

RECORDS RETENTION AND DISPOSITION SCHEDULE



DIVISION OF ADMINISTRATIVE SERVICES ACCOUNTS UNIT

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

February 2000

**DIVISION OF ADMINISTRATIVE
SERVICES
ACCOUNTS UNIT**

TABLE OF CONTENTS

CREDIT CARD RECORDS - AMERICAN EXPRESS

American Express Corporate Business Travel Account File	1
American Express Corporate Business Travel Account Billing Statements File	1
American Express Corporate Purchasing Card Billing Statements File	2
American Express Corporate Purchasing Card Start-Up File	2
American Express Corporate Purchasing Cardmember Reports And Procurement Log Of Transactions File	2
American Express Corporate Travel Credit Card Billing Statements File	2
American Express Corporate Travel Credit Card Start-Up File	3

ATTORNEY REGISTRATION RECORDS

Attorney Registration Accounting Worksheets	4
Attorney Registration Aging Reports	4
Attorney Registration Bad Checks File	4
Attorney Registration Bad Checks Log	4
Attorney Registration Bank Business Statements	4
Attorney Registration Correspondence File	5
Attorney Registration Daily Breakdown Reports File	5
Attorney Registration Daily Log Book	5
Attorney Registration Pending File	5
Attorney Registration Reconciliation File	6
Attorney Registration Refunds File	6
Attorney Registration Register Tape File	6
Attorney Registration Revenue Wire Transfer Reports	6
Attorney Registration Wire Transfer Account/Revenue Processing File	7
Attorney Registration Wire Transfer "Call-In" File	7

GENERAL ACCOUNTING RECORDS

Allocation Expenditure Reports	8
Batch Number Log Book	8
Car/Van Wash Coupon Distribution List	8
Car/Van Wash Request File	9
Contract File	9
Criminal History Register	9
Criminal History Search Bank Reconciliation File	9
Criminal Jury Instructions Log	9
Data Processing Revenue Log	10
Expenditure And Allocation Reports Distribution List	10
Expenditure Journal Reports	10
Food Service File	10
Journal Vouchers Document Number Register	10
Journal Vouchers File	11

GENERAL ACCOUNTING RECORDS (continued)

Lodging Request Reports	11
Miscellaneous Checks Log	11
Mobile Phone Usage File	11
New York City Family Court Electronic Recording Report File	12
New York City Surrogate's Court Comparative Summary Report File	12
New York City Surrogate's Court Electronic Recording Report File	12
New York City Surrogate's Court Electronic Recording Report Worksheets File	12
New York State Forms Order File	13
New York State OGS Monthly Usage Phone Bill File	13
New York State Travel Voucher Batch Document Register	13
New York State Travel Vouchers	13
Payment Warrant Books	14
Personal Phone Usage - Payment Checks Received Log	14
Petty Cash Reconciliation File	14
Petty Cash Register	14
Postage Stamps Log	15
Postmaster/Miscellaneous Cash File	15
Purchase Order Logs	15
Purchase Orders	16
Quick Pay List	16
Quick Pay Vouchers File	16
Quick Pay Vouchers Log	17
Report Of Moneys Received And Refund Of Appropriation Expenditures File	17
Report Of Moneys Received And Refund Of Appropriation Expenditures Log Book	17
Revenue/Refund Document Register	17
Sole Custody File	18
Standard Vouchers File	18
Standard Vouchers Log	18
Tax File	19
Token Distribution Log	19
Travel Intake Log	19
Travel Reimbursement Checks Received From OSC Log	19
Travel Request And Lodging Request File	19
Travel Request And Lodging Request Log	20
Travel Request And Lodging Request Memo File	20
Travel Request Reports	20
Travel Vendor Document Register	20
Travel Voucher Receipts File	20
INDEX	21

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DIVISION OF ADMINISTRATION SERVICES

ACCOUNTS UNIT

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION*</u>
	CREDIT CARD RECORDS - AMERICAN EXPRESS	
00000.	AMERICAN EXPRESS CORPORATE BUSINESS TRAVEL ACCOUNT FILE (also known as BTA FILE) File containing rules and regulations for using the American Express Corporate Business Travel Account for O.C.A. employees who do not have an individual American Express Credit Card.	Retain until expiration of BTA credit card, then destroy.
00000.	AMERICAN EXPRESS CORPORATE BUSINESS TRAVEL ACCOUNT BILLING STATEMENTS FILE (also known as BTA BILLING STATEMENTS FILE) File containing billing statements received for the American Express Corporate Business Travel Account.	Retain for three years after payment or return of overpayment, whichever is later, then destroy.

***The retention period for fiscal records commences on the last day of the fiscal year.**

<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION*</u>
00000.	<p>AMERICAN EXPRESS CORPORATE PURCHASING CARD BILLING STATEMENTS FILE</p> <p>File containing billing statements received for purchases made with the American Express Corporate Purchasing Card.</p> <p>a) Contract Related Purchases</p> <p>b) Non-Contract Related Purchases</p>	<p>a) Retain for six years, then destroy.</p> <p>b) Retain for three years, then destroy.</p>
00000.	<p>AMERICAN EXPRESS CORPORATE PURCHASING CARD START-UP FILE</p> <p>File containing rules and regulations for use of American Express Corporate Purchasing Cards.</p>	Retain until expiration of credit card, then destroy.
00000.	<p>AMERICAN EXPRESS CORPORATE PURCHASING CARDMEMBER REPORTS AND PROCUREMENT LOG OF TRANSACTIONS FILE</p> <p>File containing Corporate Purchasing Cardmember Reports and Procurement Log Of Transactions, reflecting detailed list of charges.</p>	Retain for three years, then destroy.
00000.	<p>AMERICAN EXPRESS CORPORATE TRAVEL CREDIT CARD BILLING STATEMENTS FILE</p> <p>File containing billing statements received from American Express for purchases made with the <i>American Express Corporate Travel Credit Card</i>.</p>	Retain for three years, then destroy.

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R.S. #**RECORD SERIES****RETENTION***

00000.

**AMERICAN EXPRESS
CORPORATE TRAVEL CREDIT CARD START-UP
FILE**

File containing applications by O.C.A. employees for American Express Corporate Credit Cards. File also contains signed acknowledgments, rules and regulations for use of American Express Credit Cards.

Retain until expiration of credit card, then destroy.

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<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION*</u>
	ATTORNEY REGISTRATION RECORDS	
00000.	ATTORNEY REGISTRATION ACCOUNTING WORKSHEETS	
	Worksheets used to reconcile the receipt of monies for attorney registration fees.	Retain for three years, then destroy.
00000.	ATTORNEY REGISTRATION AGING REPORTS	
	Reports used to identify outstanding attorney registration fees by amount of days late. Report indicates: log number, full name of attorney, balance due and number of days late.	Retain for three years, then destroy.
00000.	ATTORNEY REGISTRATION BAD CHECKS FILE	
	File containing list of bad checks submitted for attorney registration fees. List indicates: log number, date of check, attorney registration number, name of attorney and balance due.	Retain for three years, then destroy.
00000.	ATTORNEY REGISTRATION BAD CHECKS LOG (No longer created.)	
	Log used to record bad checks received for attorney registration fees. Log indicates: name of attorney, address, amount of check, date of deposit, date check returned, date check re-deposited and date correspondence sent by Accounting Unit to inform attorney of situation.	Retain for three years, then destroy.
00000.	ATTORNEY REGISTRATION BANK BUSINESS STATEMENTS	
	Supporting documentation used to reconcile attorney registration fees with ATTORNEY REGISTRATION DAILY BREAKDOWN REPORTS.	Retain for three years, then destroy.

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<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION*</u>
00000.	ATTORNEY REGISTRATION CORRESPONDENCE FILE	
	File containing correspondence sent to or received from attorneys concerning attorney registration fees.	Retain for three years, then destroy.
00000.	ATTORNEY REGISTRATION DAILY BREAKDOWN REPORTS FILE	
	File containing Attorney Registration Daily Breakdown Reports used to reconcile monies received for attorney registration fees. Report indicates: date of transaction, transaction sequence numbers, total number of forms, registration period, number of fees collected for each period, amount received for each period and number of waiver of fees (if any).	Retain for three years, then destroy.
00000.	ATTORNEY REGISTRATION DAILY LOG BOOK	
	Daily log of monies received for attorney registration fees. Log indicates: date of receipt, transaction number assigned by Attorney Registration Unit, tracking number, total amount of daily deposit, bounced checks, re-deposited checks, replacement checks, bank fee (if applicable) and date of deposit.	Retain for three years, then destroy.
00000.	ATTORNEY REGISTRATION PENDING FILE	
	File used to track bad payments received for attorney registration fees. File may indicate: attorney registration number, name of attorney, name of organization, address, telephone number, date collection letter sent, amount of returned check fee, replacement check number, date replacement check received, amount collected, date deposited, revenue backed out (amount deducted from revenue received) and amount of revenue replaced and comments.	Retain for three years, then destroy.

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<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION*</u>
00000.	ATTORNEY REGISTRATION RECONCILIATION FILE	
	File containing documents used to reconcile monies received for attorney registration fees. File may contain Attorney Registration Bank Statement Reconciliation Forms and Sole Custody Reconciliation Reports.	Retain for three years, then destroy.
00000.	ATTORNEY REGISTRATION REFUNDS FILE	
	File containing information on refunds of attorney registration fees. Information may include: Request for Refund of Fees For Attorney Registration, batch transmittals, Journal Transfers/ Revenue Transfers, Special Charge Vouchers, Payee Continuations and Batch Control Lists.	Retain for three years, then destroy.
00000.	ATTORNEY REGISTRATION REGISTER TAPE FILE	
	File containing register tapes used to reconcile monies received for attorney registration fees. File also contains Transaction Number Tapes, Total Daily Registration Tapes, bank deposit slips and duplicate copies of ATTORNEY REGISTRATION ACCOUNTING WORKSHEETS.	Retain for three years, then destroy.
00000.	ATTORNEY REGISTRATION REVENUE WIRE TRANSFER REPORTS	
	Reports used to track wire transfers of revenue received for attorney registration fees.	Retain for three years, then destroy.

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R.S. # **RECORD SERIES** **RETENTION***

00000. **ATTORNEY REGISTRATION
WIRE TRANSFER ACCOUNT/REVENUE
PROCESSING FILE**

File containing documents which reconcile and monitor attorney registration revenue transfers. File contains: Attorney Registration Wire Transfer Account/Revenue Processing Registration Log Book. Log book is used for assignment of document numbers to revenue transfers. Log book indicates: week number, applicable dates during week, number of days in week, total amount of weekly revenue transfer, amount applied to Client Fund, amount applied to Attorney Licensing Fund, amount of change in Attorney Registration General Fund and amount of Attorney Registration Collection charges. File also contains passwords for access to bank wire system, company identification number, location code, account number and tax identification number.

- a) **Attorney Registration
Wire Transfer Account/Revenue Processing
Registration Log Book**

- b) **Account Passwords**

- a) Retain for three years, then destroy.

- b) Retain account passwords until updated, then destroy.

00000. **ATTORNEY REGISTRATION
WIRE TRANSFER "CALL-IN" FILE**

File used to reconcile and track wire transfers made for revenue collected for attorney registration fees. File may contain: Unified Court System Recap of Wire Transfer Revenue Reports, Revenue Transfers, Attorney Registration Fees Weekly Summary Sheet Revenue Distribution Reports, Wire Transfer Worksheets and copy of applicable ATTORNEY REGISTRATION DAILY LOG BOOK page(s).

Retain for three years, then destroy.

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<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION*</u>
	GENERAL ACCOUNTING RECORDS	
00000.	ALLOCATION EXPENDITURE REPORTS	
	<p>Reports received from the Office of the State Comptroller verifying expenditures and allocations by cost center. Includes cost center number, O.C.A. Unit, categories of expenses, description of objects purchased, expenditures, allocations, encumbrances to date, unexpended balance, unexpended unencumbered balance, amount of unexpended balance as percentage of allocation, encumbrances to date, unencumbered balance and unencumbered amount as percentage of allocation.</p>	Retain until no longer needed, then destroy.
00000.	BATCH NUMBER LOG BOOK	
	<p>Log book used to track batch numbers assigned to: Journal Transfer/Revenue Transfers, Standard Vouchers, Reports of Checks Returned for Refund or Exchange, Contract Encumbrance Requests, Purchase Order Change Notices, Reports of Moneys Received, Encumbrance Continuations, Encumbrance Abstracts, Refunds of Appropriation Expenditures, Invoice Continuations, Batch Transmittals and Document Registers.</p>	
	a) Contract Related	a) Retain for six years after expiration of the contract or final payment, whichever is later, then destroy.
	b) Non-Contract Related	b) Retain for three years, then destroy.
00000.	CAR/VAN WASH COUPON DISTRIBUTION LIST	
	<p>List used to monitor the issuance of car wash coupons to O.C.A. personnel for State owned vehicles. Information includes: coupon book number, coupon ticket number, license plate number, date issued and signature of recipient.</p>	Retain for three years, then destroy.

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<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION*</u>
00000.	CAR/VAN WASH REQUEST FILE File used to track and monitor “car wash services”. File also used to track Purchase Orders sent to vendor for car/van wash coupon books. File contains copies of purchase orders and log of requests.	Retain for three years, then destroy.
00000.	CONTRACT FILE File containing all materials documenting the management of agency contracts.	Retain for six years after expiration of the contract or final payment, whichever is later, then destroy.
00000.	CRIMINAL HISTORY REGISTER (also known as CRIMINAL HISTORY LOG) Register used to record all deposits, check numbers, and name(s) of person(s) issuing bad checks for Criminal History Searches.	Retain for three years, then destroy.
00000.	CRIMINAL HISTORY SEARCH BANK RECONCILIATION FILE Documents used to reconcile the Criminal History Search account. File contains: deposit slips with supporting documentation and canceled checks made to the Commissioner of Taxation and Finance for transfer of funds.	Retain for three years, then destroy.
00000.	CRIMINAL JURY INSTRUCTIONS LOG Log of funds received from the public for the purchase of Criminal Jury Instruction Manuals.	Retain for three years, then destroy.
00000.	DATA PROCESSING REVENUE LOG Log used to record payments received for data sold to outside entities by the Division of Technology.	Retain for three years, then destroy.

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<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION*</u>
00000.	EXPENDITURE and ALLOCATION REPORTS DISTRIBUTION LIST List used for the distribution of EXPENDITURE JOURNAL REPORTS and ALLOCATION REPORTS.	Retain until updated, then destroy.
00000.	EXPENDITURE JOURNAL REPORTS Reports received from the Office of the State Comptroller verifying expenditures. Reports indicate: cost center number, O.C.A. Unit, object category, date payment processed, originating agency number, batch number, voucher number, payee identification, name of payee, charge amount, object subtotals and cost center totals for a monthly time period.	Retain until updated, then destroy.
00000.	FOOD SERVICE FILE File used to track the purchase of meals for working meetings. File contains requests, approvals and menus.	Retain for three years, then destroy.
00000.	JOURNAL VOUCHERS DOCUMENT NUMBER REGISTER Register used to record document number, date processed, purpose and amount paid on all journal vouchers processed by O.C.A.'s Accounts Unit. Register also contains summary of JOURNAL VOUCHERS FILE.	Retain for three years, then destroy.
00000.	JOURNAL VOUCHERS FILE File used to track transfer of funds from one cost center to another, reimbursement of funds, corrections made to incorrect charges to cost centers and payments made to other New York State agencies. Contains Journal Transfers/Revenue Transfers.	Retain for three years, then destroy.

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<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION*</u>
00000.	LODGING REQUEST REPORTS (No longer created.) Perpetual list of submitted Lodging Requests. Report indicates: Lodging Request Number, name of traveler, name of establishment providing services and amount of Lodging Request.	Retain for three years, then destroy.
00000.	MISCELLANEOUS CHECKS LOG Log used to record receipt of payments for miscellaneous items including overpayments, claim settlements and subpoena fees.	Retain for three years, then destroy.
00000.	MOBILE PHONE USAGE FILE File containing certification memos and monthly billing statements for mobile phones assigned to O.C.A. employees. <ul style="list-style-type: none"> a) Contract Related b) Non-Contract Related 	a) Retain for six years after expiration of the contract or final payment, whichever is later, then destroy. b) Retain for three years, then destroy.
00000.	NEW YORK CITY FAMILY COURT ELECTRONIC RECORDING REPORT FILE File containing copies of monthly Electronic Recording Reports submitted by New York City Family Court. Report includes but is not limit to: total number of days electronic recording took place and number of proceedings in which a court reporter was utilized for the official record.	Retain for one year, then destroy.

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<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION*</u>
00000.	NEW YORK CITY SURROGATE'S COURT COMPARATIVE SUMMARY REPORT FILE	
	File containing copies of biannual summaries of NEW YORK CITY SURROGATE'S COURT ELECTRONIC RECORDING REPORTS. Reports provide comparative figures for three consecutive years.	Retain for one year, then destroy.
00000.	NEW YORK CITY SURROGATE'S COURT ELECTRONIC RECORDING REPORT FILE	
	File containing copies of monthly Electronic Recording Reports submitted by New York City Surrogate's Courts. Report includes but is not limited to: Name of Surrogate, total number of days electronic recording took place, and number of proceedings in which a court reporter was utilized for the official record.	Retain for one year, then destroy.
00000.	NEW YORK CITY SURROGATE'S COURT ELECTRONIC RECORDING REPORT WORKSHEETS FILE	
	File containing information gathered for the monthly Electronic Recording Reports submitted by New York City Surrogate's Court. Worksheets contain monthly breakdown of the statistical data.	Retain for one year, then destroy.
00000.	NEW YORK STATE FORMS ORDER FILE	
	File containing requests sent to the Office of the State Comptroller's Stock Control Unit for New York State Forms.	Retain until requested items are received, then destroy.

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00000.	NEW YORK STATE OGS MONTHLY USAGE PHONE BILL FILE	
	File containing New York State OGS Monthly Usage Phone Bills for phones assigned to O.C.A. employees. Information may include: telephone number, name of employee, number dialed and Certification Statement.	
	a) Contract Related	a) Retain for six years after expiration of the contract or final payment, whichever is later, then destroy.
	b) Non-Contract Related	b) Retain for three years, then destroy.
00000.	NEW YORK STATE TRAVEL VOUCHER BATCH DOCUMENT REGISTER	
	Log used to track payments for travel expenses.	Retain for three years, then destroy.
00000.	NEW YORK STATE TRAVEL VOUCHERS	
	Travel vouchers submitted by O.C.A. employees for reimbursement of travel expenses. Vouchers also contain supporting documentation.	Retain for three years, then destroy.

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<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION*</u>
00000.	<p>PAYMENT WARRANT BOOKS</p> <p>Books used to verify payments for goods and services. Contains duplicate copies of the State Of New York Office of The State Comptroller's Payee List by Agency and Voucher.</p> <p style="padding-left: 40px;">a) Contract Related</p> <p style="padding-left: 40px;">b) Non-Contract Related</p>	<p>a) Retain for six years after expiration of the contract or final payment, whichever is later, then destroy.</p> <p>b) Retain for three years, then destroy.</p>
00000.	<p>PERSONAL PHONE USAGE - PAYMENT CHECKS RECEIVED LOG (also known as PERSONAL PHONE USAGE - PAYMENT LOG)</p> <p>Log used to record payments received from O.C.A. employees for personal phone calls.</p>	<p>Retain for three years, then destroy.</p>
00000.	<p>PETTY CASH RECONCILIATION FILE (No longer created.)</p> <p>File used to reconcile the petty cash account. File contains: canceled checks, bank statements and deposit slips from the Office of the State Comptroller.</p>	<p>Retain for three years, then destroy.</p>
00000.	<p>PETTY CASH REGISTER</p> <p>Register used to record petty cash payments. Contains Petty Cash Recapulation Sheets that indicate check number issued, date issued, name of vendor, description of item purchased and amount paid.</p>	<p>Retain for three years, then destroy.</p>

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<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION*</u>
00000.	<p>POSTAGE STAMPS LOG</p> <p>Log used to record the issuance of postage stamps to O.C.A. Divisions/Offices. Also includes memos requesting stamps.</p>	Retain for three years, then destroy.
00000.	<p>POSTMASTER/MISCELLANEOUS CASH FILE</p> <p>File containing pre-dated checks to be issued to the New York Postmaster for postage meter fees. File also contains miscellaneous checks and cash received for accounts receivable.</p> <ul style="list-style-type: none"> a) Pre-dated checks for Postmaster b) Funds received for accounts receivable 	<ul style="list-style-type: none"> a) Retain until checks are utilized. b) Retain documentation for disbursement of funds for three years, then destroy.
00000.	<p>PURCHASE ORDER LOGS also known as PURCHASE ORDER REGISTERS</p> <p>Log used to track the assignment of purchase order numbers to PURCHASE ORDERS.</p> <ul style="list-style-type: none"> a) Contract Related b) Non-Contract Related 	<ul style="list-style-type: none"> a) Retain for six years after expiration of the contract or final payment, whichever is later, then destroy. b) Retain for three years, then destroy.

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<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION*</u>
00000.	<p>PURCHASE ORDERS</p> <p>Purchasing documents submitted to vendors to obtain goods and services.</p> <p>a) Contract Related</p> <p>b) Non-Contract Related</p>	<p>a) Retain for six years after expiration of the contract or final payment, whichever is later, then destroy.</p> <p>b) Retain for three years, then destroy.</p>
00000.	<p>QUICK PAY LIST</p> <p>List of all O.C.A. agencies and their cost centers. List also indicates span of pre-assigned quick pay voucher numbers by fiscal year.</p>	Retain until updated, then destroy.
00000.	<p>QUICK PAY VOUCHERS FILE</p> <p>File used to track payments of Quick Pay Vouchers submitted by New York City Courts and O.C.A. Divisions/Offices. File contains Quick Pay Vouchers, Invoices, Packing Slips and Invoice Continuations, when applicable.</p> <p>a) Contract Related</p> <p>b) Non-Contract Related</p>	<p>a) Retain for six years after expiration of the contract or final payment, whichever later, then destroy.</p> <p>b) Retain for three years, then destroy.</p>

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<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION*</u>
00000.	<p>QUICK PAY VOUCHERS LOG (also known as QUICK PAY VOUCHERS REGISTER)</p> <p>Log used to assign Quick Pay Voucher Numbers and batch numbers to Quick Pay Vouchers.</p> <p style="padding-left: 40px;">a) Contract Related</p> <p style="padding-left: 40px;">b) Non-Contract Related</p>	<p>a) Retain for six years after expiration of the contract or final payment, whichever is later, then destroy.</p> <p>b) Retain for three years, then destroy.</p>
00000.	<p>REPORT OF MONEYS RECEIVED AND REFUND OF APPROPRIATION EXPENDITURES FILE (also known as 1286 AND 909 FILE)</p> <p>File used to reconcile payments received from the public (individuals and law firms).</p>	Retain for three years, then destroy.
00000.	<p>REPORT OF MONEYS RECEIVED AND REFUND OF APPROPRIATION EXPENDITURES LOG BOOK (also known as 1286 AND 909 LOG BOOK)</p> <p>Log book used to track and assign document numbers to <i>Report of Moneys Received (1286's) and Refund of Appropriation Expenditures (909's)</i>.</p>	Retain for three years, then destroy.
00000.	<p>REVENUE/REFUND DOCUMENT REGISTER</p> <p>Book used to record all revenue received by O.C.A. Divisions and Offices.</p>	Retain for three years, then destroy.

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00000.	<p>SOLE CUSTODY FILE</p> <p>File used to show total reconciliations for each fiscal year for the Attorney Registration Account and Criminal History Search Account. Contains Sole Custody Account Reports, Sole Custody Worksheets and Sole Custody Reconciliation Reports.</p>	Retain for three years, then destroy.
00000.	<p>STANDARD VOUCHERS FILE</p> <p>File used to track payments of Standard Vouchers submitted by New York City Courts and O.C.A. Divisions/Offices. File contains Standard Vouchers, Invoices, Packing Slips and Invoice Continuations, when applicable.</p> <p>a) Contract Related</p> <p>b) Non-Contract Related</p>	<p>a) Retain for six years after expiration of the contract or final payment, whichever is later, then destroy.</p> <p>b) Retain for three years, then destroy.</p>
00000.	<p>STANDARD VOUCHERS LOG</p> <p>Log used to track and assign Standard Voucher Numbers and batch numbers to Standard Vouchers.</p> <p>a) Contract Related</p> <p>b) Non-Contract Related</p>	<p>a) Retain for six years after expiration of the contract or final payment, whichever is later, then destroy.</p> <p>b) Retain for three years, then destroy.</p>

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00000.	TAX FILE File containing requests from vendors for New York State O.C.A. Tax Exempt Number and Tax Exempt Certificates.	Retain until no longer needed, then destroy.
00000.	TOKEN DISTRIBUTION LOG Log used to monitor the distribution of tokens to O.C.A. employees for reimbursement of work related travel expenses.	Retain for three years, then destroy.
00000.	TRAVEL INTAKE LOG Log used to track the in-house auditing of Travel Vouchers. Log indicates: name of payee, cost center, place of travel, date(s) of travel, purpose of travel, amount charged to American Express, amount billed by American Express and total amount of Travel Voucher.	Retain for three years, then destroy.
00000.	TRAVEL REIMBURSEMENT CHECKS RECEIVED FROM OSC LOG Log of checks received from the Office of the State Comptroller for reimbursement of travel expenses. Log includes: date the check was received from Office of the State Comptroller, payee name, check date and amount.	Retain for three years, then destroy.
00000.	TRAVEL REQUEST AND LODGING REQUEST FILE (also known as TR/LR REQUEST FILE) (No longer created.) File containing requests made by O.C.A. Offices for Travel Request Books and Lodging Request Books.	Retain for three years, then destroy.

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<u>R.S. #</u>	<u>RECORD SERIES</u>	<u>RETENTION*</u>
00000.	TRAVEL REQUEST AND LODGING REQUEST LOG (also known as TR and LR LOG) (No longer created.) Log used to record the issuance of Travel Request and Lodging Request Books to O.C.A. employees.	Retain for three years, then destroy.
00000.	TRAVEL REQUEST AND LODGING REQUEST MEMO FILE (also known as TR/LR MEMO FILE) (No longer created.) File containing memoranda sent from the Accounts Unit to O.C.A. Divisions/Offices in response to requests for Travel Request and Lodging Request Books.	Retain for three years, then destroy.
00000.	TRAVEL REQUEST REPORTS (No longer created.) Perpetual list of Travel Requests used. Report indicates: Travel Request Number, name of traveler, name of establishment providing services and amount of Travel Request.	Retain for three years, then destroy.
00000.	TRAVEL VENDOR DOCUMENT REGISTER Log of invoices submitted by vendors for travel expenses incurred by Unified Court System employees.	Retain for three years, then destroy.
00000.	TRAVEL VOUCHER RECEIPTS FILE (also known as PROOF OF DELIVERY RECEIPTS FILE) (No longer created.) File containing duplicate copies of receipts for travel reimbursement envelopes which are received from the Office Of The State Comptroller.	Retain for three years, then destroy.

INDEX

1286 And 909 File: see Report Of Moneys Received And Refund Of	
Appropriation Expenditures File	17
1286 And 909 Log Book: see Report Of Moneys Received And Refund Of	
Appropriation Expenditures Log Book	17
Allocation Expenditure Reports	8
Allocation Reports Distribution List: see Expenditure And Allocation	10
American Express Corporate Business Travel Account Billing Statements File	1
American Express Corporate Business Travel Account File	1
American Express Corporate Purchasing Card Billing Statements File	2
American Express Corporate Purchasing Card Start-Up File	2
American Express Corporate Purchasing Cardmember Reports	
And Procurement Log Of Transactions File	2
American Express Corporate Travel Credit Card Billing Statements File	2
American Express Corporate Travel Credit Card Start Up File	3
American Express Records	1-3
Attorney Registration Accounting Worksheets	4
Attorney Registration Aging Reports	4
Attorney Registration Bad Checks File	4
Attorney Registration Bad Checks Log	4
Attorney Registration Bank Business Statements	4
Attorney Registration Correspondence File	5
Attorney Registration Daily Breakdown Reports File	5
Attorney Registration Daily Log Book	5
Attorney Registration Pending File	5
Attorney Registration Reconciliation File	6
Attorney Registration Records	4-7
Attorney Registration Refunds File	6
Attorney Registration Register Tape File	6
Attorney Registration Revenue Wire Transfer Reports	6
Attorney Registration Wire Transfer Account/Revenue Processing File	7
Attorney Registration Wire Transfer "Call-In" File	7
Batch Number Log Book	8
BTA Billing Statements File: see American Express Corporate	
Business Travel Account Billing Statements File	1
BTA File: see American Express Corporate Business Travel Account File	1
Car/Van Wash Coupon Distribution List	8
Car/Van Wash Request File	9
Contract File	9
Credit Card Records - American Express	1-3
Criminal History Log: see Criminal History Register	9
Criminal History Register	9
Criminal History Search Bank Reconciliation File	9
Criminal Jury Instructions Log	9
Data Processing Revenue Log	10
Expenditure And Allocation Reports Distribution List	10
Expenditure Journal Reports	10
Food Service File	10

General Accounting Records	8-20
Journal Vouchers Document Number Register	10
Journal Vouchers File	11
Lodging Request File: see Travel Request And Lodging Request File	19
Lodging Request Log: see Travel Request And Lodging Request Log	20
Lodging Request Memo File: see Travel Request And Lodging Request Memo File	20
Lodging Request Reports	11
LR Log: see Travel Request And Lodging Request Log	20
LR Request File: see Travel Request And Lodging Request File	19
Miscellaneous Checks Log	11
Mobile Phone Usage File	11
New York City Family Court Electronic Recording Reports File	12
New York City Surrogate's Court Comparative Summary Report File	12
New York City Surrogate's Court Electronic Recording Report File	12
New York City Surrogate's Court Electronic Recording Report Worksheets File	12
New York State Forms Order File	13
New York State OGS Monthly Usage Phone Bill File	13
New York State Travel Voucher Batch Document Register	13
New York State Travel Vouchers	13
Payment Warrant Books	14
Personal Phone Usage - Payment Checks Received Log	14
Personal Phone Usage - Payment Log: see Personal Phone Usage - Payment Checks Received Log	14
Petty Cash Reconciliation File	14
Petty Cash Register	14
Postage Stamps Log	15
Postmaster/Miscellaneous Cash File	15
Proof Of Delivery Receipts File: see Travel Voucher Receipts File	20
Purchase Order Logs	15
Purchase Order Registers: see Purchase Order Logs	15
Purchase Orders	16
Quick Pay List	16
Quick Pay Vouchers File	16
Quick Pay Vouchers Log	17
Quick Pay Vouchers Register: see Quick Pay Vouchers Log	17
Report Of Moneys Received And Refund Of Appropriation Expenditures File	17
Report Of Moneys Received And Refund Of Appropriation Expenditures Log Book	17
Revenue/Refund Document Register	17
Sole Custody File	18
Standard Vouchers File	18
Standard Vouchers Log	18
Tax File	19
Token Distribution Log	19
TR and LR Log: see Travel Request And Lodging Request Log	20
TR Log: see Travel Request And Lodging Request Log	20
TR/LR Memo File: see Travel Request And Lodging Request Memo File	20
TR/LR Request File: see Travel Request And Lodging Request File	19

TR Request File: see Travel Request And Lodging Request File	19
Travel Intake Log	19
Travel Reimbursement Checks Received From OSC Log	19
Travel Request And Lodging Request File	19
Travel Request And Lodging Request Log	20
Travel Request And Lodging Request Memo File	20
Travel Request File: see Travel Request And Lodging Request File	19
Travel Request Log: see Travel Request And Lodging Request Log	20
Travel Request Memo File: see Travel Request And Lodging Request Memo File	20
Travel Request Reports	20
Travel Vendor Document Register	20
Travel Voucher Receipts File	20