



2020  
TOWN OF CARMEL  
SUBJECT MATTER LIST  
AND  
OFFICE RETENTION SCHEDULE

Adopted January 2, 2020

# Table of Contents

<b>ID Number</b>	<b>Department</b>	<b>Page</b>
01	Supervisor's Office	3
02	Assessor's Office	6
03	Building Department	8
04	Town Clerk's Office	9
05	Comptroller's Office	12
06	Engineering Department	14
07	Highway Department	15
08	Justice Court	Attachment "A"
09	Planning & Zoning Department	18
10	Police Department	19
11	Recreation & Parks Department	20
12	Tax Receiver's Office	22
1A	Accounting Department	23

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

Records Series	Archives Schedule Item #	Retention Minimum	Office Retain	Storage Retain
Dept. - Corres./ Resolutions-copy	19	0	2 ½ yrs	
Accounting-Banks, Credits/Debits, Payroll-copy	19	0	2 ½ yrs	
Assessor – Assessment Roll, Real Property Svcs., Reval - copy	19	0	2 ½ yrs	
Bldg. – Violations Monthly Reports, Alarm Permits-copy	19 19	0	8 years 2 ½ yrs	
Town Clerk – Notice of Claims, Foil Requests, Permits/Licenses-copy	19	0	2 ½ yrs	
Town Clerk – Records Management	581a	Permanent	Permanent	
Comptroller –Annual Reports, Audits, Budget Revisions, Y/E Budget, Capital Projects, State Revolving Fund, GFOA, User Fees, -copy	/19	0	2 ½ yrs	
Comptroller-Budget preparation file	51	6	6	
Counsel-Corres., Firms/Cases	10b	6 yrs.	6 yrs	
Engineering-Capital Projects, Contractors, Eng. Projects Coord. corres, Dams, Dry Hydrants, Garbage Dist, MS4, GIS/IT- copy	10b	6 yrs.	6 yrs	
Highway-Capital Projects, Driveway Permits, NYCOMCO, Easements, Road Dedications, Improvements, CHIPS, Resurfacing, Traffic Issues/Controls-copy	19	0	4 yrs	
Justice Court – Security Needs and Assessment, Video Arraignment-copy	19	0	2 ½ yrs	
Rec of Taxes – Daily/Monthly Report -copy	19	0	2 ½ yrs	
Recreation-Accident Reports, Adv. Comm., Contracts, Monthly Report, Master Plan, Individual Parks/Fields, Senior Drop-in-copy	19	0	2 ½ yrs	

Town Board - Corres., expenses-routine	10c	0	2 yrs	
Town Board – Sunshine Law corres.	10b	6	6	
Towns – Corres. -routine	10c	0	2 yrs.	
Ambulance Corres	581b	6 yrs	6 yrs.	
Fire Districts – Corres., Additions/Deletions,Svc Award Program	581b	6 yrs	6 yrs	
Community Svcs. – publications	11b	0	2 yrs.	
Libraries –publications	11b	0	2 yrs.	
Schools – Corres-routine	10c	0	2 yrs.	
Schools – Lease agreement copy	19	0	2 yrs.	
Sports Associations – Corres. - routine	10c	0	2 yrs.	
Environmental Conservation, Planning and Zoning Boards-Corres., Agendas, Minutes-copy	19	0	2 yrs.	
SBA Communications (Formerly Mobilite & Nextel Cell Towers – Corres.	581	6 yrs	8 yrs	
Planning – corres - copy	19	0	On-going projects	
Putnam County Depts., NYC, NYS and US Governmental Corres.-routine	10b	6	6 yrs	
A-Z Files	581	6 yrs	6 yrs	
Employee Identification Cards/badges	370	6 months	6 months	
Sewer & Water Districts	10b	6	6 yrs	
Police – Corres., Equipment, Grants, Reports, PBA, Grievances - copy	19	0	3-5 yrs	
CSEA, IBT, Dept. Time Sheets, Monthly Reports, Handbook-copy	19	0	2 yrs.	
Health & Life Insurance Records-Reports	372	6	6	
Town Agendas -copy	19	0	2 yrs.	
Lake Districts, Parks – Corres.-routine	10c	0	2 yrs.	
Cable – Corres.-routine	10c	0	2 yrs.	
Cable-publications	11b	0	0	

Town Historian/Historical Society-Corres.-routine	10c	0	6 yrs.	
Projects Ex. – Master Plan, Carmel Landfill, Airport Property, Bikeway, Carmel/Mahopac Revitalization-copy	19	0	6 yrs.	
V & T Laws and Amendments –copy	19	0	1 yr.	
Local Laws and Ordinances – copy	19	0	1 yr.	
FEMA – Corres.	10b	6	10 yrs.	
NYMIR, NYSWCA-Corres.	10b	6 yrs	6 yrs.	
Insurance Corres. Case records, etc	296	6	6	

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

Records Series	Archives Schedule Item #	Retention Minimum	Office Retain	Storage Retain
Assessment/tax grievance file	590	6 years after final determination	6 years	0
Assessment Rolls – Final	594b	10 years	1 year	9 years
Assessment Rolls – Tentative	594a	5 years	1 year	4 years
Assessor's Report	592	10 years	5 years	5 years
Change of Assessment Notices And Summaries	10b	6 years	6 years	0
Copies of tax grievance or judicial assessment review records	855	1 year	1 year	0
E-911 Address Change/Verification Correspondence	10b	6 years	6 years	0
Minutes of Board of Assessment Review	590	Permanent	0	Permanent
Notice of Determination of Board of Assessment Review	590	6 years	6 years	0
Property Assessment Cards	583	Permanent	Permanent	0
Purchase Orders (Duplicate Records)	19	0 after no longer needed	0 after no longer needed	0
Real Property Appraisals	584	4 years after superseded or obsolete	4 years after superseded or obsolete	0
Renewal Applications for Seniors and Disabled Persons Exemptions	589b	6 years	6 years	0
School Tax Relief (STAR) Program - Basic	589a	6 years after expiration of exemption -- Denied applications: 6 years after final determination	6 years after expiration of exemption -- Denied applications: 6 years after final determination	0
School Tax Relief (STAR) Program - Enhanced	589a	6 years after expiration of exemption -- Denied applications: 6 years after final determination	6 years after expiration of exemption -- Denied applications: 6 years after final determination	0
Tax Maps	587(b)	10 years after filing	2 years after filing	8 years
Veteran's Exemption Forms	589a	6 years after expiration	6 years after expiration	0

Volunteer Fire and Ambulance Worker Exemptions	589b Denied apps.: 589c	6 years after expiration – Denied apps.: 6 years after final determination	6 years after expiration - Denied apps.: 6 years after final determination	0
--	----------------------------	--	--	---

Building Department - 03  
 Subject Matter List  
 Office Retention Schedule

<b>Records Series</b>	<b>Archives Schedule Item #</b>	<b>Retention Minimum</b>	<b>Office Retain</b>	<b>Storage Retain</b>
B.P. Files	60	Permanent	Permanent	
B.P. and C.O. Card Files	58	Permanent	Permanent	
Fire and Safety Reports for Private Schools	59	6 yrs after building no longer exists	Permanent	
Subdivision Maps (Duplicate Copy)	19	0	Permanent	
B.P. and C.O. Logs	60	Permanent	Permanent	



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

Records Series	Archives Schedule Item #	Retention Minimum	Office Retain	Storage Retain
Abstract of Vouchers (duplicate copy)	19	0 yrs.	1 yr.	
Assessment / Tax Grievance file	590	6 yrs.	1 yr.	6yrs.
Audit reports of Financial Affairs (external,i.e.Fire Depts)	260B	6 yrs.	8 yrs. *	
Bankruptcy Notices (duplicate copy)	19	0	2 yrs.	
Bids (Capital Construction) Successful Unsuccessful	478a 478c	Permanent 6 yrs.	1 yr. 6 yrs.	Permanent
Bids (Materials, Services, Supplies) Successful & Unsuccessful	561	6 yrs.	6 yrs.	
Bingo / Games of Chance Application & copy of license	289a	3 yrs. after expirations	3 yrs. after expirations	
Bingo / Games of Chance Financial Reports	289b (Weekly, quarterly or daily) 73/289c (Annual)	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	51 54a	6 yrs. Permanent	Current Current	6 yrs. Permanent
Burial Transit Permits	67	Permanent	1 yr.	Permanent
Cash Receipts/Cash Transaction Record	249	6 yrs.	6 yrs.	
Certificates of Insurance	302	6 yrs.	6 yrs.	
Change of Zoning Records	649	Permanent	Current	Permanent
Claims against Town	45	6 yrs. after case closed	Current	Permanent*
Comprehensive Annual Financial Report (CAFR)	260	Permanent	10 years	Permanent
Contracts	6	6 yrs.	6 yrs.	
Correction applications Birth/Death/Marriage certificates	N/A	Permanent	Current	Permanent
Correspondence	10a 10b 10c	Permanent 6 yrs. 0	1 yr. 1 yr. 0	Permanent 6 yrs.
Dangerous Dog or other Animal Record	169	20 yrs or at least 6yrs after death of animal	20 yrs or at least 6yrs after death of animal	
DECALS Daily receipts for licenses.	319b	2 yrs.	2 yrs.	
DECALS monthly	319a	6 yrs.	6 yrs.	

reports & records relating to issuance of license				
Deeds/Easements granted to Town	475a	Permanent	Current	Permanent
Dog Licenses New & Renewals	163	3 yrs. after expirations	3 yrs. after expirations	
Dog Licensing Monthly Report	167a	6 yrs.	6 yrs.	
Dog Seizure Index	171a	3yrs.	3 yrs.	
Dog Seizure Disposition Reports	171b	3 yrs	3yrs	
Election Records - Informational records received from county	186	0 after superseded or obsolete	3 yrs. *	
Financial Disclosure Statements	367	7 yrs.	7 yrs.	
Fire Dept. Active List Annual Summary List Periodic List	519a 519b	55 yrs. 3 yrs.	Current Current	55 yrs. 3 yrs.
Fire Dept. Copies of Budget Copies of Public Notice/Proof of Posting	720 19	0 0	6 yrs.* 6 yrs.*	
F.O.I.L. requests	409a,b,c	6 mos.	Current	2 yrs. *
Franchise Files	317a	6 years after franchise expires	Current	6 yrs. after franchise expires
Handicapped Parking Permit Applications	634a	3 yrs. after expiration of permit	3 yrs. after expiration of permit	
Index Log – Town Board minutes	25	0	Permanent*	
Insurance Policies	299	6 yrs. after expiration if no outstanding claims	Current	Permanent*
Local Laws and Ordinances	5	Permanent	Permanent	
Maps / Plans	479a	Permanent	Current	Permanent
Marriage Licenses	N/A	Permanent	1 yr.	Permanent
Master Plan	397	Permanent	Current	Permanent
Monthly Financial Reports	283	6 yrs.	6 yrs.	
Notice of Intent re: Liquor Licenses	318	2 yrs.	2 yrs.	
Notice of Proposed Zoning Change from neighboring towns	651	1 yr.	1 yr.	
Paternity Acknowledgments	N/A			
Permit / License Records	315a	3 yrs.	3 yrs.	
Petitions	29b	6 yrs.	6 yrs.	Permanent*
Proof of Publication/ Posting Affidavit	8	6 yrs.	6 yrs.	
Purchase Orders (Duplicate copy)	19	0 yrs.	2 yrs. & current *	
Record Retrieval Request	41	0	current	
Requests for Birth/Death/ Marriage Certificate	VIT-07	6 yrs.	6yrs.	
Requests for	478a	Permanent	Current	Permanent

Proposals				
Road Dedications	618a	Permanent	Current	Permanent
Subdivision/Site Plans (Planning Bd.)	401a	Permanent	Current	Permanent
Subject Files	various			
Town Board Minutes Back-up Material	1 3	Permanent 1 yr.	1 yr.	3 yr. *
Town Board Work Session Packets (Duplicate Copy)	19	0 yrs.	2yrs. *	
Town Code	5	Permanent	Current	Permanent
Video Recordings Board Meetings	2a	4 mos.	Current	15 years *
Water / Sewer District Files	223a / 881a	Permanent	Current projects	Permanent
Wetland Applications (ECB)	401c	6 yrs.	Current	6 yrs.
Workers Comp. Case Records	297a	18 years	Current	17 yrs in TC vault
Zoning Board of Appeals Applications	650	Permanent	Current	Permanent

\* Differs from NYS MU-1 Retention Schedule

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

Records Series	Archives Schedule Item #	Retention Minimum	Office Retain	Storage Retain
Vendor's Vouchers – General	275	6 years	2 years	4 years
Vendor's Vouchers – Utilities	275	6 years	2 years	4 years
General Ledger	245	6 years	2 years	4 years
Journal Entries	247	6 years	2 years	4 years
Trial Balance	254	6 years	2 years	4 years
Inter Department Billing Records	256	6 years	2 years	4 years
Budget Preparation Files	51	6 years	2 years	4 years
Budget Revisions	57	6 years	2 years	4 years
Budget Status Report	56	6 years	2 years	4 years
Subject Files	10	6 years	2 years	4 years
Summary Record of Warrants	278	6 years	2 years	4 years
Statement of Revenues and Expenditures	283	6 years	2 years	4 years
Actual & Estimated Revenues	283	6 years	2 years	4 years
Payroll Register Report	347	6 years	2 years	4 years
Copy of Canceled Checks	264	6 years	2 years	4 years
Bank Statements	263	6 years	2 years	4 years
Copy of Check & Stub	265	6 years	2 years	4 years
Bond Issue Preparation File	270	6 years after bond issue is retired	6 years	Balance
Bond Register (Duplicate Copy)	19	0	As needed	

Purchase Order Unpaid	559	6 years	2 years	4 years
Employee Time Sheets - Departmental	349	6 years	2 years	4 years
Report of Audit of Financial Affairs (CAFR - Duplicate Copy)	19	0	As needed	
Audit Background Documentation	261	6 years	6 years	
Audit Hearing or Review File	262	6 years	6 years	
Grant Program File	13a 13b	6 years 6 years	6 years 6 years	
Annual Financial Reports	284	Permanent	Permanent	

Engineering Department - 06  
Subject Matter List  
Office Retention Schedule

Records Series	Archives Schedule Page #/Item #	Retention Minimum	Office Retain	Storage Retain
Contracted Municipal Project Maps	618a	Permanent	10 years	Permanent
Engineering Planning Review Case Files (Pre-approval and approved) Copies	19	0	10 years	0
Purchase Order Copies	19	0	0	0
Water and Sewer District Maintenance Files	223a	Permanent	10 years	Permanent
- Lab reports	223a	Permanent	1 year	Permanent
Carmel Water/Sewer District #2 Expansion - Reports	23a	Permanent	Until completion	Permanent
General Correspondence Files	10b	6 years	2 years	6 years
Capital Construction and Public Improvement Files	478a	Permanent	Current Projects	Permanent
Sewer and Water correspondence	223a	Permanent	10 years	Permanent
Property Acquisition or Regulation file	210	Permanent	10 years	Permanent
Environmental restoration projection records	866	Permanent	10 years	Permanent
Charts, graphs and similar records	227	Permanent	10 years	Permanent
Reports and Studies (Public Water Supply)	230	Permanent	10 years	Permanent
Reports and Studies (Wastewater Treatment)	876	Permanent	10 years	Permanent
Reports and Studies (Solid Waste)	881	Permanent	10 years	Permanent
Hazardous waste collection and disposal records	232	Permanent	10 years	Permanent
Capital Construction for Environmental Facility (water supply system/wastewater treatment plant)	867a 867b, c & d	Permanent 6 years	Current Current	Permanent 6 years
Landfill Closure Records	886a 886b 886c	Permanent 30 yrs after closure 7 yrs after closure	Current Current Current	Permanent 30 yrs after closure 7 yrs after closure

Highway Department - 07  
Subject Matter List  
Office Retention Schedule

Records Series	Archives Schedule Item #	Retention Minimum	Office/Attic Retain	Storage Retain
Payroll – Time Cards	366	6 Years	6 Year	
Payroll & OT Sheets	346 a	6 Years	6 Year	
Daily Attendance Log	349	6 Years	25 Years	
Personnel Files	364 b	6 Years after separation	Current	Permanent
Budget Analysis	56 b	1 Year	1 Year	
Purchase Order Log	567	6 Years	6 Years	
Budget/Appropriation Status Report	56 a	6 Years	6 Years	
Purchase Orders – Copy	19	0 Years	4 Years	
Vendor Claims – Copies	19	0 Year	4 Year	
Vendor Payments – Copy of Abstract	19	0 Years	2 Years	
Daily Crew Assignments	366	6 Years	6 Years	
Crew Chief Reports – General Repairs	613	6 Years	6 Years	
Capital Project Files – Copies	19	0 Years	20 Years	
Road Improvement Project Log – Copies	19	0 Years	20 Years	
Complaint File	623 a, b	6 Years after condition abated	6 Years after condition abated	
Subject Files – Correspondence (Letters, emails, memos, etc)	10 b	6 Years	6 Years	
Outgoing Correspondence (Letters, emails, memos. Etc.)	10 b	6 Years	6 Years	
Dedicated Roads Log – Copy	19	0 Years	6 Year	
Driveway Permit Files	628	6 Years	Permanent	
Driveway Permit Log	628	6 Years	Permanent	
Fuel Consumption Log	490	6 Years	6 Years	
Street Signs Log	625	6 Years after no longer exists	Permanent	
Vehicle Acquisition Files	488	6 Years after vehicle goes out of service	6 Years after vehicle goes out of service	
Vehicle/Equipment Inventory Log	484	6 Years after vehicle goes out of service	6 Years after vehicle goes out of service	
Vehicle Maintenance Forms	487 a	6 Years after vehicle goes out of service	6 Years after vehicle goes out of service	
Fire Extinguishers Maint. Log	487 d	6 Years after last entry	6 Years after last entry	

Underground Utilities Form	613	6 Years	6 Years	
Weather Reports	614	6 Years	6 Years	



Justice Court - 08  
Subject Matter List  
Office Retention Schedule

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

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

<b>Records Series</b>	<b>Archives Schedule Item #</b>	<b>Retention Minimum</b>	<b>Office Retain</b>	<b>Storage Retain</b>
<b>F.O.I.L. Requests</b>	<b>409a,b,c</b>	<b>6 mos.</b>	<b>Current</b>	<b>2yrs. *</b>
<b>Mandatory planning review case file (Planning Bd.)</b>	<b>401a</b>	<b>Permanent</b>	<b>Current</b>	<b>Permanent</b>
<b>Mandatory planning review case file (Planning Bd. project abandoned or withdrawn)</b>	<b>401b</b>	<b>10 years</b>	<b>Current</b>	<b>10 years</b>
<b>Mandatory planning review case file (ZBA)</b>	<b>401a</b>	<b>Permanent</b>	<b>Current</b>	<b>Permanent</b>
<b>Mandatory planning review case file (ECB)</b>	<b>401c</b>	<b>6 years</b>	<b>Current</b>	<b>6 years</b>
<b>Mandatory planning review case file (ARB)</b>	<b>401c</b>	<b>6 years</b>	<b>Current</b>	<b>6 years</b>
<b>Minutes – Copies PB, ECB, ZBA, ARB)</b>	<b>19</b>	<b>0</b>	<b>Current</b>	
<b>Site Plans, Oversized Maps</b>	<b>401a</b>	<b>Permanent</b>	<b>Current</b>	<b>Permanent</b>
<b>Planning Bd / ZBA Card File</b>	<b>25</b>	<b>0</b>	<b>Permanent</b>	
<b>F.O.I.L. Requests</b>	<b>409a,b,c</b>	<b>6 mos.</b>	<b>Current</b>	<b>2 yrs. *</b>

Police Department - 10  
Subject Matter List  
Office Retention Schedule

Records Series	Archives Schedule Item #	Retention Minimum	Office Retain	Storage Retain
Arrest Files	524	Permanent	Permanent	Permanent
Case Files	523	Permanent	Permanent	Permanent
Log Files	521	Permanent	6 Years	Permanent
Accident Reports	810	6 Years	6 Years	
Master Card File	521	Permanent	Permanent	Permanent
Blotter/ Event Reports	521	Permanent	Permanent	Permanent
Domestic Violence Records	820	4 Years when no case investigation	4 Years	
Copies of Payroll Information Sheets	19	0	6 Years	
Copies of Invoices / Purchase Orders	19	0	6 Years	
Communications Log	495	3 Years	6 Years	
Law Enforcement Reports, Studies or Data queries	529	0 After no longer Needed	6 Years	
Gas Consumption Log	490	6 Years	6 Years	
Sealed Arrest Files	524	Permanent	Permanent	
Breathalyzer / Radar Certifications	487d	6 Years after unit is no longer in use	6 Years	
PD Vehicle Files	488	6 Years after vehicle no longer in use	6 Years	
Traffic Tickets	544	2 Years after litigation completed	2 years after litigation completed	
Warrants	522a	5 Years after warrant executed or recalled	5 Years after warrant executed or recalled	
Current Police Personnel Files including Training and Awards	364b	6 Years after termination	Current Employees	
Retired Police Personnel including Training and Awards	364b	6 Years after Retirement	6 Years after Retirement	Permanent
PD Daily Sign-In Sheets	349	6 Years	6 Years	

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

Records Series	Archives Schedule Item #	Retention Minimum	Office Retain	Storage Retain
Accident/Incident Reports	841	3 years after child reaches age 18	3 years after Child reaches age 18	0
Applications for Summer Camp Operation	838	3 years after expiration	3 years after expiration	0
Attendance Sheets/Buddy Checklists/Daily Notes	569 (a)	6 years	6 years	0
Budget/User Fee schedule prep. Files	51	6 years	6 years	0
Payroll or related report	346	6 years when needed for audit or fiscal purposes, or 0 if not needed	6 years when needed for audit or fiscal purposes, or 0 if not needed	0
Dept. copies of purchase orders, vouchers, user fees, invoices, revenue	19	0 after no longer needed	0 after no longer needed	0
Division for Youth Files	13 (a)	Permanent	Permanent	0
Enrollment records for Red Cross classes	504c	7 years	7 years	0
ID card Applications	570 (a)	6 years	2 years	4 years
Parental Consent Records – Camp	571	3 yrs. after child turns 18	3 years	21 years
Parental Consent Records – Class/ Program	571	3 yrs. after child turns 18	3 years	21 years
Parental Consent Records – Swim	571	3 yrs. after child turns 18	3 years	21 years
Planning and Development Files	572	6 years	6 years	
Plans – camp, waterfront	24	Permanent	10 years	Permanent
Reports of inspection by Dept. of Health or other agency	839	21 years	21 years	0
Seasonal employee files	364	6 years after termination	6 years after termination	0
Special events correspondence files	573	6 years	6 years	0
Correspondence files	10a,b,c	0, 6 years or permanent	0, 6, years or permanent	0
Timesheets (temporary staff)	349	6 years	6 years	0

Warranties	63	6 years after Expiration	6 years after expiration	0
Senior Citizen Group Files	569	6 years	6 years	0
Cash Transaction Record (Petty Cash)	249	6years	6 years	0
Purchasing Files (bids, contracts, materials, etc.)	561	6 years after expiration, termination, or final payment	6 years after expiration, termination, or final payment	0
Athletic Program Records	574	6 years	6 years	0
Individual Camp Applications	836	6 yrs. after end if fee is charged 3 yrs. after end w/o fee charged	6 yrs. after end if fee is charged 3 yrs. after end w/o fee charged	0
Receipts (received or issued)	282	6 years	6 years	0

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

Records Series	Archives Schedule Item #	Retention Minimum	Office Retain	Storage Retain
General Fund subject files	256	6 years + current	6 years + current	N/A
Bank Statements	263	6 years + current	6 years + current	N/A
General Correspondence	10b	6 years + current	6 years + current	N/A
School tax collection files	595a	6 years + current	6 years + current	N/A
Town tax bills	595a	6 years + current	1 year + current	5 years
School tax bills	595a	6 years + current	2 years + current	4 years
Water bills	256b	6 years + current	1 year + current	5 years
Water district usage printouts	256b	6 years + current	6 years + current	N/A
Town Tax Roll	594c	Permanent	3 years + current  Microfiche for earlier years is in Clerk's office	N/A
Warrants	594c	Permanent	Permanent	N/A
Water & Sewer monthly reports	19 (copies)	N/A	6 years + current	N/A
General Fund monthly reports	19 (copies)	N/A	6 years + current	N/A

Accounting Department - 1A  
Subject Matter List  
Office Retention Schedule

Records Series	Archives Schedule Item #	Retention Minimum	Office Retain	Storage Retain
941 Withholding report	360	6 year	1 year	5 years
Accounts receivable reports	256b	6 years	3 years	3 years
Alarm Records	793	6 years	6 years	0
Banking communications	263	6 years	1 year	5 years
Canceled Check (inc. payroll check)	264	6 years	1 year	5 years
Cash Transaction Record	249	6 years	1 year	5 years
Check stub or copy of check	265	6 years	1 year	5 years
Claim for benefits	372 (b)	1 year	1 year	
Claim for Payment	275	6 years	6 years	0
Claim payment reports (unemployment)	373 (c)	6 years	6 years	0 years
Copies of union labor contracts	19	0 years	0 years	0 years
Copy of payroll certification report	385	0 after superseded	1 year	
Declination statement	372 (d)	6 years after separation from service	6 years after separation from services	0 years
Deduction forms	353	5 years After superseded	5 years after superseded	
Deposit Slip	269	6 years	1 year	5 years
Depository Agreement	266	6 years	1 year	5 years
Direct Deposit Records	724	5 years after authorization expires	5 years after authorization expires	0 years
Driveway bond applications copy	19	0 years	0 years	0 years
Employee injury record	744	18 years after date of injury/illness	18 years after date of injury/illness	
Employee personal earnings record	355	6 years	1 year	5 years
Employee records for sick, vacation, personal, overtime	351 & 366	6 years	1 year	5 years
Employee time Sheets	349	6 years	6 years	0 years
Employee voluntary payroll deduction forms	353	5 years after authorization expires	5 years after authorization expires	0 years
Forms 1099, W-2, W-3	361	5 years	5 years	0 years

Health & Life insurance coverage reports	372 (c)	6 years	1 year	5 years
Health & Life insurance records (w/out dependent survivor)	372 (a)	3 years after termination	3 years after termination	0 years
Health insurance bills	256 (b)	6 years	1 year	5 years
Journal Recordings of Fiscal Transactions	247	6 years	1 year	5 years
Payroll or related report not covered by another specific item #	346a 346b	6 years 0	1 year 0	5 years 0
Payroll calculation details	345 (a)	55 years	current	54 years
Payroll registers	345 (c)	6 years	6 years	0 years
Payroll Report	359	6 years	1 year	5 years
Payroll-record of payment	347	6 years	1 year	5 years
Periodic fiscal reports	283	6 years	1 year	5 years
Personnel case file materials	364 (b)	6 years after termination	6 years after termination	0 years
Personnel Investigative records	365	3 years after final decision rendered	3 years after final decision rendered	0 years
Personnel Records	364 (a)	Permanent	permanent	
Proof sheets-water districts	254	6 years	current	5 years
Quarterly report of wages paid	357	6 years after year wages were reported	1 year after year wages were reported	5 years after year wages were reported
Receipt (received) or copy of receipt (issued)	282	6 years	1 year	5 years
Record of assignments, attachments & garnishments	352 (a)	6 years after terminations of employment	1 year	5 years after termination of employment
Record of Employee absences/accruals	350 (a)	6 years	1 year	5 years
Recreation fees	570 (a)	6 years	1 year	5 years
Retirement System & Benefit plan forms	725	6 years after termination	6 years after termination	0 years
Unemployment-claim disqualified	373 (b)	3 years after filing	3 years after filing	0 years
Unemployment insurance records-claim approved	373 (a)	6 years after final payment	6 years after final payment	0 years
Voucher bank statements	263	6 years	2 year	4 years
Water meter reading cards / Alarm billing	256a 256b	6 years	3 year	3 years



Withholding Exemption Certificate (W-4)	362	5 years after a superseding certificate is filed	5 years after authorization expires	0 years
Workers' Compensation Case Records	297	18 years	1 year	17 years

ATTACHMENT "A"  
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**



## **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**

**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](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](mailto: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**

## TABLE OF CONTENTS

### I. CASE FILES

Criminal Misdemeanors .....	2
Felony Arraignments .....	3
Motor Vehicle/Traffic Infractions .....	4
Parking .....	5
Violations .....	6
Transferred Case Files .....	7

### II. SUPPLEMENTAL CASE RECORDS

Bail Bonds .....	8
Bail Records .....	8
Court Reporter Notes and All Other Recordings of the Court Not Listed as a Separate Records Series Title .....	9
Court Reporter Transcripts .....	9
Defendant Criminal History Records ("Rap Sheets") .....	9
Drinking Drivers Program Certificates .....	9
DWI Test Stubs .....	10
Exhibits .....	10
Family Offense Orders of Protection; Temporary Orders of Protection .....	10
FBI Disposition Reports (Green Sheets) .....	11
Parking Violation Stubs .....	11
Police Arrest Reports .....	11
Search Warrants .....	12
Subpoenaed Records .....	12
Transcripts of All Recordings of the Court Not Listed as a Separate Records Series Title .....	13
UCS Domestic Violence Registry Information Sheet .....	13
Wiretap Orders and Recordings .....	13

### III. CASE MANAGEMENT RECORDS

Adjourned in Contemplation of Dismissal Log Books .....	14
Adjournment Log Books .....	14
Arraignment Log Books .....	14
Arraignment Sheet Books .....	15
Arrest Log Books .....	15
Calendars .....	15
Caseload Activity Reports .....	16

**III. CASE MANAGEMENT RECORDS (continued)**

Court Reporter Index .....	16
Criminal Disposition Reports .....	16
Defendant Record Cards .....	16
Dismissal Log Books .....	17
Dispositional Cards .....	17
Felony Log Books .....	17
Fingerprints and Photographs .....	18
Indexes: Case Files .....	18
Inmate Correspondence .....	18
Log of Order Numbers .....	19
Mandatory Surcharge .....	19
Minute Books .....	19
Misdemeanor Log Books .....	20
Notice of Appeals Log Books .....	20
Outstanding Parking Violation Sheets .....	20
Police Department Cell Block and City Court Records .....	21
Prisoner Ledgers .....	21
Probation Books .....	21
Record of Court Activity .....	22
Return on Warrants Log Books .....	23
Scofflaw Summons Registers .....	23
Scofflaw Summons Registers - Short List .....	23
Search Warrant Log Books .....	24
Search Warrant Receipt Books .....	24
Statement Concerning Person Convicted .....	24
Summons Disposition Registers .....	25
Summons Registers - Alphabetic .....	25
Summons Registers - Complete .....	26
Summons Registers - Numeric Listings .....	26
TSLE & D Program: Report of Cases Pending for 60 Days .....	26
TSLE & D Program: Report of Disposed Cases .....	27
TSLE & D Program: Report of Pending Cases .....	27
TSLE & D Program: Report of Transferred Cases .....	27
Traffic Summons Receipts .....	27
Traffic Violations Receipt Books .....	28
Transfer Logs (including Transfer Cards) .....	28
Warrant Books .....	28
Warrant Recall Sheets .....	28
Youthful Offender Log Books .....	29

**IV. JURY SYSTEM RECORDS**

<b>Attendance Records</b> .....	<b>30</b>
<b>Ballot Cards</b> .....	<b>30</b>
<b>Juror Summons</b> .....	<b>30</b>
<b>Local Criminal Court Master List</b> .....	<b>30</b>
<b>Panel Sheets</b> .....	<b>31</b>

**NOTE: FISCAL RECORDS: see Records Retention Schedule for Administrative  
Records - FISCAL RECORDS on the internet:**

[http://www.courts.state.ny.us/admin/recordsmanagement/sch\\_admin\\_records.shtml](http://www.courts.state.ny.us/admin/recordsmanagement/sch_admin_records.shtml)

<b>INDEX</b> .....	<b>32</b>
--------------------	-----------



# 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>
<b>80010.</b>	<b>CRIMINAL MISDEMEANORS</b>	
	Misdemeanors defined in the Penal Law, Vehicle and Traffic Law and other statute.	<p><b>a. DISPOSED CASES</b></p> <p>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.</p> <p><b>b. CASES TERMINATED IN FAVOR OF DEFENDANT</b></p> <p>Retain for six years, then destroy. Includes Criminal Misdemeanors that fall on a sample year.</p> <p><b>c. UNDISPOSED CASES</b></p> <p>Retain for fifty years, then destroy.</p>

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

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

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80040.	PARKING	<p>a. DISPOSED CASES</p> <p>Retain for six years from date of disposition, then destroy.</p> <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>

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80050.	<b>VIOLATIONS</b>	
	Penal Law Violations and violations of local ordinances.	<p data-bbox="943 344 1273 380"><b>a. DISPOSED CASES</b></p> <ol data-bbox="1003 422 1427 905" style="list-style-type: none"> <li data-bbox="1003 422 1427 716">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.</li> <li data-bbox="1003 758 1427 905">2. Retain <u>all</u> cases terminated in favor of the defendant for six years, then destroy.</li> </ol> <p data-bbox="943 947 1427 1010"><b>b. ADJUDICATED BUT NOT SATISFIED</b></p> <p data-bbox="1003 1052 1427 1314">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 data-bbox="943 1356 1333 1392"><b>c. UNDISPOSED CASES</b></p> <p data-bbox="1003 1434 1427 1684">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.	<b>TRANSFERRED CASE FILES</b>  Exact copies of files transferred to another court <u>for jurisdiction.</u>	<b>Retain for one year, then destroy.</b>

## SUPPLEMENTAL CASE RECORDS

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80060.	<b>BAIL BONDS</b>  Record of a defendant's posting of bail. Includes bail bonds undertakings and records of the insurance.	<b>Considered part of the case file. File in case file. If maintained separately, retain for same length of time as case file.</b>
80070.	<b>BAIL RECORDS (also known as BAIL ENVELOPES)</b>  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.	<b>Considered part of the case file. File in case file. If maintained separately, retain for same length of time as case file.</b>



<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80080.	<b>COURT REPORTER NOTES and ALL OTHER RECORDINGS OF THE COURT NOT LISTED AS A SEPARATE RECORDS SERIES TITLE</b>	
	Stenographic tapes, pads, audio tapes or other machine-readable systems which record the proceedings of the court.	<ul style="list-style-type: none"> <li>a. Retain notes for Motor Vehicle/Traffic and Parking cases for two years, then destroy.</li> <li>b. Retain all other notes for ten years, then destroy.</li> </ul>
80090.	<b>COURT REPORTER TRANSCRIPTS</b> replaced by SERIES # 80185, TRANSCRIPTS	
80100.	<b>DEFENDANT CRIMINAL HISTORY RECORDS ("RAP SHEETS")</b>	
	Arrest and case disposition records of defendants.	Retain until updated or until case is disposed, whichever occurs first, then destroy.
80110.	<b>DRINKING DRIVERS PROGRAM CERTIFICATES</b>	
	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.	<b>DWI TEST STUBS</b>  Court copies of documents used to administer breathalyzer tests. Includes operational check lists, result sheets and reports of refusal to submit to chemical tests.	Considered part of the case file. File in case file. If maintained separately, retain for same length of time as case file.
80130.	<b>EXHIBITS</b>  Exhibits presented as evidence in a case.	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.
80137.	<b>FAMILY OFFENSE ORDERS OF PROTECTION; TEMPORARY ORDERS OF PROTECTION</b>  Orders of Protection issued pursuant to CPL§530.12.	Considered part of the case file. File in case file. Retain order and file for twenty-five years, then destroy <b>EXCEPT for those cases to be retained permanently for research purposes.</b>

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

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
<b>80170.</b>	<b>SEARCH WARRANTS</b>  File of warrants authorizing a search. Includes the original copy of the search warrant and a list of the items found, if any.	<ul style="list-style-type: none"> <li>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.</li> <li>b. For executed search warrants without associated cases, retain for five years, then destroy.</li> <li>c. If search warrant is not executed, retain for one year from date of issuance, then destroy.</li> </ul>
<b>80180.</b>	<b>SUBPOENAED RECORDS</b>  Records which have been subpoenaed by the court from an outside agency, organization, or individual.	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.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80185.	<b>TRANSCRIPTS OF ALL RECORDINGS OF THE COURT NOT LISTED AS A SEPARATE RECORDS SERIES TITLE</b>  Transcripts of Court Reporter Notes and transcripts of all other recordings of the Court not listed as a separate records series title.	<b>Considered part of the case file. File in case file. If maintained separately, retain for same length of time as case file.</b>
80187.	<b>UCS DOMESTIC VIOLENCE REGISTRY INFORMATION SHEET (also known as FAMILY PROTECTION REGISTRY INFORMATION SHEET and INFORMATION SHEET); ADDENDUM TO INFORMATION SHEET</b>  Forms attached to Order of Protection sent to the Family Protection Registry Center for entry into the UCS Domestic Violence Registry.	<b>Retain for one year, then destroy.</b>
80188.	<b>WIRETAP ORDERS AND RECORDINGS</b>  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"> <li>a. <b>Retain audio recordings for ten years, then destroy, upon court order.</b></li> <li>b. <b>Retain all other materials permanently for research purposes.</b></li> </ul>

## CASE MANAGEMENT RECORDS

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80190.	<b>A D J O U R N E D I N C O N T E M P L A T I O N O F D I S M I S S A L L O G B O O K S</b>	
	Log books recording date on which ACD is granted.	Retain for one year or until no longer needed, whichever is sooner, then destroy.
80200.	<b>A D J O U R N M E N T L O G B O O K S</b>	
	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.	<b>A R R A I G N M E N T L O G B O O K S</b>	
	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.	<b>ARRAIGNMENT SHEET BOOKS</b>  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.	<b>ARREST LOG BOOKS</b>  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.	<b>CALENDARS</b>  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>
<b>80250.</b>	<b>CASELOAD ACTIVITY REPORTS</b>  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.
<b>80260.</b>	<b>COURT REPORTER INDEX</b>  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 <b>SERIES# 80080, COURT REPORTER NOTES.</b>
<b>80270.</b>	<b>CRIMINAL DISPOSITION REPORTS</b>  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.
<b>80280.</b>	<b>DEFENDANT RECORD CARDS</b>  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.	<b>DISMISSAL LOG BOOKS</b>  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.	<b>DISPOSITIONAL CARDS</b>  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.	<b>FELONY LOG BOOKS</b>  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.	<b>FINGERPRINTS AND PHOTOGRAPHS</b>  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.	<b>INDEXES: CASE FILES</b>  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.	<b>INMATE CORRESPONDENCE</b>  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.	<p><b>LOG OF ORDER NUMBERS</b> (also known as <b>UCS DOMESTIC VIOLENCE</b> <b>REGISTRY LOG OF ORDER</b> <b>NUMBERS)</b></p> <p>Form listing order numbers for Orders of Protection which are entered into the UCS Domestic Violence Registry.</p>	<p>Retain for one year, then destroy.</p>
80345.	<p><b>MANDATORY SURCHARGE</b></p> <p>Form created to capture information on imposition or waiver of surcharge.</p>	<p>Retain one copy for six years.</p> <p>Destroy all other copies immediately.</p>
80350.	<p><b>MINUTE BOOKS</b></p> <p>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.</p>	<p>a. Retain all Minute Books created prior to 1950 permanently for research purposes.</p> <p>b. Retain Minute Books created after 1949 for one year or until no longer needed, whichever is sooner, then destroy.</p>

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

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

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80420.	<p data-bbox="407 268 846 531"><b>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)</b></p> <p data-bbox="407 569 846 940">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 data-bbox="922 268 1427 596">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 data-bbox="922 627 1427 856">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 data-bbox="922 888 1427 1150">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 data-bbox="922 1182 1427 1476">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 data-bbox="922 1507 1427 1740">e. <u>DWAIs</u> Retain Record of Court Activity for disposed DWAI's for ten years, then destroy. If DWAI's 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.	<b>RETURN ON WARRANTS LOG BOOKS</b>  Chronological log books of returned warrants. Includes defendant name, docket number, date of return and part in which warrant was vacated.	<b>Retain for five years from date of last entry, then destroy.</b>
80440.	<b>SCOFFLAW SUMMONS REGISTERS</b>  Computer-generated alphabetical listings by defendant name of all summons scofflaws. Includes defendant name, address and number of outstanding summons.	<b>Retain until updated report is received, then destroy.</b>
80450.	<b>SCOFFLAW SUMMONS REGISTERS - SHORT LIST</b>  Computer-generated alphabetical listings, by defendant name, of summons scofflaws. Includes name and number of outstanding summons.	<b>Retain until updated report is received, then destroy.</b>

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80460.	<b>SEARCH WARRANT LOG BOOKS</b>  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.	<b>SEARCH WARRANT RECEIPT BOOKS</b>  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.	<b>STATEMENT CONCERNING PERSON CONVICTED</b>  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.	<b>SUMMONS DISPOSITION REGISTERS</b>  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"> <li>a. Retain weekly registers until cumulative quarterly register is issued, then destroy.</li> <li>b. Retain quarterly register until cumulative annual register is issued, then destroy.</li> <li>c. Retain annual register for six years, then destroy.</li> </ul>
80500.	<b>SUMMONS REGISTERS - ALPHABETIC</b>  Computer-generated alphabetical listings by defendant name. Issued weekly, quarterly and annually. Includes defendant name and docket number.	<ul style="list-style-type: none"> <li>a. Retain weekly registers until cumulative quarterly register is issued, then destroy.</li> <li>b. Retain quarterly register until annual register is issued, then destroy.</li> <li>c. Retain annual register for twenty years, then destroy.</li> </ul>

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
80510.	<b>SUMMONS REGISTERS - COMPLETE</b>  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.	<b>SUMMONS REGISTERS - NUMERIC LISTINGS</b>  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"> <li>a. Retain weekly register until cumulative quarterly register has been issued, then destroy.</li> <li>b. Retain quarterly register until cumulative annual register has been issued, then destroy.</li> <li>c. Retain annual register for twenty years, then destroy.</li> </ul>
80530.	<b>TSLE&amp;D PROGRAM: REPORT OF CASES PENDING FOR 60 DAYS</b>  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.	<b>TSLE&amp;D PROGRAM: REPORT OF DISPOSED CASES</b>	
	Monthly report of cases disposed.	Retain for six years, then destroy.
80550.	<b>TSLE&amp;D PROGRAM: REPORT OF PENDING CASES</b>	
	Monthly report of cases that have been reported but have not yet been disposed.	Retain until updated report is received, then destroy.
80560.	<b>TSLE&amp;D PROGRAM: REPORT OF TRANSFERRED CASES</b>	
	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.	<b>TRAFFIC SUMMONS RECEIPTS</b>	
	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.	<b>TRAFFIC VIOLATIONS RECEIPT BOOKS</b>  Court copies of receipts issued to police officers upon delivery of traffic summons to the court.	Retain for six years, then destroy.
80590.	<b>TRANSFER LOGS (including TRANSFER CARDS)</b>  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.	<b>WARRANT BOOKS</b>  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.	<b>WARRANT RECALL SHEETS</b>  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.	<b>YOUTHFUL OFFENDER LOG BOOKS</b>  Numerical log of youthful offenders by docket number. Includes defendant name, address, age and docket number.	<b>Retain for one year or until no longer needed, whichever is sooner, then destroy.</b>

## 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.	<b>ATTENDANCE RECORDS</b>  Cards, logs or lists used to record juror attendance.	<b>Retain for six years, then destroy.</b>
80640.	<b>BALLOT CARDS</b>  Juror identification cards used to select jurors for voir dire panels.	<b>Retain until end of term, then destroy.</b>
80650.	<b>JUROR SUMMONS</b>  Documents used to notify prospective jurors that they have been summoned to serve.	<b>a. If used to note attendance, retain for six years, then destroy.</b>  <b>b. If not used to note attendance, retain for one year or until no longer needed, whichever is sooner, then destroy.</b>
80660.	<b>LOCAL CRIMINAL COURT MASTER LIST</b>  Annual list of persons eligible to serve on local criminal court juries.	<b>Retain until updated copy has been received, then destroy.</b>

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
<b>80670.</b>	<b>PANEL SHEETS</b>  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.	<b>Retain permanently for research purposes.</b>

## INDEX

ADDENDUM TO INFORMATION SHEET .....	13
ADJOURNED IN CONTEMPLATION OF DISMISSAL LOG BOOKS .....	14
ADJOURNMENT LOG BOOKS .....	14
ARRAIGNMENT LOG BOOKS .....	14
ARRAIGNMENT SHEET BOOKS .....	15
ARREST LOG BOOKS .....	15
ATTENDANCE RECORDS (JURORS) .....	30
BAIL BONDS .....	8
BAIL ENVELOPES: see BAIL RECORDS .....	8
BAIL RECORDS .....	8
BALLOT CARDS .....	30
BLOTTERS: see POLICE ARREST REPORTS .....	11
CALENDARS .....	15
CASELOAD ACTIVITY REPORTS .....	16
CONVICTION LOG BOOKS: see RECORD OF COURT ACTIVITY .....	22
COURT REPORTER INDEX .....	16
COURT REPORTER NOTES AND ALL OTHER RECORDINGS OF THE COURT NOT LISTED AS A SEPARATE RECORDS SERIES TITLE .....	9
COURT REPORTER TRANSCRIPTS .....	9
CRIMINAL DISPOSITION REPORTS .....	16
CRIMINAL MISDEMEANORS .....	2
DEFENDANT CRIMINAL HISTORY RECORDS ("RAP SHEETS") .....	9
DEFENDANT RECORD CARDS .....	16
DISMISSAL LOG BOOKS .....	17
DISPOSITIONAL CARDS .....	17
DOCKET BOOKS: see RECORD OF COURT ACTIVITY .....	22
DOCKET SHEETS: see RECORD OF COURT ACTIVITY .....	22
DRINKING DRIVERS PROGRAM CERTIFICATES .....	9
DWI TEST STUBS .....	10
EXHIBITS .....	10
FAMILY OFFENSE ORDERS OF PROTECTION; TEMPORARY ORDERS OF PROTECTION .....	10
FAMILY PROTECTION REGISTRY INFORMATION SHEET: see UCS DOMESTIC VIOLENCE REGISTRY INFORMATION SHEET .....	13
FBI DISPOSITION REPORTS (GREEN SHEETS) .....	11
FELONY ARRAIGNMENTS .....	3
FELONY LOG BOOKS .....	17
FINGERPRINTS AND PHOTOGRAPHS .....	18
GREEN SHEETS: see FBI DISPOSITION REPORTS .....	11



INDEXES: CASE FILES .....	18
INFORMATION SHEET: see	
UCS DOMESTIC VIOLENCE REGISTRY INFORMATION SHEET .....	13
INMATE CORRESPONDENCE .....	18
JUROR SUMMONS .....	30
LOCAL CRIMINAL COURT MASTER LIST .....	30
LOG OF ORDER NUMBERS .....	19
MANDATORY SURCHARGE .....	19
MINUTE BOOKS .....	19
MISDEMEANOR LOG BOOKS .....	20
MOTOR VEHICLE/TRAFFIC INFRACTIONS .....	4
NOTICE OF APPEALS LOG BOOKS .....	20
OCA-540A: see CRIMINAL DISPOSITION REPORTS .....	16
OCA-540B: see CRIMINAL DISPOSITION REPORTS .....	16
OCA-540C: see CRIMINAL DISPOSITION REPORTS .....	16
OUTSTANDING PARKING VIOLATION SHEETS .....	20
PANEL SHEETS .....	31
PARKING .....	5
PARKING VIOLATION STUBS .....	11
POLICE ARREST REPORTS .....	11
POLICE DEPARTMENT CELL BLOCK AND CITY COURT RECORDS .....	21
PRISONER DATA REPORTS: see POLICE ARREST REPORTS .....	11
PRISONER LEDGERS .....	21
PROBATION BOOKS .....	21
RAP SHEETS: see DEFENDANT CRIMINAL HISTORY RECORDS .....	9
RECORD OF COURT ACTIVITY .....	22
RETURN ON WARRANTS LOG BOOK .....	23
SCOFFLAW SUMMONS REGISTERS .....	23
SCOFFLAW SUMMONS REGISTERS - SHORT LIST .....	23
SEARCH WARRANT LOG BOOKS .....	24
SEARCH WARRANT RECEIPT BOOKS .....	24
SEARCH WARRANTS .....	12
STATEMENT CONCERNING PERSON CONVICTED .....	24
SUBPOENAED RECORDS .....	12
SUMMONS DISPOSITION REGISTERS .....	25
SUMMONS REGISTERS - ALPHABETIC .....	25
SUMMONS REGISTERS - COMPLETE .....	26
SUMMONS REGISTERS - NUMERIC LISTINGS .....	26
TRAFFIC SUMMONS RECEIPTS .....	27
TRAFFIC VIOLATIONS RECEIPT BOOKS .....	28
TRANSCRIPTS OF ALL RECORDINGS OF THE COURT NOT LISTED AS A SEPARATE RECORDS SERIES TITLE .....	13

<b>TRANSFER CARDS: see TRANSFER LOGS</b> .....	<b>28</b>
<b>TRANSFER LOGS</b> .....	<b>28</b>
<b>TRANSFERRED CASE FILES</b> .....	<b>7</b>
<b>TSLE &amp; D PROGRAM: REPORT OF CASES PENDING FOR 60 DAYS</b> .....	<b>26</b>
<b>TSLE &amp; D PROGRAM: REPORT OF DISPOSED CASES</b> .....	<b>27</b>
<b>TSLE &amp; D PROGRAM: REPORT OF PENDING CASES</b> .....	<b>27</b>
<b>TSLE &amp; D PROGRAM: REPORT OF TRANSFERRED CASES</b> .....	<b>27</b>
<b>UCS-175: see CASELOAD ACTIVITY REPORTS</b> .....	<b>16</b>
<b>UCS DOMESTIC VIOLENCE REGISTRY INFORMATION SHEET</b> .....	<b>13</b>
<b>UCS DOMESTIC VIOLENCE REGISTRY LOG OF ORDER NUMBERS see:</b>	
<b>LOG OF ORDER NUMBERS</b> .....	<b>19</b>
<b>VIOLATIONS</b> .....	<b>6</b>
<b>WARRANT BOOKS</b> .....	<b>28</b>
<b>WARRANT RECALL SHEETS</b> .....	<b>28</b>
<b>WIRETAP ORDERS AND RECORDINGS</b> .....	<b>13</b>
<b>YOUTHFUL OFFENDER LOG BOOKS</b> .....	<b>29</b>