yrs after expiration or denial of permit	6 yrs after expiration or denial of permit	
Driveway Permit Log	1083	333	628	6 yrs after expiration or denial of permit	6 yrs after expiration or denial of permit	
Fuel Consumption Log	820	220	490	6 yrs	6 yrs	
Street Signs Log	1081	333	625	6 yrs after sign no longer exists	6 yrs after sign no longer exists	
Vehicle Acquisition Files	818	219	488	6 yrs after vehicle or equipment no longer in use	6 yrs after vehicle or equipment no longer in use	
Vehicle/Equipment Inventory Log	814	218	484	6 yrs after superceded by updated inventory, or 6 yrs after replacement, sale or discontinuance of use of all property listed, whichever is sooner	6 yrs after superceded by updated inventory, or 6 yrs after replacement, sale or discontinuance of use of all property listed, whichever is sooner	
Vehicle Maintenance Forms	817a	219	487a	6 yrs after vehicle or equipment no longer in use	6 yrs after vehicle or equipment no longer in use	
Fire Extinguishers Maint. Log	817d	219	487d	6 yrs after last entry	6 yrs after last entry	
Underground Utilities Form	1067	328	613	6 yrs	6 yrs	
Weather Reports	1068	328	614	6 yrs	6 yrs	

Planning and Zoning Department - 09
Subject Matter List
Office Retention Schedule

Records Series	Archives Schedule LGS-01 Item #	Page #	Old MU1# Prior to 1/1/20	Retention Minimum	Office Retain	Storage Retain
F.O.I.L. Requests	706a 706b 706c	191	409a 409b 409c	6 mos. 6 mos. after final determination 6 mos.	Current Current Current	2 yrs * 2 yrs * 2 yrs *
Mandatory planning review case file for Planning and Zoning Boards – including but not limited to maps, plans, sketches, photographs, engineering reports, environmental impact statements and studies, copies of zoning records, project narrative, correspondence and record of final determination, where application is approved or denied.	123a	31	401a	Permanent	Current	Permanent
Mandatory planning review case file (Planning Bd. project abandoned or withdrawn)	123b	31	401b	10 yrs after last entry	Current	10 yrs
Mandatory planning review case file (ECB)	123c	31	401c	6 yrs after last entry	Current	6 yrs

Mandatory planning review case file (ARB dissolved by 2014 Local Law #2)	123c	31	401c	6 yrs after last entry	Current	6 yrs
Minutes – Copies PB, ECB, ZBA, ARB)	58	13	19	0 after no longer needed	Current	
Site Plans, Oversized Maps – Subdivision, historic structure, major commercial or industrial development, or capital construction, where application is approved or denied	123a	31	401a	Permanent	Current	Permanent
Planning Bd / ZBA Card File	61	13	25	0 after obsolete	Permanent *	

* Differs from NYS LGS-01 Retention Schedule

Police Department - 10
Subject Matter List
Office Retention Schedule

Records Series	Archives Schedule LGS-01 Item #	Page #	Old MU1# Prior to 1/1/20	Retention Minimum	Office Retain	Storage Retain
Arrest Files	1224a 1224b 1224c 1224d 1224e 1224f 1224g 1224h	244 245 244 244	524a	5 yrs after death of individual, or 90 years after individual's date of birth, whichever is shorter, provided no arrest in the last 5 yrs 5 yrs 0 after no longer needed 0 after no longer needed Retain as long as relevant case investigation record Retain most current copy as long as relevant case investigation, or 0 after superseded or obsolete if unrelated to case investigation 6yrs 0 after individual attains age 21 or 3 yrs after discharge, whichever is later	Permanent	Permanent
Case Files	1222a 1222b 1222c 1222d 1222e 1222f 1222g 1222h 1222i	243 244 244	523a	Permanent 25 yrs after case closed 10 yrs after case closed 5 yrs after case closed 1 yr after case closed 5 yrs 1 yr after individual attains age 18 Retain for 4 yrs or as long as rest of case investigation report, whichever is longer 0 after child attains age 55	Permanent	Permanent
Log Files	1220	242	521	Permanent	6 yrs	Permanent
Accident Reports	1249	250	810	6 yrs	6 yrs	
Master Card File	1220	242	521	Permanent	Permanent	Permanent

Domestic Violence Records	1267	253	820	4 yrs	4 yrs	
Copies of Payroll Information Sheets	58	13	19	0 after no longer needed	6 yrs *	
Copies of Invoices / Purchase Orders	58	13	19	0	6 yrs *	
Communications Log	1182	232	495	3 yrs after last entry	6 yrs *	
Law Enforcement Reports, Studies or Data queries	1221a 1221b 1221c 1221d 1221e 1221f	242a 243	529	6 yrs 0 after no longer needed 1 yr 3 yrs 0 after no longer needed 3 yrs	6 yrs 6 yrs * 6 yrs* 6 yrs* 6 yrs 6 yrs*	
Gas Consumption Log	820	220	490	6 yrs	6 yrs	
Sealed Arrest Files	1224a 1224b 1224c 1224d 1224e 1224f 1224g 1224h	244 245	524	5 yrs after death of individual, or 90 years after individual's date of birth, whichever is shorter, provided no arrest in the last 5 yrs 5 yrs 0 after no longer needed 0 after no longer needed Retain as long as relevant case investigation record Retain most current copy as long as relevant case investigation, or 0 after superseded or obsolete if unrelated to case investigation 6yrs 0 after individual attains age 21 or 3 yrs after discharge, whichever is later	Permanent	
Breathalyzer / Radar Certifications	817d	219	487d	6 yrs after last entry	6 yrs	
PD Vehicle Files	818	219	488	6 yrs after vehicle/equipment no longer in use	6 yrs	

Recreation and Parks Department -11
Subject Matter List
Office Retention Schedule

Records Series	Archives Schedule Item #	Page #	Old MU1# Prior to 1/1/20	Retention Minimum	Office Retain	Storage Retain
Camper Health Records Accident/Incident Reports	868	263	841	6 yrs, but not less than 3 yrs after the camper attains age 18	6 yrs, but not less than 3 yrs after the camper attains age 18	
Permits and Approvals Applications for Summer Camp Operation	865	262	838	3 yrs approval, denial, withdrawal or expiration	3 yrs approval, denial, withdrawal or expiration	
Participation, Attendance or Enrollment Records Buddy Checklists/Daily Notes	853a	260	569a	6 yrs	6 yrs	
Budget/User Fee schedule Prep Files	489	122	51	6 yrs	6 yrs	
Payroll or Related Report	25a 525b	5 129	346	6 yrs 0 after no longer needed	6 yrs 0 after no longer needed	
Dept. copies of purchase orders, vouchers, user fees, invoices, revenue (duplicates)	58	13	19	0 after no longer needed	0 after no longer needed	
Grants Program File Division for Youth Services Files	55a	12	13a	6 yrs after renewal of close of grant	6 yrs after renewal of close of grant	
Emergency Medical Training Records, Enrollment records for Red Cross classes	1200c	237	504c	7 yrs	7 yrs	

Permits When a Fee is charged Beach Passes, Facility Rentals, Bark Park Memberships, Resident ID card Applications	854a	260	570a	0 after invalid, but not less than 6 yrs	0 after invalid, but not less than 6 yrs	4 yrs
Parental Consent Records – Applications/Camp Field Trip Records Athletic Program Records (consents included in all)	855	260	571	6 yrs, or 3 yrs after child attains age 18, whichever is longer	3 yrs	18 yrs
Planning and Development Files	856	260	572	6 yrs	6 yrs	
Program Plans – camp, waterfront	75	16	24	Permanent	10 yrs	Permanent
Reports of Camp Operation and Inspection by Dept. of Health or other agency	866	262	839	21 yrs	21 yrs	
Personnel Records	636a	169	364	Permanent	Permanent	
Special events correspondence files	857	261	573	6 yrs	6 yrs	
Correspondence files	53a 53b 53c	11	10a 10b 10c	Permanent 6 yrs 0 after no longer needed	Permanent 6 yrs 0 after no longer needed	
Timesheets and Timecards Permanent employees Temporary/Summer Staff	528	129	349	6 yrs	6 yrs	
Warranties	818	219	563	6 yrs after vehicle/equipment no longer in use	6 yrs after	

					vehicle/equipment no longer in use	
Senior Citizen Group Files	853a	260	569	6 yrs	6 yrs	
Cash Transaction Record Petty Cash, Reconciliations	506	125	249	6 yrs	6 yrs	
Purchasing Files (bids, contracts, materials, etc.)	547	132	561	6 yrs after completion of purchase or 6 yrs after final payment under contract, whichever is later	6 yrs after completion of purchase or 6 yrs after final payment under contract, whichever is later	
Receipts -received or issued Facility Rental Rec. Receipt Books	519	126	574a	6 yrs	6 yrs	0
Recreation & Parks Advisory Committee – Meeting Minutes	47	9	1	Permanent	Current	Permanent
Opinion Survey Records	76a	17	15	6 yrs	6 yrs	
Repair, Installation, Maintenance (work done by vendor)	78	17	16	6 yrs	6 yrs	
Report of Incident of theft, arson, vandalism or property damage	26	6	32	6 yrs	6 yrs	
Employee Time Records	638	170	366	6 yrs	6 yrs	
Employee Injury Records	660	176	744	18 yrs afr date of injury or illness	18 yrs	
Copy of Payroll or Payroll Reports	685	182	385	0 after superseded	0	

Job Classification Records	689	183	389	1 yr after subsequent classification completed, but not less than 10 yrs	10 yrs	
Application of Employment and Resumes Not Hired-Posted Vacancy Not Hired-No Posted Vacancy	693a 693b	184	393a	4 yrs after completion of personnel action 0 after no longer needed	4 yrs after completion of personnel action 0 after no longer needed	
Bus or other Vehicle Use File (i.e. camp field trips)	860	261	835	6 yrs	6 yrs	
Food Inspection and Investigation Record	871a 871b	263	844	If significant problem 21 yrs 3 yrs if no significant problem	If significant problem 21 yrs 3 yrs if no significant problem	
Maintenance, Testing, Service, Operational and Repair Records	809c 809d	217	895	6 yrs after building or facility no longer in use 6 yrs after last entry	6 yrs after building or facility no longer in use 6 yrs after last entry	
Recycling Waste Collection Reports	459	114	236	Permanent	Permanent	

* Differs from NYS LGS-01 Retention Schedule

Tax Receiver's Office -12
Subject Matter List
Office Retention Schedule

Records Series	Archives Schedule Item #	Page #	Old MU1# Prior to 1/1/20	Retention Minimum	Office Retain	Storage Retain
General Fund subject files	514a 514b 514c	126	256	6 years after last entry 6 years 0	6 years after last entry 6 years 0	
Bank Statements	475	119	263	6 yrs	6 yrs	
General Correspondence	53b	11	10b	6 yrs	6 yrs	
School tax collection files	1047a	322	595a	6 yrs	6 yrs	
Town tax bills	1047a	322	595a	6 yrs	1 yr	5 yrs
School tax bills	1047a	322	595a	6 yrs	2 yrs	4 yrs
Water bills	514b	126	256b	6 yrs	1 yr	5 yrs
Water district usage printouts	514b	126	256b	6 yrs	6 yrs	
Town Tax Roll	1045d	321	594c	Permanent	3 yrs + current Microfiche for earlier years is in Clerk's office	
Warrants	1045d	321	594c	Permanent	Permanent	

Water & Sewer monthly reports	58 (copies)	13	19	0 after no longer needed	6 yrs + current *	
General Fund monthly reports	58 (copies)	13	19	0 after no longer needed	6 yrs + current *	

* Differs from NYS LGS-01 Retention Schedule

Accounting Department - 1A
Subject Matter List
Office Retention Schedule

Records Series	Archives Schedule Item #	Page #	Old MU1# Prior to 1/1/20	Retention Minimum	Office Retain	Storage Retain
941 Withholding report	539	131	360	4 yrs after tax paid	1 yr	3 yrs
Accounts receivable reports	514b	126	256b	6 yrs	3 yrs	3 yrs
Alarm Records	1188a	234	793	6 yrs after denial, expiration or renewal	6 yrs after denial, expiration or renewal	
Banking communications	475	119	263	6 yrs	1 yr	5 yrs
Canceled Check (inc. payroll check)	476	120	264	6 yrs	1 yr	5 yrs
Cash Transaction Record	506	125	249	6 yrs	1 yr	5 yrs
Check stub or copy of check	478	120	265	6 yrs	1 yr	5 yrs
Claim for benefits	645 c	172	372b	1 yr	1 yr	
Claim for Payment	495	123	275	6 yrs	6 yrs	
Claim payment reports (unemployment)	646 a 646 b 646 c	173	373c	6 yrs after final payment 3 yrs after filing 6 yrs	6 yrs after final payment 3 yrs after filing 6 yrs	
Copies of union labor contracts	58	13	19	0 after no longer needed	0	
Copy of payroll certification report	685	182	385	0 after superseded	1 yr	

Declination statement	645 e	172	372d	6 yrs after separation from service	6 yrs after separation from service	
Deduction forms	532	130	353	5 yrs after authorization expired	5 yrs after authorization expired	
Deposit Slip	482	120	269	6 yrs	1 yr	5 yrs
Depository Agreement	479	120	266	6 yrs after agreement, contract, designation, bond or surety has expired or been superseded or rescinded	1 yr	5 yrs
Direct Deposit Records	544	131	724	5 yrs after authorization expires	5 yrs after authorization expires	
Driveway bond applications Copy	58	13	19	0 after no longer needed	0 after no longer needed	
Employee injury record	660	176	744	18 yrs after date of injury/illness	18 yrs after date of injury/illness	
Employee personal earnings record	534	130	355	6 yrs	1 yr	5 yrs
Employee requests for/authorization given to use or donate sick, vacation, personal, or other leave, or to work overtime	530	129	351	6 yrs	1 yr	5 yrs
Employee time records	638		366	6 yrs	1 yr	5 yrs
Employee time Sheets	528	129	349	6 yrs	6 yrs	
Employee voluntary payroll deduction forms	532	130	353	5 yrs after authorization expires	5 yrs after authorization expires	
Forms 1099, W-2, W-3	540	131	361	5 yrs	5 yrs	

Health & Life insurance coverage reports	645d	172	372c	6 yrs	1 yr	5 yrs
Health & Life insurance records (w/out dependent survivor)	645a	172	372a	6 yrs after termination of employee's, dependent survivor's, or beneficiary's coverage, whichever is later	6 yrs after termination of employee's, dependent survivor's, or beneficiary's coverage, whichever is later	
Health insurance bills	514 b	126	256b	6 yrs	1 yr	5 yrs
Journal Recordings of Fiscal Transactions	504	124	247	6 yrs after last entry	1 yr	5 yrs
Payroll or related report not covered by another specific item #	525a 525b	129	346a 346b	6 yrs 0 after no longer needed	1 yr 0 after no longer needed	5 yrs 0
Payroll calculation details	524a	128	345a	55 yrs	Current	54 yrs
Payroll registers	524c	128	345c	6 yrs	6 yrs	
Payroll Report	538	130	359	6 yrs	1 yr	5 yrs
Payroll-record of payment	526	129	347	6 yrs	1 yr	5 yrs
Periodic fiscal reports	555	133	283	6 yrs	1 yr	5 yrs
Personnel case file materials	636 b	169	364b	6 yrs after termination of employment or appointment	6 yrs after termination of employment or appointment	

Personnel Investigative records	637	170	365	3 yrs after final decision rendered	3 yrs after final decision rendered	
Personnel Records	636a	169	364a	Permanent	Permanent	
Proof sheets-water districts	512	125	254	6 yrs	current	5 yrs
Quarterly report of wages paid	536	130	357	6 yrs after year in which wages were reported	1 yr after year in which wages were reported	5 yrs after yr in which wages were reported
Receipt (received) or copy of receipt (issued)	519	126	282	6 yrs	1 yr	5 yrs
Record of assignments, attachments & garnishments	531 a	129	352a	6 yrs after terminations of employment	1 yr	5 yrs after termination of employment
	531 b	129	352	5 yrs after satisfaction or withdrawal	5 yrs after satisfaction or withdrawal	
Record of Employee absences/accruals	529 a	129	350a	6 yrs	1 yr	5 yrs
Recreation fees	854a	260	570a	0 after invalid, but not less than 6 yrs	1 yr	5 yrs
Retirement System & Benefit plan forms	645a 645 b 645 c 645 d 645 e 645 f 645 g	172 173	725	6 yrs after termination of employee's, dependent survivor's, or beneficiary's coverage, whichever is later 6 yrs after superseded 1 yr 6 yrs 6 yrs after separation from service 1 yr 6 yrs	6 yrs after termination	
Unemployment- claim disqualified	646 b	173	373b	3 yrs after filing	3 yrs after filing	

Unemployment insurance records- claim approved	646 a	173	373a	6 yrs after final payment	6 yrs after final payment	
Voucher bank statements	475	119	263	6 yrs	2 yrs	4 yrs
Water meter reading cards / Alarm billing	514a 514b	126	256a 256b	6 yrs after last entry 6 yrs	3 yrs	3 yrs
Withholding Exemption Certificate (W- 4)	541	131	362	4 yrs after a superseding certificate is filed or employment is terminated	4 yrs after a superseding certificate is filed or employment is terminated	0
Workers' Compensation Case Records	577a 577b 577c	150	297	18 yrs after injury or illness, but not less than 8 yrs after last payment 7 yrs after injury or illness except the employee injury record must be retained for 18yrs after date of accident or injury 6 yrs after payment	1 yr	17 yrs

* Differs from NYS LGS-01 Retention Schedule

Justice Court - 08
Subject Matter List
Office Retention Schedule

RECORDS RETENTION AND DISPOSITION SCHEDULE



CRIMINAL RECORDS OF THE CRIMINAL COURT OF THE CITY OF NEW YORK, CITY COURTS, DISTRICT COURTS AND TOWN AND VILLAGE COURTS

**DIVISION OF COURT OPERATIONS
OFFICE OF RECORDS MANAGEMENT**

Rev. MAY 2009

Justice Court - 08
Subject Matter List
Office Retention Schedule

**CRIMINAL RECORDS OF THE
CRIMINAL COURT OF THE
CITY OF NEW YORK,
CITY COURTS, DISTRICT COURTS
AND TOWN AND VILLAGE
COURTS**

PLEASE NOTE

A RECORDS DISPOSITION REQUEST FORM must be submitted and approved prior to the disposal of any records in accordance with the Records Retention and Disposition Schedules.

**Records Disposition Request Forms can be obtained at:
http://www.nycourts.gov/admin/recordsmanagement/too_forms.shtml**

**Return all completed forms to:
N.Y.S. Office of Court Administration
Division of Court Operations
Office of Records Management
25 Beaver Street - Room 883
New York, NY 10004
TEL: 212- 428-2875
FAX: 212- 428-2880
E-mail: DISPOREQ@courts.state.ny.us**

Please Note: This retention schedule is printed in a color format to facilitate identification of purgable records.

Color Codes for Record Series Numbers and Titles:

Red = Permanent Records

Green = Purgable Records

Orange = Both Permanent and Purgable Records

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NEW YORK STATE UNIFIED COURT SYSTEM

CRIMINAL RECORDS OF THE CRIMINAL COURT OF THE CITY OF NEW YORK, CITY COURTS, DISTRICT COURTS, AND TOWN AND VILLAGE COURTS

RECORDS RETENTION AND DISPOSITION SCHEDULE

The following retention periods refer to criminal case records created in 1920 and after in the Town, Village, City and District Courts outside New York City and the Criminal Court of the City of New York.

**ALL RECORDS DATING PRIOR TO 1920 ARE TO BE
RETAINED PERMANENTLY UNLESS OTHERWISE SPECIFIED;
RECORDS BEING RETAINED PERMANENTLY FOR
RESEARCH PURPOSES ONLY WILL BE EVALUATED
FOR ALTERNATIVE DISPOSITION ON AN INDIVIDUAL BASIS.**

CASE FILES

A case file contains all papers and documents relating to a case. Includes, but is not limited to, Accusatory Instrument, Supporting Depositions, Motions, Notices, Affidavits, Orders, Warrants, Fine and Surcharge Letters, Medical and Mental Health Reports, Probation Reports and Transcripts. 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 file. **RETENTION IS CONTROLLED BY DISPOSITION CHARGE, NOT ARREST CHARGE.**

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80010.	CRIMINAL MISDEMEANORS Misdemeanors defined in the Penal Law, Vehicle and Traffic Law and other statute.	a. DISPOSED CASES Retain all case files prior to 1950 permanently for research purposes. Retain case files dated 1950 and later for twenty-five years from the date of disposition, then destroy, except for a sample to be retained permanently for research purposes. b. CASES TERMINATED IN FAVOR OF DEFENDANT Retain for six years, then destroy. Includes Criminal Misdemeanors that fall on a sample year. c. UNDISPOSED CASES Retain for fifty years, then destroy.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80020.	FELONY ARRAIGNMENTS	
	Arraignment in courts of limited jurisdiction upon a felony complaint.	<p>a. DISPOSED CASES</p> <ol style="list-style-type: none"> 1. Retain all case files prior to 1950 permanently. 2. If case is held for the grand jury, retain case files dated 1950 and later for one year from date of disposition, then destroy. 3. If case is disposed, retain case files dated 1950 and later for twenty-five years from date of disposition, then destroy, except for a sample to be retained permanently for research purposes. 4. If case is terminated in favor of the defendant, retain for six years, then destroy. <p>b. UNDISPOSED CASES</p> <p>Retain for seventy-five years, then destroy.</p>

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80030.	MOTOR VEHICLE/TRAFFIC INFRACTIONS	
	Traffic infractions. Does not include traffic offenses which are misdemeanors or felonies.	<p>a. DISPOSED CASES</p> <ol style="list-style-type: none"> 1. Retain DWAI Cases for ten years from date of disposition, then destroy. 2. Retain all other infractions for six years from date of disposition, then destroy. <p>b. ADJUDICATED BUT NOT SATISFIED</p> <p>Retain for twenty years, then destroy.</p> <p>c. UNDISPOSED CASES</p> <p>Retain for twenty years, then destroy.</p>

SERIES # **RECORD SERIES TITLE**

80040. PARKING

RETENTION

a. DISPOSED CASES

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

b. ADJUDICATED BUT NOT SATISFIED

Retain for twenty years, then destroy.

c. UNDISPOSED CASES

Retain for twenty years, then destroy.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80050.	VIOLATIONS	
	Penal Law Violations and violations of local ordinances.	<p>a. DISPOSED CASES</p> <ol style="list-style-type: none"> 1. Retain for six years from date of disposition, then destroy, EXCEPT for cases which contain a Family Offense Order of Protection which are to be retained for twenty-five years, then destroy. 2. Retain <u>all</u> cases terminated in favor of the defendant for six years, then destroy. <p>b. ADJUDICATED BUT NOT SATISFIED</p> <p>Retain for twenty years, then destroy, EXCEPT for cases which contain a Family Offense Order of Protection which are to be retained for twenty-five years, then destroy.</p> <p>c. UNDISPOSED CASES</p> <p>Retain for twenty years, then destroy, EXCEPT for cases which contain a Family Offense Order of Protection which are to be retained for twenty-five years, then destroy.</p>

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80055.	TRANSFERRED CASE FILES	
	Exact copies of files transferred to another court <u>for jurisdiction.</u>	Retain for one year, then destroy.

SUPPLEMENTAL CASE RECORDS

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80060.	BAIL BONDS Record of a defendant's posting of bail. Includes bail bonds undertakings and records of the insurance.	Considered part of the case file. File in case file. If maintained separately, retain for same length of time as case file.
80070.	BAIL RECORDS (also known as BAIL ENVELOPES) Records indicating the status of a defendant's bail account. May be divided by cash, property or surety bail. Includes, but is not limited to, defendant name, judge, docket number, depositor, receipt number, date of posting, amount returned and balance, value of property and owner of property. May also include court copy of bail receipt.	Considered part of the case file. File in case file. If maintained separately, retain for same length of time as case file.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80080.	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.	<ul style="list-style-type: none"> a. Retain notes for Motor Vehicle/Traffic and Parking cases for two years, then destroy. b. Retain all other notes for ten years, then destroy.
80090.	COURT REPORTER TRANSCRIPTS replaced by SERIES # 80185, TRANSCRIPTS	
80100.	DEFENDANT CRIMINAL HISTORY RECORDS ("RAP SHEETS")	
	Arrest and case disposition records of defendants.	Retain until updated or until case is disposed, whichever occurs first, then destroy.
80110.	DRINKING DRIVERS PROGRAM CERTIFICATES	
	Court copies of certificates of successful or unsuccessful completion of the Drinking Drivers Program.	Considered part of the case file. File in case file. If maintained separately, retain for same length of time as case file.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80120.	<p>DWI TEST STUBS</p> <p>Court copies of documents used to administer breathalyzer tests. Includes operational check lists, result sheets and reports of refusal to submit to chemical tests.</p>	<p>Considered part of the case file. File in case file. If maintained separately, retain for same length of time as case file.</p>
80130.	<p>EXHIBITS</p> <p>Exhibits presented as evidence in a case.</p>	<p>Return to party who introduced exhibit immediately after disposition unless otherwise directed by the court. If not claimed, retain for thirty days, then destroy provided express notice has been given.</p>
80137.	<p>FAMILY OFFENSE ORDERS OF PROTECTION; TEMPORARY ORDERS OF PROTECTION</p> <p>Orders of Protection issued pursuant to CPL§530.12.</p>	<p>Considered part of the case file. File in case file. Retain order and file for twenty-five years, then destroy EXCEPT for those cases to be retained permanently for research purposes.</p>

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80140.	FBI DISPOSITION REPORTS (GREEN SHEETS) Final disposition reports submitted with fingerprints to the FBI.	Report is no longer required. Destroy all copies immediately.
80150.	PARKING VIOLATION STUBS Police officer stubs from parking violation ticket books. Includes ticket number, violation, make and registration of car, date, time and location of violation and return date.	Return to issuing agency.
80160.	POLICE ARREST REPORTS, (also known as PRISONER DATA REPORTS and BLOTTERS) Court copy of the police department reports filed by the arresting officer, listing name and pedigree information on arrestee.	Considered part of the case file. File in case file. If maintained separately, retain for same length of time as case file.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80170.	<p>SEARCH WARRANTS</p> <p>File of warrants authorizing a search. Includes the original copy of the search warrant and a list of the items found, if any.</p>	<p>a. Search warrants associated with cases are considered part of the case file. File in case file. If maintained separately, retain for same length of time as case file.</p> <p>b. For executed search warrants without associated cases, retain for five years, then destroy.</p> <p>c. If search warrant is not executed, retain for one year from date of issuance, then destroy.</p>
80180.	<p>SUBPOENAED RECORDS</p> <p>Records which have been subpoenaed by the court from an outside agency, organization, or individual.</p>	<p>Return to party who introduced record immediately after disposition unless otherwise directed by the Court. If record is not claimed, retain for thirty days, then destroy provided express notice has been given.</p>

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80185.	TRANSCRIPTS OF ALL RECORDINGS OF THE COURT NOT LISTED AS A SEPARATE RECORDS SERIES TITLE Transcripts of Court Reporter Notes and transcripts of all other recordings of the Court not listed as a separate records series title.	Considered part of the case file. File in case file. If maintained separately, retain for same length of time as case file.
80187.	UCS DOMESTIC VIOLENCE REGISTRY INFORMATION SHEET (also known as FAMILY PROTECTION REGISTRY INFORMATION SHEET and INFORMATION SHEET); ADDENDUM TO INFORMATION SHEET Forms attached to Order of Protection sent to the Family Protection Registry Center for entry into the UCS Domestic Violence Registry.	Retain for one year, then destroy.
80188.	WIRETAP ORDERS AND RECORDINGS Sealed order signed by a judge authorizing the use of a wiretap. Includes applications, supporting documents, and when ordered by the court, the audio recordings.	<ul style="list-style-type: none"> a. Retain audio recordings for ten years, then destroy, upon court order. b. Retain all other materials permanently for research purposes.

CASE MANAGEMENT RECORDS

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80190.	ADJOURNED IN CONTEMPLATION OF DISMISSAL LOG BOOKS Log books recording date on which ACD is granted.	Retain for one year or until no longer needed, whichever is sooner, then destroy.
80200.	ADJOURNMENT LOG BOOKS Log books listing dates to which cases are adjourned. Includes defendant name, charge, adjournment date and disposition.	Retain for one year or until no longer needed, whichever is sooner, then destroy.
80210.	ARRAIGNMENT LOG BOOKS Chronological daily logs of arraignments. Includes defendant name, charge, plea, adjourned date, disposition and bail status.	Retain for one year or until no longer needed, whichever is sooner, then destroy.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80220.	ARRAIGNMENT SHEET BOOKS Administrative records containing arraignment information completed by the judge during arraignment proceedings. This information is duplicated in the case file or arraignment log book. Includes defendant name, address, race, charge, complainant, plea, bail, counsel and adjourned date.	Retain for one year or until no longer needed, whichever is sooner, then destroy.
80230.	ARREST LOG BOOKS Annual computer-generated records of all defendants arraigned by the court. Includes defendant name, date of arrest, NYSID number, court part and disposition.	Retain for one year or until no longer needed, whichever is sooner, then destroy.
80240.	CALENDARS Daily schedule of cases to be heard before the court. Includes, but is not limited to: defendant name, charge, docket number, date, judge and disposition.	Retain for one year or until no longer needed, whichever is sooner, then destroy.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80250.	CASELOAD ACTIVITY REPORTS Court copies of 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.
80260.	COURT REPORTER INDEX Index to court reporter notes. Includes defendant name and hearing dates. May also include disposition and name of defense counsel.	Retain for same length of time as SERIES# 80080, COURT REPORTER NOTES.
80270.	CRIMINAL DISPOSITION REPORTS Court copies of OCA-540A, OCA-540B and OCA-540C 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.
80280.	DEFENDANT RECORD CARDS Alphabetical files containing defendant arraignment and conviction histories in the court.	Retain permanently for research purposes.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80290.	DISMISSAL LOG BOOKS Chronological or alphabetical logs of defendants whose charges were dismissed. Includes defendant name, docket number, charge, date of arrest and date of dismissal.	Retain for one year or until no longer needed, whichever is sooner, then destroy.
80300.	DISPOSITIONAL CARDS Alphabetical files, by defendant, which provide information on access to the status and disposition of a case. This information is duplicated in the case file or arraignment log book. Includes defendant name, charge, attorney, appearances, plea and disposition.	Retain for one year after disposition or until no longer needed, whichever is sooner, then destroy.
80310.	FELONY LOG BOOKS Chronological logs of defendants arraigned on felony charges. Includes defendant name, charge, bail, arraignment date, attorney, adjournment date, disposition and arrest date.	Retain for one year or until no longer needed, whichever is sooner, then destroy.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80320.	FINGERPRINTS AND PHOTOGRAPHS Fingerprints and photographs which police departments have been unable to return to defendants whose cases have been dismissed.	Return to forwarding agency. If not returned, retain for one year or until no longer needed, whichever is sooner, then destroy.
80330.	INDEXES: CASE FILES Alphabetical files by defendant's name. Provides information on access to case records. Includes, but is not limited to, defendant name and case docket number.	Retain for same length of time as SERIES # 80420, RECORD OF COURT ACTIVITY.
80340.	INMATE CORRESPONDENCE Alphabetical file, by defendant, of correspondence with inmates regarding status of appeals, requests for new trials, motions and sealings.	Retain for three years, then destroy.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80342.	LOG OF ORDER NUMBERS (also known as UCS DOMESTIC VIOLENCE REGISTRY LOG OF ORDER NUMBERS) Form listing order numbers for Orders of Protection which are entered into the UCS Domestic Violence Registry.	Retain for one year, then destroy.
80345.	MANDATORY SURCHARGE Form created to capture information on imposition or waiver of surcharge.	Retain one copy for six years. Destroy all other copies immediately.
80350.	MINUTE BOOKS Chronological records of court proceedings maintained by the part clerk. Information includes part number, index number, date of trial, stenographer, defendant, judge, attorney, charges, appearance dates, jurors, witnesses, verdict and adjournment remarks.	a. Retain all Minute Books created prior to 1950 permanently for research purposes. b. Retain Minute Books created after 1949 for one year or until no longer needed, whichever is sooner, then destroy.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80360.	<p>MISDEMEANOR LOG BOOKS</p> <p>Chronological logs of defendants who were arraigned on misdemeanor charges. Includes docket number, arrest date, charge, bail, attorney, arraignment date, court appearances and disposition.</p>	Retain for one year or until no longer needed, whichever is sooner, then destroy.
80370.	<p>NOTICE OF APPEALS LOG BOOKS</p> <p>Chronological logs of defendants who have filed a notice of appeal. Includes defendant name, docket number and date of notice.</p>	Retain for three years after date of last entry, then destroy.
80380.	<p>OUTSTANDING PARKING VIOLATION SHEETS</p> <p>Computer-generated records of all outstanding parking violations for defendants who have been declared parking scofflaws.</p>	Retain until updated copy is received, then destroy.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80390.	<p>POLICE DEPARTMENT CELL BLOCK AND CITY COURT RECORDS</p> <p>Police department records of new arrests and detainments received daily by the court for use in intake proceedings.</p>	<p>Retain for one year or until no longer needed, whichever is sooner, then destroy.</p>
80400.	<p>PRISONER LEDGERS</p> <p>Chronological records by hearing date, used in locating prisoners for arraignment appearances. Includes defendant name, docket number, charge and appearance history, if any.</p>	<p>Retain for one year or until no longer needed, whichever is sooner, then destroy.</p>
80410.	<p>PROBATION BOOKS</p> <p>Chronological logs of defendants sentenced to probation. Includes defendant name, judge, period of probation, results and remarks.</p>	<p>Retain permanently for research purposes.</p>

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80420.	<p>RECORD OF COURT ACTIVITY (including DOCKET BOOKS, DOCKET SHEETS, CONVICTION LOG BOOKS and any other record which serves as the principal record of case activities)</p> <p>Manual or machine-readable record, containing a summary of actions in a case. Includes, but is not limited to: defendants' name, disposition, arraignment dates, charges, judges' name, adjournment dates, court reporters name and attorneys name.</p>	<p>a. <u>CRIMINAL MISDEMEANOR, FELONY ARRAIGNMENT, DWI, PENAL LAW VIOLATION, WOMEN'S COURT, DOMESTIC RELATIONS, FAMILY ASSAULT, YOUTH COURT, JUVENILE AND RECIPROCAL NON-SUPPORT CASE FILES</u> Retain records permanently for research purposes.</p> <p>b. <u>DISPOSED MOTOR VEHICLE INFRACTIONS, NON-PENAL LAW VIOLATIONS AND PARKING CASES WITHOUT ORDERS OF PROTECTION</u> Retain for six years, then destroy.</p> <p>c. <u>DISPOSED MOTOR VEHICLE INFRACTIONS, NON-PENAL LAW VIOLATIONS AND PARKING CASES IN WHICH ORDERS OF PROTECTION HAVE BEEN ISSUED</u> Retain for twenty-five years, then destroy.</p> <p>d. <u>UNDISPOSED MOTOR VEHICLE INFRACTIONS, NON-PENAL LAW VIOLATIONS AND PARKING CASES</u> Retain for twenty years, then destroy, EXCEPT for Violations in which Orders of Protection were issued, retain for twenty-five years, then destroy.</p> <p>e. <u>DWIs</u> Retain Record of Court Activity for disposed DWIs for ten years, then destroy. If DWIs are undisposed, retain Record of Court Activity for twenty years, then destroy.</p>

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80430.	RETURN ON WARRANTS LOG BOOKS Chronological log books of returned warrants. Includes defendant name, docket number, date of return and part in which warrant was vacated.	Retain for five years from date of last entry, then destroy.
80440.	SCOFFLAW SUMMONS REGISTERS Computer-generated alphabetical listings by defendant name of all summons scofflaws. Includes defendant name, address and number of outstanding summons.	Retain until updated report is received, then destroy.
80450.	SCOFFLAW SUMMONS REGISTERS - SHORT LIST Computer-generated alphabetical listings, by defendant name, of summons scofflaws. Includes name and number of outstanding summons.	Retain until updated report is received, then destroy.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80460.	SEARCH WARRANT LOG BOOKS Numerical logs of all executed search warrants which have been returned to the court. Includes warrant number, search location, date of issuance, date of execution, date of return, date of inventory and executing officer.	Retain for five years from date of last entry, then destroy.
80470.	SEARCH WARRANT RECEIPT BOOKS Court copies of receipts issued to police officers upon the return of an executed warrant to the court.	Retain for five years from date of last entry, then destroy.
80480.	STATEMENT CONCERNING PERSON CONVICTED Chronological log of convictions. Includes defendant name, address, charge, occupation, age, marital status, place of birth, status of parents, sentence and judge name.	Retain permanently for research purposes.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80490.	SUMMONS DISPOSITION REGISTERS Computer-generated listings by docket number of all disposed summons issued weekly, quarterly and annually. Includes docket number, summons number, microfilm (retrieval) number, date disposed and disposition.	<ul style="list-style-type: none"> a. Retain weekly registers until cumulative quarterly register is issued, then destroy. b. Retain quarterly register until cumulative annual register is issued, then destroy. c. Retain annual register for six years, then destroy.
80500.	SUMMONS REGISTERS - ALPHABETIC Computer-generated alphabetical listings by defendant name. Issued weekly, quarterly and annually. Includes defendant name and docket number.	<ul style="list-style-type: none"> a. Retain weekly registers until cumulative quarterly register is issued, then destroy. b. Retain quarterly register until annual register is issued, then destroy. c. Retain annual register for twenty years, then destroy.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80510.	SUMMONS REGISTERS - COMPLETE Annual, computer-generated reports of all summonses processed by the court. Includes summons number, docket number and disposition.	Retain for twenty years, then destroy.
80520.	SUMMONS REGISTERS - NUMERIC LISTINGS Computer-generated listings of all summonses that have been issued. Report is issued weekly, quarterly and annually. Cross reference summons number to the docket number.	<ul style="list-style-type: none"> a. Retain weekly register until cumulative quarterly register has been issued, then destroy. b. Retain quarterly register until cumulative annual register has been issued, then destroy. c. Retain annual register for twenty years, then destroy.
80530.	TSLE&D PROGRAM: REPORT OF CASES PENDING FOR 60 DAYS Monthly report of cases which have been pending for at least sixty days.	Retain until updated report is received, then destroy.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80540.	TSLE&D PROGRAM: REPORT OF DISPOSED CASES	
	Monthly report of cases disposed.	Retain for six years, then destroy.
80550.	TSLE&D PROGRAM: REPORT OF PENDING CASES	
	Monthly report of cases that have been reported but have not yet been disposed.	Retain until updated report is received, then destroy.
80560.	TSLE&D PROGRAM: REPORT OF TRANSFERRED CASES	
	Monthly report of cases which have been transferred to another court.	Retain for six months or until no longer needed, whichever is sooner, then destroy.
80570.	TRAFFIC SUMMONS RECEIPTS	
	Court copies of transmittal forms accompanying traffic summons, delivered by the police department.	Retain for six years, then destroy.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80580.	TRAFFIC VIOLATIONS RECEIPT BOOKS Court copies of receipts issued to police officers upon delivery of traffic summons to the court.	Retain for six years, then destroy.
80590.	TRANSFER LOGS (including TRANSFER CARDS) Chronological logs of cases which have been transferred into or out of a court's jurisdiction. Includes name and location of transfer jurisdiction and any actions taken by the courts.	Retain for one year or until no longer needed, whichever is sooner, then destroy.
80600.	WARRANT BOOKS Chronological logs of all warrants ordered by the court. Includes dates issued, defendant, charge and judge.	Retain for five years until all warrants have been returned or recalled, then destroy.
80610.	WARRANT RECALL SHEETS Court copy of the lists of warrants that have been recalled. Includes defendant name, charge, docket number and date of recall.	Retain for one year or until no longer needed, whichever is sooner, then destroy.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80620.	<p>YOUTHFUL OFFENDER LOG BOOKS</p> <p>Numerical log of youthful offenders by docket number. Includes defendant name, address, age and docket number.</p>	<p>Retain for one year or until no longer needed, whichever is sooner, then destroy.</p>

JURY SYSTEM RECORDS

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

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80630.	ATTENDANCE RECORDS Cards, logs or lists used to record juror attendance.	Retain for six years, then destroy.
80640.	BALLOT CARDS Juror identification cards used to select jurors for voir dire panels.	Retain until end of term, then destroy.
80650.	JUROR SUMMONS 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.
80660.	LOCAL CRIMINAL COURT MASTER LIST Annual list of persons eligible to serve on local criminal court juries.	Retain until updated copy has been received, then destroy.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80670.	PANEL SHEETS	
	Manually-drawn lists of jurors who have been summoned to a particular pool. Includes name, address, occupation, attendance and reasons for excuse. May also contain payroll information.	Retain permanently for research purposes.

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RECORDS RETENTION AND DISPOSITION SCHEDULE
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CITY COURTS, DISTRICT COURTS & TOWN AND VILLAGE COURTS

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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 COURT OPERATIONS
OFFICE OF RECORDS MANAGEMENT**

Rev. MAY 2009

**CIVIL RECORDS OF THE
CIVIL COURT OF THE
CITY OF NEW YORK,
CITY COURTS, DISTRICT COURTS
AND TOWN AND VILLAGE
COURTS**

PLEASE NOTE

A RECORDS DISPOSITION REQUEST FORM must be submitted and approved prior to the disposal of any records in accordance with the Records Retention and Disposition Schedules.

**Records Disposition Request Forms can be obtained at:
http://www.nycourts.gov/admin/recordsmanagement/too_forms.shtml**

**Return all completed forms to:
N.Y.S. Office of Court Administration
Division of Court Operations
Office of Records Management
25 Beaver Street - Room 883
New York, NY 10004
TEL: 212- 428-2875
FAX: 212- 428-2880
E-mail: DISPOREQ@courts.state.ny.us**

Please Note: This retention schedule is printed in a color format to facilitate identification of purgable records.

Color Codes for Record Series Numbers and Titles:

Red = Permanent Records

Green = Purgable Records

Orange = Both Permanent and Purgable Records

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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 record 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.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
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.
70025.	TRANSFERRED CASE FILES	
	Exact copies of files transferred to another court <u>for jurisdiction</u> .	Retain for one year, then destroy.

SUPPLEMENTAL CASE RECORDS

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
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 recordings of the Court not listed as a separate record series title.	Considered part of the case file. File in case file. If maintained separately, retain for same length of time as case file.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
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).	<p>a. <u>Small Claims:</u> Retain for three years from date of initiation, then destroy.</p> <p>b. <u>All Other Civil Cases:</u> Considered part of the case file. File in case file. If maintained separately, retain for same length of time as case file.</p>
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.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
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 maintained separately, retain for same length of time as case file.

CASE MANAGEMENT RECORDS

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
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.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
70140.	<p>CASE FILE INDEX: CIVIL (also known as INDEX TO ACTION)</p> <p>Any manual or machine-readable material which provides information on access to civil case files.</p>	<p>Retain for twenty-five years, then destroy.</p>
70150.	<p>CASELOAD ACTIVITY REPORTS - OFFICE OF COURT ADMINISTRATION</p> <p>Court copies of the caseload activity reports (UCS-175) that are filed with the Office of Court Administration.</p>	<p>File original with the Office of Court Administration.</p> <p>Retain court copy for one year, then destroy.</p>
70160.	<p>COURT REPORTER NOTES - INDEX</p> <p>Indexing material which provides information on access to court reporter notes.</p>	<p>Retain for two years, then destroy.</p>

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
70170.	INDEX NUMBER DISTRIBUTION LOG BOOKS Log books 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 JUDGEMENTS) Log books, card files, machine-readable systems, and any other recording systems listing the judgments entered by the court. Includes the names of the participants, attorney names, dates of judgment, amounts of judgment and costs. Judgment book is also used to record satisfactions of judgment.	a. If the court records judgments affecting title to real property, retain permanently. b. All others, retain for fifty years, then destroy.
70190.	JUDGMENT BOOKS - INDEX Any indexing system which provides access to judgment books.	a. If judgment affects title to real property, retain permanently. b. All others, retain for fifty years, then destroy.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
70200.	<p>MINUTE BOOKS (also known as LOG BOOK FOR TRIALS)</p> <p>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.</p>	<p>Retain permanently for research purposes.</p>
70210.	<p>NOTICE OF APPEAL LOG BOOKS</p> <p>Log books recording the filing of Notice of Appeal with the court.</p>	<p>Retain for three years from date of last entry, then destroy.</p>
70215.	<p>NOTICE OF APPOINTMENT TO SERVE AS AN ARBITRATOR</p> <p>Record containing information on arbitrator and arbitration cases. May include: date of assignment, panel number, arbitrators name and address and case to be heard.</p>	<p>Retain for six years, then destroy.</p>

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
70220.	<p>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)</p> <p>Manual or machine-readable records that indicate the title of all proceedings and includes summaries of case activity and dispositions.</p>	<p>a. If the court records judgments and/or satisfactions in the Record of Court Activity, retain for fifty years, then destroy.</p> <p>b. If the court does not record judgments and/or satisfactions in the Record of Court Activity, retain for twenty-five years, then destroy.</p> <p>c. If the court records judgments affecting title to real property in the Record of Court Activity, retain permanently.</p>
70225.	<p>UNRECORDED RECORDS</p> <p>Documents filed with the court that cannot be recorded.</p>	<p>Retain for two years, then destroy.</p>

JURY SYSTEM RECORDS

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

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
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.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
70380.	PANEL SHEETS (also known as MINUTES OF THE JURY DRAWINGS)	
	List of jurors summoned to jury pool.	Retain permanently for research purposes.

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