

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 Professional and Court Services
Office of Records Management**

Revised April 2023

Procedures for Requesting Disposition Authorization

You must submit a Records Disposition Request Form and receive approval from our office before disposing of **any** records.

You can access a copy of the Records Disposition Request Forms at the following link:

<http://ww2.nycourts.gov/sites/default/files/document/files/2020-12/RDR-fillable20201208.pdf>

Return all completed forms, by mail, fax, or email to one of the following:

NYS Office of Court Administration
Division of Professional and Court Services
Office of Records Management
25 Beaver Street, 7th Floor
New York, NY 10004

Fax: 212-428-2880

E-mail: DISPOREQ@nycourts.gov

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

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

Red: Permanent Records

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

Green: Non-Permanent Records

A records series title and number in green indicate records may be eligible for destruction, depending on the age of the records.

Orange: Both Permanent and Non-Permanent Records

A records series title and number in orange indicate the records series includes permanent and non-permanent records. Be especially careful when reviewing records in this category.

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**New York State Unified Court System
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.

Note: retention is controlled by disposition charge, not arrest charge.

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, except for a sample to be retained permanently for research purposes.

b) Cases Terminated in Favor of the 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.

80020 Felony Arraignments

Arraignment in courts of limited jurisdiction upon a felony complaint.

a) Disposed Cases

a.1) Cases Prior to 1950

Retain permanently.

a.2) Cases Held for Grand Jury

Retain case files dated 1950 and later for one year from date of disposition, then destroy.

a.3) Disposed Cases Dated 1950 and Later

Retain for twenty-five years from date of disposition, then destroy, except for a sample to be retained permanently for research purposes.

a.4) Cases Terminated in Favor of the Defendant

Retain for six years, then destroy.

b) Undisposed Cases

Retain for seventy-five years, then destroy.

80030 Motor Vehicle/Traffic Infractions

Traffic infractions. Does not include traffic offenses which are misdemeanors or felonies.

a) Disposed Cases

a.1) DWAI Cases

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

a.2) All Other Infractions

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.

80040 **Parking**

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.

80050 **Violations**

Penal Law Violations and violations of local ordinances.

a) Disposed Cases

a.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.

a.2) Retain *all* cases terminated in favor of the defendant for six years, then destroy.

b) Adjudicated But Not Satisfied

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.

c) Undisposed Cases

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.

80055 **Transferred Case Files**

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

Retain for one year, then destroy.

Supplemental Case Records

80060 **Bail Bonds**

Record of a defendant's posting of bail. Include 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 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.

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.

a) Notes for Motor Vehicle/Traffic and Parking Cases

Retain for two years, then destroy.

b) All Other Notes

Retain for ten years, then destroy.

80090 **Court Reporter Transcripts replaced by Series 80185, Transcripts**

80100 **Defendant Criminal History Sheets ("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.

- 80120 DWI Test Stubs**
Court copies of documents used to administer breathalyzer tests. Includes operational checklists, 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 Exhibits**
Exhibits presented as evidence in a case.
Return to party who introduced the 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 Family Offense Orders of Protection; Temporary Orders of Protection**
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, except for those cases to be retained permanently for research purposes.
- 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.

80170 Search Warrants

File of warrants authorizing a search. Includes the original copy of the search warrant and a list of the items found, if any.

a) Executed Search Warrants with Associated Cases

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

b) Executed Search Warrants Without Associated Cases

Retain for five years, then destroy.

c) Non-Executed Search Warrants

Retain for one year from date of issuance, then destroy.

80180 Subpoenaed Records

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

Return to party 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.

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.

a) Audio Recordings

Retain ten years, then destroy, upon court order.

b) All Other Materials

Retain permanently for research purposes.

Case Management Records

- 80190** **Adjourned in Contemplation of Dismissal Logbooks**
Logbook recording date on which ACD is granted.
Retain for one year or until no longer needed, whichever is sooner, then destroy.
- 80200** **Adjournment Logbooks**
Logbooks 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 Logbooks**
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.
- 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 logbook. 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 Logbooks**
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.

- 80250 Caseload Activity Reports**
Court copies of caseload activity reports (UCS-175) that are filed with the Office of Court Administration.
File original with 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.
- 80290 Dismissal Logbooks**
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 logbook. 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 Logbooks**
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.

- 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 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.
- 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) Minute Books Created Prior to 1950**
Retain permanently for research purposes.
- b) Minute Books Created After 1949**
Retain for one year or until no longer needed, whichever is sooner, then destroy.

- 80360 Misdemeanor Logbooks**
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 Notice of Appeal Logbooks**
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 Outstanding Parking Violation Sheets**
Computer-generated records of all outstanding parking violations for defendants who have been declared parking scofflaws.
Retain until updated copy is received, then destroy.
- 80390 Police Department Cell Block and City Court Records**
Police department records of new arrests and detainment received daily by the court for use in intake proceedings.
Retain for one year or until no longer needed, whichever is sooner, then destroy.
- 80400 Prisoner Ledgers**
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.
- 80410 Probation Books**
Chronological logs of defendants sentenced to probation. Includes defendant name, judge, period of probation, results, and remarks.
Retain permanently for research purposes.

80420 Record of Court Activity (including Docket Books, Docket Sheets, Conviction Logbooks, and any other record which serves as the principal record of case activities)

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.

a) Criminal Misdemeanor, Felony Arraignment, DWI, Penal Law Violation, Women's Court, Domestic Relations, Family Assault, Youth Court, Juvenile and Reciprocal Non-Support Case Files

Retain permanently for research purposes.

b) Disposed Motor Vehicle Infractions, Non-Penal Law Violations, and Parking Cases Without Orders of Protection

Retain for six years, then destroy.

c) Disposed Motor Vehicle Infractions, Non-Penal Law Violations, and Parking Cases in which Orders of Protection have been Issued

Retain for twenty-five years, then destroy.

d) Undisposed Motor Vehicle Infractions, Non-Penal Law Violations, and Parking Cases

Retain for twenty years, *except* for Violations in which Orders of Protection were issued, retain for twenty-five years, then destroy.

e) DWAI's

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.

80430 Return on Warrant Logbooks

Chronological logbooks 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 summonses.

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 summonses.
Retain until updated report is received, then destroy.
- 80460 Search Warrant Logbooks**
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.
- 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.
- a) Weekly Registers**
Retain until cumulative quarterly register is issued, then destroy.
- b) Quarterly Registers**
Retain until cumulative annual register is issued, then destroy.
- c) Annual Registers**
Retain 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.
- a) Weekly Registers**
Retain until cumulative quarterly register is issued, then destroy.
- b) Quarterly Registers**
Retain until cumulative annual register is issued, then destroy.
- c) Annual Registers**
Retain for twenty years, then destroy.
- 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 annual. Cross reference summons number to the docket number.
- a) Weekly Registers**
Retain until cumulative quarterly register has been issued, then destroy.
- b) Quarterly Registers**
Retain until cumulative annual register has been issued, then destroy.
- c) Annual Registers**
Retain 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.
- 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 police department.
Retain for six years, then destroy.
- 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, then destroy.
- 80620** **Youthful Offender Logbooks**
Numerical log of youthful offenders by docket number. Includes defendant name, address, age, and docket number.
Retain for one year or until no longer needed, whichever is sooner, then destroy.

Jury System Records

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.

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 include payroll information.

Retain permanently for research purposes.