

RECORDS RETENTION AND DISPOSITION SCHEDULE



NEW YORK STATE COURTS ELECTRONIC FILING RESOURCE CENTER

**DIVISION OF PROFESSIONAL AND COURT SERVICES
OFFICE OF RECORDS MANAGEMENT**

FEBRUARY 2012

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

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

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

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<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
EFRC - 010.	E-FILING CONSENT FORMS (EF-6) and STIPULATION AND CONSENT TO E-FILING FORMS (EF-10) Forms submitted by attorneys and pro se litigants in a Supreme Court Matter consenting to the use of the New York State Courts Electronic Filing System (NYSCEF).	Retain hard copy (paper format) until E-Filing CONSENT FORM is digitally scanned and quality control is completed, then destroy. Electronic image is to be considered part of the E-File case file. File in E-File case file. If filed separately, retain for the same length of time as case file.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
EFRC - 020.	E-FILING PASSWORD FILE File created to control access to the filing of court documents by electronic means. Information includes but is not limited to: attorney's registration number, index/file claim number, court's name, name/phone/fax and primary address of individual making the request, county of attorney's practice, e-mail address for contact, assigned user identification name and password.	Retain until updated, then destroy.
EFRC - 030.	E - F I L I N G P A S S W O R D R E Q U E S T S (also known AS REGISTRATION FORMS TO ACCESS E-FILING SYSTEM (EF-1), and E-FILING USER REGISTRATION FORMS TO ACCESS THE PRACTICE E-FILING SYSTEM (EF-2)) Documents submitted by attorneys or pro se litigants to request identification names and passwords for electronic filings.	Retain until information is entered into the E-FILING PASSWORD FILE (EFRC-020) and quality control is completed, then destroy.

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