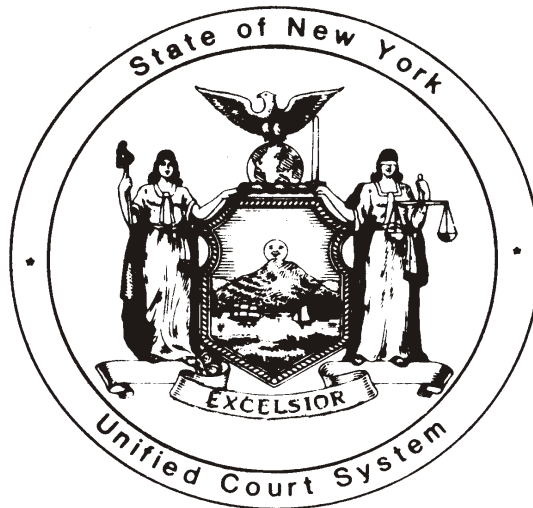


# **RECORDS RETENTION AND DISPOSITION SCHEDULE**



## **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](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

Change of Name .....	2
Civil .....	2
Transferred Case Files .....	2

### II. SUPPLEMENTAL CASE RECORDS

Arbitration Reports .....	3
Court Reporter Notes and All Other Recordings of the Court Not Listed as a Separate Records Series Title .....	3
Court Reporter Transcripts and Transcripts of All Other Recordings of the Court Not Listed as a Separate Records Series Title ..	3
Exhibits .....	4
Postal Receipts .....	4
Subpoenaed Records .....	4
Supplemental Proceedings .....	5

### III. CASE MANAGEMENT RECORDS

Attorney Roster .....	6
Calendar .....	6
Calendar Index .....	6
Case File Index: Change of Name .....	6
Case File Index: Civil .....	7
Caseload Activity Reports - Office of Court Administration .....	7
Court Reporter Notes - Index .....	7
Index Number Distribution Log Books .....	8
Judgment Books .....	8
Judgment Books - Index .....	8
Minute Books .....	9
Notice of Appeal Log Books .....	9
Notice of Appointment to Serve as an Arbitrator .....	9
Record of Court Activity .....	10
Unrecorded Records .....	10

**IV. JURY SYSTEM RECORDS**

<b>Attendance Records</b> .....	<b>11</b>
<b>Ballot Cards</b> .....	<b>11</b>
<b>Juror Master List</b> .....	<b>11</b>
<b>Juror Summons</b> .....	<b>11</b>
<b>Panel Sheets</b> .....	<b>12</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>13</b>
--------------------	-----------

# 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.

<b><u>SERIES #</u></b>	<b><u>RECORD SERIES TITLE</u></b>	<b><u>RETENTION</u></b>
<b>70010.</b>	<b>CHANGE OF NAME</b>	
	Records of change of name case proceedings.	<b>Retain permanently.</b>
<b>70020.</b>	<b>CIVIL</b>	
	Records of all civil case proceedings, other than change of name cases including landlord and tenant, small claims, commercial claims and arbitration.	<b>Retain for twenty-five years from date of initiation, then destroy.</b>
<b>70025.</b>	<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>
70030.	<b>ARBITRATION REPORTS</b>  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.	<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.	Retain for two years, then destroy.
70050.	<b>COURT REPORTER TRANSCRIPTS and TRANSCRIPTS OF ALL OTHER 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 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.	<b>EXHIBITS</b>  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.	<b>POSTAL RECEIPTS</b>  Court copy of postal receipt documenting service of summons and complaint on defendant (certified mail green card).	<p>a. <b><u>Small Claims:</u></b> Retain for three years from date of initiation, then destroy.</p> <p>b. <b><u>All Other Civil Cases:</u></b> Considered part of the case file. File in case file. If maintained separately, retain for same length of time as case file.</p>
70080.	<b>SUBPOENAED RECORDS</b>  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.	<b>SUPPLEMENTAL PROCEEDINGS (also known as ENFORCEMENT PROCEEDINGS)</b>	<b>Considered part of the case file. File in case file. If maintained separately, retain for same length of time as case file.</b>
	<b>Record of actions taken by judgment creditors to seek enforcement of the judgment.</b>	

## CASE MANAGEMENT RECORDS

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
<b>70100.</b>	<b>ATTORNEY ROSTER</b>  Lists, card files, or other recording systems which document an attorney's availability and participation in the court's arbitration program.	<b>Retain permanently.</b>
<b>70110.</b>	<b>CALENDAR</b>  Daily schedule of cases that are to be heard before the court. Includes defendant names, plaintiff names, case number and date of appearance.	<b>Retain for one year or until no longer needed, whichever is sooner, then destroy.</b>
<b>70120.</b>	<b>CALENDAR INDEX</b>  Indexing material which provides information on access to the court's calendars.	<b>Retain for one year or until no longer needed, whichever is sooner, then destroy.</b>
<b>70130.</b>	<b>CASE FILE INDEX: CHANGE OF NAME</b>  Any manual or machine-readable material which provides information on access to change of name case files.	<b>Retain permanently.</b>

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

<b><u>SERIES #</u></b>	<b><u>RECORD SERIES TITLE</u></b>	<b><u>RETENTION</u></b>
<b>70170.</b>	<b>INDEX NUMBER DISTRIBUTION LOG BOOKS</b>  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.	<b>Retain for one year or until no longer needed, whichever is sooner, then destroy.</b>
<b>70180.</b>	<b>JUDGMENT BOOKS (also known as DOCKET OF JUDGEMENTS)</b>  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.	<ul style="list-style-type: none"> <li><b>a. If the court records judgments affecting title to real property, retain permanently.</b></li> <li><b>b. All others, retain for fifty years, then destroy.</b></li> </ul>
<b>70190.</b>	<b>JUDGMENT BOOKS - INDEX</b>  Any indexing system which provides access to judgment books.	<ul style="list-style-type: none"> <li><b>a. If judgment affects title to real property, retain permanently.</b></li> <li><b>b. All others, retain for fifty years, then destroy.</b></li> </ul>

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

<b><u>SERIES #</u></b>	<b><u>RECORD SERIES TITLE</u></b>	<b><u>RETENTION</u></b>
<b>70220.</b>	<p><b>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)</b></p> <p><b>Manual or machine-readable records that indicate the title of all proceedings and includes summaries of case activity and dispositions.</b></p>	<p><b>a. If the court records judgments and/or satisfactions in the Record of Court Activity, retain for fifty years, then destroy.</b></p> <p><b>b. If the court does not record judgments and/or satisfactions in the Record of Court Activity, retain for twenty-five years, then destroy.</b></p> <p><b>c. If the court records judgments affecting title to real property in the Record of Court Activity, retain permanently.</b></p>
<b>70225.</b>	<p><b>UNRECORDED RECORDS</b></p> <p><b>Documents filed with the court that cannot be recorded.</b></p>	<p><b>Retain for two years, then destroy.</b></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.	<b>ATTENDANCE RECORDS</b>  Cards, logs, or lists used to record juror attendance.	Retain for six years, then destroy.
70350.	<b>BALLOT CARDS</b>  Juror identification cards used to select jurors for voir dire panels.	Retain until end of term, then destroy.
70360.	<b>JUROR MASTER LIST</b>  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.	<b>JUROR SUMMONS</b>  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.	<b>PANEL SHEETS (also known as MINUTES OF THE JURY DRAWINGS)</b>	
	List of jurors summoned to jury pool.	<b>Retain permanently for research purposes.</b>

**INDEX**

**Arbitration Case Cards: see Record of Court Activity** ..... 10

**Arbitration Reports** ..... 3

**Attendance Records (Juror)** ..... 11

**Attorney Roster** ..... 6

**Ballot Cards** ..... 11

**Calendar** ..... 6

**Calendar Index** ..... 6

**Case File Index: Change of Name** ..... 6

**Case File Index: Civil** ..... 7

**Caseload Activity Reports - Office of Court Administration** ..... 7

**Change of Name Case Files** ..... 2

**Civil Case Files** ..... 2

**Court Reporter Notes and All Other Recordings of the Court**  
     **Not Listed as a Separate Records Series Title** ..... 3

**Court Reporter Notes - Index** ..... 7

**Court Reporter Transcripts and Transcripts of All Other Recordings**  
     **of the Court Not Listed as a Separate Records Series Title** ..... 3

**Docket Books: see Record of Court Activity** ..... 10

**Docket of Judgments: see Judgment Books** ..... 8

**Docket Sheets: see Record of Court Activity** ..... 10

**Enforcement Proceedings: see Supplemental Proceedings** ..... 5

**Exhibits** ..... 4

**Great Lakes Docket System: see Record of Court Activity** ..... 10

**Index Number Distribution Log Books** ..... 8

**Index to Action: see Case File Index: Civil** ..... 7

**Judgment Books** ..... 8

**Judgment Books - Index** ..... 8

**Juror Master List** ..... 11

**Juror Summons** ..... 11

**Log Book for Trials: see Minute Books** ..... 9

**Minute Books** ..... 9

**Minutes of the Jury Drawings: see Panel Sheets** ..... 12

**Notice of Appeal Log Books** ..... 9

**Notice of Appointment to Serve as an Arbitrator** ..... 9

**Postal Receipts** ..... 4

**Record of Court Activity** ..... 10

**Subpoenaed Records** ..... 4

**Supplemental Proceedings** ..... 5

**Transferred Case Files . . . . . 2**  
**UCS-175: see Caseload Activity Reports - Office of Court Administration . . . . . 7**  
**Unrecorded Records . . . . . 10**