

# **RECORDS RETENTION AND DISPOSITION SCHEDULE**



## **DIVISION OF ADMINISTRATIVE SERVICES MAIL, SUPPLY/COURIER SERVICES UNIT**

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

**June 2004**

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# RECORDS RETENTION AND DISPOSITION SCHEDULE

## DIVISION OF ADMINISTRATIVE SERVICES

### MAIL, SUPPLY/COURIER SERVICES UNIT

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
00000.	<b>BIENNIAL EQUIPMENT INVENTORY FILES (also known as BIENNIAL FIXED ASSETS RE-INVENTORY FILES)</b>  Files containing inventory data on Unified Court System property and equipment. Information from these files are entered into the New York State Office of General Services' Statewide Fixed Assets Accounting System. Files may contain, but are not limited to: data inventory input forms, copies of purchase orders, vouchers, surplus property forms, and any supporting documentation for the purchase or disposition of Unified Court System property.	Retain for three fiscal years after fixed asset is sold, replaced or discarded, then destroy.

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
00000.	<p><b>BIENNIAL FIXED ASSETS RE-INVENTORY REPORT FILES (also known as AGENCY COPIES OF FIXED ASSETS RE-INVENTORY PRINTOUTS)</b></p> <p>Files containing reports used to list and describe current fixed assets of the Unified Court System as reported in the Office of General Services' Statewide Fixed Assets Accounting System.. Information includes, but is not limited to: date(s) of report, asset number(s), building/equipment name(s), address(es), court and/or office name(s), manufacturer(s), model number(s), serial number(s), license plate number(s), number(s) of times inspected and name(s) of inspectors. Files may contain O.G.S. Biennial Buildings Inventory and Biennial Equipment Inventory Reports, memorandums and supporting materials.</p>	<p>Retain for three years after updated, then destroy.</p>
00000.	<p><b>DAILY RECORD OF METER REGISTER READING BOOKS (also known as POSTAGE MACHINE METER LOG BOOKS)</b></p> <p>Records used for listing daily amounts of postage spent by the Office of Court Administration. Information includes: meter number, month and year, reported day, ascending and descending registers, and total remaining balance.</p>	<p>Retain for three fiscal years after final payment, then destroy.</p>

**SERIES #**

**RECORD SERIES TITLE**

**RETENTION**

00000.

**EMPLOYEE DAILY ATTENDANCE  
BOOKS**

Books created to track staff assignments of the Office of Court Administration Mail and Supply Unit. Information includes, but is not limited to: date and day, employee name(s) and time(s) in and out of the office.

Retain until no longer needed, then destroy.

**SERIES #**

**RECORD SERIES TITLE**

**RETENTION**

00000.

**EQUIPMENT AND FURNITURE  
INVENTORY FILES**

Files containing records used to inventory and tag equipment and furniture purchased by the Office of Court Administration. Information includes, but is not limited to: description of item(s), manufacturer's name, model/type of item, serial number, dates received, voucher number, purchase order number, vendor name, identification number, date(s), addressee(s), location(s), lot number(s), name(s) of person received the item(s), description of warranty or service contract data, warranty terms, type of service(s) provided by contracts or repairs, and information on final disposition of the item. Records include but are not limited to: Equipment Record Forms (UCS-6003), copies of Purchase Orders and supporting material.

**a) EQUIPMENT RECORD AND  
SUPPORTING MATERIAL**

a) Retain until Information is entered into the EQUIPMENT INVENTORY DATABASE FILE and quality control is conducted, then destroy.

**b) EQUIPMENT INVENTORY  
DATABASE FILE**

b) Retain until updated or for six years after item is discarded, replaced or sold, whichever is sooner, then destroy.

<b><u>SERIES #</u></b>	<b><u>RECORD SERIES TITLE</u></b>	<b><u>RETENTION</u></b>
00000.	<p><b>SHIPPING RECEIPTS FILE</b></p> <p>Records used to track items shipped via air freight for the Office of Court Administration. Information includes, but is not limited to: date, sender's name, OCA's address and telephone number, recipient's name, phone number, address, and handling instructions.</p>	Retain for three weeks or until no longer needed, whichever is longer, then transfer to Division of Administrative Services - Accounts Unit.
00000.	<p><b>SHIPPING RECORD LOG BOOKS</b></p> <p>Log books used to track packages shipped via ground freight for the Office of Court Administration. Information includes: name(s) and address of package(s) sent, copies of bar code label(s) used, weight of package(s), level of service(s) required, whether additional or special handling was requested, tracking number, delivery person initials, tracking number, pickup time, total number of packages, total number of tags, and number of pages sent for letters.</p>	Retain for one year, then destroy.
00000.	<p><b>STATE CARS INFORMATION RECORDS</b></p> <p>Records used for maintenance, service, operations and repair of State owned cars for the Office of Court Administration. Includes but is not limited to: State Vehicle Registration Forms, New York State Vehicle Titles, repair records and supporting documentation.</p>	Retain for six years after vehicle is sold or scrapped, then destroy.

**SERIES #**

**RECORD SERIES TITLE**

**RETENTION**

00000.

**TONER SUPPLY USER LISTS**

Listing of employees receiving toner cartridges from Office of Court Administration's Supply Room. Information includes: date(s), employee name(s), unit name(s), quantity taken, type of toner, and stock number(s).

Retain for three fiscal years and three months, then destroy.

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**AGENCY COPIES OF FIXED ASSETS RE-INVENTORY PRINTOUTS: see**  
    **BIENNIAL FIXED ASSETS RE-INVENTORY REPORTS . . . . . 2**

**AUTOMOBILE RECORDS: see STATE CARS INFORMATION FILES . . . . . 5**

**AUTOMOBILE REGISTRATION FORMS: see STATE CARS INFORMATION FILES 5**

**AUTOMOBILE TITLES: see STATE CARS INFORMATION FILES . . . . . 5**

**BIENNIAL BUILDING INVENTORY REPORTS: see**  
    **BIENNIAL FIXED ASSETS RE-INVENTORY REPORTS . . . . . 2**

**BIENNIAL EQUIPMENT INVENTORY FILES . . . . . 1**

**BIENNIAL EQUIPMENT INVENTORY REPORTS: see**  
    **BIENNIAL FIXED ASSETS RE-INVENTORY REPORTS . . . . . 2**

**BIENNIAL FIXED ASSETS RE-INVENTORY REPORTS . . . . . 2**

**DAILY RECORD OF METER REGISTER READING BOOKS . . . . . 2**

**EMPLOYEE DAILY ATTENDANCE BOOKS . . . . . 3**

**EQUIPMENT AND FURNITURE INVENTORY FILES . . . . . 4**

**EQUIPMENT INVENTORIES: see EQUIPMENT AND FURNITURE**  
    **INVENTORY FILES . . . . . 4**  
    **or BIENNIAL EQUIPMENT INVENTORY FILES . . . . . 1**

**EQUIPMENT INVENTORY DATABASE FILE . . . . . 4**

**EQUIPMENT RECORD FORMS AND SUPPORTING MATERIALS:**  
    **see EQUIPMENT AND FURNITURE INVENTORY FILES . . . . . 4**

**FURNITURE RECORDS: see EQUIPMENT AND FURNITURE INVENTORY FILES . 4**

**OGS BIENNIAL BUILDINGS INVENTORY REPORTS: see**  
    **BIENNIAL FIXED ASSETS RE-INVENTORY REPORTS . . . . . 2**

**OGS BIENNIAL EQUIPMENT INVENTORY REPORTS: see**  
    **BIENNIAL FIXED ASSETS RE-INVENTORY REPORTS . . . . . 2**

**POSTAGE MACHINE METER LOG BOOKS: see**  
    **DAILY RECORD OF METER REGISTER READING BOOKS . . . . . 2**

**SHIPPING RECEIPTS FILE . . . . . 5**

**SHIPPING RECORD LOG BOOKS . . . . . 5**

**STATE CARS INFORMATION FILES . . . . . 5**

**TONER SUPPLY USER LISTS . . . . . 6**

**UCS-6003 or EQUIPMENT RECORD FORMS: see EQUIPMENT AND**  
    **FURNITURE FILES . . . . . 4**