

Records Retention and Disposition Schedule



Division of Court Operations Office of Court Security Services

**Division of Professional and Court Services
Office of Records Management**

Revised September 2021

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 are eligible for destruction.

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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Division of Court Operations

Office of Court Security Services

CSS-010 Applicant Appeals

Records of appeals taken by rejected court officer applicants. Contains the original background investigation report and appeals papers.

To be determined at a later date, pending appraisal of Personnel Records.

CSS-020 Applicant Appeals Index Log

Provides access, by date, to the information in the Applicant Appeals file.

To be determined at a later date, pending appraisal of Personnel Records.

CSS-030 Applicant Background Investigations

Background Investigations of all prospective Court Officers. May include personal data, residence record, education record, employment record, arrest and summons records, license records, military service record, judgments, miscellaneous information, and release forms.

a) Hired

To be determined at a later date, pending appraisal of Personnel Records.

b) Non-Hired

To be determined at a later date, pending appraisal of Personnel Records.

CSS-040 Applicant Background Investigations Index

Index to the Applicant Background Investigations. Serves as a cross reference and information summary. Includes name, court officer rank number, date investigation started, investigators' names, and summary number.

To be determined at a later date, pending appraisal of Personnel Records.

CSS-050 Applicant Background Investigations—Criminal Court Request Log

Log of requests made to courts for applicant's criminal record.

Retain for five years after creation of list, then destroy.

CSS-060 Applicant Background Investigations—Open Competitive Senior Court Officers

Background Investigations of Court Officers who passed the last open competitive exam.

To be determined at a later date, pending appraisal of Personnel Records.

- CSS-070 Applicant Background Investigations—Telephone Log**
Log used to verify long distance telephone calls made during investigation process.
Retain for one year or until no longer needed, whichever is sooner, then destroy.
- CSS-080 Applicant Interview Appointment Log**
List of dates of applicants' interviews.
Retain for five years after creation of list, then destroy.
- CSS-090 Applicant Interviews Sign-In-Log**
Log of sign-in sheets, arranged by date, signed by applicant when appearing for interview.
Retain for five years after creation of list, then destroy.
- CSS-100 Applicant Summary Logbook**
Logbook summarizing the materials in Applicant Background Investigations File. Includes summary number, name of applicant, rank number, date investigation completed, evaluation board's decisions, and investigators' names.
To be determined at a later date, pending appraisal of Personnel Records.
- CSS-110 Applicant Summary Log Index**
Index to Applicant Summary Logbook.
To be determined at a later date, pending appraisal of Personnel Records.
- CSS-120 Court Contraband File**
List of contraband confiscated by the courts. Includes the number of arrests or summonses initiated and the contraband returned.
Retain for ten years, then destroy.
- CSS-130 Court Officers Academy Class Log**
Roster of court officers, by academy class date, assigned to courts in New York City, Nassau, and Westchester Counties. Includes name and social security number, address, and date of birth.
Retain for five years after creation of list, then destroy.

CSS-140 Court Officers Academy Training Manual

Manual of instructional materials used to train new recruits at the academy. Includes syllabi, handouts, memos, lecture notes, and information sheets.

a) Master Copy

Retain original and all subsequent updates permanently for research purposes.

b) All Others

Retain until updated, then destroy.

CSS-150 Court Officers Canvassing List

Copy of the list of prospective candidates who have passed the written civil service exam.

Retain for five years after creation of list, then destroy.

CSS-160 Court Officers Evaluation Board Results

Record of decisions made by the Evaluation Board and the Chief Administrative Judge. List of decisions re: accepted or rejected applicants.

To be determined at a later date, pending appraisal of Personnel Records.

CSS-170 Court Officers Qualification Exam Results

Memos received from the Personnel Office indicating whether prospective applicants have either passed or failed their medical, physical, or psychological exams.

To be determined at a later date, pending appraisal of Personnel Records.

CSS-180 Court Officers' Rules and Procedures Manual

Manual mandating rules and procedures for all Court Officers (includes firearms manual).

a) Master Copy

Retain original and all subsequent updates permanently for research purposes.

b) All Others

Retain until updated, then destroy.

- CSS-190 Court Officers' Rules and Procedures Manual Receipt File**
File of forms signed by court officers acknowledging receipt of the Rules and Procedures Manual.
To be determined at a later date, pending appraisal of Personnel Records.
- CSS-200 Criminal History Report (also known as RAP Sheets) Court Clerks and Court Assistants**
Arrest records of prospective candidates received from the F.B.I. and D.C.J.S.
Retain for five years from creation of list, then destroy.
- CSS-210 Directive File**
File containing policy directives, including updates of the Court Officers Rules and Procedures Manual.
Retain permanently for research purposes.
- CSS-220 Evacuation Files**
Record containing safety procedures for evacuating court facilities in New York City, Nassau, Suffolk, and Westchester Counties.
Retain until updated or obsolete, then destroy.
- CSS-230 Field Investigations Log**
Schedule of field investigations made during the background investigation process.
Retain for one year or until no longer needed, whichever is sooner, then destroy.
- CSS-240 Fingerprint Log**
Log of transmittal forms accompanying fingerprint cards and fees of Court Officer applicants to D.C.J.S. and F.B.I. as part of criminal history investigations. Also indicates their return.
Retain for five years after creation of list, then destroy.
- CSS-250 Firearms Inspection Form**
Form rating mechanical operation, maintenance, ammunition, holster, and other equipment related to firearms.
Retain for two years, then destroy.

CSS-260 Firearms Ownership Records

Record of firearms owned by Peace Officers employed by the Unified Court System. Includes type of firearm, serial number, caliber, acquisition or disposition, and name and address of owner.

Retain permanently.

CSS-270 Firearms Rules for Court Clerks Manual (also known as Rules for the Possession and Control of Firearms)

Manual issued to all court clerks who have taken the basic firearms course.

a) Master Copy

Retain original and all subsequent updates permanently for research purposes.

b) All Others

Retain until updated, then destroy.

CSS-280 Firearms Rules for Court Clerks Manual Receipt File

Alphabetical listing of receipt forms signed by Court Clerks acknowledging receipt of the Rules for the Possession and Control of Firearms Manual.

To be determined at a later date, pending appraisal of Personnel Records.

CSS-290 Firearms Training Requests

Written requests for firearms training by Court Assistants and Court Clerks.

Retain until training is completed, then destroy.

CSS-300 Firearms Training Score Sheet

Record of Peace Officers' shooting scores at the Firing Range.

Retain for two years, then destroy.

CSS-310 Incident Reports

Detailed accounts of Aided or Unusual Occurrences either involving Unified Court System personnel and/or taking place on court premises.

a) Years Ending in "0" (zero)

Retain permanently as a research sample.

b) All Other Years

Retain for ten years, then destroy.

CSS-320 Incident Reports Index and Summary

Index and summary information of Incident Reports. Includes date, place and nature of occurrence, individuals involved, and occurrence number.

a) Years Ending in “0” (zero)

Retain permanently as a research sample.

b) All Other Years

Retain for ten years, then destroy.

CSS-330 Investigators Monthly Assignment Log

Monthly log of investigation assignments.

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

CSS-340 Judicial Security Guidelines Manual

Procedural and informational manual on judicial security.

a) Master Copy

Retain original and all subsequent updates permanently for research purposes.

b) All Others

Retain until updated, then destroy.

CSS-350 Judicial Threat File

Detailed description of threats directed towards judicial personnel.

Retain permanently.

CSS-360 Judicial Threat File Index

Index and summary description of incidents involving threats made towards judicial personnel.

Retain permanently.

CSS-370 Law Enforcement Agency Information Requests

Log of requests made by outside law enforcement agencies for information on applicants who have taken a law enforcement exam. Includes a copy of the release form signed by the court officer.

Retain for fifteen years, then destroy.

- CSS-380 Monthly Court Officer Attendance Sheets New York City**
Monthly attendance sheets of Court Officers located in New York City courts.
Provides statistical summary of staffing by location.
Retain for two years, then destroy.
- CSS-390 New Peace Officer Training Request Log**
List of Court Clerks and Court Assistants requesting Peace Officer Training.
Retain for one year, then destroy.
- CSS-400 Peace Officer Registry**
Record of all Peace Officers in the Unified Court System. Includes individual fact sheet, registration, weapon ownership, and certification.
Retain permanently.
- CSS-410 Personnel and Part Information Sheets**
Weekly record of the number of court officers and operating parts in a court facility.
Retain for two years, then destroy.
- CSS-420 Prospective Academy Class Correspondence**
Administrative file containing correspondence to and from prospective academy students. May contain copies of payroll and personnel letters.
Retain for five years after creation of list, then destroy.
- CSS-430 Security Contracts**
Copies of Security Contracts. Includes annual amendments and encumbrances for Districts 3 to 9.
Retain for two years, then destroy.
- CSS-440 Security Contracts Summary**
Summary information on Security Contracts by district.
Retain until Annual Report is issued, then destroy.
- CSS-450 Shields Identification Record**
List of shields issued to all Peace Officers in the New York City courts by number and name of recipient.
Retain permanently.
- CSS-460 Shields Record**
File of requests for and receipt of shields by Court Officers in New York City.
Retain permanently.

CSS-470 Staffing Report

Statistical report showing scheduled positions vs. actual positions in New York State Courts.

Retain permanently for research purposes.

CSS-480 Subpoenas

Original subpoenas received by the Office of Court Security to release information.

Retain for one year from subpoena date, then destroy.

CSS-490 Training Academy Evaluations

Evaluations of Court Officer Academy Program by attendees.

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

CSS-500 Training Academy Examinations

Written exams given at the end of each of the three training segments: 1) academy training, 2) in-service training, and 3) CPR and firearms training.

To be determined at a later date, pending appraisal of Personnel Records.

CSS-510 Training Academy Class Records

Alphabetical listing of all New York City Peace Officers who have received Firearms, and/or CPR and/or In-Service Training. Includes class dates, type of training, and exam scores.

To be determined at a later date, pending appraisal of Personnel Records.