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DISTRICT ATTORNEY - KINGS COUNTY 903

14-000 ALL UNITS / Law Enforcement

Investi

Record Series Code	Object Code	Vital Record	Public Record		Office Retention	Offsite Retention	Total Retention		Disposition Code	Resolution Approval Doc	Approval Date
02125	STDBOX	No	No	No	5 Years	0 Years	5 Years	CL		OFFICIAL	
Title:	POLICE OFFICE	ER CARE	FILE								
Description:	Card file cross-ir Inventory Persor Inventory Date :	n : RS		ler investi	i- gation for a	lleged misco	nduct. Inform	nation	is duplicated in case log	book. Arranged by officer surname.	
Comments:	CI=Closing of the	e compla	int Keep	cards fo	r 5 years afte	r disposition	of the compl	aint.			
Disposition:	Close of										
	1										
02115	STDBOX	No	No	No	5 Years	0 Years	5 Years	CL		OFFICIAL	
Title:	CASE ASSIGNM	MENT SH	EET								
Description:	Record listing conumber. Inventory Persor Inventory Date:	n : RS		e referred	I to the Grand	d Jury. Inform	ation include	es cas	e log number, case name	e, transaction code and ADA. Arranged by	case log
Comments:	CL= Closing of the	he compl	aint Kee	p cards fo	or 5 years afte	er disposition	of the comp	laint.	Auth: NY State RRD 4-P-	1B, Item 9	
Disposition:	Close of										
02120	STDBOX	No	No	No	10 Years	15 Years	25 Years	CL		OFFICIAL	
Title:	OFFICER INVES		-								
Description:		, criminal n : RS	his- tory						copies of subpoenas, inve ds. Arranged numerically	estigation sheet, medical records, riding ac by case log number.	ctivity brief,
Comments:	CI= Closing of ca	ase. Kee	p closed	cases 10	years in offic	e, then trans	fer to the Mu	ınicipa	al Records Center for an a	additional retention of 15 years.	
Disposition:	Close of										
02121	STDBOX	No	No	No	5 Years	0 Years	5 Years	CL		OFFICIAL	
Title:	OFFICER INVES	STIGATIO	ON CASE	LOG BC	OK						
Description:	Ledger record sh Inventory Person Inventory Date :	n : RS		was recei	ved, ADA ass	signed and st	atus of case	(oper	n or closed). Arranged by	case log number.	
_	CI_Closing of los	at antmiin	log book	/ Kaan la	daar in office	for E vooro	ftor doto of l				
Comments:	CI=Closing of las	st entry ir	i log boor	K Keep ie	ager in onice	ioi 5 years a	iner date of i	isting	of last complaint.		

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Record Series Code	Object Code		Public Record		Office Retention	Offsite Retention	Total Retention		Disposition Code	Resolution Approval Doc	Approval Date		
02122	STDBOX	No	No	No	5 Years	0 Years	5 Years	CL		OFFICIAL			
Title:	OFFICER INVES	FFICER INVESTIGATION CASE WORKBOOK											
Description:	any other relevar	Notebook summarizing and tracking the current status of work executed by paralegals for pros- ecution of a complaint. Information includes requests for subpoenas and any other relevant records to prosecution of case. Arranged by case log number. Inventory Date: 9/4/1986											
Comments:	CI=Closing of co	mplaint K	Keep for 5	years af	ter dispositio	n of the com	plaint.						
Disposition:	Close of												
02124	STDBOX	No	No	No	5 Years	0 Years	5 Years	CL		OFFICIAL			

02124	STDBOX	No	No	No	5 Years	0 Years	5 Years	CL	OFFICIAL				
Title:	COMPLAINT CARD INDEX												
Description:		ecinct, in- son : RS	take date			-			mplaint- ant name and address, nature of injury, date of occurrence, place, timetically by name of complainant.				
Comments:	CI=Closing of the complaint Keep cards for 5 years after dispositon of the complaint.												
Disposition:	Close of												

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DISTRICT ATTORNEY - KINGS COUNTY 903

13-000 ALL UNITS / Investigations

December Coming	Object Code	Vital	Dublic	Logol	Office	Offsite	Total		Diamonitian Code	Description Approval Dec	Approval			
Record Series Code	Object Code	Vital Record	Public Record	Legal Hold	Office Retention	Offsite Retention	Total Retention		Disposition Code	Resolution Approval Doc	Approval Date			
02998	STDBOX	No	No	No	15 Years	10 Years	25 Years	CL		OFFICIAL				
Title:	INVESTIGATIVE	E FOLDEI	RS											
Description:	Records of crimi	inal invest	tigations c	arried ou	ut by the Bure	eau. Include:	s all memos,	notion	s, scratches, subpoenas,	etc. Filed by alphanumeric investigation n	umber.			
Comments:	CL= Closing of i	nvestigati	on. Keep	investig	ative files 15	years in offic	e. Transfer t	to the	Municipal Records Cente	r for additional retention of 10 years.				
Disposition:	Close of													
02994	STDBOX	No	No	No	15 Years	0 Years	15 Years	T		OFFICIAL				
Title:	ASSISTANT D.A	A. ADMIN	ISTRATIV	E HISTO	ORY FOLDE	RS								
Description:	Alphabetical files	s by ADA	name cor	ntaining o	copies of eac	h memo writt	en by an AD	A duri	ng her/his tenure in Inves	tigations.				
Comments:	T= Termination	of ADA. \	Need files	periodic	ally. Destroy	those memo	s written by p	persor	s who left Investigations	more than 15 years previously.				
Disposition:	Termination of													
02995	STDBOX	No	No	No	6 Years	0 Years	6 Years			OFFICIAL				
Title:	GENERAL SUB	JECT/AD	MINISTRA	ATIVE/C	ORRESPON	DENCE FILE	<u> </u>							
Description:	Bureau general copies of produc			rts and c	lippings of in	terest, corres	pondence ar	nd mei	mos; duplicate employee	personnel and attendance re- cords, depar	tmental			
Comments:	Break files each	year. Ke	ep 6 full y	ears in c	office. Auth:	DORIS Gene	eral Schedule	e, Item	9951.					
Disposition:														
02996	STDBOX	No	No	No	25 Years	0 Years	25 Years			OFFICIAL				
Title:	INITIAL INVEST	IGATION	REPORT	/SCRAT	CH									
Description:									lice patrol. Includes appredate and assigned investigated	ehension and arrest data, location of occurr tigation number.	ence, general			
Comments:	Keep 25 years in	n office.												
Disposition:														

New York City Department of Records

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Record Series Code	Object Code		Public Record		Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approval Date			
02997	STDBOX	No	No	No	25 Years	0 Years	25 Years		OFFICIAL				
Title:	INVESTIGATIVE	IVESTIGATIVE ASSIGNMENT LOGBOOK											
Description:		Chronological listing of all investigations opened, by assigned investigation number: In- cludes ongoing summary of investigation status: ADA assigned, arrests made, closing of investiga- tions. Indexed by Principal Name Card Catalog.											
Comments:	Keep logbook 25	years fro	m date of	last enti	ry.								
Disposition:													
2222	OTDDOV				2.14	0.14	0.14		OFFICIAL				

03000	STDBOX	No	No	No	0 Years	0 Years	0 Years	Р	OFFICIAL				
Title:	PRINCIPAL NAME CARD CATALOG												
Description:		Alphabetical card file cross-referencing to the assigned investigation file number from all principals in the incident under investigation. Includes defendants, complainants, and assigned ADA's.											
Comments:	P= Permanent	P= Permanent in office. Break file every 10 years. Interfile all cards more than 10 years old.											
Disposition:	Permanent												

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DISTRICT ATTORNEY - KINGS COUNTY 903

12-000 ALL UNITS / Homicide

Record Series Code	Object Code	Vital Record	Public Record	Legal Hold	Office Retention	Offsite Retention	Total Retention		Disposition Code	Resolution Approval Doc	Approva Date
02991	STDBOX	No	No	No	5 Years	5 Years	10 Years	CL	(OFFICIAL	
Title:	TRIAL INDEXES	3									
Description:										oss-referencing to homicide con- trol nun cludes ver- dict and final disposition date	
Comments:	CL= Closing of tr years. Before de						losing of all I	itigatio	on. Then transfer to the Mun	nicipal Records Center for an additional r	etention of 5
Disposition:	Close of										
02992	STDBOX	No	No	No	5 Years	0 Years	5 Years	CL		OFFICIAL	
Title:	TRIAL SHEETS	INO	INO	INO	o reals	U rears	5 rears	CL		OFFICIAL	
						-0.4 4.01.4 1.1					
Description:										lictment numbers, homicide control numbers made and notices sent, and all related controls.	
Comments:	CL= Closing of tr destroyed.	rial and al	l appeals.	Break f	files each yea	ar. Keep five	full years in	office	after close of all litigation. [Destroy when correspond- ing trial indexe	es are
Disposition:	Close of										
02989	STDBOX	No	No	No	20 Years	30 Years	50 Years	CL		OFFICIAL	
Title:	INVESTIGATION			NO	20 16415	30 Teals	JU Teals	OL		OFFICIAL	
Description:				for pres	enta- tion of i	ndictment re	guest to Gra	nd Jur	v. In- cludes witness staten	nents, eavesdropping trans- criptions, et	 2.
Comments:	-	•	•	•			•		-	Center for additional retention of 30 year	
Disposition:	Close of		<u>'</u>						<u> </u>	,	
02979	STDBOX	No	No	No	4 Years	6 Years	10 Years		(OFFICIAL	
Title:	ADMINISTRATI\	VE FILES									
Description:	Bureau administr									annual and non-annual case dis- position	n statistics,
Comments:	Break files each	year. Ke	ep 4 full y	ears in c	office, then tra	ansfer to the	Municipal Re	cords	Center for an additional six	years.	
Disposition:											

										Page 6 of 8
Record Series Code	Object Code	Vital Recor	Public d Record	Legal Hold	Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approva Date
2980	STDBOX	No	No	No	5 Years	0 Years	5 Years		OFFICIAL	
ītle:	ASSISTANT CA	SELOAD	LISTING							
Description:	Up-to-date listing Monthly.	g of case	es assigne	d to each	Homicide Al	DA, by ADA r	name. List incl	udes defen- dant names and	d indictment numbers and name of parale	gal asst. to AD
Comments:	Break files each	year. K	eep 5 full y	ears in c	office.					
Disposition:										
02985	STDBOX	No	No	No	1 Years	0 Years	1 Years		OFFICIAL	
Title:	HOMICIDE BAC					0 100.0				
Description:				of all ho	micide cases	s pending for	more than eigh	t months. Listed by defend	ant, including indictment number, assigne	d ADA and cas
Comments:	Keep 1 year in o	ffice for	statistical	purposes						
Disposition:										
				NI-	20 Years	30 Years	50 Years		OFFICIAL	
2987	STDBOX	No	No	No	20 rears	JU I Cais	30 i Gais		011101/12	
)2987 Fitle:	STDBOX INFORMATION	-			20 Years	30 Teals	30 Teal3		OT TOME	
	INFORMATION Summary report	SHEET/ of poten de contro	SCRATCH ntial homic ol number,	ide case.	Form HOM- potential defo	-3. Prepared endants, occ	by Homicide Aurrence particu		eet and Investigation Bureau's Initial Inves ne(s) of de- ceased, witness information, v	
Title:	INFORMATION Summary report Includes homicic identifica- tion re	SHEET/ of poten de contro suspect	SCRATCH ntial homic of number, ts, and dat	d ide case. name of se of sche	Form HOM- potential defe	-3. Prepared endants, occ Jury present	by Homicide Aurrence particulation.		eet and Investigation Bureau's Initial Inves	
Fitle: Description: Comments:	INFORMATION Summary report Includes homicic identifica- tion re	SHEET/ of poten de contro suspect	SCRATCH ntial homic of number, ts, and dat	d ide case. name of se of sche	Form HOM- potential defe	-3. Prepared endants, occ Jury present	by Homicide Aurrence particulation.	lars, arrest information, nam	eet and Investigation Bureau's Initial Inves	
Title: Description: Comments: Disposition:	INFORMATION Summary report Includes homicic identifica- tion re	SHEET/ of poten de contro suspect	SCRATCH ntial homic of number, ts, and dat	d ide case. name of se of sche	Form HOM- potential defe	-3. Prepared endants, occ Jury present	by Homicide Aurrence particulation.	lars, arrest information, nam	eet and Investigation Bureau's Initial Inves	
Title: Description:	INFORMATION Summary report Includes homicididentifica- tion re Keep 20 years in	of potential of potential of potential of potential of suspect of the office.	SCRATCH ntial homic ol number, ts, and dat Transfer to No	d ide case. name of e of sche the Mur	Form HOM- potential defe eduled Grand nicipal Record	-3. Prepared endants, occi Jury present ds Center for	by Homicide Aurrence particulation. additional rete	lars, arrest information, nam	eet and Investigation Bureau's Initial Inves ne(s) of de- ceased, witness information, v	
Comments: Disposition:	INFORMATION Summary report Includes homicic identifica- tion re Keep 20 years in STDBOX INVESTIGATION Cross reference	of potential of potential of potential of potential of suspection office. The suspection office. The suspection office. The suspection of office of the suspection of office of the suspection o	SCRATCH ntial homic of number, ts, and dat Transfer to No ROL LOG r ledgers re cord of dea	dide case. name of the of sche to the Mur No BOOKS Blating value ath certific	Form HOM- potential defectuled Grand nicipal Record 25 Years rious facets of	-3. Prepared endants, occil Jury present ds Center for 0 Years	by Homicide Aurrence particulation. additional rete 25 Years avestigations.	lars, arrest information, name	eet and Investigation Bureau's Initial Inves ne(s) of de- ceased, witness information, v	ontrol number
Comments: Disposition:	INFORMATION Summary report Includes homicic identifica- tion re Keep 20 years in STDBOX INVESTIGATION Cross reference (Alphabetical), le	of potential of potential of potential of potential of suspect of the suspect of	SCRATCH ntial homic ol number, ts, and dat Transfer to No ROL LOG r ledgers re cord of dea sy reports	ide case. name of te of sche the Mur No BOOKS elating vaith certificerequeste	Form HOM- potential defi- eduled Grand nicipal Record 25 Years rious facets of cates received	-3. Prepared endants, occil Jury present ds Center for 0 Years	by Homicide Aurrence particulation. additional rete 25 Years avestigations. anomicides or preme Court file	lars, arrest information, name	eet and Investigation Bureau's Initial Investige (s) of de-ceased, witness information, votering of the ceased of	ontrol number
Comments: Description: Disposition: Disposition: Description: Description: Comments:	INFORMATION Summary report Includes homicic identifica- tion re Keep 20 years in STDBOX INVESTIGATION Cross reference (Alphabetical), le Medical Examine	of potential of potential of potential of potential of suspect of the suspect of	SCRATCH ntial homic ol number, ts, and dat Transfer to No ROL LOG r ledgers re cord of dea sy reports	ide case. name of te of sche the Mur No BOOKS elating vaith certificerequeste	Form HOM- potential defi- eduled Grand nicipal Record 25 Years rious facets of cates received	-3. Prepared endants, occil Jury present ds Center for 0 Years	by Homicide Aurrence particulation. additional rete 25 Years avestigations. anomicides or preme Court file	lars, arrest information, name	eet and Investigation Bureau's Initial Investige (s) of de-ceased, witness information, votering of the ceased of	ontrol number
Comments: Description: Disposition: Description: Description: Description: Description:	INFORMATION Summary report Includes homicic identifica- tion re Keep 20 years in STDBOX INVESTIGATION Cross reference (Alphabetical), le Medical Examine Keep all ledger re	of potential control of suspection office. No N CONT index or edger received autops records for the control of	SCRATCH ntial homic ol number, ts, and dat Transfer to No ROL LOG r ledgers re cord of dea sy reports or 25 year	ide case. name of te of sche to the Mur No BOOKS elating va ath certific requeste s after da	Form HOM- potential defectuled Grand dicipal Record 25 Years drious facets of cates received and received atte of last ent	3. Prepared endants, occil Jury present ds Center for 0 Years of homicide independent of the form Supremental from Supremental form Supremental from Suprementa	by Homicide Aurrence particulation. additional rete 25 Years avestigations. anomicides or poeme Court file er.	lars, arrest information, name	eet and Investigation Bureau's Initial Investige (s) of de-ceased, witness information, very office of the ceased	ontrol number
Comments: Disposition: Disposition: Disposition: Disposition: Disposition:	INFORMATION Summary report Includes homicic identifica- tion re Keep 20 years in STDBOX INVESTIGATION Cross reference (Alphabetical), le Medical Examine	SHEET/ of potential de control e suspection office. No N CONT index or edger receptager receptager records for the control of	SCRATCH ntial homic of number, ts, and dat Transfer to No ROL LOG r ledgers re cord of dea sy reports or 25 year	ide case. name of te of sche the Mur No BOOKS elating vaith certificerequeste	Form HOM- potential defi- eduled Grand nicipal Record 25 Years rious facets of cates received	-3. Prepared endants, occil Jury present ds Center for 0 Years	by Homicide Aurrence particulation. additional rete 25 Years avestigations. anomicides or preme Court file	lars, arrest information, name	eet and Investigation Bureau's Initial Investige (s) of de-ceased, witness information, votering of the ceased of	ontrol number
Description: Description: Disposition: Description: Description: Description: Description:	INFORMATION Summary report Includes homicic identifica- tion re Keep 20 years in STDBOX INVESTIGATION Cross reference (Alphabetical), le Medical Examine Keep all ledger re STDBOX PRODUCTIVITY Monthly statistical	SHEET/ of potential control in office. No N CONT index or edger received autops records for the control in the	No ROL LOG r ledgers re cord of dea sy reports or 25 year No RTS of bureau	No N	Form HOM- potential defectuled Grand nicipal Record 25 Years rious facets of cates received and received and received the of last entered for the second sec	-3. Prepared endants, occil Jury present ds Center for 0 Years of homicide ind for known led from Suprory in the ledg 0 Years	by Homicide Aurrence particulation. additional rete 25 Years avestigations. additional rete 25 Years avestigations. additional rete 5 Years	lars, arrest information, name	eet and Investigation Bureau's Initial Investige (s) of de-ceased, witness information, very office of the ceased	ontrol number ecords of
Comments: Description: Disposition: Description: Description: Description: Description: Disposition: Disposition:	INFORMATION Summary report Includes homicic identifica- tion re Keep 20 years in STDBOX INVESTIGATION Cross reference (Alphabetical), le Medical Examine Keep all ledger re STDBOX PRODUCTIVITY Monthly statistical	SHEET/ of potentie control suspection office. No N CONT index or edger receive autops records for No / REPOR	No ROL LOG ROL LOG redgers re cord of dea sy reports or 25 year No RTS of bureau g period.	No BOOKS elating va ath certific requeste s after da	Form HOM- potential defectuled Grand alicipal Record 25 Years rious facets of cates received and received and received and received are of last entered and received and rece	-3. Prepared endants, occil Jury present dis Center for 0 Years of homicide ind for known I ded from Super ry in the ledge of Years orts of number statistical rep	by Homicide Aurrence particulation. additional rete 25 Years avestigations. nomicides or perme Court file er. 5 Years	lars, arrest information, name of 30 years. Includes de- ceased person ending police investigation (room.	eet and Investigation Bureau's Initial Investige (s) of de-ceased, witness information, very official of the ceased of the cease	ontrol number ecords of

New York City Department of Records

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Record Series Code	Object Code		Public Record	Legal Hold		Offsite Retention	Total Retention		Disposition Code	Resolution Approval Doc	Approval Date		
02986	STDBOX	No	No	No	0 Years	0 Years	0 Years	Р		OFFICIAL			
Title:	HOMICIDE INDE	OMICIDE INDEXES											
Description:		Alphabetical card files cross referencing homicide victims and defendants to scratches by homicide control number. Third file relates ADA name to defendant and deceased files. Includes final disposition date and verdict.											
Comments:	P= Permanent in	Permanent in office. When any case is closed, cards should be pulled and filed in inactive file. Inactive file should be considered for microfilm- ing.											
Disposition:	Permanent												

New York City Department of Records

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DISTRICT ATTORNEY - KINGS COUNTY 903

10-000 ALL UNITS / Family Court

Record Series	Object Code	Vital	Public	Legal	Office	Offsite	Total		Disposition Code	Resolution Approval Doc	Approva
Code		Record	Record	Hold	Retention	Retention	Retention				Date
02118	STDBOX	No	No	No	25 Years	0 Years	25 Years	CL		OFFICIAL	
Title:	CASE LEDGER	S									
Description:		includes							ndant's name and date of bit ut of this unit. Arranged chr	rth, charge, designated court, court date onologically.	, outcome and
Comments:	CL= Closing of la	ast entry	in ledger l	book. Au	ıth: NY State	Office of Co	urt Administra	ation,	Administrative Rule, 7/13/8	1	
Disposition:	Close of										
02098	STDBOX	No	No	No	2 Years	23 Years	25 Years	CL		PENDING	
Title:	FAMILY COURT	CRIMIN	AL CASE	FILES- 0	CLOSED						
Description:	Criminal case file complaint and cr Inventory Persor Inventory Date:	rimi- nal h n : RS	istory sur						logical record of case, affida	avits, interview reports, case assessmen	t data, felony
Comments:	CL= Closing of c	ase Kee	p closed	cases 2	years in offic	e, then trans	fer to the M	unicip	al Records Center for an ac	ddi- tional retention of 23 years.	
Disposition:	Close of										
02109	STDBOX	No	No	No	25 Years	0 Years	25 Years	CL		OFFICIAL	
Title:	CASE CHARGE	CARDS									
Description:	Index card file us chronologically b Inventory Person Inventory Date:	by year ar n : RS	nd alphab				nt cases. Info	ormatio	on includes name of defend	lant, docket number and criminal offense	e. Arranged
Comments:	CI= Closing of ca	ase Auth	: NY State	e Office o	of Court Admi	nistration, Ad	dministrative	Rule,	7/13/81.		
Disposition:	Close of										
02117	STDBOX	No	No	No	1 Years	0 Years	1 Years			OFFICIAL	
Title:	CASE CALENDA	AR									
Description:	Daily record of c Inventory Persor		e held in	court or n	notions due o	on a particula	ır day. Arran	ged c	hronologically.		
Comments:	Keep calendar o	ne year f	or admini	strative p	urposes						
Disposition:											

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Record Series Code	Object Code	Vital Recor		c Legal d Hold		Offsite Retention	Total Retention		Disposition Code	Resolution Approval Doc	Approva Date
Title:	FAMILY COUR	T CRIMIN	NAL CAS	E FILE- C	PEN						
Description:	All D.A. records investigations. A Inventory Perso Inventory Date:	rranged n : RS	alphabet				prosecution a	nd fina	l disposition. These files r	nay include bench warranted cases and n	nental health
Comments:	TR= Transfer to	closed c	riminal c	ase file af	ter dispositio	n and senten	icing. See se	eries #2	2098.		
Disposition:	Transfer										
02113	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR		OFFICIAL	
Title:	MENTAL HEAL	TH INVE	STIGATI	ON FILES	3						
Description:	Open cases in h case files. Arrai Inventory Date:	nged al- _l	phabetica				efendant's m	ental h	ealth. Contains investigat	ion papers, in addition to the information f	ound in all
Comments:	TR= Transfer to	open ca	se file (se	eries #021	112) after inve	estigation is o	complete.				
Disposition:	Transfer										
02116	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR		OFFICIAL	
Title:	PENDING CASI	E FILES									
Description:	Open cases awa other preliminary Inventory Perso Inventory Date:	y case re n : RS	cords. A					olice re	ports,medical reports, wit	ness information sheets, early case asses	ssment and
Comments:	TR= Transfer to	open ca	se file (se	eries #021	l 12) after inta	ke process.					
Disposition:	Transfer										
02107	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR		OFFICIAL	
Title:	BENCH WARRA	ANTED C	CASES								
Description:	Open cases in h files. Arranged a Inventory Perso Inventory Date:	alphabetion : RS	cally by c			to appear in o	court and car	not be	located. Con- tains warra	ant papers as well as information found in	regular case
Comments:	TR= Transfer to dismissal or refe			eries #021	112) after def	endant is app	orehended ar	nd retui	rned to court. Otherwise,	transfer to closed case file (series #02098	3) upon
Disposition:	Transfer										
	1										

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DISTRICT ATTORNEY - KINGS COUNTY 903

ALL UNITS / Economic Crimes/Arson 08-000

Record Series Code	Object Code	Vital Record	Public d Record		Office Retention	Offsite Retention	Total Retention		Disposition Code	Resolution Approval Doc	Approval Date
02100	STDBOX	No	No	No	5 Years	20 Years	25 Years	CL		PENDING	
Title:	CASE FILES CL	OSED -	ECONOM	IIC CRIM	ES						
Description:	Adjudicated arso Inventory Persor Inventory Date:	n : RS		ne cases	, filed by indi	ctment numb	er.				
Comments:	CI= Closing of ca	ase Keep	closed c	ases in B	Bureau for 5 y	ears after clo	osing date. T	hen tra	ansfer to the Municipal Re	ecords Center for additional retention of 2	0
Disposition:	Close of										
02953	STDBOX	No	No	No	15 Years	0 Years	15 Years	CL		OFFICIAL	
Title:	INTELLIGENCE	FILES									
Description:	Records of long- addresses, and i						but which ma	ay pro	duce a num- ber of indictr	nents. Includes index files of tele- phone	numbers and
Comments:	CL= Closing of fi Chief.	le. Keep	intelligen	ce files fo	or 15 years ir	the Bureau	beyond the o	date w	hen the file is judged to p	ossess no further adminis- trative value b	y the Bureau
Disposition:	Close of										
02954	STDBOX	No	No	No	10 Years	15 Years	25 Years	CL		OFFICIAL	
Title:	INVESTIGATION			INO	10 Teals	15 Teals	25 16415	CL		OFFICIAL	
Description:		· ·		rtives I Ini	it of EC and	Δ Rureau in r	renaration fo	or nros	secution by the Bureau.		
Comments:						•		•		ipal Records Center for an addi- tional re	ontion of 15
Comments.	years.	ivestigat	ion. Reep	Ciosea ii	iives- iigaiive	illes 10 year	S III lile Dule	au, III	en trans- lei to the Murlic	pai Necords Center for all addi- tional re-	ention of 15
Disposition:	Close of										
02949	STDBOX	No	No	No	25 Years	0 Years	25 Years	CL		OFFICIAL	
Title:	COMPLAINT AN	ID CASE	LEDGER	RS							
Description:									efendant surname and by s, including pre-indictment	location. Includes arrest information, inactions.	dictment
Comments:	CL= Closing of c		•			<u>.</u>			· · · · · · · · · · · · · · · · · · ·	ed in volume. Destroy when corresponding	ıg
Comments.	case/complaint f	ile is des	troyed at t	the Munic	cipal Records	Center.			·	,	

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											Page 11 01 65
Record Series Code	Object Code	Vital Record	Public Record	Legal Hold	Office Retention	Offsite Retention	Total Retention	Disposition C	ode	Resolution Approval Doc	Approva Date
02947	STDBOX	No	No	No	1 Years	0 Years	1 Years	CL		OFFICIAL	
Title:	CASE TRACKIN	IG INDEX									
Description:	Automated recor								ludes name	e of assigned ADA and supervisor, all p	ertinent dates
Comments:	CL= Closing of c	case. Kee	p automa	ited reco	rd for 1 year	after date ca	se is closed.	May be kept on a rer	mote storag	e medium if required by space con-stra	aints.
Disposition:	Close of										
02943	STDBOX	No	No	No	10 Years	15 Years	25 Years			OFFICIAL	
Title:	ARSON INFORM					13 Teals	25 16015			OFFICIAL	
Description:		shalls, de	tective as	signed, d	defendants w	ith all pertine	nt informatio	n, persons injured, ph		orts of fire location, precinct, arresting a ence recovered, owner of building, insur	
Comments:	Keep original repadministrative pu		5 years.	Originals	s may be sen	t to the Muni	cipal Records	s Center after first ten	years. Kee	ep duplicates and photocopies only as r	needed for
Disposition:											
02944	STDBOX	No	No	No	10 Years	0 Years	10 Years			OFFICIAL	
Title:	BUREAU BOOK	(S									
Description:	Three-ring binde case status withi			onologica	ally assigned	number, givi	ng a precis c	f each case handled	by the Econ	nomic Crimes and Arson Bureau and inc	dicating the
Comments:	Keep yearly bind	ders for 10) years in	agency t	to serve as q	uick referenc	e substitute f	or inactive case files	stored at the	e Municipal Records Center.	
Disposition:											
02945	STDBOX	No	No	No	6 Years	0 Years	6 Years			OFFICIAL	
Title:	BUREAU CHIEF	S ADMIN	NISTRAT	VE WOF	RK FILES						
Description:	Subject file of revacation request								uplicate per	rsonnel records, evaluations, tasks and	standards,
Comments:	Break files each	year. Ke	ep 6 full y	ears in t	he Bureau.	-	_				
Disposition:											

New York City Department of Records

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Record Series Code	Object Code	Vital Record	Public Record	Legal Hold	Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Appro Date
2946	STDBOX	No	No	No	25 Years	0 Years	25 Years		OFFICIAL	
itle:	CASE REFERE	NCE IND	EX							
Description:	Card file search case number.	able by e	conomic c	rime/ars	on loca- tion	address, defe	endant name	, landlord/owner name, corpora	ation name or indictment number in order	to establish
Comments:	Weed files bi-an years.	nually an	d remove	cards re	lated to case	s closed for r	more than 10	years. File in in- active file by	date of closing of case and retain for an	additional 15
Disposition:										
)2948	STDBOX	No	No	No	1 Years	0 Years	1 Years		OFFICIAL	
Title:	CASE TRACKIN	NG INPUT	SHEET							
Description:	Form GEN, com	pleted by	ADA eac	h time ar	n action or m	ailing occurs,	used as inp	ut record for Case Tracking Ind	ex.	
Comments:	Break files each	year. Ke	ep input s	sheets fo	r 1 full year ii	n office.				
Disposition:										
02951	STDBOX	No	No	No	3 Years	0 Years	3 Years		OFFICIAL	
Γitle:	COMPLAINTS -	DISMISS	SED							
Description:	Reports from ou dismissed for ins			suspect	ted arson or e	economic crir	ne. Open co	mplaints may mature into Arson	n or E.C. investigations and/or cases, or	may be
Comments:	If no investigativ	e or case	file is ope	ened, des	s- troy compl	aint after 3 ye	ears in the B	ureau. Auth: NY State RRDS 4	-P-1, Item 6.	
Disposition:										
02955	STDBOX	No	No	No	2 Years	0 Years	2 Years		OFFICIAL	
Γitle:	MAIL LOGS									
Description:	Ledger record m	nade of al	lincoming	mail.						
Comments:	Auth: NY State	Bureau o	f Records	Manage	ement. Statev	vide Records	Retention T	metable, Part I, Item 23.		
Disposition:										
02950	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR	OFFICIAL	
Title:	COMPLAINTS									
Description:	Reports from ou dismissed for ins			suspect	ted arson or e	economic crir	ne. Open co	mplaints may mature in- to Ars	on or E.C. investigations and/or cases, o	r may be
Comments:	TR= Transfer. 1	Fransfer c	omplaints	to inves	tiga- tive or c	ase files if su	ıch file is ope	ened.		
Disposition:	Transfer									
02952	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR	OFFICIAL	
-			-	-					-	

New York City Department of Records

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Record Series Code	Object Code		Public Record	Legal Hold	Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approval Date
Title:	CONFIDENTIAL	ARSON	DUTY R	EPORT						
Description:									case is to be opened. Summarizes in- formation successions as Book with second copy in Bureau Cent	
Comments:	TR= Transfer. F					ed with assigr	ned ADA's in	vestigative/case files. File copy	3 with Arson Information Sheet (Scratch).	Keep copy 4
Disposition:	Transfer									
	1									
02956	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR	OFFICIAL	
Title:	PRECHARGE R	EPORT								
Description:		py filed in	Bureau I						rges to be made and authorized presenta- ntation date, bureau number, indictment r	
Comments:	TR= Transfer. C	Copy 1 of I	Precharg	e Report	is filed in Bu	reau Book. C	Copy 2 is filed	d in assigned ADA's Investigative	e/Case File.	
Disposition:	Transfer									

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DISTRICT ATTORNEY - KINGS COUNTY 903

ALL UNITS / D.A. Office Squad (DAOS 06-000

Record Series Code	Object Code	Vital Record	Public Record	Legal Hold	Office Retention	Offsite Retention	Total Retention		Disposition Code	Resolution Approval Doc	Approval Date
02844	STDBOX	No	No	No	5 Years	0 Years	5 Years	CL		OFFICIAL	
Title:	TELEPHONE RE	EPORT L	OG								
Description:	Chronological lecrequested.	dger reco	rd of all te	elephone	calls receive	d pertaining	to DAOS inv	estiga	tions. Re- cord includes d	ate, caller, recipient, summary of information	n given or
Comments:	CL= Closing of lo	og volume	e. Keep l	og volum	e for 5 years	after date of	last entry in	volum	e. Auth: NY State RRDS	4-P-1, Item 2.	
Disposition:	Close of										
02025	STDBOX	No	No	No	F Voore	0 Years	5 Years	CL		OFFICIAL	
02825 Title:	COMPLAINANT		INO	NO	5 Years	o rears	5 fears	CL		OFFICIAL	
Description:	'					·			ed of to the complaint logb		
Comments:	CL= Closing of the	ne Compl	aint. Kee	p cards f	or 5 years af	ter dispositio	n of the com	plaint.	Auth: NY State RRDS 4-	P-1B, Item 9.	
Disposition:	Close of										
	I										
02827	STDBOX	No	No	No	5 Years	0 Years	5 Years	CL		OFFICIAL	
Title:	COMPLAINT LO	G BOOK									
Description:	Chronological tra incident, ADA an				made to DAC	OS, listing co	mplaint numl	ber, da	ate, com- plaint number, da	ate, complainant, action taken and date of o	closing of
Comments:	CL= Closing of L	.edger. K	eep ledge	er in offic	e for 5 years	after date of	listing of last	t comp	laint. Auth: NY State RRI	DS 4-P-1B, Item 9.	
Disposition:	Close of										
02845	STDBOX	No	No	No	10 Years	0 Years	10 Years	Т		OFFICIAL WIRE ROOM	
Title:	EAVESDROPPII						,	•			
Description:										esult of these activities. Includes application ant logs recording personnel assigned to mo	
Comments:	T= Termination of are still active. A				ords relating t	to a specific	eavesdrop m	ay be	destroyed 10 years after o	close of the specifilc event authorized unles	s the records
Disposition:	Termination of										

New York City Department of Records

ixecords ix	determion 5	CHEC	idic		INCW IC	ork Oity	Departii	ient of Necolus		Page 15 of 85
Record Series Code	Object Code	Vital Reco	Public Record		Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approva Date
02846	STDBOX	No	No	No	6 Years	0 Years	6 Years	Т	OFFICIAL WIRE ROOM	
Γitle:	EQUIPMENT CO	ONTRO	L FILE							
Description:	Records of charge borrower, date b					le alphabetic	al by brand n	ame of equipment, including ty	pe of equipment, model and serial number	er. Lists
Comments:	T= Termination	of equip	ment item.	Keep ca	ard six years	after it becon	nes obsolete	or item of equip- ment is dispo	sed of. Auth: NY State RRDS 4-P-1, Iten	n 109.
Disposition:	Termination of									
02829	STDBOX	No	No	No	6 Years	0 Years	6 Years		OFFICIAL	
Title:	COURT NOTIFI	CATION	IS							
Description:	ADA request and	d DAOS	authorizat	ion for So	quad membe	rs to appear	in court. File	d alphabetically by detectives r	name, then by date of notification re- ques	st.
Comments:	Auth: NY State	RRDS 4	I-P-1, Item	99.						
Disposition:										
02830	STDBOX	No	No	No	80 Years	0 Years	80 Years		OFFICIAL	
Title:	CRIMINAL HIST	TORIES	- INVESTI	GATIVE						
Description:	Card files and fil May contain pho	le folders oto- grap	s containin hs, fingerp	g historic orints, etc	al information	n about crimi	nal activities,	showing arrests, convictions, e	etc. Filed alphabetically by defendant/sus	pect surname.
Comments:	T= Termination of Items 1, 2.	of individ	dual's life.	Keep inv	es- tigative h	istory until in	dividual is kn	own to have died or to have pa	ssed the age of 80. Auth: NY State RRD)S 4-P-1B,
Disposition:										
02832	STDBOX	No	No	No	6 Years	0 Years	6 Years		OFFICIAL	
Title:	DAO CORRESP	PONDEN	NCE							
Description:	File of investigat Complaint Log E		ests and c	ther corre	es- pondence	e originating i	n the District	Attorney's Office as a whole.	Organized by subject classi- fication and i	ndexed by the
Comments:	Auth: DORIS G	eneral S	Schedule, I	tem 9951	; NY State R	RDS 4-P-1, I	tem 1.			
Disposition:										
02834	STDBOX	No	No	No	5 Years	0 Years	5 Years		OFFICIAL	
Title:	DIARY									
Description:	Daily record of a	all officer	s not avail	able for w	vork: on sick	leave, vacat	ion, court tes	imony, etc.		
Comments:	Auth: NYC Police	ce Dept.	Schedule	LD 83-15	5, 7/22/83, pa	ige 18, Item	12.			
Disposition:										
02835	STDBOX	No	No	No	5 Years	5 Years	10 Years		OFFICIAL	
J2000	SIDBOX	INU	INU	INU	JIEdis	JIGAIS	10 16015		OI I IOIAL	

Title:

PROPERTY INVOICES

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							•			Page 16 of 85
Record Series Code	Object Code	Vital Recor	Publi rd Reco			Offsite Retention	Total n Retention	Disposition Code	Resolution Approval Doc	Approval Date
Title:	NIGHT DIFFER	ENTIAL	PAYROI	LL REPOF	RTS					
Description:	Individual and s Summary report	ummary ts show t	reports o	of Squad r	members eligi urs worked by	ble for night each individ	differential sala	ary supplements to bi-weekly pa pay period in question. Filed ch	yroll. Individual reports show hours wonronolog- ically.	rked each day.
Comments:	Auth: NY State	RRDS 4	-P-1, Ite	m 103. Se	econd copy o	f individual re	eport is in Perso	onnel Folder.		
Disposition:										
02836	STDBOX	No	No	No	2 Years	0 Years	2 Years		OFFICIAL	
Title:	NYSPIN RECO	RDS								
Description:	Records of requestrates	ests for i	informati e of defe	on from th	ne New York Secord of files	State Police searched, an	Information Net	work re criminal history of a susformation found. Filed by NYSI	spect or defendant. Request, form GEN PIN request num- ber. Search results g	N 23, includes to requestor.
Comments:	Auth: NYC Poli	ce Dept.	Schedul	le LD 83-1	5, page 8, Ite	m 3.				
Disposition:										
02838	STDBOX	No	No	No	2 Years	0 Years	2 Years		OFFICIAL	
Title:	NYSPIN RECO	RDS/CH	RONOL	OGICAL L	.OGBOOK					
Description:	Details requesto	or, defend	dant, tim	e request	is made and	time of syste	m response.			
Comments:	Auth: NYC Poli	ce Dept.	Schedul	le LD 83-1	5, page 8, Ite	em 3.				
Disposition:										
02839	STDBOX	No	No	No	6 Years	0 Years	6 Years		OFFICIAL	
Title:	ORDERS/CORE	RESPON	IDENCE	LOGS						
Description:	Varied logs reco	ording red	ceipt of c	orders, dire	ec- tives, and	memos from	n NYPD Detecti	ves Command, Kings County D	DA and other officials in the chain of con	nmand.
Comments:	Auth: NYC Poli	ce Depa	rtment S	chedule L	D-83-15, 7/22	2/83, Page 6,	, Item 4.			
Disposition:										
02824	STDBOX	No	No	No	3 Years	0 Years	3 Years		OFFICIAL	
Title:	COMPLAINT FI	LE								
Description:	Record of comp Filed by assigne						cation(s), office	rs and ADA's assigned, and su	mmary of complaint with written compla	ints attached.
Comments:	Retain in office	3 years o	complain	ts not lead	ding to crimina	al investigation	on.			
Disposition:										
02841	STDBOX	No	No	No	5 Years	0 Years	5 Years		OFFICIAL	

PERSONNEL FOLDERS - DETECTIVES

Title:

New York City Department of Records

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Record Series Code	Object Code	Vital Recor	Public d Record		Office Retention	Offsite Retention	Total Retention	Disposition Cod	e R	esolution Approval Doc	Approva Date
Description:										eceiving officer, defen- dant. led by receiving officer's na	
Comments:	Auth: NY City F	Police De	pt. Sched	ule LD-83	3-15, Page 10), Item 1, 7/22	2/83.				
Disposition:											
02842	STDBOX	No	No	No	5 Years	5 Years	10 Years		OFFICIAL		
Title:	ROLL CALL/WE	EKLY A	TTENDAN		ORD						
Description:	Printed schedul alphabetical by					ork during a p	articular we	ek, showing hours to be w	vorked each day, w	ith changes pencilled in. Sc	hedule printed
Comments:	-					years, then tr	ansfer to the	e Municipal Records Cent	ter for an additional	retention of 5 years.	
Disposition:											
02843	STDBOX	No	No	No	5 Years	5 Years	10 Years		OFFICIAL		
Title:	SIGN-IN BOOK	/DAILY A	TTENDA	NCE LED	GER						
Description:	Actual signature	e of each	officer sh	owing tim	e officer cam	ne into DAOS	and time of	leaving for the day. Bour	nd ledger allocating	one page to each working	day.
Comments:	Auth: NY State	RRDS 4	-P-1, Item	94. Reta	in in office 5	years, then tr	ansfer to the	e Municipal Records Cent	ter for an additional	retention of 5 years.	
Disposition:								•			
02821	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR	OFFICIAL		
Title:	ARREST REPO	DRTS									
Description:								Report includes date of ar arrest number from Arres		ated complaint, fact summa	ry, charges,
Comments:	TR= Transfer. Attorney's Office							n DAOS. Officers are Po	lice Department en	nployees on temporary assig	nment to District
Disposition:	Transfer										
02822	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR	OFFICIAL		
Title:	COMPLAINT FI	ILE									
Description:								ion. Shows date, compla from complaint log book.	inant, location(s), o	fficers and ADA's assigned,	and summary of
Comments:	TR= Transfer.	Transfer I	DAOS cor	mplaint file	e to Investiga	ation Folder o	r Indictment	Jacket.			
Disposition:	Transfer										
02840	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR	OFFICIAL		

New York City Department of Records

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Record Series Code	Object Code		Public Record		Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approval Date
Description:	Personnel folder	s for each	detective	contain	ing employee	copies of ev	valuations, tir	me and leave re- cords and over	time reports. Alphabetical by de- tective nar	ne.
Comments:	TR= Transfer. F	older acc	ompanies	detectiv	e when detec	ctive leaves [DAOS. Dete	ctives are Police Dept. employe	es on temporary assignment to the DA's Offic	ce.
Disposition:	Transfer									
02820	STDBOX	No	No	No	0 Years	0 Years	0 Years	Р	OFFICIAL	
Title:	ARREST LEDGE	ER								
Description:	Chronological su of offense, arres	,			,	6. Includes d	ate of arrest,	arrest number, complaint numb	er, defendant name, indictment num- ber, ch	arges, level
Comments:	P= Permanent in	office. K	eep arres	t ledger	per- manentl	y in DAOS. /	Authority: N`	Y City Law Dept. letter 7/22/83,	re NY City Police Dept. Schedule LD 83-15,	page 23.
Disposition:	Permanent									

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DISTRICT ATTORNEY - KINGS COUNTY 903

05-001 FILE ROOM / Criminal Court

Record Series Code	Object Code	Vital Record	Public Record	Legal Hold	Office Retention	Offsite Retention	Total Retention		Disposition Code	Resolution Approval Doc	Approval Date
02819	STDBOX	No	No	No	3 Years	0 Years	3 Years	CL		OFFICIAL	·
Title:	SEALED CASES	S									
Description:	Cases which have or by defendant							acce	ess to the information in the	e indictment jacket. May be filed by indictr	nent number
Comments:	CI=CLose of Cas	se. Maint	ain in offic	ce three	years after c	lose of case.	Auth: 42 US	C 198	33.		
Disposition:	Close of										
00000	CONTAINED	NI-	NI-	NI-	0.1/	00.1/	05. \/	01		ADDDOV/ED	
02096	CONTAINER	No	No	No	3 Years	22 Years	25 Years	CL		APPROVED	
Title:	CRIMINAL CASI	E FILES,	CLOSED								
Description:	All D.A. records warrants. Filed n Inventory Persor Inventory Date:	numericall n : RS						ugh di	isposition and sentencing.	May include sealed cases and terminated	bench
Comments:	CL= Closing of c	ase Kee	p closed o	cases 3	years in offic	e, then trans	fer to the Mu	nicipa	al Records Center for an ac	dditional retention of 22 years.	
Disposition:	Close of										
02099	STDBOX	No	No	No	3 Years	22 Years	25 Years	CL		PENDING	
Title:	CRIMINAL CASI					22 10010	20 10010			LITERIO	
Description:	Cases rejected f	from furthe story sum ne and a c n : RS	er hearing mary, dep	by cour	t prior to or o and court av	ailability sch				of case, affidavits, interview reports, case led alphanumerically by a combination of f	
Comments:	CI= Closing of ca	ase Keep	closed c	ases 3 y	ears in office	, then trans-	fer to the Mu	nicipa	al Records Center for an ac	ddi- tional retention of 22 years.	
Disposition:	Close of										

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Record Series Code	Object Code	Vital Record	Public Record		Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approval Date
02175	STDBOX	No	No	No	80 Years	0 Years	80 Years		PENDING	
Title:	CRIMINAL CAS	E FILES,	BENCH \	VARRAN	NTS					
Description:		ittorney a n : RS	nalysis an					located. Information includes af habetically by defendant surnam	fidavits, criminal history report, ar- resting ne.	g police officer
Comments:	T= Termination date of warrant.	of individ	ual's life, c	or appreh	nension. Keep	Bench War	rant cases u	ntil individual is apprehended or	is known to have died. Otherwise, destro	by 80 years after
Disposition:										
02816	STDBOX	No	No	No	2 Years	4 Years	6 Years		PENDING	
Title:	ADMINISTRATI	VE/CORF	RESPONE	DENCE F	FILES					
Description:	Subject files rela employee evalua					om superviso	r, memos ar	nd correspon- dence relating to t	he work of the file room, and duplicate co	pies of
Comments:	Break files each	year. Au	ıth: DORI	S Gener	al Schedule,	Item 9951.				
Disposition:										
02818	STDBOX	No	No	No	0 Years	0 Years	0 Years	6M	OFFICIAL	
Title:	CRIMINAL COU	JRT CALE	ENDAR							
Description:	Daily listing of al	II defenda	nts arraig	ned in al	I Criminal Co	urt parts. Fil	e room uses	s as a check that all new defenda	ant files have been received.	
Comments:	6M=6 months. I	Maintain s	six months	s in office	e. Official cop	y of calenda	r is a court re	ecord.		
Disposition:	Six Months									
02817	STDBOX	No	No	No	0 Years	0 Years	0 Years	CU	OFFICIAL	
Title:	COURT PART I	NFORMA	TION SH	EET						
Description:	Input sheet used	d for codir	ng informa	ition and	actions relat	ing to crimina	al cases for	entry into the DA's Case Status I	Data Base.	
Comments:	Cu=Current. Ma	aintain in	office unti	l obsolet	e or supersed	ded.				
Disposition:	Current				•					
•										

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DISTRICT ATTORNEY - KINGS COUNTY 903

ALL UNITS / Citizen's Action Center 03-000

Record Series Code	Object Code	Vital Record	Public Record	Legal Hold	Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approval Date
02813	STDBOX	No	No	No	5 Years	0 Years	5 Years	CL	OFFICIAL	
Title:	COMPLAINT INI	DEX								
Description:	Alphabetical card	d file of all	l complair	nants and	d all persons	complained	of, listing add	resses of each, and indexing to	the Complaint File by the related complain	nt number.
Comments:	CL= Closing of the	he compla	aint. Kee _l	card re	lating to com	plaint for 5 ye	ears after dis	position of the complaint. Auth:	NY State RRDS 4-P-1 B, Item 9.	
Disposition:	Close of									
02803	STDBOX	No	No	No	6 Years	0 Years	6 Years		OFFICIAL	
Title:	ADMINISTRATIV	/E SUBJE	ECT FILE							
Description:	Topics of interes	t to Comp	laint Adm	ninistrato	r, especially	ecurring topi	cs of compla	int. In- cludes press clippings, i	reports, etc. Alpha- betical.	
Comments:	Auth: DORIS G	eneral Scl	hedule Ite	m 9951.						
Disposition:										
02814	STDBOX	No	No	No	1 Years	0 Years	1 Years		OFFICIAL	
Title:	DAILY COMPLA	INT SHE	ET							
Description:	Listing of all com	plainants	who regi	stered a	complaint on	a particular	day, detailing	victim, defendant, witnesses, e	etc. Discontinued in B'klyn DA, 1982. Filed	d by date.
Comments:	Keep sheets 1 ye	ear in offic	ce. Supe	rseded b	y complaint i	ndex and visi	tors log.			
Disposition:										
02815	STDBOX	No	No	No	5 Years	0 Years	5 Years		OFFICIAL	
Title:	VISITORS LOG									
Description:	Record of all wal	lk-in comp	olainants :	and othe	r non-DA per	sonnel. Inclu	ıdes name a	nd address of visitor and name	of person visited, time in and time out. Ch	ronological.
Comments:	Keep visitor logs	5 years a	after date	of final e	ntry. Auth: (GSA/NARS (Seneral Reco	ords Schedule 18, Item 18(9).		
Disposition:										

Disposition:

Transfer

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Record Series Code	Object Code	Vital Record	Public Record		Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approva Date
02810	STDBOX	No	No	No	5 Years	0 Years	5 Years		OFFICIAL	
Title:	COMPLAINT FIL	LE/CAC F	RECORD	OF TRAI	NSFERRED	COMPLAINT	-			
Description:	File of complaint complaint, action								nt, address, person complained against, a	address,
Comments:	Auth: NY State	RRDS 4-	P-1B, Item	า 9.						
Disposition:										
02812	STDBOX	No	No	No	3 Years	0 Years	3 Years		OFFICIAL	
Title:	COMPLAINT FIL	LE/NO DI	STRICT A	TTORN	EY ACTION					
Description:	File of complaint complaint, action								nt, address, person complained against, a	address,
Comments:	If complaint is no	ot referred	d to an ope	erating B	ureau, keep	file 3 years ir	office from	date of complaint. Auth: NY Sta	ate RRDS 4-P-1, Item 6.	
Disposition:										
02805	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR	OFFICIAL	
Title:	COMPLAINT FIL		-	-						
Description:	File of complaint complaint, action								nt, address, person complained against, a	address,
Comments:	TR= Transfer. If	f complair	nt leads to	action b	y a Bureau, t	ransfer the fi	le to the pros	ecuting Bureau.		

DISTRICT ATTORNEY - KINGS COUNTY 903

04-000 ALL UNITS / Civil Action

Record Series Code	Object Code	Vital Record	Public Record	Legal Hold	Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approva Date
02166	STDBOX	No	No	No	5 Years	0 Years	5 Years	CL	OFFICIAL SPECIAL PROCEEDINGS	
Title:	CIVIL ACTION C	ASE LED	GER							
Description:	Logbook listing to Inventory Person Inventory Date:	n:RS		rty sough	nt, value of pr	operty, civil a	action taken,	criminal action, and final c	disposition. Arranged by file number.	
Comments:	CL= Close, or las	st entry in	ledger. /	Auth: NY	State RRDS	4-P-1B, Iten	n 9.			
Disposition:	Close of									
02167	STDBOX	No	No	No	5 Years	0 Years	5 Years	CL	OFFICIAL	
Title:	FINES, RESTITU	JTIONS,	AND SE	PARATIO	N LOG BOO	K				
Description:	Ledger of summarestitution. Arrar Inventory Person Inventory Date:	nged by Io n : RS	g numbe		ion case file.	Listing inclu	des log date	, name of defendant, assi	gned ADA number, docket, date of index judgement, a	and fine
Comments:	CL= Close, or las	st entry in	logbook	. Auth: N	IY State RRD	S 4-P-1B, Ite	em 9			
Disposition:	Close of									
20100	OTDDOV				40.14	45.14	05.1/		05510141	
02168	STDBOX	No	No	No	10 Years	15 Years	25 Years	CL	OFFICIAL	
Title:	PSYCHIATRIC E				(
Description:	Case file of deferment of the control of the control of the case o	ally by na n : RS	me of de		iatric examina	ation. Informa	ation include:	s copies of wrap sheets, p	sychiatric evaluation and indictment or accusatory ins	strument.
Comments:	CI=Closing of de	fendant's	case. Au	ıth: NY C	Criminal Proce	edure Law, A	rticle 730.			
Disposition:	Close of									
20404	OTDDOV		. .		5.1/	0.1/	5 \/		OFFICIAL	
02164 Title:	STDBOX	No	No	No	5 Years	0 Years	5 Years	CL	OFFICIAL	
Title:	CASH BAIL FOR				<i>"</i>			14.49		
Description:	Lists DA number Inventory Persor Inventory Date :	i : RS		e, docket	/indict- ment	number, sure	ety's name, a	nd forfeiture amount. Arra	inged by log number.	
							_			
Comments:	CL=Close, or las	t entry in	log book	. Auth: N	Y State RRD	S 4-P-1B, Ite	m 9			

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										3
Record Series Code	Object Code	Vital Record	Public Record		Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approva Date
02163	STDBOX	No	No	No	1 Years	0 Years	1 Years		OFFICIAL	
Title:	CASH BAIL FOR	RFEITUR	ES							
Description:	Copies of record sheet to the Cou Inventory Persor Inventory Date:	nty Clerk n : RS	. Filed alp					o appear in court. Information i	ncludes judgement form, order of forfeiture	, and cover
Comments:	Original records	are forwa	rded to th	ne County	y Clerk for fo	rfeiture proce	ssing. Forfeit	ures are governed by Criminal I	Procedure Law, Section 540.10(3).	
Disposition:										
02169 Title:	STDBOX RESTITUTIONS	No CASE F	No ILES	No	1 Years	0 Years	1 Years		OFFICIAL	
Description:	Copies of judger Arranged alpabe Inventory Persor	tically by			ses where o	nly small fine	s are imposed	d. Information includes judgem	ent order and cover sheet to the County Cl	erk.
Comments:	Original records	are forwa	rded to th	ne County	y Clerk for co	llection of fin	es.			
Disposition:										
02165	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR	OFFICIAL SPECIAL PROCEEDINGS	

02165	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR	OFFICIAL SPECIAL PROCEEDINGS
Title:	CIVIL ACTION	CASE F	ILES						
Description:	Records docur affidavits of pol Inventory Person Inventory Date	lice office on : RS	rs, arrest						es. Infor- mation includes order of property attachment, show cause order, ne.
Comments:	TR= Transfer t	o appropi	riate Crim	inal Case	e folder upon	conclusion (of civil action.		
Disposition:	Transfer								

New York City Department of Records

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903 DISTRICT ATTORNEY - KINGS

COUNTY

02-000 All UNITS / Appeals Bureau

02701

STDBOX

No

No

No

25 Years

0 Years

25 Years

CL

OFFICIAL

Record Series Code	Object Code	Vital Record	Public Record	Legal Hold	Office Retention	Offsite Retention	Total Retention		Disposition Code	Resolution Approval Doc	Approva Date
02094	STDBOX	No	No	No	10 Years	15 Years	25 Years	CL		PENDING	
Title:	CASE FILES- AF	PPEALS									
Description:	Trial preparation Denial of Leave t Inventory Persor Inventory Date:	to Appeal า : RS	to a high					lants c	or by the people. Includes	all documents, motions, etc. from Notice	of Appeal to
Comments:	CL=Close of app	eals case	e. Authori	ty: NY S	tate Office of	Court Admir	nistration Adı	ministr	ative Rule, 7/13/81.		
Disposition:	Close of										
02173	STDBOX	No	No	No	10 Years	15 Years	25 Years	CL		OFFICIAL	
Title:	CASE FILES- AF	PPELLAT	E TERM								
Description:	Trial preparation Inventory Person Inventory Date:	n : RS		rds for m	nisdemeanor	cases appea	led from the	Crimir	nal Court. Arranged alpha	betically by defendant name.	
Comments:	CL= Closing of A	ppellate	Term case	e. Autho	rity: NY State	Office of Co	ourt Adminis	ration	Administrative Rule, 7/13	/81.	
Disposition:	Close of										
02174	STDBOX	No	No	No	5 Years	0 Years	5 Years	CL		PENDING	
Title:	MINUTES AND I	BRIEFS (COURT F	ROCEE	DINGS TRAI	NSCRIPTS/					
Description:	Verbatim transcr respondent and of Inventory Person Inventory Date:	defendan n : RS			ually of Supre	eme Court, b	ut may be fr	om lov	ver court if appealed. Info	rmation also includes briefs and appendic	es for
Comments:	CL= Closing of A	ppeal O	ffical copi	es of min	nutes are with	the Suprem	e Court App	ellate	Division or the Criminal Ap	pellate Term.	
Disposition:	Close of										
02700	STDBOX	No	No	No	25 Years	0 Years	25 Years	CL		OFFICIAL	
Title:	INDICTMENT CA	ARD FILE									
Description:	Summary record affidavits, name	s of each of presidi	appealed	l case sh and dispo	nowing de- fe osition of app	ndant, ADA, eal. Filed by	defendant's / indict- men	attorn t numb	ey, status of appeal overtinger. This file supersedes t	me, including dates of filing of cer- tain no he Indictment Ledger. Card is Form APP	tices and 1.
Comments:	CL= Closing of a Supreme Court f				ate Office of (Court Admini	stration. Adı	ministr	rative Rule, 1/13/81. When	n appeal is dismissed, pull Indictment Car	d and send to
Disposition:	Close of										

Title:

DISMISSED CASES LISTING

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Record Series Code	Object Code	Vital Recor	Public d Record		Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approvi Date
Title:	INDICTMENT L	EDGER								
Description:	Chronological re INDICTMENT C					nent number,	giving defen	dant's name and attorney, an	d charges and disposition of case. Superso	eded in 1974 by
Comments:	CL= Closing of	Appeal.	Keep ledg	er until 2	5 years after	date of last l	edger entry.			
Disposition:	Close of									
02689	STDBOX	No	No	No	1 Years	0 Years	1 Years	CL	OFFICIAL	
Title:	BRIEF CARDS									
Description:									going case status summary, includes pros . Cards filed by name of ADA or separatel	
Comments:	CL= Closing of	case. Ke	ep brief ca	ards for 1	year after c	losing of the	case.			
Disposition:	Close of									
00004	CTDDOV	N _a	Na	N ₋	25 Vaara	0 Years	25 V	OI.	OFFICIAL	
02694 Fitle:	STDBOX BRIEF LIBRAR	No v	No	No	25 Years	U Years	25 Years	CL	OFFICIAL	
Description:	Reference colle	ction of a						efendant and prosecutor's brie urt term after 1982.	rfs for the Supreme Court, Apellate Division	n and the Court
Comments:		•			· .	. ,			ourt Administration, Admin. Rule, 6/13/81.	
Disposition:	Close of									
02696	STDBOX	No	No	No	25 Years	0 Years	25 Years	CL	OFFICIAL	
Title:	BRIEF LIBRAR			140	20 10013	o rears	20 10013	OL .	OTTIONE	
Description:	Card file, alphat library. Form A			t, detailin	g which brie	fs have been	received by	Appeals and placed in the lib	rary. Cross-references to shelf location of	brief in the
Comments:	-		· · · · · · · · · · · · · · · · · · ·	library ca	ards when b	riefs are remo	oved from the	e library at the time when App	eals case is closed.	
Disposition:	Close of									
									0==:0	
02697	STDBOX	No	No	No	25 Years	0 Years	25 Years	CL	OFFICIAL	
itle:	DEFENDANT IN					l' - t	L	atical har data and the	and the decade of the first	
Description:			•				•		uped by decade of indictment year.	
Comments:	CL= Closing of	appeals (case. Des	troy inde	x cards whei	n appeals cas	se is destroy	ed.		
Disposition:	Close of									
02698	STDBOX	No	No	No	1 Years	0 Years	1 Years		OFFICIAL	
		•							- · · · · · · · · · · · · · · · · · · ·	

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Record Series Code	Object Code	Vital Record	Public Record		Office Retention	Offsite Retention	Total Retention		Disposition Code	Resolution Approval Doc	Approval Date
Description:	Bi-weekly computervel.	uter-gene	rated listir	g of disr	nissed cases	by indictme	nt number, s	howing	defendant's name and re	ason for dismissal of case. Case dis- mis	sed at trial
Comments:	Keep 1 year in o	office for a	dministra	ive purp	oses.						
Disposition:											
02702	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR		OFFICIAL	
Title:	NOTICE OF API	PEAL									
Description:	Notification to Ap	ppeals Bu	ıreau by d	efendant	t's counsel th	at a Suprem	e Court case	is bein	g appealed or by prosecu	iting ADA that the people intend to appeal	
Comments:	TR= Transfer. F	ile Notice	of Appea	l in appe	als case file.						
Disposition:	Transfer										
02692	STDBOX	No	No	No	0 Years	0 Years	0 Years	Р		OFFICIAL	
Title:	BRIEF BANK RE	EFEREN	CE FILE								
Description:		in Appeal	s Brief Lib	rary. Ca	ard file summ	arizes brief c				tical by legal issue or topic and cross-refer - dant name, indictment number, ADA, cou	
Comments:	P= Permanent ir	n office. F	ile is inte	nded as	a re- ference	file.					
Disposition:	Permanent										

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DISTRICT ATTORNEY - KINGS COUNTY 903

01-001 ADMINISTRATION / Fiscal

- 10 i		100			0.00	or v		1	D 1 1/1 0 1		
Record Series Code	Object Code	Vital Record	Public Record	Legal Hold	Office Retention	Offsite Retention	Total Retention		Disposition Code	Resolution Approval Doc	Approval Date
02652	STDBOX	No	No	No	3 Years	17 Years	20 Years	CL		OFFICIAL	'
Title:	GRANT FILES -	GRANT	FUND LE	DGER							
Description:	Records of moni	es paid ir	nto the Dis	strict Atto	rneys Office	for research	projects to b	e admi	nistered and records of n	nonies paid out for costs of execution of the	ne project.
Comments:	CI=Close of Ledgretention of twen		ntain in of	fice three	e years after t	he close of le	edger then tra	ansfer	to the Municipal Records	Center for an additional seventeen years	for a total
Disposition:	Close of										
02649	STDBOX	No	No	No	6 Years	0 Years	6 Years	CL		OFFICIAL	
Title:	GRANT FILES										
Description:	Records of moni	es paid ir	nto the Dis	strict Atto	rneys Office	for research	projects to b	e admi	nistered and records of m	nonies paid out for costs of execution of the	e project.
Comments:	CL= Closing of g	rants. Ke	eep grant	files for 6	6 years beyor	nd the closing	g date of the	grant's	final review or audit. Au	th: NY State RRDS-11-City-1, Item 205.	
Disposition:	Close of										
02618	STDBOX	No	No	No	10 Years	10 Years	20 Years	CL		OFFICIAL	
Title:	ACCOUNTS PA	YABLE L	EDGER (CARDS							
Description:	Records of acco	unts and	transactio	ns over	time with a pa	articular vend	lor. Alphabe	tical by	vendor name.		
Comments:	CL= Closing of c RRDS 11-City-1,			0 years i	n office after	vendor is ter	minated. Tra	ansfer	to Municipal Records Cen	ter for additional retention of 10 years. A	uth: NY State
Disposition:	Close of										
02617	STDBOX	No	No	No	6 Years	0 Years	6 Years			OFFICIAL	
Title:	ADMINISTRATI\	/E WOR	K FILES								
Description:	Miscellaneous fis	scal recor	rds, memo	oranda a	nd cor- respo	ndence, pett	y cash vouch	ners, e	c. Arranged by subject.		
Comments:	Auth: NYC DOR	IS Gener	ral Sched	ule, Item	9951.						
				,							

Description:

New York City Department of Records

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Records R	Retention 3	cnea	lule		new 10	ork City	Departme	ent of Records		Page 29 of 85
Record Series Code	Object Code	Vital Recor	Public rd Recor			Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approval Date
02624	STDBOX	No	No	No	2 Years	0 Years	2 Years		OFFICIAL	
Title:	BANK DEPOSIT	T SLIPS								
Description:	Fiscal's record of	of monies	s deposite	d daily in	nto its bank ac	counts. Chro	onological.			
Comments:	Auth: NY City C	Seneral S	Schedule,	Item 990	06.					
Disposition:										
00000	OTDDOV	NI-	NI-	NI-	0.1/	4. \(\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	0.1/		OFFICIAL	
02626	STDBOX	No	No DECC	No NOLLAT	2 Years	4 Years	6 Years		OFFICIAL	
Title:	BANK STATEM									
Description:	-					· .	· ·	ncies. Chronological.		
Comments:	Auth: NY State	RRDS 1	1-City-1 I	tem 240;	Uniform Com	mercial Code	e 4-404.			
Disposition:										
02629	STDBOX	No	No	No	5 Years	5 Years	10 Years		OFFICIAL	
Title:	CHECK REGIS		110		0 10010	0 10010	10 10410		C1 1 1011 (2	
Description:	Record of all characters and stubs.			iscal, listi	ing purpose, a	amount, date	, etc. Chronolo	gical by check number. Car	ncelled checks are filed in the register to r	match their
Comments:	Auth: NY State		-	Item 232.						
Disposition:										
20054	OTDDOY				0.1/	50.1/	50.1/		OFFICIAL	
02654 Title:	STDBOX	No	No	No	6 Years	50 Years	56 Years		OFFICIAL	
Title:	PAYROLL REG					-11 -111-				
Description:	-							nt received by each employ		
Comments:	Auth: NYC Tax	i and Lim	nousine R	ecords R	etention Sche	edule, LD 85-	4, p. 78, Apr. 19	9, 1985. GSA/ NARS Genei	ral Records Schedule 2, Item 1.	
Disposition:										
02656	STDBOX	No	No	No	5 Years	5 Years	10 Years		OFFICIAL	
Title:	PAYROLL DOC	UMENT	S, MISCE	LLANEO	US					
Description:	Payroll recapitul	ations, r	ecords of	miscellar	neous paymer	nts, deduction	n notices, etc. I	Does not in- clude night diffe	erential reports for D.A.'s Office Squad.	
Comments:	Auth: NYC DOF	RIS Gene	eral Sche	dule, Item	ns 9919, 9920).				
Disposition:										
02658	STDBOX	No	No	No	3 Years	0 Years	2 Voors		OFFICIAL	
U2658 Title:	PAYROLL REG				S rears	U TEATS	3 Years		OFFICIAL	
riu c .	T ATROLL REG	IOIEK -	FAFER	OFIES						

Duplicate Bi-weekly record of each employee who receives a payroll check, showing the amount re-ceived by each employee.

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Record Series Code	Object Code	Vital Record	Public d Record	Legal Hold	Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approval Date
Comments:										
Disposition:										
02660	STDBOX	No	No	No	56 Years	0 Years	56 Years		OFFICIAL	
Title:	PAYROLL REG	ISTER - I	MICROFIC	HE						
Description:	Bi-weekly record	d of each	employee	who rec	eives a payro	oll check, sho	owing the amo	ount received by each employed	ee.	
Comments:	Retain in-office.									
Disposition:										
02662	STDBOX	No	No	No	2 Years	0 Years	2 Years		OFFICIAL	
Title:	TRANSACTION	REPOR	TS							
Description:									amounts. Produced daily and monthly shancial Management System Report.	owing
Comments:	Auth: DORIS G	eneral So	chedule, Ita	em 9914	, NY State R	RDS 11-City	-1, Item 213.			
Disposition:										
02664	STDBOX	No	No	No	3 Years	0 Years	3 Years		PENDING	
Title:	TRANSACTION	REPOR	TS - ANNI	JAL CUI	MULATION					
Description:									amounts. Produced daily and monthly shouncial Management System Report.	wing
Comments:	Keep annual cu	mulations	3 years ir	office fo	or ad- ministr	ative purpose	es.			
Disposition:										
02666	STDBOX	No	No	No	5 Years	10 Years	15 Years		OFFICIAL	
Title:	VENDOR FILE									
Description:	Vendor information				ses made fro	m a particula	ar vendor, inclu	uding purchase order copies,	voucher copies, bills etc. Alpha- betical by	vendor name.
Comments:					0/84. Dept. o	f General Se	rvices, Dispos	al Request LD83-29.		
Disposition:										

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Record Series Code	Object Code	Vital Record	Public Record	Legal Hold	Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approval Date
02651	STDBOX	No	No	No	2 Years	4 Years	6 Years		OFFICIAL	
Title:	INVESTIGATIVE	EXPEN	DITURE I	RECORD)S					
Description:	Records of moni	es spent	to accom	plish sur-	veillence an	d other inves	tigative ends	in Rackets Bureau. Chronolog	gical.	
Comments:	Break files each Item 205.	year. Ke	ep 2 full y	ears in t	he office, the	n transfer to	the Municipa	l Records Center for additional	retention of 4 years. Auth: NY State RRD	OS 11-City-1,
Disposition:										
03393	STDBOX	No	No	No	6 Years	0 Years	6 Years		OFFICIAL	
Title:	ENCUMBRANC	ES, BATO	CH FILE							
Description:	Agency copy of transaction repo					hases made	, so that ager	ncy funds will be encumbered.	Used as data for FISA to prepare daily ar	nd monthly
Comments:	Authority: NY St	tate RRD	S 11-City	-1, Item 2	264.					
Disposition:										
02631	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR	OFFICIAL	
Title:	EMPLOYEE EA	RNINGS	RECORD	CARD						
Description:	Summary record	of emplo	yee earn	ings histo	ory, in- cludin	g overtime p	ayments and	deductions for ab- senteeism of	or lateness.	
Comments:	Transfer earning	s record	card to Pe	ersonnel	Folder upon	termination c	of employee.			
Disposition:	Transfer									
02667	STDBOX	No	No	No	3 Years	0 Years	3 Years	A	OFFICIAL	
Title:	WITNESS FEE I	RECORD	S							
Description:	Record of money and cost informa		witness fo	r the pro	secu- tion (D	.A.'s Office) a	as compensa	ation for lost work time or for exp	pert testimony. Includes custody requests	s, approvals,
Comments:	A= Audit. Auth:	CPL 610	0.50; CPL	R 214.2.						
Disposition:	Audit									

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DISTRICT ATTORNEY - KINGS COUNTY 903

01-002 ADMINISTRATION / Personnel

Record Series Code	Object Code	Vital Record	Public Record	Legal Hold	Office Retention	Offsite Retention	Total Retention		Disposition Code	Resolution Approval Doc	Approval Date
02672	STDBOX	No	No	No	3 Years	0 Years	3 Years	Т		OFFICIAL	
Title:	EMPLOYEE RE	ΓIREMEN	IT RECO	RDS							
Description:	Duplicate record	s of pensi	on inform	ation for	em- ployees	who joined t	he pension s	ystem	while work- ing at Kings	County DA, including retired employee	S.
Comments:	T= Termination of offices.	of employ	ee. Keep	retireme	ent re- cords	for 3 years fo	or administrat	ive pu	rposes. Official records ar	re at the New York City Employees Re	tirement System
Disposition:	Termination of										
02685	STDBOX	No	No	No	6 Years	50 Years	56 Years	Т		OFFICIAL	
Title:	PERSONNEL FO	DLDERS									
Description:									ara- legals, administrative time and leave cards.	e and office staff, detec- tives, motor po	ol employees,
Comments:	T= Termination of for additional rete			compret	nensive pers	onnel folders	for 6 years in	n offic	e after date of employee's	s retirement. Transfer to the Municipal	Records Center
Comments: Disposition:		ention of		comprel	nensive pers	onnel folders	for 6 years in	n offic	e after date of employee's	s retirement. Transfer to the Municipal	Records Center
Disposition:	for additional rete	ention of		compreh	nensive pers	onnel folders 0 Years	for 6 years in	n offic	e after date of employee's	s retirement. Transfer to the Municipal OFFICIAL	Records Center
	for additional rete Termination of	ention of t	No	No	3 Years		•	n offic	e after date of employee's	·	Records Center
Disposition:	for additional rete Termination of STDBOX EMPLOYMENT	No No APPLICA	No TIONS - I	No NON-AC	3 Years CEPTED	0 Years	3 Years			·	
Disposition: 02669 Title:	for additional rete Termination of STDBOX EMPLOYMENT	No APPLICA , resume	No TIONS - I	No NON-AC lication f	3 Years CEPTED orms, filed al	0 Years	3 Years			OFFICIAL	
Disposition: 02669 Title: Description:	for additional rete Termination of STDBOX EMPLOYMENT Employee letters professional.	No APPLICA , resume	No TIONS - I	No NON-AC lication f	3 Years CEPTED orms, filed al	0 Years	3 Years			OFFICIAL	
Disposition: 02669 Title: Description: Comments:	for additional rete Termination of STDBOX EMPLOYMENT Employee letters professional.	No APPLICA , resume	No TIONS - I	No NON-AC lication f	3 Years CEPTED orms, filed al	0 Years	3 Years			OFFICIAL	
Disposition: 02669 Title: Description: Comments: Disposition:	for additional rete Termination of STDBOX EMPLOYMENT Employee letters professional. Auth: DORIS Ge	No APPLICA , resume: eneral Ho	No TIONS - I s and app usekeepii	No NON-AC lication f	3 Years CEPTED orms, filed al dule, Item 99	0 Years Iphabetically 03.	3 Years by applicant			OFFICIAL s of position applied for, i.e., pro- fessio	
Disposition: 02669 Title: Description: Comments: Disposition:	for additional rete Termination of STDBOX EMPLOYMENT Employee letters professional. Auth: DORIS Ge STDBOX ABSENTEE DIA	No APPLICA , resume: eneral Ho No RY	No TIONS - I s and app usekeepii	No NON-AC lication f ng Sched	3 Years CEPTED orms, filed al dule, Item 99 3 Years	0 Years Iphabetically 03. 0 Years	3 Years by applicant	name		OFFICIAL s of position applied for, i.e., pro- fessio	
Disposition: 02669 Title: Description: Comments: Disposition: 02679 Title:	for additional rete Termination of STDBOX EMPLOYMENT Employee letters professional. Auth: DORIS Ge STDBOX ABSENTEE DIA	No APPLICA , resume: eneral Ho No RY ployees a	No TIONS - I s and app usekeepii No	No NON-AC lication for the second sec	3 Years CEPTED orms, filed aldule, Item 99 3 Years	0 Years Iphabetically 03. 0 Years	3 Years by applicant	name	and separ- ated by status	OFFICIAL s of position applied for, i.e., pro- fessio	

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Record Series Code	Object Code	Vital Record	Public Record	Legal Hold	Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approval Date
02682	STDBOX	No	No	No	3 Years	0 Years	3 Years		OFFICIAL	
Title:	ATTENDANCE A	AND LEA	VE RECC	RDS - N	ION-ANNUA	L				
Description:	Employee leave	records, i	medical e	xplanatio	ons, time card	ds, vacation i	equests, etc			
Comments:	DORIS Gen. Ho	usekeepir	ng Sched	ule, Item	9904.					
Disposition:										
02687	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR	OFFICIAL	
Title:	PERSONNEL R	ECORD (CARDS							
Description:	Summary persor	nnel histo	ry card sh	owing da	ates of emplo	yee's appoir	ntment, prom	otions, etc. Alpha- betical by e	mployee name.	
Comments:	TR= Transfer. H	listory car	rd is trans	ferred to	employee's	Personnel Fo	older upon te	rmination of the employee.		
Disposition:	Transfer									
02683	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR	OFFICIAL	
Title:	ATTENDANCE A	AND LEA	VE RECC	RDS - A	NNUAL					
Description:	Employee leave	records,	medical e	xplanatio	ons, time card	ds, vacation i	equests, etc.			
Comments:	TR= Transfer. T	ransfer a	ll annual s	summary	cards to em	ployee's pers	sonel folder.			
Disposition:	Transfer									
02675	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR	OFFICIAL	
Title:	EMPLOYMENT	APPLICA	TIONS -	ACCEPT	ED APPLICA	ANTS				
Description:	Employee letters professional.	s, resume	s and app	lication f	orms, filed al	lphabetically	by applicant	name and sep- arated by statu	s of position applied for, i.e., professional	or non-
Comments:	TR= Transfer. E	mployme	nt applica	tion is tra	ans- ferred to	employee's	personnel fil	e.		
Disposition:	Transfer									

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903 DISTRICT ATTORNEY - KINGS

COUNTY

Disposition:

15-003 MANAGEMENT SERVICES /

Public Relati

Permanent

Record Series Code	Object Code		Public Record		Office Retention	Offsite Retention	Total Retention		Disposition Code	Resolution Approval Doc	Approval Date
03021	STDBOX	No	No	No	1 Years	0 Years	1 Years	Т		OFFICIAL	
Title:	NEWSPAPER C	LIPPINGS	3								
Description:	Clippings of news							y Dis	trict Attorney's Office. Filed	d alphabetically by defen- dant or victim name	e or by
Comments:	T= Termination of	of incumbe	ent Distric	t Attorne	y.						
Disposition:	Termination of										
03022	STDBOX	No	No	No	0 Years	0 Years	0 Years	Р		OFFICIAL	
Title:	PRESS RELEAS	SES									
Description:	Chronological file referred to.	e of all pre	ess releas	es issue	d by Kings C	ounty Distric	t Attorney. P	ress	release log lists subject of	release, date issued, name of de-fendants/ca	ases
Comments:	P= Permanent. (individual Dis- tri						ress release	s are	archival to the DA's Office.	. Offer to the Municipal Archives at end of ter	nure of any

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15-007 MANAGEMENT SERVICES /

Word Processi

Record Series Code	Object Code	Vital Record	Public Record	Legal Hold	Office Retention	Offsite Retention	Total Retention		Disposition Code	Resolution Approval Doc	Approval Date
03100	STDBOX	No	No	No	1 Years	0 Years	1 Years	Т		OFFICIAL	
Title:	WORD PROCES	SSING DO	CUMEN	TATION							
Description:	Masterfile contai inventories of be	ning desc epers, pu	riptive inf rchase ar	ormation nd repair	and progran of office equ	ns for each wipment, and	ord processi prospective e	ng ap emplo	plication in the agency. Ea	ach bureau has separate disk. File include file location of each program.	es master
Comments:	T=Termination o	f Word Pr	ocessing	Applicati	ion Retain do	cumentation	for 1 year be	eyond	date at which word proces	ssing application is discontinued.	
Disposition:	Termination of										
	,										
03098	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR		OFFICIAL	
Title:	TRAINING REC	ORDS - F	RINT OL	ΙΤ							
Description:	Records of each employee's train					ssor, detailin	g training dat	es an	d dates of completion of tra	aining in the use of specialized programs.	Printout of
Comments:	TR= Transfer. A	t end of e	ach year	print out	t each emplo	yee's training	record; ther	n file i	n personnel folder.		
Disposition:	Transfer										
02000	STDBOX	No	No	No	0 Years	0 Years	0 Years	CU		OFFICIAL	
03099 Title:	TELEPHONE DI				U rears	o rears	o rears	CU		OFFICIAL	
							- 0 (1	-1:-1-			
Description:				· ·	· '		117		so accessi- ble by any ele	ment.	
Comments:		hen curre	ent maste	r is repla	ced, print and	d store hardo	opy of last pi	reviou	s master for one year.		
Disposition:	Current										
03097	STDBOX	No	No	No	6 Years	0 Years	6 Years			OFFICIAL	
Title:	TRAINING REC	ORDS - F	LOPPY [DISK							
Description:	Comprehensive programs. Acce					the word pro	cessor, deta	iling tı	raining dates and dates of	completion of training in the use of special	ized
Comments:	Auth: NY State I	RRDS 24	-CSP-2.	Item 57.							
Disposition:											

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Record Series Code	Object Code		Public Record	Legal Hold	Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approval Date				
03102	STDBOX	No	No	No	1 Years	0 Years	1 Years		OFFICIAL					
Title:	TELEPHONE DI	ELEPHONE DIRECTORY BI-MONTHLY PRINTOUT												
Description:	Current telephone	Current telephone numbers for all DA employees. Updated at intervals. On floppy disk, so accessi- ble by any element.												
Comments:	When current ma	ster is rep	olaced, pr	int and s	tore hardcop	y of last prev	rious master f	or one year.						
Disposition:														

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DISTRICT ATTORNEY - KINGS COUNTY 903

16-000 ALL UNITS / Narcotics

Record Series Code	Object Code	Vital Record	Public Record	Legal Hold	Office Retention	Offsite Retention	Total Retention		Disposition Code	Resolution Approval Doc	Approval Date
03114	STDBOX	No	No	No	1 Years	0 Years	1 Years	Т		OFFICIAL	
Title:	PERSONNEL RI	CORDS									
Description:	Bureau copies of	personne	el informa	ation: tim	e and leave	records, eval	uations and	the lik	ce. Alpha- betical by emplo	oyee name.	
Comments:	T= Termination of Narcotics. Trans							estroy	duplicate personnel inform	nation 1 year after separation of employee	rom
Disposition:	Termination of										
20110	OTDDOV	.			0.1/	0.1/	0.1/	TD		OFFICIAL	
03113	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR		OFFICIAL	
Title:	LABORATORY I										
Description:	Reports of result	s of Police	e Departr	nent Lab	oratory analy	sis of narcoti	ics seized du	ıring a	an arrest.		
Comments:	TR= Transfer to	Trial Fold	er.								
Disposition:	Transfer										
03103	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR		OFFICIAL	
Title:	CASE PREPARA	ATION SH	IEET								
Description:	ADA's record of a Grand Jury minu		necessary	y to prepa	are for prose	cution of a pa	articular defe	ndant	. Show- ing date of variou	s events and receipt of records, tapes, lab	reports,
Comments:	TR= Transfer. F	ile in Nard	otics Tria	al Folder.							
Disposition:	Transfer										
02404	CTDDOV	No	No	No	0 Veere	0 Vaara	0 Vaara	TD		OFFICIAL	
03104	STDBOX CASE SYNOPSI	No C DEDOE		No	0 Years	0 Years	0 Years	TR		OFFICIAL	
Title:											
Description:										Il issues, witnesses, etc. Made up by the proof defendant's arrest and date the people at	
Comments:	TR= Transfer. F	iled in Tria	al Folder.								

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Record Series Code	Object Code	Vital Recor	Public d Record		Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approva Date
3108	STDBOX	No	No	No	3 Years	0 Years	3 Years		OFFICIAL	
Γitle:	COURT CALEN	DARS								
Description:	Listing all cases	schedul	ed for hea	ring on a	par- ticular d	late, alphabe	tically by def	endant, and listing indictment nu	umber and name of assigned ADA.	
Comments:	Keep 3 years in	office for	r administ	rative pur	- poses. Offi	cial court cal	endars are w	vith court records.		
Disposition:										
03106	STDBOX	No	No	No	5 Years	0 Years	5 Years		OFFICIAL	
Title:	CASE TRANSFI						J Teals		OFFICIAL	
Description:		g that a l	Narcotics				other unit for	prosecution. Arranged by date	showing cases sent back to Criminal Co	urt for
Comments:	Break files each			years in o	office.					
Disposition:										
03115	STDBOX	No	No	No	1 Years	0 Years	1 Years		OFFICIAL	
Γitle:	PRE-INDICTME									
Description:	Temporary track alphabetical by o								otics Bureau intends to prosecute for a fe	elony. Cards a
Comments:	This is a tempora	ary file.	Break file	s each ye	ar and keep	1 full year in	the office.			
Disposition:										
03116	STDBOX	No	No	No	5 Years	0 Years	5 Years		OFFICIAL	
Title:	PRODUCTIVITY	/ REPOF	RTS							
Description:	Monthly, quarter kinds of sentence			flow and	ac- tivity repo	orts, noting th	e number of	cases dis- posed of during the r	reporting period, number of pleas accept	ed, number and
Comments:	Keep 5 years in	office for	r statistica	l compari	ison purpose	S.				
Disposition:										
03105	STDBOX	No	No	No	0 Years	0 Years	0 Years	P	OFFICIAL	
Title:	CASE TRANSFI				o i Gais	U I GAIS	U TEATS	1	OFFICIAL	
Description:					ase was tran	sferred to an	other unit for	prosecution. Card file by indic	tment number, of cases sent to Office of	Special
Jesuipiiuii.	Narcotics for Pro	osecution		Dui cau C	ase was lidii	SIGNICU IU ANI	Juiei uliitioi	prosecution. Card file, by Indic	union number, or cases sent to office or	υρεσιαι
Comments:	P= Permanent, i	in office.								
Disposition:	Permanent									
03107	STDBOX	No	No	No	0 Years	0 Years	0 Years	P	OFFICIAL	
JU 101	OIDDOX	140	INO	INU	U I Cals	U I Cais	U I Cais	ı	OLLIOIAL	

Record Series												Page 39 of 85
Code	Object Code	Vital Record	Public Record	Legal Hold	Office Retention	Offsite Retention	Total Retention	Disposition	Code	Resolution Ap	oproval Doc	Approva Date
Title:	CONTROL CARI	DS - TRI	AL FOLD	ERS								
Description:								umber, listing defend in- cludes indictment		State identification n Y State ID number.	number, charges,	pleas,
Comments:	P= Permanent, ir	office.										
Disposition:	Permanent											
03117	STDBOX	No	No	No	10 Years	15 Years	25 Years	CL	OI	FFICIAL		
Title:	TRIAL FOLDERS	S/INDICT	MENT J	ACKETS								
Description:										s, Grand Jury action s, etc. Controlled and		
Comments:	CL= Closing of categories transferred to the							me Court file room. I	File room will ho	old for 10 years, after	which closed cas	ses are
Disposition:	Close of											
03109	STDBOX	No	No	No	10 Years	0 Years	10 Years	CL	Ol	FFICIAL		
Γitle:	EAVESDROPPIN	NG REC	ORDS, IN	NTELLIGE	ENCE							
Description:										es index cards cross t conversa- tions prep		
	CL= Closing of in	veetinati	on. Auth	· CPI 7	00.55							
Comments:	CL= Closing of it	ivestigati			00.00.							
	Close of	ivestigati		0. 2 7	00.00.							
Disposition:	-	No	No	No		15 Years	25 Years	CL	Ol	FFICIAL		
Disposition:	Close of	No			10 Years	15 Years	25 Years	CL	Ol	FFICIAL		
Disposition: 03111 Fitle:	Close of STDBOX INTELLIGENCE	No FILES k files rel	No lating to v	No /arious su	10 Years					FFICIAL ontrol number. Index	xed by location, a	ddress, and
Comments: Disposition: 03111 Title: Description: Comments:	Close of STDBOX INTELLIGENCE Investigative wornames of contact	No FILES k files rel ts, sus- p	No lating to vects and	No various su witnesse	10 Years us- pects, det	fendants, cor	ntacts, etc. F	iled by a chronologic	cally assigned c			
Disposition: D3111 Fitle: Description: Comments:	Close of STDBOX INTELLIGENCE Investigative wornames of contact CL= Closing of irr	No FILES k files rel ts, sus- p	No lating to vects and	No various su witnesse	10 Years us- pects, det	fendants, cor	ntacts, etc. F	iled by a chronologic	cally assigned c	ontrol number. Index		
Disposition: Disposition: Description: Comments: Disposition:	Close of STDBOX INTELLIGENCE Investigative wornames of contact CL= Closing of irretention of 15 years	No FILES k files rel ts, sus- p	No lating to vects and	No various su witnesse	10 Years us- pects, det	fendants, cor	ntacts, etc. F	iled by a chronologic	cally assigned c	ontrol number. Index		
Disposition: 03111 Title: Description:	Close of STDBOX INTELLIGENCE Investigative wornames of contact CL= Closing of irretention of 15 years Close of	No FILES k files rel ts, sus- p avestigati ears.	No lating to vects and on. Kee	No various su witnesse o intellige	10 Years us- pects, defects. nce files for	fendants, cor	ntacts, etc. F	iled by a chronologic	cally assigned c	ontrol number. Index		
Disposition: 03111 Fitle: Description: Comments: Disposition:	Close of STDBOX INTELLIGENCE Investigative wornames of contact CL= Closing of irretention of 15 ye Close of STDBOX INVESTIGATIVE Files relating to a	No FILES k files rel ts, sus- p nvestigati ears. No FOLDE	No lating to vects and on. Kee	No various su witnesse printellige No	10 Years us- pects, detects. nce files for 10 Years us bureau ha	fendants, cor 10 years in th 15 Years s decided to	ntacts, etc. Fine office afte	iled by a chronologic files are no longer a	cally assigned cactive. Then tra	ontrol number. Index	e- cords Center fo	r additional
Disposition: 03111 Title: Description: Comments: Disposition: 03112 Title:	Close of STDBOX INTELLIGENCE Investigative wornames of contact CL= Closing of irretention of 15 years Close of STDBOX INVESTIGATIVE Files relating to a investigative file	No FILES k files rel ts, sus- p vestigati ears. No FOLDE particula be- come	No lating to vects and on. Kee No RS ar case ires a part	No various su witnesse p intellige No n which the friance of the triance of the	10 Years us- pects, defis. nce files for 10 Years the bureau hall folder. May	fendants, cor 10 years in th 15 Years s decided to	ntacts, etc. For a file of fice after 25 Years present its file cords obtained	illed by a chronologic files are no longer a CL ndings to the Grand and by electronic eave	cally assigned cactive. Then tra	ontrol number. Index nsfer to Municipal Re FFICIAL	e- cords Center fo	or additional

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18-002 SCREENING / Early Case

Assessment

Record Series Code	Object Code	Vital Record	Public Record	Legal Hold	Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approval Date
03164	STDBOX	No	No	No	2 Years	0 Years	2 Years	Т	OFFICIAL	
Title:	TEMPORARY E	MPLOYE	ES WOR	K RECO	RD					
Description:	D.A. copies of tir within weekly gro		s filed wit	h tempor	ary personne	l agencies to	document ti	me worked by agency personne	el. 4 x 6 cards filed chrono- logically, alph	abetically
Comments:	T= Termination	of employ	ee. Dest	roy recor	ds two years	after termina	ition of tempo	orary employment period. Author	GSA/NARS General Records Schedule	1, Item 10.
Disposition:	Termination of									
03166	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR	OFFICIAL 84th Precinct	
Title:	CRIMINAL COM	IPLAINT	PACKAG	ES						
Description:	reviewing Assist	ant Dis- t	rict Attorn	ey. Pack	age contains	signed com	- plaint, supp		e, age, sex, date of court appearance and nent notification forms, chronological reco	
Comments:	TR= Transfer to	DA's Crir	minal Ct. f	ile room.	All complete	ed and review	ved package:	s are transferred to the Criminal	Court file room each day.	
Disposition:	Transfer									
03167	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR	OFFICIAL 84th Precinct	
Title:	CRIMINAL COM						0 Teals	TIX	OFFICIAL OFFITT FECILIC	
Description:	All papers relate reviewing Assist	d to the in ant Dis- t	nitial filing rict Attorn	of a mis- ey. Pack	- demeanor o	or felony com	- plaint, supp		e, age, sex, date of court appearance and nent notification forms, chronological reco efendant name.	
Comments:	TR= Transfer to	DA's Crir	ninal Cou	rt file roo	m. Transfer o	custodial defe	endant compl	aint packages to Criminal Cour	file room at the closing of the case.	
Disposition:	Transfer									
03168	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR	OFFICIAL 84th Precinct	
Title:	CRIMINAL COM	IPLAINT	PACKAG	ES DECL	INE 343'S					
Description:	reviewing Assist	ant Dis- t	rict Attorn	ey. Pack	age contains	signed com	- plaint, supp		e, age, sex, date of court appearance and nent notification forms, chronological reco	
Comments:	TR= Transfer to	DA's Crir	ninal Ct. f	ile room.	All complete	ed and review	ved package:	s are transferred to the Criminal	Court file room each day.	

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Record Series Code	Object Code	Vital Recor	Public Record		Office Retention	Offsite Retention	Total Retention		Disposition Code	Resolution Approval Doc	Approva Date
03171	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR		OFFICIAL 84th Precinct	
Title:	ECAB DATA SH	EET - C	OPY 1								
Description:		pared, ai	rrest charg	ges, com	plaint charges	s, evaluation	of case by E	CAB A	ADA, recommended proce	est number, ECAB number, docket num-ledures, existence of statements, whether	
Comments:	TR= Transfer. F	ile in Co	mplaint Pa	ackage.							
Disposition:	Transfer										
03172	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR		OFFICIAL 84th Precinct	
Title:	ECAB DATA SH	EET - C	OPY 2								
Description:		pared, a	rrest charg	ges, com	plaint charges	s, evaluation	of case by E	CAB A	ADA, recommended proce	est number, ECAB number, docket num-ledures, existence of statements, whether	
Comments:	TR= Transfer to	defenda	nt.								
Disposition:	Transfer										
03163	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR		OFFICIAL	
Title:	SHOPLIFTERS						o rears			OT FIGURE	
Description:							hle for altern	ative s	sentencing program.		
Comments:	TR= Transfer. A		· ·						<u> </u>		
		iii eiigibie	es lists are	Sent to t	ne Supreme	Court Bureat	i. No copies	ale le	taineu in DAT.		
Disposition:	Transfer										
03160	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR		OFFICIAL	
Title:	DESK APPEAR	ANCE TI	CKETS C	OMPLAII	NT PACKAG	ES					
Description:		e and as	- signed A	DA name	e. Package d	contains arres				Front of package lists defendant name, and notification forms, affidavits, chronological	
Comments:	TR= Transfer. D	AT pack	ages go t	court or	n scheduled o	date and from	n court they g	go to th	ne DA Criminal Court filer	room as a Criminal Case file.	
Disposition:	Transfer										

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Record Series Code	Object Code	Vital Recor	Public d Record		Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approva Date
3161	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR	OFFICIAL	
Γitle:	DESK APPEAR	ANCE TI	CKETS C	OMPLAII	NT PACKAG	ES-DECLINE				
Description:		e and as	- signed A	ADA name	e. Package	contains arre			. Front of package lists defendant name, ent notification forms, affidavits, chronological package.	
Comments:	TR= Transfer to	Criminal	Court file	room dai	ily.					
Disposition:	Transfer									
	0mp p 0 V								0.75	
03173	STDBOX	No	No	No	1 Years	0 Years	1 Years		OFFICIAL 84th Precinct	
Title:	ECAB DATA SH									
Description:	names, date pre	pared, a	rrest char	ges, com	plaint charge	s, evaluation	of case by E	CAB ADA, recommended pro	rest number, ECAB number, docket num- ocedures, existence of statements, whether y by ECAB Complaint-Log Number.	
Comments:	Keep one year in	n-office f	or adminis	strative us	se.					
Disposition:										
	1									
03158	STDBOX	No	No	No	6 Years	0 Years	6 Years		OFFICIAL Bureau Chief	
Title:	ADMINISTRATI	VE, SUB	JECT, AN	ID CORR	ESPONDEN	ICE FILE				
Description:								gnment of ADA's to ECAB dut bfiled chronologically.	y, statistical reports of ECAB work- flow, r	memoranda and
Comments:	NYC General So	chedule,	Item 9951							
Disposition:										
03162	STDBOX	No	No	No	25 Years	0 Years	25 Years		OFFICIAL	
Title:	NON-PROSECU				20 10010	0 100.0	20 10010		0111011112	
Description:	Chronological re Police Officer's r							A.'s Office declined to prosecu	ute (343's). Logbook lists defendant name	e, arrest number
Comments:	Auth: NY State			•		•				
Disposition:										
03165	STDBOX	No	No	No	5 Years	0 Years	5 Years	CL	OFFICIAL 84th Precinct	
Title:	COMPLAINT LC	OG								
Description:								ent Bureau from Central Bool and time ECAB processing w	king. Log includes defendant name, name as completed.	e of
Comments:	CL= Closing of le	edger. K	Ceep log 5	years in	office after d	ate of last co	mplaint listed	I. Auth: NY State RRDS 4P-1	B, Item 9.	
Disposition:	Close of									

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19-001 SEX CRIMES / Child Abuse

Record Series Code	Object Code	Vital Record	Public Record	Legal Hold	Office Retention	Offsite Retention	Total Retention		Disposition Code	Resolution Approval Doc	Approval Date
03200	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR	(DFFICIAL	
Title:	CHILD ABUSE V	NORKSH	IEET								
Description:	Form SCB 12, a three ring binder				ac- tivities ta	aken by Child	I Abuse unit s	staff to	veri- fy and dispose of child	d abuse incidents. Filed with Report Su	mmaries in
Comments:	TR= Tranfser. F	ile with C	hild Abus	e Summa	ary Re- port.						
Disposition:	Transfer										
03202	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR	(DFFICIAL	
Title:	INCIDENT REPO	ORTS									
Description:	hotline call, DSS	2221A w	ritten ver	fication b	by hotline call	er, DSS 222	2 report mad	e by [child abuse casefile. Includes DSS 222 eworker after in-person follow-up, and Dising of perpetrator).	
Comments:	TR= Transfer. F	ile incide	nt reports	in Child	Abuse Casef	ile.					
Disposition:	Transfer										
03198	STDBOX	No	No	No	10 Years	0 Years	10 Years		(DFFICIAL	
Title:	CHILD ABUSE F	REPORT	SUMMAF	RY BINDE	ER						
Description:	Report of activition							osecu	tion is appropriate in a repor	ted child abuse incident. Form SCB 13	filed by report
Comments:	Keep report 10 y	ears in of	ffice. Aut	h: NY St	ate RRDS 4-	P-1, Item 6.					
Disposition:											
03204	STDBOX	No	No	No	5 Years	0 Years	5 Years		(DFFICIAL	
Title:	STATISTICAL R	EPORTS	1								
Description:	Monthly statistica during the month					e of crime. In	ncludes numb	oer of	cases re- ferred to the police	e, number of arrests, and num- ber of c	ases closed
Comments:	Keep statistical r	eports 5	years for	administr	a- tive compa	arison purpo:	ses.				
Disposition:											

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Record Series Code	Object Code	Vital Record	Public Record	Legal Hold	Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approva Date
03205	STDBOX	No	No	No	3 Years	0 Years	3 Years		OFFICIAL	
Title:	CLIPPINGS FILE	E								
Description:	Clippings of new related to develo								IY State Child Abuse Hotline. Also contains	clippings
Comments:	Keep 3 years in	office for	administra	ative com	- parisons.					
Disposition:										
03206	STDBOX	No	No	No	25 Years	0 Years	25 Years		OFFICIAL	
Title:	INCIDENT LOGI	-	110	110	20 10010	o rouio	20 10010		OT FIGURE	
Description:	Chronological lis		ch reporte	ed child a	abuse incider	nt, including t	hose incident	ts first deter- mined from newsp	paper clippings. Log number be- comes number be-	mber of child
Comments:	Keep incident log	gbook for	25 years	beyond o	date of last re	ecorded incid	ent.			
Disposition:										
03197	STDBOX	No	No	No	5 Years	20 Years	25 Years	CL	OFFICIAL Child Abuse	
Title:	CASES, CLOSE	D								
Description:	Child abuse case unfounded comp					eted crimina	I prosecution,	removal of the child from the a	busive environment or determina- tion of th	e case as an
Comments:	CL= Closing of c	ase. Autl	h: New Y	ork State	Office of Co	ourt Administi	ration. Admir	nistrative Rule 6/13/81. NYS RI	RDS 18-SS-1, Items 313 - 316.	
Disposition:	Close of									

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SUPREME COURT / Property Release 20-001

Record Series Code	Object Code		Public Record		Office Retention	Offsite Retention	Total Retention		Disposition Code	Resolution Approval Doc	Approval Date
02157	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR		OFFICIAL	
Title:	PROPERTY REL	EASE CA	SE FILE	S							
Description:		Property : RS	Release I	, .	, ,		, ,		ngs. Includes Form Gen 53 nerically by indictment nun	3-Notice of Request To Release Stolen Prop nber.	erty and
Comments:	TR= Transfer to a	appropriat	e case fo	older upo	n re- lease of	property. P	roperty relea	se is (governed by Section 450.1	0 of the Penal Law.	
Disposition:	Transfer										

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20-003 SUPREME COURT / Intake Unit

December Coming	Object Code	Vital	Dublic	Lowel	Office	Officia	Total	Diamonitian Code	Paralution Approval Dec	A 10 10 10 10
Record Series Code	Object Code	Vital Record	Public Record	Legal Hold	Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approva Date
03136	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR	OFFICIAL FELONY FILE CONTROL	'
Title:	SUPERIOR COL	JRT INFO	PRMATIO	N						
Description:	Statement of feld	ony comm	nitted by d	efendant	t with particul	ars of the inc	cident, time, p	lace, etc. Created by FFC	U when defendant accepts an offer and makes	a guilty plea.
Comments:	TR= Transfer. F	ile in defe	endant's c	ase folde	er.					
Disposition:	Transfer									
03229	STDBOX	No	No	No	25 Years	0 Years	25 Years		PENDING	
Title:	TRANSIT CRIME		R (PRE-1		20 . 00.0	0 100.0				
Description:								I Court docket num- ber allex by defendant name.	nd indicates disposition of case: mis- demeanor	or felony,
Comments:	Keep ledger 25 y	ears to s	erve as B	ureau Ind	dex to closed	cases.				
Disposition:										
	ı									
03127	STDBOX	No	No	No	1 Years	0 Years	1 Years		OFFICIAL FELONY FILE CONTROL	
Title:	ADJOURNMENT									
Description:	Daily listing of ca	ases adjou	urned fror	n AP 1 (0	Crim- inal Co	urt Part) to G	iP 1 (Suprem	e Court Part). Includes de	fendant, docket number, next date of hearing.	
Comments:	Break files each	year. Ke	ep 1 full y	ear in off	fice.					
Disposition:										
03131	STDBOX	No	No	No	3 Years	0 Years	3 Years		OFFICIAL FELONY FILE CONTROL	
Title:	FELONY FILE T	RANSMI	TTAL SHE	EETS					-	
Description:		efendant	names, d	ocket or i					any other unit of the District Attorney's Office or data depending on the purpose of the transmitte	
Comments:	Keep transmittal FFCU.	sheets fo	or 3 years	from the	date file is se	ent out from	FFCU. Auth:	CPL 30.30. Duplicate c	opies to the Grand Jury of all trans- mittals sent	out from
Disposition:										

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Record Series Code	Object Code	Vital Recor	Public d Record		Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approva Date
3132	STDBOX	No	No	No	3 Years	0 Years	3 Years		OFFICIAL FELONY FILE CONTROL	
itle:	GP-1 REFERRA	ALS LIST								
Description:	Notification from date of notification	the Felcon. Includ	ny Waive des defen	er Unit to t dant nam	he Grand Jule, docket nu	ry that a case mber, GP-1 a	e under Grand ad- journment	Jury consider- ation has been date and date of notification to	n disposed of by a guilty plea in GP-1 colo o Grand Jury.	urt part. Filed by
Comments:	Keep referrals li	st for 3 ye	ears from	the date	of notification	to the Gran	d Jury. Origin	al copy goes to the Grand Jur	y Bureau.	
Disposition:										
03133	STDBOX	No	No	No	1 Years	0 Years	1 Years		OFFICIAL FELONY FILE CONTROL	
Title:	OUT CARDS	140	140	140	1 Tours	0 TCGIS	1 Todio		OTTIONAL FELORET FILE CONTINUE	
Description:		ay include	e defenda	nt names	, docket and/				o. SC-138). For administra- tive purposes, assigned ADA, adjournments, hearing o	
Comments:	Hold out-cards f	or one ye	ear after c	ard is rep	laced by file	jacket.				
Disposition:										
03134	STDBOX	No	No	No NT TO O	5 Years	0 Years	5 Years		OFFICIAL FELONY FILE CONTROL	
Title:	REPORT OF RE									
Description:									dant has been released on his own recog D.A.'s fail- ure to indict or to conduct a p	
Comments:	Keep reports of	180.80	dismissal	s for 5 ye	ars for admin	istrative purp	poses. Auth:	CPL 180.80; NY State RRD	S 4-P-1, Item 69.	
Disposition:										
03135	STDBOX	No	No	No	5 Years	0 Years	5 Years		OFFICIAL FELONY FILE CONTROL	
Title:	STATISICAL RE	PORTS								
Description:	Weekly and mor	nthly repo	orts of mis	sdemeand	or and felony	arraignment	s, hearings ple	ease, etc., in- cluding reports of	of dismissals, bench warrants and bribery	/ cases.
Comments:	Keep statistical	reports fo	or 5 years	for admir	nis- trative pu	rposes.				
Disposition:										
	0====0\(\text{i}						- > /			
03129	STDBOX	No	No	No	3 Years	0 Years	3 Years		OFFICIAL FELONY FILE CONTROL	
Title:	CALENDARS									
Description:	Daily listings of a chronologically			nd hearing	gs held in all	criminal and	felony court p	arts, list- ing defendants, dock	ket or indictment numbers and case statu	s. Filed
Comments:	Keep calendars	three yea	ars in offic	ce for adn	ninis- trative p	ourposes. O	fficial calenda	r is a court record.		
Disposition:										

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Record Series Code	Object Code	Vital Record	Public Record		Office Retention	Offsite Retention	Total Retention		Disposition Code	Resolution Approval Doc	Approva Date
03137	STDBOX	No	No	No	2 Years	0 Years	2 Years	CL		OFFICIAL FELONY FILE CONTROL	
Title:	TRANSMITTAL	LEDGER	S/DIARIE	S							
Description:	courts, transferra	al of case	to Grand	Jury or S	Supreme Cou	ırt Bureau, se	entencing of	defend	ants and transferral of ca	cords of case adjournments from misdem ases to Supreme Court Bureau for filing, a ant surnames, then chronological.	
Comments:	CL= Closing of d	diaries. K	Geep diarie	s/ledgers	s for 2 years	in the office a	as quick refe	rence g	juide to case status and	disposition.	
Disposition:	Close of										
03130	STDBOX	No	No	No	5 Years	0 Years	5 Years	CL		OFFICIAL FELONY FILE CONTROL	
Title:	DEFENDANT IN	IDEX									
Description:	Alphabetical card is updated each									tes, court parts assigned, and all file tran-	smittals. Card
Comments:	CL= Closing of t	felony ca	se. Break	files eac	ch year and k	eep inactive	files for 5 ye	ars in tl	ne office.		
Disposition:	Close of										
03128	STDBOX	No	No	No	10 Years	15 Years	25 Years	CL		OFFICIAL FELONY FILE CONTROL	
Title:	ARTICLE 730 EX	XAMINA	TIONS RE	CORDS							
Description:	Memoranda and date of remand,					ed for psychia	tric examina	tion. M	lemoranda filed by defen	ndant name. Ledger record includes defe	n- dant name,
Comments:	CL= Closing of din office from las						n is part of fe	lony ca	ase file. File remand pap	pers with indictment jacket. Keep ledger re	ecord 10 years
Disposition:	Close of										
	0====0\(\)										
03228	STDBOX	No	No	No	2 Years	0 Years	2 Years	CL		PENDING	
Title:	CASE WORKSH	HEET - C	OPY (PR	E-1990)							
Description:	Record of activition docket/number.	ies and a	ctions tak	en regard	ding each tra	nsit crime ca	se, showing	date ar	nd initials of person autho	orizing or completing action. Duplicate co	py filed by
Comments:	CL= Closing of c	case. Bre	eak files ea	ach year.	Keep 2 full y	ears in office	. This record	l is obs	olete.		
Disposition:	Close of										

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DISTRICT ATTORNEY - KINGS COUNTY 903

20-004 SUPREME COURT BUREAU /

Youth Gang

Record Series Code	Object Code	Vital Record	Public Record		Office Retention	Offsite Retention	Total Retention		Disposition Code	Resolution Approval Doc	Approval Date
03266	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR		PENDING	
Title:	WITNESS RELO	CATION	FILE (PF	E-1990)							
Description:	Records of reloc	ation of w	vitnesses	to gang i	nci- dents foi	protection o	f witness. Al	phabe	etical by gang name.		
Comments:	TR= Transfer. V	When case	e is close	d, file wit	ness relocati	on file in case	e file. This re	cord is	s obsolete.		
Disposition:	Transfer										
03260	STDBOX	No	No	No	5 Years	0 Years	5 Years			PENDING	
Title:	ARRAIGNMENT	REGIST	ER (PRE	-1990)							
Description:	Daily listing of al	II arraignm	nents in w	hich a m	em- ber of a	youth gang is	s a defendan	t. Pre	pared at Early Case Asse	essment Bureau. Filed by date.	
Comments:	Keep 5 years in	office for	administr	ative con	nparisons. Th	is record is o	bsolete.				
Disposition:											
03261	STDBOX	No	No	No	5 Years	0 Years	5 Years			PENDING	
Title:	CASE DISPOSIT	TION SU	MMARY (PRE-199	90)						
Description:	Computer-gener sentences impos		kly report	of dispos	sitions of cas	es in which y	outh gang m	embe	rs are defen- dants. Repo	ort includes numbers of acquittals, guilty plea	S,
Comments:	Keep 5 years in	office for	administr	ative con	nparisons pu	poses. This	record is obs	olete.			
Disposition:											
03262	STDBOX	No	No	No	2 Years	0 Years	2 Years			PENDING	
Title:	CASE STATUS	SHEET (I	PRE-1990))							
Description:	Computer-gener docket/indictmer	rated bi-w nt number	eekly rep	ort of sta s, adjour	tus of all pen n date.	ding cases ir	which a gan	g mer	mber is a de- fendant. Inc	ludes defendant name, NY State Iden- tificat	ion number,
Comments:	Break files each	year. Ke	ep 2 full y	ears in c	office for adm	inistrative co	mparison pur	poses	s. This record is obsolete.		
Disposition:											

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Record Series Code	Object Code	Vital Record	Public Record	Legal Hold	Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approva Date
03265	STDBOX	No	No	No	10 Years	0 Years	10 Years	•	PENDING	
Title:	INCIDENT REPO	ORT (PRI	E-1990)							
Description:	Monthly statistica	al report f	rom Polic	e Depart	ment liaison	officers giving	g incidence c	of arrest of gang members by pr	ecinct and by gang.	
Comments:	Keep 10 years in	office fo	r statistica	l purpos	es. This reco	rd is obsolete	9.			
Disposition:										
03263	STDBOX	No	No	No	10 Years	0 Years	10 Years	CL	PENDING	
Title:	CASE SUMMAR			-		0 Tears	10 16413	OL	1 LINDING	
Description:		residing,	case disp						ureau prosecuting, charges, docket or indic ne and by prosecuting bureau, with addition	
Comments:	CL= Closing of c	ase. Kee	ep cards re	elating to	closed case	s 10 years in	office as inc	lex to case files in Supreme Cou	urt file room. This record is obsolete.	
Disposition:	Close of									
03264	STDBOX	No	No	No	10 Years	0 Years	10 Years	CL	PENDING	
Title:	GANG FILE (PR	E-1990)								
Description:	Historical record and reports of int						. Includes ga	ang unit summary reports by Po	lice Liaison Officer, file memos of ADA's, s	tatus reports,
Comments:	CL= Closing of fi	le. Close	file when	gang be	ecomes defui	nct. Keep file	for 10 years	beyond closing date. This reco	ord is obsolete.	
Disposition:	Close of									

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01-000 ALL UNITS / Adminstration

Record Series Code	Object Code	Vital Record	Public Record	Legal Hold	Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approval Date
02615	STDBOX	No	No	No	6 Years	0 Years	6 Years		OFFICIAL Administrative Chief	
Title:	ADMINISTRATIV	/E/GENE	RAL SUE	BJECT FI	ILE					
Description:	General alphabe	tical files	containin	g memor	randa and oth	ner correspor	ndence, park	ing violations re- cords, payroll	new hires information, subject and statistic	cal reports.
Comments:	Auth: NYC DOR	RIS Gener	al Sched	ule, Item	9951. May r	etain longer	if required fo	r administrative pur- poses and	if space permits.	
Disposition:										
02616	STDBOX	No	No	No	6 Years	0 Years	6 Years		OFFICIAL Administrative Chief	
Title:	BUDGET CONT	ROL & PI	LANNING	FILES						
Description:	All budget plans, service and OTP			ns, modif	fica- tions and	d narratives,	arranged by	fiscal year. Includes expense a	nd revenue budgets, turnaround documer	its, personal
Comments:	Break files each	year. Ke	ep 6 fisca	ıl years ir	n office. Auth	n: DORIS Ge	eneral Sched	ule, Item 9911.		
Disposition:										
03033	STDBOX	No	No	No	3 Years	4 Years	7 Years		OFFICIAL Administrative Chief	
Title:	MOTOR VEHICL	_E AFFID	AVITS							
Description:	Form PVB DA 50 the time of issua								ng operated by a New York City governme	ent employee at
Comments:	Auth: DORIS Ge	eneral Sc	hedule, It	em 9954						
Disposition:										
41194	CONTAINER	No	No	No	0 Years	0 Years	0 Years	MA	OFFICIAL	10/21/202
Title:	Temporary Com	mission &	Task Fo	rces						
Description:								egislative files, proposed rules, s, and correspondence. "	regulations and recommendations, transci	ripts, hearings
Comments:	"AUTHORITY: T SCHEDULE, iter					Task Force.	MA=Munici	pal Archives . NYC SUPPLEM	ENTAL RECORDS RETENTION AND DIS	POSITION
Disposition:	Municipal Archiv	es								

Record Series	Object Code	Vital	Public		Office	Offsite	Total		Disposition Code	Resolution Approval Doc	Approva
Code		Record	Record	Hold	Retention	Retention	Retention	_			Date
40994	STDBOX	No	No	No	7 Years	0 Years	7 Years	CU		OFFICIAL	10/21/20
Title:	Vehicle Coordina	ator Files									
Description:	"Vehicle Coordir reports, and gas			s docume	enting agency	y vehicle use	including bu	t not lii	mited to vehicle registrati	on, copies of vehicle mileage, service re	ports, inspection
Comments:	"AUTHORITY: R 2021). "	RETAIN 7	YEARS (Fleet Fo	cus/CRASH)	. NYC SUPP	LEMENTAL	RECO	RDS RETENTION AND	DISPOSITION SCHEDULE, item#1.9.6	- pg.12 (October
Disposition:	Current										
40995	STDBOX	No	No	No	7 Years	0 Years	7 Years	CU		OFFICIAL	10/21/20
Title:	Annual Update of										
Description:										o NYC Fleet-DCAS listing agency vehicle responders, and fuel card users. "	e assignments,
Comments:	"AUTHORITY: R 2021). "	RETAIN 7	YEARS (Fleet Fo	cus/CRASH)	. NYC SUPP	LEMENTAL	RECO	RDS RETENTION AND	DISPOSITION SCHEDULE, item#1.9.6	- pg.12 (October
Disposition:	Current										
40996	STDBOX	No	No	No	10 Years	0 Years	10 Years	CU		OFFICIAL	10/21/20
Title:	Vehicle Incident	Records									
Description:	"Vehicle Incident incidents involving							et Focu	us/CRASH) managemen	t system that document accidents, thefts	and other
Comments:	"AUTHORITY: R 2021). "	RETAIN 7	YEARS (Fleet Fo	cus/CRASH)	. NYC SUPP	LEMENTAL	RECO	RDS RETENTION AND	DISPOSITION SCHEDULE, item#1.9.6	- pg.12 (October
Disposition:	Current										
40997	STDBOX	No	No	No	10 Years	0 Years	10 Years	CU		OFFICIAL	10/21/20
Title:	Equipment and I	Motor Vel	nicle Main								
Description:	car share, and lo	ongterm a	gency rei	ntals ass	igned to or o	wned by agei	ncies. These	erecor	ASH system that docume ds are including but are operation and repair man	ent service repairs of City Vehicles, take not limited to maintenance orders, NYC l nuals and parts lists. "	home vehicles, Fleet copies of
Comments:	"AUTHORITY: R 2021). "	RETAIN 7	YEARS (Fleet Fo	cus/CRASH)	. NYC SUPP	LEMENTAL	RECO	RDS RETENTION AND	DISPOSITION SCHEDULE, item#1.9.6	- pg.12 (October
Disposition:	Current										
40998	STDBOX	No	No	No	7 Years	0 Years	7 Years	CU		OFFICIAL	10/21/20
Title:	EZ – Pass:					5 . 54.6				22	. 0, 2 . 7 2 0
Description:		an electro	nic toll co	llection s	ystem, which	n debits an ag	gency accour	nt upor	usage. Agencies are re	esponsible for setting up agency's accou	nt, tracking usage
Comments:		RETAIN 7	YEARS (Fleet Fo	cus/CRASH)	. NYC SUPP	LEMENTAL	RECO	RDS RETENTION AND	DISPOSITION SCHEDULE, item#1.9.6	- pg.12 (October

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Record Series Code	Object Code	Vital Record	Public Record		Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approval Date
Disposition:	Current									
40999	STDBOX	No	No	No	7 Years	0 Years	7 Years	CU	OFFICIAL	10/21/202
Title:	Telematic data									
Description:	"Telematic data	– for City	vehicles,	take hon	ne vehicles a	nd long-term	agency rent	als provided real time Automati	c Vehicle Location (AVL) for vehicles. "	
Comments:	"AUTHORITY: R 2021). "	ETAIN 7	YEARS (I	Fleet Foo	cus/CRASH).	NYC SUPPI	LEMENTAL I	RECORDS RETENTION AND I	DISPOSITION SCHEDULE, item#1.9.6 - μ	og.12 (October
Disposition:	Current									
41142	STDBOX	No	No	No	6 Years	0 Years	6 Years	AUTO-DELETE	OFFICIAL	10/21/202
Title:	Geolocation Dat	a and Me	adata (N`	YC Fleet)					
Description:	Geolocation data of vehicles.	a is inform	ation ass	ociated v	with an electr	onic device t	hat can be u	sed to identify its physical locati	ion. This data is used to monitor and tracl	k the City's fleet
Comments:	"AUTHORITY: R (October 2021).	ETAIN 6	YEARS (I	Eligible fo	or auto deleti	on). NYC SU	IPPLEMENT	AL RECORDS RETENTION AI	ND DISPOSITION SCHEDULE, item#1.11	I.1 - pg.12
Disposition:	Auto-Deletion									
41151	STDBOX	No	No	No	1 Years	0 Years	1 Years	AUTO-DELETE	OFFICIAL	10/21/202
Title:	License Plate R	ecognitio	n Technol	ogy data	and photogr	aphs -				
Description:	coordinates and	correspoi	nding pho	tographs	of motor vel	nicles capture	ed by contract		law enforcement investigations. Defined connection with the provision of motor veh f New York. "	
Comments:	"AUTHORITY: R (October 2021).	ETAIN 1	YEAR (EI	igible for	auto deletio	n). NYC SUP	PLEMENTA	L RECORDS RETENTION ANI	D DISPOSITION SCHEDULE, item#1.16.	1 - pg.14
Disposition:	Auto-Deletion									

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DISTRICT ATTORNEY - KINGS COUNTY 903

09-000 ALL UNITS / Executive Offices

Record Series Code	Object Code		Public Record		Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approval Date			
02957	STDBOX	No	No	No	5 Years	0 Years	5 Years		OFFICIAL				
Title:	ADMINISTRATIV	/E WOR	K-FILES										
Description:	Alphabetical subj					emos, reports	s, clippings, et	c. of in- terest to the Executive	Office of Kings County District Attorney, in	ncluding			
Comments:		Municipal Archives. Break files bi-ennially. Keep inactive files 5 years in office, then offer to Municipal Archives for possible accession. If not accepted by the nives, destroy after 5 full years in office.											
Disposition:													

02959	STDBOX	No	No	No	5 Years	0 Years	5 Years	OFFICIAL
Title:	PRODUCTIVI	TY AND P	ERFORM	MANCE F	REPORTS			
Description:								es dismissed, adjourned etc. Includes: Bureau comparison re- port (bi-weekly), Case weekly), and Speedy trial dismissals (monthly).
Comments:	Keep statistica Sec. VI, Item 1		or 5 year	s for adm	inis- trative c	omparison p	urposes. Auth:	NY State Bureau of Records Management. Statewide Records Retention Timetable.
Disposition:								

02958	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR	OFFICIAL				
Title:	ATTORNEY BIC	ATTORNEY BIOGRAPHICAL DATA											
Description:	Current biographical data for each attorney work- ing in Kings County D.A. Offices. Filed alpha- betically by attorney's surname in a number of three-ring binders.												
Comments:	TR= Transfer to	personne	el folder a	at termina	tion of attorn	эу.							
Disposition:	Transfer												

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DISTRICT ATTORNEY - KINGS COUNTY 903

11-000 ALL UNITSY / Grand Jury

Record Series Code	Object Code	Vital Record	Public Record	Legal Hold	Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approval Date
02964	STDBOX	No	No	No	6 Years	0 Years	6 Years	(OFFICIAL	
Title:	CORRESPOND	ENCE FIL	ES							
Description:	Includes duplicat policy/procedure						nronological),	dismissal memos to defendants	(alphabetical by defendant name), and	
Comments:	Auth: NY State I	RRDS 4-F	P-1, Item '	1.						
Disposition:										
02965	STDBOX	No	No	No	5 Years	5 Years	10 Years	(OFFICIAL	
Title:	DISMISSALS									
Description:	Presentations to and therefore re-					ictment of the	e accused. In	cludes GP-I Re- ferrals list, listin	g cases disposed of by a guilty plea in C	GP-1 court part
Comments:	Auth: CPL 190.	75; Kings	County D	A Recor	ds Reten- tio	n Schedule '	10/19/75, p. 10			
Disposition:										
02966	STDBOX	No	No	No	5 Years	5 Years	10 Years	(OFFICIAL	
Title:	EXTENSION OF	RDERS								
Description:	Motions which ex	xtend the	time of sit	ting for a	a particular G	rand Jury be	cause evidend	e is still being presented. Filed	by jury number and date of motion.	
Comments:	Auth: CPL 190	.15.								
Disposition:										
02967	STDBOX	No	No	No	1 Years	0 Years	1 Years	(OFFICIAL	
Title:	G.J. BI-MONTHL	Y OPEN	CASE LIS	ST						
Description:	Bi-monthly comp Supreme Court E			n case li	isting for Gra	nd Jury Bure	au. Listing is	updated and re- typed at Grand	Jury Bureau. Arranged by indict- ment	number within
Comments:	Break files each	year. Ke	ep one ful	I year in	office.					
Disposition:										

New York City Department of Records

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Record Series Code	Object Code	Vital Recor	Public d Record		Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approv Date
2968	STDBOX	No	No	No	3 Years	7 Years	10 Years		OFFICIAL	
itle:	GRAND JURY D	DECK SH	HEETS							
Description:	Daily listing of ca	ases sch	eduled for	hearing	on a particula	ar date.				
Comments:	Break files each Management. S				ffice. Transf	er to the Mur	nicipal Records	Center for additional retention	on of seven years. Auth: NY State Burea	u of Records
Disposition:										
02969	STDBOX	No	No	No	6 Years	0 Years	6 Years		OFFICIAL	
Title:	GRAND JURY D	DETECT	IVE FIELD							
Description:	Records of Gran	nd Jury D	etectives v	work in fi	eld to locate	witnesses, se	erve subpoenas	s, etc. Alpha- betical by with	ess name, cross-referenced by in- dictme	nt number.
Comments:							<u> </u>	etable, Sec. VI, Item 11.		
Disposition:								<u> </u>		
02970	STDBOX	No	No	No	5 Years	5 Years	10 Years		OFFICIAL	
itle:	GRAND JURY E	VALUA	TION SHE	ETS						
Description:									ne, indictment number, jury num- ber, cas s known as filing sheet. Filed by date.	e status, date
Comments:	Auth: NY State	Bureau	of Records	Manage	ment. Statew	ide Records	Retention Tim	etable, Section V, Item 11.		
Disposition:										
02971	STDBOX	No	No	No	1 Years	0 Years	1 Years		OFFICIAL	
Title:	GRAND JURY S					0.00.0			G G	
Description:	Duplicate copies	of Form	n G.J14, r	ecord of	magnetic or	stenographic	tape made of	Grand Jury deliberations. Fil	ed by year, term and date.	
Comments:								apes in Grand Jury Stenogra		
Disposition:				-						
02972	STDBOX	No	No	No	1 Years	0 Years	1 Years		OFFICIAL	
Γitle:	NO EVIDENCE					3 . 0010				
Description:	Computer-gener	ated we	ekly listing	of cases	ready for pro	esentation in	the previous w	eek that did not get on to the	Grand Jury, i.e., no evidence was presen	nted. Listing
Comments:	Keep 1 year in o		, , , , , , , , , , , , , , , , , , ,						•	
Disposition:										
22072	STDDOV	Nic	Na	No	2 Vac	0 Vac	2 Vaara		OFFICIAL	
02973	STDBOX	No	No	No	3 Years	0 Years	3 Years		OFFICIAL	

RESET NOTIFICATION UNIT RECORDS

Title:

Description:

								nent of Records		Page 57 of 8
Record Series Code	Object Code	Vital Record	Publi Reco	c Legal d Hold	Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approva Date
Description:	Records of unit of corresponden	responsib ice, mem	ole for re os, subp	scheduling oenas, etc	g witness app c. Arranged	pearances be by hearing da	efore the Grai ate, indexed I	nd Jury when witnesses have fai by witness name and indictment	led to appear as originally scheduled. In number.	ncludes copies
Comments:	Keep three year	s in office	e for adn	ninistrative	purposes.					
Disposition:										
)2974	STDBOX	No	No	No	1 Years	0 Years	1 Years		OFFICIAL	
Title:	SET UP LISTING	G								
Description:	Computer-gener presentation. A								he G.J. calendar and the people are rea	dy for
Comments:	Keep 1 year in o	office for a	administ	rative purp	oses.					
Disposition:										
02976	STDBOX	No	No	No	1 Years	0 Years	1 Years		OFFICIAL	
Title:	UNFILED CASE	S								
Description:	Weekly compute Arranged by ind			g of all ca	ses in which	the Grand Ju	ury has voted	for indictment but the people ha	ve not yet filed the necessary papers to	prosecute.
Comments:	Keep one year is	n office fo	or admin	istrative p	urposes.					
Disposition:										
02977	STDBOX	No	No	No	20 Years	0 Years	20 Years		OFFICIAL	
Γitle:	WARRANT BOO	OKS								
Description:	Records of warra	ants issu	ed for pe	ersons indi	cted by the C	Grand Jury.				
Comments:	Auth: Criminal F	Procedure	e Law 1	10.10; 20	0.10.					
Disposition:										
)2978	STDBOX	No	No	No	0 Years	0 Years	0 Years	CU	OFFICIAL	
itle:	UNFILED CASE	S - COM	PUTER	RECORD						
Description:	Weekly compute Arranged by ind			g of all ca	ses in which	the Grand Ju	ıry has voted	for indictment but the people ha	ve not yet filed the necessary papers to	prosecute.
Comments:	CU= Current. C	omputer	data bas	se is upda	ted weekly; p	revious weel	k is not saved	j.		
Disposition:	Current									
02975	STDBOX	No	No	No	0 Years	0 Years	0 Years	CU	OFFICIAL	
Title:	SET UP LISTING	G - COM	PUTER	RECORD						

Computer-generated weekly listing of all Grand Jury cases set up during the previous week. A set-up case is on the G.J. calendar and the people are ready for presentation. Arranged by indict- ment number within Supreme Court Bureau cluster.

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Record Series Code	Object Code					Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approval Date
Comments:	CU= Current. Co	mputer d	ata base	is update	ed weekly; pro	evious week	is not saved.			
Disposition:	Current									

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DISTRICT ATTORNEY - KINGS COUNTY 903

21-000 ALL UNITS / Transit and Auto

Larcen

Record Series Code	Object Code	Vital Record	Public Record	Legal Hold	Office Retention	Offsite Retention	Total Retention		Disposition Code	Resolution Approval Doc	Approval Date
03267	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR		PENDING	
Title:	AFFIDAVITS (P	RE-1990)									
Description:									plainant swears ownership n the accusatory instrume	o of stolen vehicle, describes the vehicle a nt are true.	nd its value,
Comments:	TR= Transfer. F	ile in case	folder.	Transfer	case folder to	Supreme C	ourt Bureau	for pro	osecution. This record is o	bsolete.	
Disposition:	Transfer										
03272	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR		PENDING	
Title:	CASES, OPEN ((PRE-1990	0)								
Description:	Auto larceny cas includes auto the					Cases are p	rosecuted by	the I	DA's Criminal Court Burea	u or the DA's Supreme Court Bureau. Auto	Larceny
Comments:	TR= Transfer. A	fter evalua	ation, all	cases are	e transferred	for prosecuti	on or dismiss	sal. Tl	nis record is obsolete.		
Disposition:	Transfer										
03273	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR		OFFICIAL	
Title:	PROPERTY REI			110	0 10010	0 100.0	0 100.0	•••		0.11.0.7.12	
Description:	Three forms requ									, Form CC-85 notice to defen- dant's attorr	ney of intent to
Comments:	TR= Transfer. F	ile all DA	copies in	case fold	der.						
Disposition:	Transfer										
03269	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR		PENDING	
Title:	AUTO LARCEN	Y INFORM	MATION S	SHEET -	DUPLICATE	COPY (P					
Description:	Summary of each record and other				eding. Include	es names and	d addresses	of def	endants, in- formation re s	status of auto and crime committed, defend	lant's criminal
Comments:	TR= Transfer. T	ransfer de	efendant	trial folde	r to Supreme	Court Burea	u for prosec	ution.	This record is obsolete.		
Disposition:	Transfer										

03276

STDBOX

No

No

5 Years

No

New York City Department of Records

Record Series	Object Code	Vital	Public	Legal	Office	Offsite	Total	Dist	osition Code		Resolution Approval Doc	Page 60 of 8
Code			Record		Retention			J.5,			Receiumen Apprevui 200	Date
03223	STDBOX	No	No	No	0 Years	0 Years	0 Years	CU		ı	PENDING	
Title:	CASE STATUS	INPUT S	HEET (PF	RE-1990)								
Description:	Computer produ defendant name								n occurs in cas	se. Rep	ort includes all information regard- in	g a case, to date
Comments:	CU= Current. In	put shee	ts are kep	t for 24 h	ours after re	cord is enter	ed into the co	mputer. Th	s record is ob	solete.		
Disposition:	Current											
03268	STDBOX	No	No	No	10 Years	15 Years	25 Years			-	PENDING	
Title:	AUTO LARCEN					10 10010	20 10010				LITERIO	
Description:		h auto la	rceny arre	st procee	eding. Includ	es names an nt name.	d addresses	of defendar	nts, in- formation	on re sta	atus of auto and crime committed, def	fendant's crimina
Comments:	Keep 10 years in	office, to	ransfer to	MRC for	additional 15	year retenti	on. This reco	d is obsole	te.			
Disposition:												
03270	STDBOX	No	No	No	25 Years	0 Years	25 Years				PENDING	
Title:	CASE CONTRO	L LEDGE	ERS (PRE	-1990)								
Description:		pearance	es, docket	or indict	ment numbe						n Vol. 2. Vol. 2 gives Auto Larceny ca sitions of cases. Sep- arate ledgers f	
Description: Comments:	dates of court ap	pearanc urt Burea	es, docket au for felor	or indict ny prosed	ment numbe cution.							
	dates of court ap the Supreme Co	pearanc urt Burea	es, docket au for felor	or indict ny prosed	ment numbe cution.							
Comments:	dates of court ap the Supreme Co	pearanc urt Burea	es, docket au for felor	or indict ny prosed	ment numbe cution.							
Comments: Disposition:	dates of court ap the Supreme Co	pearanc urt Burea	es, docket au for felor	or indict ny prosed	ment numbe cution.					d dispo		
Comments: Disposition:	dates of court ap the Supreme Co Keep ledgers 25	ppearanc urt Burea years in No	es, docket au for felor office. Th	or indict ny prosed s record	ment numbe cution. is obsolete.	rs, date and	time of prope			d dispo	sitions of cases. Sep- arate ledgers f	
Comments: Disposition: 03274 Title:	dates of court ap the Supreme Co Keep ledgers 25 STDBOX TELEPHONE LC	pearance urt Burea years in No DG (PRE	es, docket au for felor office. Thi No -1990)	or indict ny prosed s record No	ment numbe cution. is obsolete. 1 Years	rs, date and	time of prope	rty re- lease	es, charges an	d dispo:	sitions of cases. Sep- arate ledgers f	or cases sent to
Comments: Disposition: 03274 Title: Description:	dates of court ap the Supreme Co Keep ledgers 25 STDBOX TELEPHONE LC	pearanc urt Burea years in No OG (PRE cord of c	es, docket au for felor office. The No -1990)	or indict ny prosec s record No	ment numbe cution. is obsolete. 1 Years 212/718 area	o Years	time of prope 1 Years to Larceny Ur	rty re- lease	es, charges an	d dispos	PENDING rges assigned to this Unit by Fiscal U	or cases sent to
Comments:	dates of court ap the Supreme Co Keep ledgers 25 STDBOX TELEPHONE LC	pearanc urt Burea years in No OG (PRE cord of c	es, docket au for felor office. The No -1990)	or indict ny prosec s record No	ment numbe cution. is obsolete. 1 Years 212/718 area	o Years	time of prope 1 Years to Larceny Ur	rty re- lease	es, charges an	d dispos	PENDING rges assigned to this Unit by Fiscal U	or cases sent to
Comments: Disposition: 03274 Title: Description: Comments:	dates of court ap the Supreme Co Keep ledgers 25 STDBOX TELEPHONE LC	pearanc urt Burea years in No OG (PRE cord of c	es, docket au for felor office. The No -1990)	or indict ny prosec s record No	ment numbe cution. is obsolete. 1 Years 212/718 area	o Years	time of prope 1 Years to Larceny Ur	rty re- lease	es, charges an	d dispos	PENDING rges assigned to this Unit by Fiscal U	or cases sent to
Comments: Disposition: 03274 Title: Description: Comments: Disposition:	dates of court ap the Supreme Co Keep ledgers 25 STDBOX TELEPHONE LC	pearanc urt Burea years in No OG (PRE cord of c	es, docket au for felor office. The No -1990)	or indict ny prosec s record No	ment numbe cution. is obsolete. 1 Years 212/718 area	o Years	time of prope 1 Years to Larceny Ur	rty re- lease	es, charges an	d dispos I one char This reco	PENDING rges assigned to this Unit by Fiscal U	or cases sent to
Comments: Disposition: 03274 Title: Description: Comments: Disposition:	dates of court ap the Supreme Co Keep ledgers 25 STDBOX TELEPHONE LO Chronological re Break files each	pearance urt Burea years in No DG (PRE cord of c year. Ke	es, docket au for felor office. The No -1990) alls made eep 1 full y	or indict by prosect s record No outside 2	ment number cution. is obsolete. 1 Years 212/718 area fice. Auth: 0	o Years code by Au	time of prope 1 Years to Larceny Ur Seneral Recor	rty re- lease	es, charges an	d dispos I one char This reco	PENDING rges assigned to this Unit by Fiscal Unit obsolete.	or cases sent to
Comments: Disposition: 03274 Title: Description: Comments: Disposition:	dates of court ap the Supreme Co Keep ledgers 25 STDBOX TELEPHONE LC Chronological re Break files each STDBOX VEHICLE RELE	No OG (PRE cord of c year. Ke No ASE REC	es, docket au for felor office. The No -1990) alls made eep 1 full y No GISTER ehicles app	or indict by prosect s record No outside 2 ear in off	ment number cution. is obsolete. 1 Years 212/718 area fice. Auth: 0	0 Years code by Au GSA/NARS 0 0 Years	1 Years to Larceny Ur Seneral Recor	nit. Used to	check telephole 12, Item 4.	I disposition of the characteristic of the c	PENDING rges assigned to this Unit by Fiscal Unit obsolete.	or cases sent to
Comments: Disposition: 03274 Title: Description: Comments:	dates of court ap the Supreme Co Keep ledgers 25 STDBOX TELEPHONE LC Chronological re Break files each STDBOX VEHICLE RELE Chronological lis	No OG (PRE cord of c year. Ke No ASE REC tting of veed, e.g. a	es, docket au for felor office. The No -1990) alls made eep 1 full y No GISTER chicles app	No	ment number cution. is obsolete. 1 Years 212/718 area fice. Auth: 0	0 Years code by Au GSA/NARS 0 0 Years	1 Years to Larceny Ur Seneral Recor	nit. Used to	check telephole 12, Item 4.	I disposition of the characteristic of the c	PENDING rges assigned to this Unit by Fiscal Unit is obsolete.	or cases sent to

5 Years

0 Years

PENDING

Title:

ALTERNATIVE SENTENCE CASE FILES (PRE-1990)

New York City Department of Records

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Record Series Code	Object Code	Vital Recor	Publi d Reco		Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Do	Approva Date
Γitle:	WITNESS APPE	EARANC	E REGIS	STER (PR	E-1990)					
Description:								ury in felony indict- ment pro case status data base.	oceedings. Includes defendant name, ar	rest number, date
Comments:	Keep register 5	years in	office. A	dditional r	e- cord of wit	nesses appe	arance is in	Grand Jury minutes. This re	cord is obsolete.	
Disposition:										
03224	STDBOX	No	No	No	2 Years	0 Years	2 Years		PENDING	
Title:	CASE STATUS	REPOR	T (PRE-	·1990)						
Description:	Biweekly compu	iter gene	rated rep	oort of all p	ending trans	it crime case	s, by indictm	ent number. Lists defendar	nt's name, assigned ADA, adjourn dates a	and charges.
Comments:	Break files each	year. K	eep 2 ful	II years in o	office for adm	ninistrative co	mparisons w	rithin bureau. This record is	obsolete.	
Disposition:										
03001	STDBOX	No	No	No	25 Years	0 Years	25 Years		PENDING	
Title:	VEHICULAR HO	OMICIDE	LOGBO	OK (PRE-	1990)					
Description:	Chronological lis						ı, by assigne	d investigation number. Su	mmary listing includes name of defen- da	ant, name of
Comments:	Keep logbook 25	5 years fi	rom date	of most re	ecent entry.	This record is	obsolete.			
Disposition:										
03003	STDBOX	No	No	No	15 Years	10 Years	25 Years	CL	PENDING	
Title:	VEHICULAR HO	OMICIDE	INVEST	rigation:	S (PRE-1990))				
Description:	Chronological lis deceased, time a						ı, by assigne	d investigation number. Su	mmary listing includes name of defen- da	ant, name of
Comments:	Keep logbook 25	5 years fi	rom date	of most re	ecent entry.	This record is	obsolete.			
Disposition:	Close of									
03225	STDBOX	No	No	No	10 Years	0 Years	10 Years	CL	PENDING	
Title:	CASE STATUS	REPOR ⁻	Т - СОМ	PUTER DI	SK/TAPE (P	RE-1990)				
Description:	Computer disk/ta				osition. Biwe	ekly compute	er generated	report of all pending transit	crime cases, by indictment number. List	s defendant's name
Comments:	CL= Closing of cobsolete.	case. Co	mputer	data base	main- tains o	ase dispositi	on record for	10 years. In- formation in o	data base is updated biweekly and cumul	ated. This record is
Disposition:	Close of									
03217	STDBOX	No	No	No	10 Years	15 Years	25 Years	CL	PENDING	

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Record Series Code	Object Code	Vital Record	Public Record	Legal Hold	Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approval Date
Description:									bstitute for fine payment or in- carceration. Alphabetical by defendant surname.	Case file
Comments:	CL= Closing of ca	ase. Kee	p case 10	years ir	office, follow	ed by 15 yea	ars additional	retention in the Municipal Reco	ords Center. This record is obsolete.	
Disposition:	Close of									

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DISTRICT ATTORNEY - KINGS COUNTY 903

MANAGEMENT SERVICES / Supreme Court 15-005

Record Series Code	Object Code	Vital Record	Public Record	Legal Hold	Office Retention	Offsite Retention	Total Retention	Dispositio	n Code	Resolution Approval Doc	Approval Date
03064	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR		OFFICIAL	
Title:	SEALED CASE	CONTRO	L RECO	RDS							
Description:	Card index by in chronological log		number c	f all case	es sealed by t	he court. Th	is index is th	e only re- maining	reference in tl	ne agency to cases which are sealed, exc	ept for
Comments:	TR= Transfer to	sealed ca	se. Whe	n sealed	case is eligib	ole for destru	ction, pull co	ntrol card and des	troy with case.	For case folder, see Series #2105.	
Disposition:	Transfer										
03069	STDBOX	No	No	No	25 Years	0 Years	25 Years	MA		OFFICIAL	
Title:	SUPREME COL					o rouro	20 10010				
Description:	Chronological re	cord of al	l Suprem	e Court I	ndict- ment F	olders receiv , defendant r	ed from GP- names, date	1, general felony a case was closed a	rraignment pa nd date seale	urt. Logbook includes date folder was rece d if sealed by court.	eived,
Comments:	MA= MUNICIPA the Archives from					eau, logbook	s are transfe	rred to the Municip	al Archives to	accompany the closed cases which are to	ransferred to
Disposition:	Municipal Archiv	es									
03068	STDBOX	No	No	No	0 Years	0 Years	0 Years	CU		OFFICIAL	
Title:	STATEMENT FO	OLDERS -	- DUPLIC	ATE CO	PIES						
Description:		ent becom	nes a par							oresentative(s), and stenographer. If response. Filed by statement number, a chronological content of the conte	
Comments:	CU= Current. D	iscard du	olicate co	pies whe	n case is clo	sed or dismis	sed.				
Disposition:	Current										
03060	STDBOX	No	No	No	25 Years	0 Years	25 Years			OFFICIAL	
Title:	AUTOPSY INDE	X									
Description:	Card file index to	autopsy	reports.	Alphabet	tical by name	of deceased	l, cross refer	encing to autopsy	number. Inclu	des medical cause of death, date and loc	ation of death.
Comments:					·						
Disposition:											

03063

STDBOX

No

No

10 Years

No

15 Years

25 Years

OFFICIAL

New York City Department of Records

	s Object Code	Vital	Public	Legal	Office	Offsite	Total	Disposition Code	Resolution Approval Doc	Approva
Code		Record	dRecord	Hold	Retention	Retention	Retention			Date
3061	STDBOX	No	No	No	10 Years	15 Years	25 Years		OFFICIAL	
Γitle:	AUTOPSY REP	ORTS								
Description:								showing name of deceased transferred to Homicide Ca	d where known, cause of death, next of se File.	kin, etc. Arrange
Comments:	Keep autopsy re	eports 10	years in o	office. Tr	ansfer to Mu	nicipal Recor	ds Center for ac	ditional reten- tion fo 15 year	ars.	
Disposition:										
03065	STDBOX	No	No	No	25 Years	0 Years	25 Years		OFFICIAL	
Title:	SEPARATION L			140	20 10010	o rodio	20 10010		OT FIGURE	
Description:		being sep	parated pl			when the reco	ords of an indivi	lual member of a multi-defe	endant group are sealed and the remain-	der of the case
Comments:	Keep logbook 25	5 years fr	om date	of last ent	try in book.					
Disposition:										
03066	STDBOX	No	No	No	25 Years	0 Years	25 Years		OFFICIAL	
	STATEMENT C	ONITROIL	INIDEV							
Title:	STATEMENT	ONTROL	INDEX							
Title: Description:		atements	made by				inants. Alphabe	tical by re- spondent name	e, includes date of statement, number of	copies,
	Card index to sta	atements	made by				inants. Alphabe	etical by re- spondent name	e, includes date of statement, number of	copies,
Description:	Card index to sta	atements	made by				inants. Alphabe	tical by re- spondent name	e, includes date of statement, number of	copies,
Description: Comments: Disposition:	Card index to sta complainant, AD	atements OA name	made by and burea	au, name	of stenograp	oher.		tical by re- spondent name		copies,
Description: Comments: Disposition:	Card index to stacomplainant, AD	atements DA name	made by and burea				inants. Alphabe	etical by re- spondent name	o, includes date of statement, number of OFFICIAL	copies,
Description: Comments: Disposition: 03067 Title:	Card index to stacomplainant, AD STDBOX STATEMENT FO	No OLDERS f recorde ent becor	No d statements a par	No	of stenograp 10 Years by re- spon	0 Years	10 Years	ne presence of police, DA r		espondent is
Description: Comments: Disposition:	STDBOX STATEMENT FO	No OLDERS of recorde ent becordio visual	No d statements a parunit.	No Poents made	of stenograp 10 Years by re- spondictment fold	0 Years dents (allege	10 Years d offenders) in t also statements	ne presence of police, DA r s by witnesses or complains	OFFICIAL representative(s), and stenographer. If re	espondent is
Description: Comments: Disposition: 03067 Title: Description:	STDBOX STATEMENT FO Transcriptions o indicted, stateme assigned by audit	No OLDERS of recorde ent becordio visual	No d statements a parunit.	No Poents made	of stenograp 10 Years by re- spondictment fold	0 Years dents (allege	10 Years d offenders) in t also statements	ne presence of police, DA r s by witnesses or complains	OFFICIAL representative(s), and stenographer. If re	espondent is
Description: Comments: Disposition: 03067 Title: Description: Comments: Disposition:	STDBOX STATEMENT FO Transcriptions o indicted, stateme assigned by audit	No OLDERS of recorde ent becordio visual	No d statements a parunit.	No Poents made	of stenograp 10 Years by re- spondictment fold	0 Years dents (allege	10 Years d offenders) in t also statements	ne presence of police, DA r s by witnesses or complains	OFFICIAL representative(s), and stenographer. If re	espondent is
Description: Comments: Disposition: 03067 Title: Description: Comments: Disposition:	STDBOX STATEMENT FO Transcriptions o indicted, stateme assigned by aud Keep 10 years in	No OLDERS of recorde ent becor dio visual n file roor	No d statements a parunit. n. Transf	No ents made t of the ir	10 Years e by re- spondictment folcoreme Court i	0 Years dents (allegeder. Includes	10 Years d offenders) in t also statements der where appli	ne presence of police, DA r s by witnesses or complains	OFFICIAL representative(s), and stenographer. If reants. Filed by statement number, a chro	espondent is
Description: Comments: Disposition: 03067 Title: Description: Comments: Disposition:	STDBOX STATEMENT FO Transcriptions o indicted, statemer assigned by aud Keep 10 years in	No OLDERS of recorde ent becordio visual n file roor	No d statements a parunit. m. Transf	No ents made t of the ir	10 Years by re- spondictment foldoreme Court i	0 Years dents (allegeder. Includes ndictment fol	10 Years d offenders) in t also statements der where appli	ne presence of police, DA r s by witnesses or complains	OFFICIAL representative(s), and stenographer. If reants. Filed by statement number, a chro	espondent is
Description: Comments: Disposition: 03067 Title: Description: Comments:	STDBOX STDBOX STATEMENT FO Transcriptions of indicted, statement assigned by auditions to the statement of t	No OLDERS of recorde ent becordio visual on file roor	No d statemenes a parunit. m. Transf	No ents made t of the in er to Sup No use by Al	10 Years by re- spondictment foldoreme Court i	0 Years dents (allegeder. Includes ndictment fol	10 Years d offenders) in t also statements der where appli	ne presence of police, DA r s by witnesses or complains	OFFICIAL representative(s), and stenographer. If reants. Filed by statement number, a chro	espondent is

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Record Series Code	Object Code	Vital Record	Public Record	Legal Hold	Office Retention	Offsite Retention	Total Retention	Disposition Cod	de	Resolution Approval Doc	Approval Date
Title:	GRAND JURY M	IINUTES	;								
Description:	Transcription of transferred to the					e whether or	not to indict	an alleged of- fender for	r a criminal f	elony. If offender is in- dicted, the m	inutes are
Comments:	Keep minutes 10	years in	the file ro	om. The	en transfer to	the Municipa	al Records C	enter for ad- ditional rete	ention of 15	years.	
Disposition:											
02104	STDBOX	No	No	No	5 Years	20 Years	25 Years	CL	PF	NDING	
Title:	SUPREME COU						20 10010	OL .			
Description:		and Jury cs "buy" n : RS	minutes tra reports or	anscription	on, memorar	nda and subp	oenae, affid			on for trial, prosecution and sentenci otions made by the people. May inclu	
Comments:	Folder remain in END OF THE 25	Bureau o	or Suprem PERIOD, T	e Court F HE FOLI	File- room for DERS ARE	r 5 years. T FRANSFERF	hen they are RED TO THE	to be transferred to the MUNICIPAL AR-	Municipal R	ecords Center for an addi- tional 20 y	ears. AT THE
Disposition:	Close of										
02105	STDBOX	No	No	No	3 Years	0 Years	3 Years	CL	OF	FICIAL	
Title:	SEALED CASES	3									
Description:		ation in- esponder	cludes chr	onologic	al record of o	ase, affidavi	ts, notice of			red in favor of the accused, or by son trand Jury minutes, photographs, dis	
Comments:	Cl=Closing of se or other finding a			ep seale	d cases in of	fice until 3 ye	ears after the	e effective date of sealing	g. Auth: 42 l	J.S.C. Sec. 1983; NYCPLR Sec. 214	. All index cards
Disposition:	Close of										
03062	STDBOX	No	No	No	1 Years	0 Years	1 Years	CL	∩F	FICIAL	
Title:	FILE WITHDRAN			. 10	. 10010	3 10010	1 10010	<u></u>	- Ji		
Description:	Form SC 60, a 3	" x 4.5" s	slip to shov							urt File Room. Slip remains in folder ssigned and date folder was taken.	's place on shelf
Comments:	CL= Clearing of		•					. 2 , 3,,	•		
Disposition:	Close of										
<u>'</u>											

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DISTRICT ATTORNEY - KINGS COUNTY 903

MANAGEMENT SERVICES / Grand Jury St 15-002

Record Series Code	Object Code	Vital Record	Public Record	Legal Hold	Office Retention	Offsite Retention	Total Retention		Disposition Code	Resolution Approval Doc	Approval Date
03018	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR		OFFICIAL	
Title:	STENOGRAPHI	C WORK	SHEET -	- COPY 2	2						
Description:	Form G.J14, re names, ADA, bu	cord of st reau, tear	enograph m and tria	nic tape n al outcom	nade of Gran les. Grand J	d Jury delibe ury Bureau c	rations. Incl opy.	udes (Grand Jury number, date, in	ndictment numbers, defendant(s) names	witness
Comments:	TR= Transfer to	Grand Ju	ry Bureau	J.							
Disposition:	Transfer										
02177	STDBOX	No	No	No	0 Years	0 Years	0 Years	6M		OFFICIAL	
Title:	GRAND JURY D	ELIBERA	ATIONS T	TAPES (S	STENO NOTE	ES)- MAGN					
Description:	Stenographic tap Stenographic Wo Inventory Person Inventory Date:	orksheet, n : RS			ons, which ar	re transcribed	d to create G	irand J	ury minutes. Filed by date	and stenographer name,with Copy 1 of	Grand Jury
Comments:	6M= 6 Months K	eep magr	netic tape	for six m	nonths after ti	ranscription h	nas been cor	nplete	d. All magnetic tapes have	e corresponding paper tape which is the	official record.
Disposition:	Six Months										
03008	STDBOX	No	No	No	6 Years	0 Years	6 Years			OFFICIAL	
Title:	ADMINISTRATIV	/E WORK	(FILES								
Description:	Subject files of in	nterest to	the unit d	lirector, ir	ncluding dupl	icate employ	ee evaluatio	ns, tim	e- sheets, etc., daily work	records, triplicate copies of dog sheets a	nd the like.
Comments:	Auth: DORIS Ge	eneral Scl	hedule Ite	em 9951.							
Disposition:											
03011	STDBOX	No	No	No	1 Years	0 Years	1 Years			OFFICIAL	
Title:	FELONY FILING	SS									
Description:	Computer-gener	ated daily	listing of	all indict	ments and su	uperior court	informations	filed o	on the previous day, by ind	ictment number.	
Comments:	Keep one year ir	office for	r adminis	trative ba	ick up.						

03017

Title:

STDBOX

No

STENOGRAPHIC WORK SHEET-COPY 1

No

No

New York City Department of Records

Record Series	Object Code	Vital	Dublio	Logol	Office	Offsito	Total	Disposition Code	Posolution Approval Pos	Page 67 of 8
Code	Object Code	Vital Recor	Public d Record	Legal Hold	Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approv Date
3012	STDBOX	No	No	No	1 Years	0 Years	1 Years		OFFICIAL	
itle:	GRAND JURY E	VALUA	TION SHE	ET						
Description:	Duplicate copy o Jury minutes for								s by G.J. clerk as a request for transcripti	on of Grand
Comments:	Keep one year in	n office fo	or adminis	rative ba	ckup. Origina	al is in Grand	Jury.			
Disposition:										
03013	STDBOX	No	No	No	3 Years	0 Years	3 Years		OFFICIAL	
itle:	ORDER BOOK	110	110	110	o rouro	o rouro	o rouro		0.1.0.7.12	
Description:	Assignment book transcription log.		nographers	s. Chron	ological reco	rd of transcrip	otions to be ma	ade and assigned stenograph	er for each job. Replaced by statement t	ape
Comments:	Keep 3 years in		administr	ative pur-	poses.					
Disposition:										
03014	STDBOX	No	No	No	6 Years	0 Years	6 Years		OFFICIAL	
itle:	REPORTERS S			INO	0 Tears	0 Tears	0 Teals		OFFICIAL	
Description:	Grand Jury stend			ord of wo	ork ner- form	ed by indictn	nent number a	nd time spent		
Comments:	Keep productivity	• •			•			·		
Disposition:	reop productivity	уторопт	ioi dix you	o do pro	or or work po	110111100, 101 1	local parpooce			
ларозіноп.										
3015	STDBOX	No	No	No	3 Years	0 Years	3 Years		OFFICIAL	
itle:	STATEMENT TA	APE TRA	NSCRIPT	ION LO	}					
Description:	Record of transc	ripts ma	de of video	/audio d	efen- dant st	atements, by	date of transc	ription. In- cludes date of tap	e, defendant name and date transcript se	ent to file room
Comments:	Keep 3 years in a 23, Item 5.	office for	administra	ative pur-	poses. This	s is a work lo	g only. Log of	audio- tape creation is in Vide	eo Unit. Auth: GSA/NARS General Reco	ords Schedule
Disposition:										
3016	STDBOX	No	No	No	2 Years	0 Years	2 Years		OFFICIAL	
ïtle:	STENOGRAPHI		SNMENT S							
escription:	Weekly schedule	e of sten	o assignm	ents, by (Grand Jury ro	oom.				
Comments:	Break files each	year. K	eep 2 full y	ears in o	ffice.					
Disposition:										
	OTDDOV								OFFICIAL	

25 Years

20 Years

5 Years

OFFICIAL

03010

Title:

STDBOX

DEFENDANT INDEX

No

No

No

0 Years

0 Years

0 Years

Ρ

New York City Department of Records

recoords r	Retention 5	onica	aic			ork oity	Departi	nent of Records		Page 68 of 8
Record Series Code	Object Code	Vital Recor	Public d Record			Offsite n Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approva Date
Description:	Form G.J14, re	ecord of a	stenograpl am and tri	hic tape al outcor	made of Graines. Filed w	nd Jury delibe	erations. Incli er).	udes Grand Jury number, date, in	ndictment numbers, defendant(s) name	es, witness
Comments:	Remains with pa	aper tape	e for the life	e of the t	ape.					
Disposition:										
00040	OTDDOV	NI-	NI-	NI-	4. \(\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	0.1/	4. \(\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \		OFFICIAL	
03019 Title:	STDBOX STENOGRAPHI	No IC WOR	No v sueet	No CORY 1	1 Years	0 Years	1 Years		OFFICIAL	
Title:										
Description:	Form G.J14, reand trial outcome						erations. Incl	udes Grand Jury numbers, defen	dant(s) names, witness names, ADA, I	bureau, team
Comments:	Keep 1 year in o	office for	administra	ative purp	oses.					
Disposition:										
03020	STDBOX	No	No	No	3 Years	0 Years	3 Years		OFFICIAL	
Title:	TRANSCRIPTIO	ON REC	ORD							
Description:	Report of transc								which includes date minutes ordered, d	ate transcript
Comments:	Keep 3 years in						, , , , , ,	,		
Disposition:										
02178	STDBOX	No	No	No	5 Years	20 Years	25 Years		OFFICIAL	
Title:	GRAND JURY D									
Description:		pes of G orksheet n : RS	rand Jury t, Form G.	deliberat		•	ed to create G	rand Jury minutes. Filed by date	and stenographer name,with Copy 1 o	of Grand Jury
Comments:	Keep paper tape	es 5 year	rs in office	; transfei	to Municipa	l Records Ce	nter for additi	onal storage of 20 years.		
Disposition:										
03009	STDBOX	No	No	No	0 Years	0 Years	0 Years	P	OFFICIAL	
Title:	COMPUTER-AII						0 Teals	<u> </u>	OFFICIAL	
Description:		ary dictio	nary tapes	s for eac	h Grand Jury	stenographe		against magnetic tape of Grand	Jury deliberations to create G.J. minut	tes by electronic
Comments:	P= Permanent ir		•	•						
Disposition:	Permanent			•	•	<u> </u>				
								_		

OFFICIAL

New York City Department of Records

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Record Series Code	Object Code		Public Record		Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approva Date	
Description:	Card file cross-reindictment, co-de					minutes. Alp	habetical by	name of defen- dant. Includes i	ndictment number, name of steno- grapher	r, date of	
Comments:	P= Permanent in	office.									
Disposition:	Permanent										
02101 Title:	STDBOX STENO NOTES	No	No	No	5 Years	20 Years	25 Years	CL	PENDING Grand Jury		
Description:	Stenographic paper tape recording proceeding of Grand Jury. Arranged numerically and alphabetically by court reporter name. Inventory Person: RS Inventory Date: 6/3/1986										
Comments:	Retain in the office for 5 years, and then transfer to the Municipal Records Center for 20 years. For a total retention period of 25 years.										
Disposition:	Close of										

New York City Department of Records

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DISTRICT ATTORNEY - KINGS COUNTY 903

05-002 CRIMINAL COURT / Property

Release

Record Series Code	Object Code		Public Record		Office Retention	Offsite Retention	Total Retention		Disposition Code	Resolution Approval Doc	Approval Date
02119	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR		OFFICIAL	
Title:	PROPERTY REL	ROPERTY RELEASE CASE FILES									
Description:	Forms used to return stolen property no longer required as evidence in judicial proceedings. Includes Form Gen 53-Notice of Request To Release Stolen Property and Form COM 11-5 Property Release Form and Police Dept property invoice. Arranged numerically by indictment number. Inventory Person: RS Inventory Date: 7/29/1986									perty and	
Comments:	TR= Transfer to a	appropriat	e case fo	lder upo	n re- lease of	property. P	roperty relea	se is (governed by Section 450.1	0 of the Penal Law.	
Disposition:	Transfer										

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DISTRICT ATTORNEY - KINGS COUNTY 903

00-001 ALL UNITS / All Bureaus

Record Series Code	Object Code	Vital Record	Public Record	Legal Hold	Office Retention	Offsite Retention	Total Retention		Disposition Code	Resolution Approval Doc	Approval Date		
02613	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR		OFFICIAL			
Title:	RE-ARREST REPORT - ADA COPY AND MEMO												
Description:	Computer-generated daily report of all pending de- fendants who have been re-arrested and computer- produced memo to ADA assigned to prosecute case.												
Comments:	TR= Transfer. File in Supreme Court case folder. Auth: CPL 530.60.												
Disposition:	Transfer												
02610	STDBOX	No	No	No	0 Years	0 Years	0 Years	CU		OFFICIAL			
Title:	RE-ARREST REPORT - COMPUTER RECORD												
Description:	Computer-gener	Computer-generated daily report of all pending de- fendants who have been re-arrested and computer- produced memo to ADA assigned to prosecute case.											
Comments:	CU= Current. U	pdated da	aily, previ	ous days	record not re	etained.							
Disposition:	Current												
02604	STDBOX	No	No	No	0 Years	0 Years	0 Years	CU		PENDING			
Title:	CASE PENDING						o rouio			LIVE			
Description:	Weekly computer-generated listing, by Assistant District Attorney (ADA), of all pending cases scheduled for hearings in the next week. In-cludes defendent name, indictment number, date of most recent hearing and date of next scheduled hearing (adjourn date). Inventory Person: AL Inventory Date: 12/31/1986												
Comments:	CU= Current. C	omputer	record is u	updated v	veekly. This	record is obs	olete.						
Disposition:	Current												
02607	STDBOX	No	No	No	0 Years	0 Years	0 Years	3M		OFFICIAL			
Title:	RE-ARREST RE	PORT -	BUREAU	CHIEF C	OPY								
Description:	Computer-gener	rated daily	report of	all pendi	ng de- fenda	ants who have	e been re-arr	ested	and computer- produced	memo to ADA assigned to prosecute case.			
Comments:	1D= 1 Day. Origin of series Office Wide Case Tracking.												
Disposition:	Three Months												

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											Page 72 of 85		
Record Series Code	Object Code	Vital Recor	Public d Reco		Office Retention	Offsite Retention	Total Retention		Disposition Code	Resolution Approval Doc	Approva Date		
02606	STDBOX	No	No	No	0 Years	0 Years	0 Years	2W		PENDING			
Title:	OPEN CASES E	BACKLO	G REPO	RTS (PRE	E-1990)								
Description:		Bi-weekly computer generated listing of all open cases, organized by bureau. Includes defendants, indictment numbers, charges, adjourn dates and assigned ADA for each case. Within bureaus, alphabetical by defendant name.											
Comments:	2W= 2 Weeks. Keep only until superseded by more current information. This record is obsolete.												
Disposition:	Two Weeks												
02611	STDBOX	No	No	No	0 Years	0 Years	0 Years	1W		OFFICIAL			
Title:	SENTENCE BA		-										
Description:	Weekly compute	er-genera	ated listin	g of all ca	ses in which	a defendant	is in custody	and se	entance has been pending	g for more than 21 days.			
Comments:									·	eport in defendant's indictment folder. A	uth: CPL 30.30.		
Disposition:	One Week		•				•	<u></u>	J ,				
2 iopooliiorii	one wook												
02614	STDBOX	No	No	No	0 Years	0 Years	0 Years	1W		OFFICIAL			
Title:	WORKLOAD CO	OMPARI	SON RE	PORTS									
Description:	Weekly compute	er-genera	ated listin	g, by bure	au and Assis	stant District	Attorney, sho	wing t	he number of open cases	assigned to each ADA.			
Comments:	1W=One week.	Maintain	in office	one week	or until supe	rseded.							
Disposition:	One Week												
02602	STDBOX	No	No	No	0 Years	0 Years	0 Years	1W		OFFICIAL			
Title:	ADJOURNMEN				o rouio	o rodio	0 10010			011107/12			
Description:		er-genera	ated listin		en cases in v	which the Ped	ople have rec	ueste	d adjournment at any time	e, and the total number of days charged	to the People,		
Comments:	1W= 1 Week. K	eep this	report or	nly until su	perseded. A	uth: CPR 30	.30.						
Disposition:	One Week												
00600	CTDDOV	No	No	No	0 Vaara	0 Vooro	0 Vooro	1W		OFFICIAL			
02603 Title:	STDBOX CASE PENDING	No REPOI	No RT	No	0 Years	0 Years	0 Years	IVV		OFFICIAL			
Description:	Weekly compute	er-genera	ated listin							ngs in the next week. Includes defendar	nt name,		
• ·	indictment numb							• .	•				
Comments:	1W= 1 Week. R	ecord of	nearing	neld on ar	ny date is offi	cial record of	court in which	cn hea	ring was held.				
Disposition:	One Week												

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DISTRICT ATTORNEY - KINGS COUNTY 903

15-004 MANAGEMENT SERVICES /

Operations

Record Series Code	Object Code	Vital Record	Public Record	Legal Hold	Office Retention	Offsite Retention	Total Retention		Disposition Code	Resolution Approval Doc	Approva Date
03050	STDBOX	No	No	No	0 Years	0 Years	0 Years	CU		OFFICIAL	
Title:	SHIELD LIST										
Description:	Record of shield alphabetical list of			I to DA in	vestiga- tors	and record	of deposits pa	aid wh	nen shield is received. I	Numerical listing by shield number cross inde	ked by
Comments:	CU= Current, or	until reas	signment								
Disposition:	Current										
02052	CTDDOV	Na	Na	Na	0 V	0. V = = ==	0. V	CLI		OFFICIAL	
03052 Title:	STDBOX TELEPHONE DI	No DECTOR	No	No	0 Years	0 Years	0 Years	CU		OFFICIAL	

Description:					ind Units and	for each D.A	A. employee	with e	mployee's location and	job title. Alphabetical.	
Comments:	CU= Current, or	until dire	ctory is up	dated.							
Disposition:	Current										
03057	STDBOX	No	No	No	0 Years	0 Years	0 Years	CU		OFFICIAL	
Title:	VEHICLE STATI	JS ENVE	LOPE								
Description:	Envelope contain	ning keys	for each	vehicle n	ot in use. Er	velope shov	vs last use of	vehic	ele, mileage, gas status,	and location of vehicle.	
Comments:	C= Current. Env	elope is	destroyed	when ke	eys are issue	d to next veh	icle operator				
Disposition:	Current										
03031	STDBOX	No	No	No	0 Years	0 Years	0 Years	CU		OFFICIAL	
Title:	INVESTIGATOR					2 10010	5 10010			55 <i>n</i> .E	
Description:	Picture identifica	tion cards	s identifyii	ng memb	ers of the D.	A.'s Investiga	ative Unit.				
Comments:	CU= Current per	sonnel or	nly. Ident	ification o	cards are des	troyed at the	e time of inve	stigate	or's separation from the	D.A.'s Office.	
Disposition:	Current										

EQUIPMENT REPAIR LOG

Title:

New York City Department of Records

Trecoords I		Offica			11011 10	ork Oity	Dopartino	THE OF INCCORDS		Page 74 of 8
Record Series Code	Object Code	Vital Recor	Public d Record		Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approv Date
03023	STDBOX	No	No	No	5 Years	10 Years	15 Years		OFFICIAL	
Γitle:	ACCIDENT REF	PORTS								
Description:									les names of driver(s), passengers, victin or filed in alphabetical vendor file for leas	
Comments:	Auth: Law Dept	. Letter,	March 9, 1	983, re r	eten- tion at	Health & Hos	spitals Corporati	on.		
Disposition:										
03024	STDBOX	No	No	No	2 Years	0 Years	2 Years		OFFICIAL	
Title:	CORRESPOND			110	2 10010	o rouro	2 100.0		C11100/L	
Description:				out from	Purchas- ing	Office Service	ces and not rela	ed to any speci- fic vendor, o	contract, purchase, etc., viz. holiday proc	edures.
Comments:	_	year. R	etain 2 ye	ars in the	office. NY	State Record	s Retention Tim	etable, Part I, Item 7.		
Disposition:										
03025	STDBOX	No	No	No	5 Years	5 Years	10 Years		OFFICIAL	
Title:	CUSTODY LOG		140	140	o rears	o rears	10 10413		OT FIGURE	
Description:			and hotel	arranger	ments made t	or prosecution	on witnesses C	hronological by custody num	her	
Comments:	-					•			ional 5 years for a total of ten years.	
Disposition:	recop log book o	youro ii	1 011100 1101	ii dato oi	moot rooont	Ondry, thorre		arriorpar recoords for air addit	ional o yours for a total of ton yours.	
Бізрозіноп.										
03026	STDBOX	No	No	No	2 Years	0 Years	2 Years		OFFICIAL	
Title:	CUSTODY RES	ERVATI	ON REQU	EST						
Description:	Request from pr	osecutin	g attorney	for lodgi	ngs for a pro	secution witn	ness. Form FIS	16, filed by custody number.		
Comments:	Keep request for	r 2 years	as admin	strative l	oackup.					
Disposition:										
03027	STDBOX	No	No	No	1 Years	0 Years	1 Years		OFFICIAL	
Title:	DELIVERY REC					J . 5415				
Description:					ally, form ADI	M 44. Filed a	alphabetically by	name of ad- dressee, showi	ng date delivered, with signature of recip	pient.
Comments:	Auth: GSA-NAF	RS Gene	ral Record	s Sched	ule 12, Item 1	1.		<u> </u>	· · · · · ·	
Disposition:					· 					
	отпром				4.37	2.1/			OFFICIAL	
03028	STDBOX	No	No	No	1 Years	0 Years	1 Years		OFFICIAL	

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										Page 75 of 85
Record Series Code	Object Code	Vital Recor	Public d Record		Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approval Date
Description:	Chronological re	ecord of a	all equipm	ent repair	rs, noting dat	e and time o	f repair and na	ame of repair person. Arranged	by equipment make and model.	
Comments:	Auth: GSA-NAF	RS Gene	ral Record	ds Schedi	ule 11, Item 5	5.				
Disposition:										
										,
03029	STDBOX	No	No	No	3 Years	0 Years	3 Years		OFFICIAL	
Title:	INCIDENT REP	ORTING	FORM							
Description:	Report of internation, par	ally occui ticulars o	rring theft f police no	or proper	rty damage, a	as reported to implainant na	o the Office of ame.	the Inspector General. Include	s description of item lost or damaged, da	ate and time
Comments:	Auth: GSA-NAF	RS Gene	ral Record	ds Schedi	ule 18, Item 1	16.				
Disposition:										
										,
03032	STDBOX	No	No	No	1 Years	0 Years	1 Years		OFFICIAL	
Title:	LIBRARY DEPO	OSIT ACC	COUNT R	ECORDS	3					
Description:	Record of monie	es spent	and deduc	cted from	deposit acco	ount set up fo	or blanket orde	r of library sub- scription mater	als. Alphabetical by vendor, sub- scripti	ion agent, etc.
Comments:										
Disposition:										
03170	STDBOX	No	No	No	5 Years	0 Years	5 Years		OFFICIAL	
Title:	DRIVERS LOG									
Description:	ECAB chronolog	gical reco	ord of drive	er and ve	hicle assignn	nents to tran	sport employe	es who work the night shift.		
Comments:	Auth: NY State	RRDS 1	1-City-1, I	tem 388.						
Disposition:										
										,
03034	STDBOX	No	No	No	5 Years	0 Years	5 Years		OFFICIAL	
Title:	MOTOR VEHIC	LE POOI	L RECOR	DS						
Description:	Records of all D	.A. vehic	les, includ	ding unde	r- cover auto	mobiles. Inc	cludes service	and repair record for each vehi	cle.	
•										
Comments:	Keep 5 years in	office. A	Auth: NY S	State RRI	DS 11- City-1	1, Items 387,	388, 389.			

Title:

VEHICLE DESTINATION LOG

New York City Department of Records

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Record Series Code	Object Code	Vital Recor	Public d Record		Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approva Date
03035	STDBOX	No	No	No	1 Years	0 Years	1 Years		OFFICIAL	
Title:	PHOTOCOPY F	PRODUC	TION REI	PORT						
Description:	Monthly report, i	including	cumulatio	ns, of ph	oto- copying	done in the [D.A.'s Office, v	vith tallie's by individual machi	ne and by bureau.	
Comments:	Auth: GSA/NAF	RS Gener	ral Record	ls Schedu	ule 13, Item 4	4.				
Disposition:										
03036	STDBOX	No	No	No	1 Years	0 Years	1 Years		OFFICIAL	
Title:	REPRODUCTIO	ON REQU	JEST							
Description:	Request for in-h	ouse prir	nting, Forn	n PUR-3.	In- cludes s	specifications	of item desire	d and type of reproduction rec	uired. Filed by date submitted.	
Comments:	Auth: GSA/NAF	RS Gener	ral Record	ls Schedu	ule 13, Item 4	4.				
Disposition:										
03051	STDBOX	No	No	No	3 Years	0 Years	3 Years		OFFICIAL	
Title:	SUPPLIES REC	QUISITIO	N RECOF	RDS						
Description:	Requests from I the Municipal St			Purchasii	ng for genera	al office suppl	lies (PUR-14)	and requests from Purchasing	to the Municipal Service Administration	for supplies from
Comments:	Auth: GSA-NAF	RS Gene	ral Record	ls Sched	ule 8, Items 3	3 and 4.				
Disposition:										
03053	STDBOX	No	No	No	1 Years	0 Years	1 Years		OFFICIAL	
Title:	TELEPHONE S	ERVICE	ORDERS							
Description:	Requests to add	d, drop, o	r relocate	telephon	e lines. Alph	nabetical by n	ame of reques	stor.		
Comments:	Auth: GSA-NAF	RS Gene	ral Record	ls Sched	ule 12, Item 2	2(d)(2).				
Disposition:										
03054	STDBOX	No	No	No	3 Years	0 Years	3 Years		OFFICIAL	
Title:	TRAVEL REQU	ESTS AN	ND ARRAI	NGEMEN	NTS					
Description:									nts made to carry out the request (FIS 9) ations, con-firmations of hotels, car rent	
Comments:	Auth: GSA-NAF	RS Genei	ral Record	ls Schedu	ule 9, Item 3.					
Disposition:										
03056	STDBOX	No	No	No	5 Years	0 Years	5 Years		OFFICIAL	
		•			J . Jui J	J . JUI J	3 . 54.0		- · · · • · · · · · · · · · · · · · · ·	

INVENTORY FILES

Title:

New York City Department of Records

Record Series	Object Code	Vital	Public	Legal	Office	Offsite	Total	Disposition Code	Resolution Approval Doc	Approv
Code	0.0,000.0000		d Record		Retention				Tresolution Approval Dec	Date
Description:	Chronological leareturn to DA's Of		ise of nun	nbered DA	A vehicles. [Daily log inclu	ıdes time vel	icle went out, destination, nam	e of operator, mileage, and location of vel	nicle upon
Comments:	Auth: NY State	RRDS 1	1-City-1, I	tem 388.						
Disposition:										
03058	STDBOX	No	No	No	5 Years	10 Years	15 Years		OFFICIAL	
Title:	VENDOR FILES				0 100.0				G. 7.16.1 <u>-</u>	
Description:	Alphabetical file quotations, etc.	of all pu	rchases, o	contracts,	etc. arrange	d by vendor	name and da	te of order. Includes service co	ntracts, advice of award re- cords, notatio	n of telephone
Comments:	Auth: Law Dept.	. Letter L	D-83-29,	Jan. 20, 1	1983. Dept. o	of General Se	ervices Dispo	sal Request.		
Disposition:										
03059	STDBOX	No	No	No	5 Years	0 Years	5 Years		OFFICIAL	
Title:	WORK ORDERS	S AND A	SSIGNMI	ENTS						
Description:	Request for reloc request.	cation of	furniture	and/or eq	luip- ment an	d record of a	ssignment a	nd completion of the work. For	m ADM 45, filed by Bureau of reques- tor	and date of
Comments:	Auth: NY State	Bureau o	of Records	s Manage	ement, Statev	vide Records	Retention T	imetable Part 1, Item 51.		
Disposition:										
03055	STDBOX	No	No	No	2 Years	0 Years	2 Years	CL	OFFICIAL	
Title:	VAULT ASSIGN									
Description:	Control list of va	ults in th	e baseme	ent of the I	Brooklyn Mu	nicipal Buildi	ng, noting the	storage capacity of each vault	and to which bureau the space is assign	ed.
Comments:								neral Records Schedule 11, Ite		
Disposition:	Close of			•						
03049	STDBOX	No	No	No	2 Years	0 Years	2 Years	CL	OFFICIAL	
Title:	SECURITY LOG	BOOKS								
Description:									neasures. Logbooks include sign-in/out logs, police vehicle identification numbers, a	
Comments:	CL= Closing of lo Schedule, 18, Ite			security	codes when	superseded.	Destroy log	books two years after date of n	nost recent entry. Auth: GSA-NARS Gene	eral Record
Disposition:	Close of									
2000	OTDDOY				4.27	0.17	4.27	01	0.5510141	
03030	STDBOX	No	No	No	1 Years	0 Years	1 Years	CL	OFFICIAL	

New York City Department of Records

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Record Series Code	Object Code	Vital Record	Public Record	Legal Hold	Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approval Date
Description:	Supplies and equipment records. Filed by						ition of variou	us equipment and amount on ha	and etc. of various supplies. In-cludes relinques	uishment
Comments:	CL= Closing of ca	ard. Des	troy inven	tory card	l one year aft	er item is dis	continued or	new card is made. Auth: GSA-	-NARS General Records Schedule 3, Item 10).
Disposition:	Close of									

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MANAGEMENT SERVICES / Computer/Stat 15-001

Record Series Code	Object Code	Vital Record	Public Record		Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approval Date
03006	STDBOX	No	No	No	10 Years	0 Years	10 Years		OFFICIAL	
Title:	DISPOSITION S	UMMARY	•							
Description:	Bi-weekly compu and cluster. Inclu							o-week period and the number	of pending (open) cases. Statistics arranged	by Bureau
Comments:	Keep 10 years fo	r statistica	al compa	rison pur	ooses.					
Disposition:										

03007	STDBOX	No	No	No	0 Years	0 Years	0 Years	2W	OFFICIAL
Title:	DISPOSITION	SUMMAF	RY - COM	IPUTER	TAPE OR DU	JPLICATE C			
Description:	Bi-weekly compand cluster. In							two-week p	period and the number of pending (open) cases. Statistics arranged by Bureau
Comments:	2W= 2 Weeks. at his site.	Keep co	pies only	for burea	au adminis- tr	ative require	ments. Com	puter medi	ium is updated for each reporting period. Tapes are kept by Facility Manager
Disposition:	Two Weeks								

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COUNTY

15-006 MANAGEMENT SERVICES /

Technical Ser

Record Series Code	Object Code	Vital Record	Public Record		Office Retention	Offsite Retention	Total Retention	Disposition Code	e	Resolution Approval Doc	Approval Date
03074	STDBOX	No	No	No	1 Years	0 Years	1 Years		OFF	TICIAL	
Title:	STATEMENT TA	APE REQ	UEST								
Description:	Request for acce	ess to an	audio or v	rideo tape	e, for viewing	purposes in	connection	with a prosecution effort.			
Comments:	Break files each	year. Ke	ep one fu	ll year in	office. Auth:	NY State B	ureau of Red	ords Man- agement. Sta	tewide Reco	ords Retention Schedule, Part I, Item	38.
Disposition:											
03072	STDBOX	No	No	No	0 Years	0 Years	0 Years	P	OFF	FICIAL	
Title:	PERPETRATOR	RINDEX									
Description:	Alphabetical car	d file by p	erpetrator	surname	e cross-refere	encing to Vid	leotape Cont	rol number. Card includes	s all tape nu	mbers related to a par- ticular perpet	rator.
Comments:	P= Permanent, i	n office.									
Disposition:	Permanent										
03073	STDBOX	No	No	No	2 Years	23 Years	25 Years	CL	OFF	TICIAL	
Title:	STATEMENT TA	APES									
Description:	Video and audio Perpetrator Inde		perpetrato	or, victim	and witness	statements.	Arranged by	tape control number. Fil	led by assig	ned tape number, cross re- ferenced	from
Comments:	CL= Closing of c Auth: NY State							destroyed 25 years after	closing of th	e case, when other case records are	destroyed.
Disposition:	Close of										
02074	STDBOX	N _a	No	No	40 Vaara	45 Vaara	25 Years	CL	OFF	FICIAL	
03071		No	INO	INO	10 Years	15 Years	25 Years	CL	OFF	ICIAL	
Title:	AUDIO TAPE LO										
Description:	Chronological lo	gbook listi	ing audiot	tapes by	as- signed ta	pe number.	Log includes	s name of ADA, name of v	witness givir	ng statement.	
Comments:	C= Closing of log of 25 years.	gbook. Ke	eep logbo	ok for 10	years in office	ce beyond da	ate of final er	ntry, then transfer to the M	/lunicipal Re	cords Center for an additional 15 yea	ars, for a total
Disposition:	Close of										

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17-000 ALL UNITS / Rackets Bureau

Record Series Code	Object Code	Vital Record	Public Record	Legal Hold	Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approval Date
03122	STDBOX	No	No	No	25 Years	0 Years	25 Years		OFFICIAL	
Title:	ASSISTANT WO	DRKLOAD	LISTING	i						
Description:	Up-to-date listing number and case				s assigned to	each Racke	ets Assistant D	District Attorney. Alphabetical b	y ADA surname, listing investigations by	Rackets code
Comments:	Break files each	year. Ke	ep 25 full	years in	office.					
Disposition:										
03123	STDBOX	No	No	No	25 Years	0 Years	25 Years		OFFICIAL	
Title:	CASE CONTRO	L LEDGE	R							
Description:								ck to the DA's Criminal Court Fi ame, date of complaint, charge	leroom for prosecution as a mis- demean s, disposi- tio, assigned ADA.	or, log includes
Comments:	Keep log 25 year	rs in office	e after dat	e of last	case listed.	Auth: NY St	ate RRDS 4-F	P-1B, Item 9.		
Disposition:										
03124	STDBOX	No	No	No	5 Years	20 Years	25 Years		OFFICIAL	
Title:	COMPLAINT FIL	_ES								
Description:								of a case. File includes letters for Arranged chronologically.	rom complainants, summaries of telephor	ne complaints,
Comments:	Break files each	year. Ke	ep 5 full y	ears in c	ffice. Transf	er to the Mur	nicipal Record	s Center for additional retention	n of 20 years.	
Disposition:										
03125	STDBOX	No	No	No	5 Years	0 Years	5 Years		OFFICIAL	
Title:	GRAND JURY C	CONTROL	LEDGE	₹						
Description:	Log of indictmen	t numbers	s assigne	d to case	es being prep	ared for pres	entation to the	e Grand Jury. Chronological.		
Comments:	Keep ledger 5 ye	ears in off	ice beyon	d date of	f last assigne	d case in led	lger volume.	Auth: NY State RRDS 4-1B, Ite	em 9.	
Disposition:										

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Record Series Code	Object Code	Vital Record	Public Record		Office Retention	Offsite Retention	Total Retention		Disposition Code	Resolution Approval Doc	Approval Date
03126	STDBOX	No	No	No	25 Years	0 Years	25 Years	CL		OFFICIAL	
Title:	INVESTIGATION	N LEDGE	RS								
Description:	Control record to proceedings and									ation, presentation to Grand Jury, indictm	nent, trial
Comments:	CL= Closing of I	edger. K	eep ledge	er 25 year	rs in office fro	m date of las	st entry in led	lger vo	olume.		
Disposition:	Close of										
02102	STDBOX	No	No	No	10 Years	15 Years	25 Years	CL		PENDING	
Title:	CASE FILES - II	NVESTIG	ATIVE R	ACKETS							
Description:		nscript of n : RS	minutes						nforma- tion includes pris d records. Arranged nume	oner crimimal record, corres- pondence, crically by case number.	probation
Comments:	Cl= Closing of in years.	vestigatio	on Keep	closed in	vestigation fil	es 10 years i	in Rack- ets l	Burea	u, then transfer to the Mui	nicipal Records Center for additional rete	ention of 15
Disposition:	Close of										
02103	STDBOX	No	No	No	10 Years	15 Years	25 Years	CL		PENDING	
Title:	CASE FILES CL	OSED, F	RACKETS	3							
Description:	Rackets cases v correspondence Inventory Person Inventory Date:	. Filed nu n : RS	merically				mation includ	des co	mplaint follow-up form, af	firmation, bench warrant, motions, briefs	, and related
Comments:	CI= Closing of ca	ase. Auth	n: NY Sta	te Office	of Court Adm	ninistration, A	dministrative	Rule,	7/13/81.		
Disposition:	Close of										
02605	STDBOX	No	No	No	10 Years	0 Years	10 Years	CL		PENDING	
Title:	EAVESDROPPI	-		-		2 . 00.0					
Description:	Indexes and cat	alogs of i	ntelligend	e obtaine	ed by "wiretap					ndex cards cross-referencing from names ersa- tions, prepared for trial use.	s and addresses
Comments:	CL= Closing of i			_					<u> </u>	· · ·	
Disposition:	Close of										
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20-000 ALL UNITS / Supreme Court

Record Series Code	Object Code	Vital Record	Public Record	Legal Hold	Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approval Date
03207	STDBOX	No	No	No	3 Years	0 Years	3 Years		OFFICIAL	
Title:	ARRAIGNMENT	S BACKL	IST							
Description:	Biweekly comput	ter-genera	ated list of	all case	s pending for	more than o	one year in wh	nich the people are trial-ready.	Cumulative and current, by in- dictment nur	nber.
Comments:	Keep printed cop	y 3 years	for admii	nistrative	com- parisor	n purposes.				
Disposition:										
03208	STDBOX	No	No	No	3 Years	0 Years	3 Years		OFFICIAL	
Title:	CASES PENDIN	IG REPOR	RТ							
Description:	Computer-genera	ated week	dy report	of numbe	er of cases p	ending, i.e. w	vaiting for trial	, in the Supreme Court Bureau	ı, by bureau cluster.	
Comments:	Keep 3 years for	administr	ative con	parison	pur- poses.					
Disposition:										
03210	STDBOX	No	No	No	3 Years	0 Years	3 Years		PENDING	
Title:	CLUSTER B INC	DICTMEN	TS (PRE-	1990)						
Description:	Biweekly comput	ter-genera	ated listing	g of all cl	uster B indict	ments, used	to make cont	act with crime victims. Alphab	etical by victim/witness surname.	
Comments:	Break files each	year. Ke	ep 3 year	s in office	e. This record	is obsolete.				
Disposition:										
03211	STDBOX	No	No	No	1 Years	0 Years	1 Years		PENDING	
Title:	SENTENCE PEN	NDING RE	EPORT (F	PRE-1990	0)					
Description:	Computer-general cluster, and inclu				es in which o	lefendants a	re due for ser	tencing in the following week.	Alphabetical by defendant sur- name, organ	nized by
Comments:	Break file each y	ear. Kee	one full	year in o	ffice. This re	cord is obsol	ete.			
Disposition:										

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Record Series Code	Object Code		Public Record	Legal Hold	Office Retention	Offsite Retention	Total Retention		Disposition Code	Resolution Approval Doc	Approval Date	
03209	STDBOX	No	No	No	0 Years	0 Years	0 Years	2W		OFFICIAL		
Title:	ARRAIGNMENTS BACKLIST - COMPUTER DISK/TAPE											
Description:	Biweekly computer-generated list of all cases pending for more than one year in which the people are trial-ready. Cumulative and current, by in- dictment number.											
Comments:	2W= 2 Weeks. (2W= 2 Weeks. Computer medium is updated and superseded biweekly.										
Disposition:	Two Weeks											

03212	CONTAINER	No	No	No	5 Years	20 Years	25 Years	CL	OFFICIAL			
Title:	SUPREME COURT INDICTMENT FOLDERS											
Description:	Felony cases which come to the Supreme Court Bureau for prosecution. Case preparation schedule records each action taken by the assigned ADA or paralegal, items ordered for inclusion in the folders, memos sent and motions made, etc. Copies of memos, motions, affidavits, subpoenas, Grand Jury minutes, arrest reports, statements, etc., included in folder. Controlled by indict- ment number.											
Comments:	CL = Close of case. Retain in the office for 5 years, and then transfer to the Records Center for 20 years. For a total retention period of 25 years.											
Disposition:	Close of											

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SUPREME COURT / Stenographic Pool 20-002

Record Series Code	Object Code	Vital Record	Public Record		Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approval Date		
03213	STDBOX	No	No	No	3 Years	0 Years	3 Years		OFFICIAL			
Title:	STENOGRAPHIC ASSIGNMENT AND PRODUCTIVITY LOG											
Description:	Record of all work brought to steno pool, identi- fying title of work, indictment number of case, prosecuting ADA, stenographer to whom assigned, date and time assigned, date and time completed, number of pages when completed.											
Comments:	Keep 3 years in office for administrative pur- poses. All stenographic work here is office stenography. All court stenography is done in the Grand Jury Stenographic Unit.											
Disposition:												

03214	STDBOX	No	No	No	5 Years	0 Years	5 Years	OFFICIAL				
Title:	STENOGRAPHIC ASSIGNMENT SHEET											
Description:	Individual record of work assigned to each steno- grapher. Form SC 79. Includes date work assigned, indictment number, name of defendant, assigned ADA, type of work, and date work com- pleted. Filed alphabetically by stenographer's name, then chronologically.											
Comments:	Keep 5 years in office for evaluation and track- ing purposes. All stenographic work here is office stenography. All court stenography is done in the Grand Jury Stenographer's Unit.											
Disposition:												