

02121	STDBOX	No	No	No	5 Years	0 Years	5 Years	CL	OFFICIAL
Title:	OFFICER INVESTIGATION CASE LOG BOOK								
Description:	Ledger record showing date case was received, ADA assigned and status of case (open or closed). Arranged by case log number. Inventory Person : RS Inventory Date : 9/4/1986								
Comments:	CI=Closing of last entry in log book Keep ledger in office for 5 years after date of listing of last complaint.								
Disposition:	Close of...								

02124	STDBOX	No	No	No	5 Years	0 Years	5 Years	CL	OFFICIAL
Title:	COMPLAINT CARD INDEX								
Description:	Alphabetical card file cross-referencing information in case log. Information includes complainant name and address, nature of injury, date of occurrence, place, time of incident, precinct, intake date, number of case and ADA assigned. Arranged alphabetically by name of complainant. Inventory Person : RS Inventory Date : 9/4/1986								
Comments:	CI=Closing of the complaint Keep cards for 5 years after disposition of the complaint.								
Disposition:	Close of...								

02996	STDBOX	No	No	No	25 Years	0 Years	25 Years	OFFICIAL
Title:	INITIAL INVESTIGATION REPORT/SCRATCH							
Description:	Summary report of occurrences taking place when Investigation ADA accompanies a police patrol. Includes apprehension and arrest data, location of occurrence, general fact pattern report, names of complaints, deceased, witnesses, and defendants. Filed by date and assigned investigation number.							
Comments:	Keep 25 years in office.							
Disposition:								

03000	STDBOX	No	No	No	0 Years	0 Years	0 Years	P	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 in office. Break file every 10 years. Interfile all cards more than 10 years old.								
Disposition:	Permanent								

02979	STDBOX	No	No	No	4 Years	6 Years	10 Years	OFFICIAL
Title:	ADMINISTRATIVE FILES							
Description:	Bureau administrative records, correspondence and memos, and statistical reports. Includes produc- tivity reports, annual and non-annual case dis- position statistics, reports of homicide backlogs, ADA assignments, etc., and a duplicate copy of Homicide Scratches.							
Comments:	Break files each year. Keep 4 full years in office, then transfer to the Municipal Records Center for an additional six years.							
Disposition:								

Record Series Code	Object Code	Vital Record	Public Record	Legal Hold	Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approval Date
02980	STDBOX	No	No	No	5 Years	0 Years	5 Years		OFFICIAL	
Title:	ASSISTANT CASELOAD LISTING									
Description:	Up-to-date listing of cases assigned to each Homicide ADA, by ADA name. List includes defendant names and indictment numbers and name of paralegal asst. to ADA. Monthly.									
Comments:	Break files each year. Keep 5 full years in office.									
Disposition:										
02985	STDBOX	No	No	No	1 Years	0 Years	1 Years		OFFICIAL	
Title:	HOMICIDE BACKLOG REPORT									
Description:	Monthly computer generated listing of all homicide cases pending for more than eight months. Listed by defendant, including indictment number, assigned ADA and case status.									
Comments:	Keep 1 year in office for statistical purposes.									
Disposition:										
02987	STDBOX	No	No	No	20 Years	30 Years	50 Years		OFFICIAL	
Title:	INFORMATION SHEET/SCRATCH									
Description:	Summary report of potential homicide case. Form HOM-3. Prepared by Homicide ADA from Riding Activity Sheet and Investigation Bureau's Initial Investigation Report. Includes homicide control number, name of potential defendants, occurrence particulars, arrest information, name(s) of deceased, witness information, witness identification re suspects, and date of scheduled Grand Jury presentation.									
Comments:	Keep 20 years in office. Transfer to the Municipal Records Center for additional retention of 30 years.									
Disposition:										
02988	STDBOX	No	No	No	25 Years	0 Years	25 Years		OFFICIAL	
Title:	INVESTIGATION CONTROL LOGBOOKS									
Description:	Cross reference index or ledgers relating various facets of homicide investigations. Includes deceased persons log relating victim name to homicide control number (Alphabetical), ledger record of death certificates received for known homicides or pending police investigation (PPI) deaths (Chronological), and ledger records of Medical Examiner autopsy reports requested and received from Supreme Court file room.									
Comments:	Keep all ledger records for 25 years after date of last entry in the ledger.									
Disposition:										
02990	STDBOX	No	No	No	5 Years	0 Years	5 Years		OFFICIAL	
Title:	PRODUCTIVITY REPORTS									
Description:	Monthly statistical report of bureau activity. Includes reports of numbers of convictions, pleas, acquittals and dismissals, and number of cases in which some action was taken during the reporting period. Also includes annual statistical reports, produced from the monthly reports.									
Comments:	Break files each year. Keep 5 full years in office for statistical purposes.									
Disposition:										

Record Series Code	Object Code	Vital Record	Public Record	Legal Hold	Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approval Date
02986	STDBOX	No	No	No	0 Years	0 Years	0 Years	P	OFFICIAL	
Title:	HOMICIDE 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 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									

Records Retention Schedule

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903 DISTRICT ATTORNEY - KINGS
COUNTY
10-000 ALL UNITS / Family 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
02118	STDBOX	No	No	No	25 Years	0 Years	25 Years	CL	OFFICIAL	
Title:	CASE LEDGERS									
Description:	Provides summary information and narrative fact-finding page for each case. Lists defendant's name and date of birth, charge, designated court, court date, outcome and disposition. Also includes disposition recommendation log books for cases transferred out of this unit. Arranged chronologically. Inventory Person : RS									
Comments:	CL= Closing of last entry in ledger book. Auth: NY State Office of Court Administration, Administrative Rule, 7/13/81									
Disposition:	Close of...									
02098	STDBOX	No	No	No	2 Years	23 Years	25 Years	CL	PENDING	
Title:	FAMILY COURT CRIMINAL CASE FILES- CLOSED									
Description:	Criminal case files referred to Family Court for prosecution. Information includes chronological record of case, affidavits, interview reports, case assessment data, felony complaint and crimi- nal history summary. Arranged numerically by doc- ket number. Inventory Person : RS Inventory Date : 6/17/1986									
Comments:	CL= Closing of case Keep closed cases 2 years in office, then trans- fer to the Municipal Records Center for an addi- 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 used as quick reference concern- ing juvenile defendant cases. Information includes name of defendant, docket number and criminal offense. Arranged chronologically by year and alphabetically by name of defendant. Inventory Person : RS Inventory Date : 8/6/1986									
Comments:	CI= Closing of case Auth: NY State Office of Court Administration, Administrative Rule, 7/13/81.									
Disposition:	Close of...									
02117	STDBOX	No	No	No	1 Years	0 Years	1 Years		OFFICIAL	
Title:	CASE CALENDAR									
Description:	Daily record of cases to be held in court or motions due on a particular day. Arranged chronologically. Inventory Person : RS									
Comments:	Keep calendar one year for administrative purposes									
Disposition:										
02112	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR	OFFICIAL	

02107	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR	OFFICIAL
Title:	BENCH WARRANTED CASES								
Description:	Open cases in hiatus because defendants have failed to appear in court and cannot be located. Contains warrant papers as well as information found in regular case files. Arranged alphabetically by defendant surname. Inventory Person : RS Inventory Date : 8/6/1986								
Comments:	TR= Transfer to open case file (series #02112) after defendant is apprehended and returned to court. Otherwise, transfer to closed case file (series #02098) upon dismissal or referral of case.								
Disposition:	Transfer								

02949	STDBOX	No	No	No	25 Years	0 Years	25 Years	CL	OFFICIAL
Title:	COMPLAINT AND CASE LEDGERS								
Description:	Chronological ledger records of economic crime and arson occurrences. Arranged by defendant surname and by location. Includes arrest information, indictment number, names of investigators, assigned ADA's, etc. Used as quick index to all actions, including pre-indictment actions.								
Comments:	CL= Closing of case. Keep ledgers in Bureau for 25 years beyond the closing date of last complaint/case entered in volume. Destroy when corresponding case/complaint file is destroyed at the Municipal Records Center.								
Disposition:	Close of...								

02945	STDBOX	No	No	No	6 Years	0 Years	6 Years	OFFICIAL
Title:	BUREAU CHIEF'S ADMINISTRATIVE WORK FILES							
Description:	Subject file of reports and memoranda related to the Bureau's operation, including statistical re- ports, duplicate personnel records, evaluations, tasks and standards, vacation requests and the like. Personnel reports are duplicates of originals in DA Personnl Unit.							
Comments:	Break files each year. Keep 6 full years in the Bureau.							
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
02946	STDBOX	No	No	No	25 Years	0 Years	25 Years		OFFICIAL	
Title:	CASE REFERENCE INDEX									
Description:	Card file searchable by economic crime/arson location address, defendant name, landlord/owner name, corporation name or indictment number in order to establish case number.									
Comments:	Weed files bi-annually and remove cards related to cases closed for more than 10 years. File in inactive file by date of closing of case and retain for an additional 15 years.									
Disposition:										
02948	STDBOX	No	No	No	1 Years	0 Years	1 Years		OFFICIAL	
Title:	CASE TRACKING INPUT SHEET									
Description:	Form GEN, completed by ADA each time an action or mailing occurs, used as input record for Case Tracking Index.									
Comments:	Break files each year. Keep input sheets for 1 full year in office.									
Disposition:										
02951	STDBOX	No	No	No	3 Years	0 Years	3 Years		OFFICIAL	
Title:	COMPLAINTS - DISMISSED									
Description:	Reports from outside the Bureau of suspected arson or economic crime. Open complaints may mature into Arson or E.C. investigations and/or cases, or may be dismissed for insufficient evidence.									
Comments:	If no investigative or case file is opened, destroy complaint after 3 years in the Bureau. Auth: NY State RRDS 4-P-1, Item 6.									
Disposition:										
02955	STDBOX	No	No	No	2 Years	0 Years	2 Years		OFFICIAL	
Title:	MAIL LOGS									
Description:	Ledger record made of all incoming mail.									
Comments:	Auth: NY State Bureau of Records Management. Statewide Records Retention Timetable, Part I, Item 23.									
Disposition:										
02950	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR	OFFICIAL	
Title:	COMPLAINTS									
Description:	Reports from outside the Bureau of suspected arson or economic crime. Open complaints may mature into Arson or E.C. investigations and/or cases, or may be dismissed for insufficient evidence.									
Comments:	TR= Transfer. Transfer complaints to investigative or case files if such file is opened.									
Disposition:	Transfer									
02952	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR	OFFICIAL	

[illegible]

02956	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR	OFFICIAL
Title:	PRECHARGE REPORT								
Description:	Summary form completed when assigned ADA is ready to present to the Grand Jury. Bureau Chief cer- tifies charges to be made and authorized presenta- tion to the Grand Jury. Copy filed in Bureau Book. Includes defendant(s) names, addresses, arrest dates, Grand Jury presentation date, bureau number, indictment number, jury number, and facts of case.								
Comments:	TR= Transfer. Copy 1 of Precharge Report is filed in Bureau Book. Copy 2 is filed in assigned ADA's Investigative/Case File.								
Disposition:	Transfer								

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 REPORT LOG									
Description:	Chronological ledger record of all telephone calls received pertaining to DAOS investigations. Re- cord includes date, caller, recipient, summary of information given or requested.									
Comments:	CL= Closing of log volume. Keep log volume for 5 years after date of last entry in volume. Auth: NY State RRDS 4-P-1, Item 2.									
Disposition:	Close of...									
02825	STDBOX	No	No	No	5 Years	0 Years	5 Years	CL	OFFICIAL	
Title:	COMPLAINANT INDEX									
Description:	Alphabetical card file cross-indexing complain- ants, defendants, and locations complained of to the complaint logbook item number.									
Comments:	CL= Closing of the Complaint. Keep cards for 5 years after disposition of the complaint. Auth: NY State RRDS 4-P-1B, Item 9.									
Disposition:	Close of...									
02827	STDBOX	No	No	No	5 Years	0 Years	5 Years	CL	OFFICIAL	
Title:	COMPLAINT LOG BOOK									
Description:	Chronological tracking record of complaints made to DAOS, listing complaint number, date, com- plaint number, date, complainant, action taken and date of closing of incident, ADA and detectives assigned.									
Comments:	CL= Closing of Ledger. Keep ledger in office for 5 years after date of listing of last complaint. Auth: NY State RRDS 4-P-1B, Item 9.									
Disposition:	Close of...									
02845	STDBOX	No	No	No	10 Years	0 Years	10 Years	T	OFFICIAL WIRE ROOM	
Title:	EAVESDROPPING RECORDS, PROCEDURAL									
Description:	Records authorizing the carrying on of "wire- tapping" or "bugging" and records generated in the process or as a result of these activities. Includes application and warrant, orders to wire room, tape voucher and custody record, sealed tapes with list of package contents, and plant logs recording personnel assigned to monitor "bugs".									
Comments:	T= Termination of authorized event. All records relating to a specific eavesdrop may be destroyed 10 years after close of the specifilc event authorized unless the records are still active. Auth: CPL 700.55(2).									
Disposition:	Termination of...									

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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
02846	STDBOX	No	No	No	6 Years	0 Years	6 Years	T	OFFICIAL WIRE ROOM	
Title:	EQUIPMENT CONTROL FILE									
Description:	Records of charge out of audio-visual equipment. Card file alphabetical by brand name of equipment, including type of equipment, model and serial number. Lists borrower, date borrowed and date returned.									
Comments:	T= Termination of equipment item. Keep card six years after it becomes obsolete or item of equip- ment is disposed of. Auth: NY State RRDS 4-P-1, Item 109.									
Disposition:	Termination of...									
02829	STDBOX	No	No	No	6 Years	0 Years	6 Years		OFFICIAL	
Title:	COURT NOTIFICATIONS									
Description:	ADA request and DAOS authorization for Squad members to appear in court. Filed alphabetically by detectives name, then by date of notification re- quest.									
Comments:	Auth: NY State RRDS 4-P-1, Item 99.									
Disposition:										
02830	STDBOX	No	No	No	80 Years	0 Years	80 Years		OFFICIAL	
Title:	CRIMINAL HISTORIES - INVESTIGATIVE									
Description:	Card files and file folders containing historical information about criminal activities, showing arrests, convictions, etc. Filed alphabetically by defendant/suspect surname. May contain photo- graphs, fingerprints, etc.									
Comments:	T= Termination of individual's life. Keep inves- tigative history until individual is known to have died or to have passed the age of 80. Auth: NY State RRDS 4-P-1B, Items 1, 2.									
Disposition:										
02832	STDBOX	No	No	No	6 Years	0 Years	6 Years		OFFICIAL	
Title:	DAO CORRESPONDENCE									
Description:	File of investigative requests and other corres- pondence originating in the District Attorney's Office as a whole. Organized by subject classi- fication and indexed by the Complaint Log Book.									
Comments:	Auth: DORIS General Schedule, Item 9951; NY State RRDS 4-P-1, Item 1.									
Disposition:										
02834	STDBOX	No	No	No	5 Years	0 Years	5 Years		OFFICIAL	
Title:	DIARY									
Description:	Daily record of all officers not available for work: on sick leave, vacation, court testimony, etc.									
Comments:	Auth: NYC Police Dept. Schedule LD 83-15, 7/22/83, page 18, Item 12.									
Disposition:										
02835	STDBOX	No	No	No	5 Years	5 Years	10 Years		OFFICIAL	

Record Series Code	Object Code	Vital Record	Public Record	Legal Hold	Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approval Date
Title:	NIGHT DIFFERENTIAL PAYROLL REPORTS									
Description:	Individual and summary reports of Squad members eligible for night differential salary supplements to bi-weekly payroll. Individual reports show hours worked each day. Summary reports show total number of hours worked by each individual during the pay period in question. Filed chronolog- ically.									
Comments:	Auth: NY State RRDS 4-P-1, Item 103. Second copy of individual report is in Personnel Folder.									
Disposition:										
02836	STDBOX	No	No	No	2 Years	0 Years	2 Years		OFFICIAL	
Title:	NYSPIN RECORDS									
Description:	Records of requests for information from the New York State Police Information Network re criminal history of a suspect or defendant. Request, form GEN 23, includes name of requestor, name of defen- dant, record of files searched, and notation of information found. Filed by NYSPIN request num- ber. Search results go to requestor.									
Comments:	Auth: NYC Police Dept. Schedule LD 83-15, page 8, Item 3.									
Disposition:										
02838	STDBOX	No	No	No	2 Years	0 Years	2 Years		OFFICIAL	
Title:	NYSPIN RECORDS/CHRONOLOGICAL LOGBOOK									
Description:	Details requestor, defendant, time request is made and time of system response.									
Comments:	Auth: NYC Police Dept. Schedule LD 83-15, page 8, Item 3.									
Disposition:										
02839	STDBOX	No	No	No	6 Years	0 Years	6 Years		OFFICIAL	
Title:	ORDERS/CORRESPONDENCE LOGS									
Description:	Varied logs recording receipt of orders, direc- tives, and memos from NYPD Detectives Command, Kings County DA and other officials in the chain of command. Chronological.									
Comments:	Auth: NYC Police Department Schedule LD-83-15, 7/22/83, Page 6, Item 4.									
Disposition:										
02824	STDBOX	No	No	No	3 Years	0 Years	3 Years		OFFICIAL	
Title:	COMPLAINT FILE									
Description:	Record of complaints made to DAOS, showing date, complainant, location(s), officers and ADA's assigned, and summary of complaint with written complaints attached. Filed by assigned complaint number from complaint log book.									
Comments:	Retain in office 3 years complaints not leading to criminal investigation.									
Disposition:										
02841	STDBOX	No	No	No	5 Years	0 Years	5 Years		OFFICIAL	
Title:	PROPERTY INVOICES									

02840	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR	OFFICIAL
Title:	PERSONNEL FOLDERS - DETECTIVES								

02820	STDBOX	No	No	No	0 Years	0 Years	0 Years	P	OFFICIAL
Title:	ARREST LEDGER								
Description:	Chronological summary record of arrests made by DAOS. Includes date of arrest, arrest number, complaint number, defendant name, indictment number, charges, level of offense, arresting officer, arraignment judge.								
Comments:	P= Permanent in office. Keep arrest ledger permanently in DAOS. Authority: NY City Law Dept. letter 7/22/83, re NY City Police Dept. Schedule LD 83-15, page 23.								
Disposition:	Permanent								

02099	STDBOX	No	No	No	3 Years	22 Years	25 Years	CL	PENDING
Title:	CRIMINAL CASE FILES - DISMISSED (343's)								
Description:	Cases rejected from further hearing by court prior to or on arraignment. Information includes chronological record of case, affidavits, interview reports, case assessment data, criminal history summary, depositions and court availability schedule. Sealed or unsealed envelopes arranged alphanumerically by a combination of first letter of defendant's name and a consecutively assigned number. Inventory Person : RS Inventory Date : 6/3/1986								
Comments:	CI= Closing of case Keep closed cases 3 years in office, then transfer to the Municipal Records Center for an additional retention of 22 years.								
Disposition:	Close of...								

Record Series Code	Object Code	Vital Record	Public Record	Legal Hold	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 CASE FILES, BENCH WARRANTS									
Description:	Cases in hiatus because defendants have failed to appear in court and cannot be located. Information includes affidavits, criminal history report, ar- resting police officer report, District Attorney analysis and chronological record of case. Arrang- ed alphabetically by defendant surname. Inventory Person : RS Inventory Date : 5/29/1986									
Comments:	T= Termination of individual's life, or apprehension. Keep Bench Warrant cases until individual is apprehended or is known to have died. Otherwise, destroy 80 years after date of warrant.									
Disposition:										
02816	STDBOX	No	No	No	2 Years	4 Years	6 Years		PENDING	
Title:	ADMINISTRATIVE/CORRESPONDENCE FILES									
Description:	Subject files relating to materials of interest to the file room supervisor, memos and correspon- dence relating to the work of the file room, and duplicate copies of employee evaluations, commen- dations, etc.									
Comments:	Break files each year. Auth: DORIS General Schedule, Item 9951.									
Disposition:										
02818	STDBOX	No	No	No	0 Years	0 Years	0 Years	6M	OFFICIAL	
Title:	CRIMINAL COURT CALENDAR									
Description:	Daily listing of all defendants arraigned in all Criminal Court parts. File room uses as a check that all new defendant files have been received.									
Comments:	6M=6 months. Maintain six months in office. Official copy of calendar is a court record.									
Disposition:	Six Months									
02817	STDBOX	No	No	No	0 Years	0 Years	0 Years	CU	OFFICIAL	
Title:	COURT PART INFORMATION SHEET									
Description:	Input sheet used for coding information and actions relating to criminal cases for entry into the DA's Case Status Data Base.									
Comments:	Cu=Current. Maintain in office until obsolete or superseded.									
Disposition:	Current									

02815	STDBOX	No	No	No	5 Years	0 Years	5 Years	OFFICIAL
Title:	VISITORS LOG							
Description:	Record of all walk-in complainants and other non-DA personnel. Includes name and address of visitor and name of person visited, time in and time out. Chronological.							
Comments:	Keep visitor logs 5 years after date of final entry. Auth: GSA/NARS General Records Schedule 18, Item 18(9).							
Disposition:								

02805	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR	OFFICIAL
Title:	COMPLAINT FILE								
Description:	File of complaint reports, consists of completed complaint forms and any related attachments. Includes complainant, address, person complained against, address, complaint, action taken by CAC. Arranged by chronologically assigned complaint number.								
Comments:	TR= Transfer. If complaint leads to action by a Bureau, transfer the file to the prosecuting Bureau.								
Disposition:	Transfer								

02164	STDBOX	No	No	No	5 Years	0 Years	5 Years	CL	OFFICIAL
Title:	CASH BAIL FORFEITURE LEDGER								
Description:	Lists DA number, defendant's name, docket/indict- ment number, surety's name, and forfeiture amount. Arranged by log number. Inventory Person : RS Inventory Date : 7/29/1986								
Comments:	CL=Close, or last entry in log book. Auth: NY State RRDS 4-P-1B, Item 9								
Disposition:	Close of...								

02165	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR	OFFICIAL SPECIAL PROCEEDINGS
Title:	CIVIL ACTION CASE FILES								
Description:	Records documenting civil action taken to recover damages resulting from criminal offenses. Information includes order of property attachment, show cause order, affidavits of police officers, arrest report, and related documents. Filed by defendant's name. Inventory Person : RS Inventory Date : 7/29/1986								
Comments:	TR= Transfer to appropriate Criminal Case folder upon conclusion of civil action.								
Disposition:	Transfer								

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903 DISTRICT ATTORNEY - KINGS
COUNTY
02-000 All UNITS / Appeals 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
02094	STDBOX	No	No	No	10 Years	15 Years	25 Years	CL	PENDING	
Title:	CASE FILES- APPEALS									
Description:	Trial preparation and outcome records for felony cases appealed by losing defendants or by the people. Includes all documents, motions, etc. from Notice of Appeal to Denial of Leave to Appeal to a higher level. Filed by indictment number. Inventory Person : RS Inventory Date : 6/25/1986									
Comments:	CL=Close of appeals case. Authority: NY State Office of Court Administration Administrative Rule, 7/13/81.									
Disposition:	Close of...									

02173	STDBOX	No	No	No	10 Years	15 Years	25 Years	CL	OFFICIAL	
Title:	CASE FILES- APPELLATE TERM									
Description:	Trial preparation and outcome records for misdemeanor cases appealed from the Criminal Court. Arranged alphabetically by defendant name. Inventory Person : RS Inventory Date : 6/25/1986									
Comments:	CL= Closing of Appellate Term case. Authority: NY State Office of Court Administration Administrative Rule, 7/13/81.									
Disposition:	Close of...									

02174	STDBOX	No	No	No	5 Years	0 Years	5 Years	CL	PENDING	
Title:	MINUTES AND BRIEFS (COURT PROCEEDINGS TRANSCRIPTS/									
Description:	Verbatim transcripts of court proceeding, usually of Supreme Court, but may be from lower court if appealed. Information also includes briefs and appendices for respondent and defendant/appellant. Inventory Person : RS Inventory Date : 6/3/1986									
Comments:	CL= Closing of Appeal Official copies of minutes are with the Supreme Court Appellate Division or the Criminal Appellate Term.									
Disposition:	Close of...									

02700	STDBOX	No	No	No	25 Years	0 Years	25 Years	CL	OFFICIAL	
Title:	INDICTMENT CARD FILE									
Description:	Summary records of each appealed case showing de- fendant, ADA, defendant's attorney, status of appeal overtime, including dates of filing of cer- tain notices and affidavits, name of presiding judge and disposition of appeal. Filed by indict- ment number. This file supersedes the Indictment Ledger. Card is Form APP 1.									
Comments:	CL= Closing of appeals case. Auth: NY State Office of Court Administration. Administrative Rule, 1/13/81. When appeal is dismissed, pull Indictment Card and send to Supreme Court file room with case folder.									
Disposition:	Close of...									

02701	STDBOX	No	No	No	25 Years	0 Years	25 Years	CL	OFFICIAL	
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02698	STDBOX	No	No	No	1 Years	0 Years	1 Years	OFFICIAL
Title:	DISMISSED CASES LISTING							

02692	STDBOX	No	No	No	0 Years	0 Years	0 Years	P	OFFICIAL
Title:	BRIEF BANK REFERENCE FILE								
Description:	Card file used to locate representative briefs discussing a particular legal issue or point of law. Cards are alphabetical by legal issue or topic and cross-referenced to location of brief in Appeals Brief Library. Card file summarizes brief characteristics, including alleged crime, defendant name, indictment number, ADA, court, date brief was submitted/argued and result of appeal. Form APP 45(3/82).								
Comments:	P= Permanent in office. File is intended as a reference file.								
Disposition:	Permanent								

02617	STDBOX	No	No	No	6 Years	0 Years	6 Years	OFFICIAL
Title:	ADMINISTRATIVE WORK FILES							
Description:	Miscellaneous fiscal records, memoranda and cor- respondence, petty cash vouchers, etc. Arranged by subject.							
Comments:	Auth: NYC DORIS General Schedule, Item 9951.							
Disposition:								

Record Series Code	Object Code	Vital Record	Public Record	Legal Hold	Office Retention	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 SLIPS									
Description:	Fiscal's record of monies deposited daily into its bank accounts. Chronological.									
Comments:	Auth: NY City General Schedule, Item 9906.									
Disposition:										
02626	STDBOX	No	No	No	2 Years	4 Years	6 Years		OFFICIAL	
Title:	BANK STATEMENTS AND RECONCILIATIONS									
Description:	Monthly statement of bank transactions and re- conciliations to explain any discrepancies. Chronological.									
Comments:	Auth: NY State RRDS 11-City-1 Item 240; Uniform Commercial Code 4-404.									
Disposition:										
02629	STDBOX	No	No	No	5 Years	5 Years	10 Years		OFFICIAL	
Title:	CHECK REGISTER									
Description:	Record of all checks paid out by Fiscal, listing purpose, amount, date, etc. Chronological by check number. Cancelled checks are filed in the register to match their stubs. Imprest account only.									
Comments:	Auth: NY State RRDS 11-City-1, Item 232.									
Disposition:										
02654	STDBOX	No	No	No	6 Years	50 Years	56 Years		OFFICIAL	
Title:	PAYROLL REGISTER									
Description:	Bi-weekly record of each employee who receives a payroll check, showing the amount received by each employee.									
Comments:	Auth: NYC Taxi and Limousine Records Retention Schedule, LD 85-4, p. 78, Apr. 19, 1985. GSA/ NARS General Records Schedule 2, Item 1.									
Disposition:										
02656	STDBOX	No	No	No	5 Years	5 Years	10 Years		OFFICIAL	
Title:	PAYROLL DOCUMENTS, MISCELLANEOUS									
Description:	Payroll recapitulations, records of miscellaneous payments, deduction notices, etc. Does not include night differential reports for D.A.'s Office Squad.									
Comments:	Auth: NYC DORIS General Schedule, Items 9919, 9920.									
Disposition:										
02658	STDBOX	No	No	No	3 Years	0 Years	3 Years		OFFICIAL	
Title:	PAYROLL REGISTER - PAPER COPIES									
Description:	Duplicate Bi-weekly record of each employee who receives a payroll check, showing the amount received by each employee.									

02666	STDBOX	No	No	No	5 Years	10 Years	15 Years	OFFICIAL
Title:	VENDOR FILE							
Description:	Vendor information and record of all purchases made from a particular vendor, including purchase order copies, voucher copies, bills etc. Alpha- betical by vendor name. Includes automobile ven- dor records.							
Comments:	Auth: NY City Law Department letter of 1/20/84. Dept. of General Services, Disposal Request LD83-29.							
Disposition:								

02667	STDBOX	No	No	No	3 Years	0 Years	3 Years	A	OFFICIAL
Title:	WITNESS FEE RECORDS								
Description:	Record of money paid to witness for the prosecution (D.A.'s Office) as compensation for lost work time or for expert testimony. Includes custody requests, approvals, and cost information.								
Comments:	A= Audit. Auth: CPL 610.50; CPLR 214.2.								
Disposition:	Audit								

02679	STDBOX	No	No	No	3 Years	0 Years	3 Years	OFFICIAL
Title:	ABSENTEE DIARY							
Description:	Log of all DA employees absent on a particular date. Serves as corroborating support to time and leave records.							
Comments:	Auth: DORIS General Schedule, Item 9904.							
Disposition:								

02675	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR	OFFICIAL
Title:	EMPLOYMENT APPLICATIONS - ACCEPTED APPLICANTS								
Description:	Employee letters, resumes and application forms, filed alphabetically by applicant name and separated by status of position applied for, i.e., professional or non-professional.								
Comments:	TR= Transfer. Employment application is transferred to employee's personnel file.								
Disposition:	Transfer								

03022	STDBOX	No	No	No	0 Years	0 Years	0 Years	P	OFFICIAL
Title:	PRESS RELEASES								
Description:	Chronological file of all press releases issued by Kings County District Attorney. Press release log lists subject of release, date issued, name of de- fendants/cases referred to.								
Comments:	P= Permanent. Offer to Municipal Archives for possible accession. Press releases are archival to the DA's Office. Offer to the Municipal Archives at end of tenure of any individual Dis- trict Attorney. Auth: GSA/NARS General Records								
Disposition:	Permanent								

Record Series Code	Object Code	Vital Record	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 DIRECTORY BI-MONTHLY PRINTOUT									
Description:	Current telephone numbers for all DA employees. Updated at intervals. On floppy disk, so accessible by any element.									
Comments:	When current master is replaced, print and store hardcopy of last previous master for one year.									
Disposition:										

03104	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR	OFFICIAL
Title:	CASE SYNOPSIS REPORTS								
Description:	Comprehensive record of case status including de- fendant's name and indictment number, facts of the case, legal issues, witnesses, etc. Made up by the prosecuting ADA after a defendant has been in- dicted by the Grand Jury. Includes notation of number of days between date of defendant's arrest and date the people are ready for trial.								
Comments:	TR= Transfer. Filed in Trial Folder.								
Disposition:	Transfer								

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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
03108	STDBOX	No	No	No	3 Years	0 Years	3 Years		OFFICIAL	
Title:	COURT CALENDARS									
Description:	Listing all cases scheduled for hearing on a particular date, alphabetically by defendant, and listing indictment number and name of assigned ADA.									
Comments:	Keep 3 years in office for administrative purposes. Official court calendars are with court records.									
Disposition:										
03106	STDBOX	No	No	No	5 Years	0 Years	5 Years		OFFICIAL	
Title:	CASE TRANSFERRAL RECORDS - TRANSMITTAL SHEETS									
Description:	Records showing that a Narcotics Bureau case was transferred to another unit for prosecution. Arranged by date showing cases sent back to Criminal Court for misdemeanor prosecution.									
Comments:	Break files each year. Keep 5 full years in office.									
Disposition:										
03115	STDBOX	No	No	No	1 Years	0 Years	1 Years		OFFICIAL	
Title:	PRE-INDICTMENT CONTROL FILE/AP-1 CARDS									
Description:	Temporary tracking system to locate case files in which defendant has been arraigned in Criminal Court but Narcotics Bureau intends to prosecute for a felony. Cards are alphabetical by defendant name and refer to the case docket number and the assigned ADA.									
Comments:	This is a temporary file. Break files each year and keep 1 full year in the office.									
Disposition:										
03116	STDBOX	No	No	No	5 Years	0 Years	5 Years		OFFICIAL	
Title:	PRODUCTIVITY REPORTS									
Description:	Monthly, quarterly, and annual outflow and activity reports, noting the number of cases disposed of during the reporting period, number of pleas accepted, number and kinds of sentences awarded.									
Comments:	Keep 5 years in office for statistical comparison purposes.									
Disposition:										
03105	STDBOX	No	No	No	0 Years	0 Years	0 Years	P	OFFICIAL	
Title:	CASE TRANSFERRAL RECORDS									
Description:	Records showing that a Narcotics Bureau case was transferred to another unit for prosecution. Card file, by indictment number, of cases sent to Office of Special Narcotics for Prosecution.									
Comments:	P= Permanent, in office.									
Disposition:	Permanent									
03107	STDBOX	No	No	No	0 Years	0 Years	0 Years	P	OFFICIAL	

03112	STDBOX	No	No	No	10 Years	15 Years	25 Years	CL	OFFICIAL
Title:	INVESTIGATIVE FOLDERS								
Description:	Files relating to a particular case in which the bureau has decided to present its findings to the Grand Jury for a felony indictment. If the Grand Jury votes to indict, the investigative file be- comes a part of the trial folder. May include re- cords obtained by electronic eavesdropping.								
Comments:	CL= Closing of Grand Jury presentation. Keep in- vestigative folders 10 years in office, then transfer to the Municipal Records Center for ad- ditional retention of 15 years.								
Disposition:	Close of...								

03168	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR	OFFICIAL 84th Precinct
Title:	CRIMINAL COMPLAINT PACKAGES DECLINE 343'S								
Description:	All papers related to the initial filing of a mis- demeanor or felony complaint. Front of packet lists defendant's name, age, sex, date of court appearance and name of reviewing Assistant Dis- trict Attorney. Package contains signed com- plaint, supporting depositions, pre-arraignment notification forms, chronological record of the case, data analysis form, arrest report, Victim Services Superform, property voucher, and ECAB time record.								
Comments:	TR= Transfer to DA's Criminal Ct. file room. All completed and reviewed packages are transferred to the Criminal Court file room each day.								
Disposition:	Transfer								

03160	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR	OFFICIAL
Title:	DESK APPEARANCE TICKETS COMPLAINT PACKAGES								
Description:	All papers submitted by the complaining Police Officer in support of a Desk Appearance Ticket (DAT) complaint. Front of package lists defendant name, age, sex, date of court appearance and as- signed ADA name. Package contains arrest work- sheet (PD 244-159), pre arraignment notification forms, affidavits, chronological record of the case, data analysis form, etc. Filed by scheduled court date.								
Comments:	TR= Transfer. DAT packages go to court on scheduled date and from court they go to the DA Criminal Court fileroom as a Criminal Case file.								
Disposition:	Transfer								

03165	STDBOX	No	No	No	5 Years	0 Years	5 Years	CL	OFFICIAL 84th Precinct
Title:	COMPLAINT LOG								
Description:	Chronological record of all criminal complaints brought to the Early Case Assessment Bureau from Central Booking. Log includes defendant name, name of complaining/arresting officer, charge, procedural track assignment, time logged in and time ECAB processing was completed.								
Comments:	CL= Closing of ledger. Keep log 5 years in office after date of last complaint listed. Auth: NY State RRDS 4P-1B, Item 9.								
Disposition:	Close of...								

03204	STDBOX	No	No	5 Years	0 Years	5 Years	OFFICIAL
Title:	STATISTICAL REPORTS						
Description:	Monthly statistical summary of child abuse crimes by type of crime. Includes number of cases referred to the police, number of arrests, and number of cases closed during the month detailed by final disposition.						
Comments:	Keep statistical reports 5 years for administrative comparison purposes.						
Disposition:							

03197	STDBOX	No	No	No	5 Years	20 Years	25 Years	CL	OFFICIAL Child Abuse
Title:	CASES, CLOSED								
Description:	Child abuse cases which have been closed due to completed criminal prosecution, removal of the child from the abusive environment or determination of the case as an unfounded complaint. Arranged in Case Number order.								
Comments:	CL= Closing of case. Auth: New York State Office of Court Administration. Administrative Rule 6/13/81. NYS RRDS 18-SS-1, Items 313 - 316.								
Disposition:	Close of...								

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903 DISTRICT ATTORNEY - KINGS
COUNTY

20-001 SUPREME COURT / Property
Release

Record Series Code	Object Code	Vital Record	Public Record	Legal Hold	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 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									
Comments:	TR= Transfer to appropriate case folder upon re- lease of property. Property release is governed by Section 450.10 of the Penal Law.									
Disposition:	Transfer									

03131	STDBOX	No	No	No	3 Years	0 Years	3 Years	OFFICIAL FELONY FILE CONTROL
Title:	FELONY FILE TRANSMITTAL SHEETS							
Description:	Record listing of all files sent, whenever a file is transfered between the Felony File Control Unit (FFCU) and any other unit of the District Attorney's Office or of the Courts. Lists in- clude defendant names, docket or indictment num- bers, pending hearing dates and other pertinent data depending on the purpose of the transmittal. Filed chronologically under functional groupings.							
Comments:	Keep transmittal sheets for 3 years from the date file is sent out from FFCU. Auth: CPL 30.30. Duplicate copies to the Grand Jury of all trans- mittals sent out from FFCU.							
Disposition:								

03129	STDBOX	No	No	No	3 Years	0 Years	3 Years	OFFICIAL FELONY FILE CONTROL
Title:	CALENDARS							
Description:	Daily listings of all arraignments and hearings held in all criminal and felony court parts, list- ing defendants, docket or indictment numbers and case status. Filed chronologically within court part.							
Comments:	Keep calendars three years in office for adminis- trative purposes. Official calendar is a court record.							
Disposition:								

03228	STDBOX	No	No	No	2 Years	0 Years	2 Years	CL	PENDING
Title:	CASE WORKSHEET - COPY (PRE-1990)								
Description:	Record of activities and actions taken regarding each transit crime case, showing date and initials of person authorizing or completing action. Duplicate copy filed by docket/number.								
Comments:	CL= Closing of case. Break files each year. Keep 2 full years in office. This record is obsolete.								
Disposition:	Close of...								

03262	STDBOX	No	No	No	2 Years	0 Years	2 Years	PENDING
Title:	CASE STATUS SHEET (PRE-1990)							
Description:	Computer-generated bi-weekly report of status of all pending cases in which a gang member is a defendant. Includes defendant name, NY State Identification number, docket/indictment numbers, charges, adjourn date.							
Comments:	Break files each year. Keep 2 full years in office for administrative comparison purposes. This record is obsolete.							
Disposition:								

03264	STDBOX	No	No	10 Years	0 Years	10 Years	CL	PENDING
Title:	GANG FILE (PRE-1990)							
Description:	Historical record of all youth gang incidents, arrests and closed cases. Includes gang unit summary reports by Police Liaison Officer, file memos of ADA's, status reports, and reports of inter-gang relationships. Alphabetical by gang name.							
Comments:	CL= Closing of file. Close file when gang becomes defunct. Keep file for 10 years beyond closing date. This record is obsolete.							
Disposition:	Close of...							

41194	CONTAINER	No	No	No	0 Years	0 Years	0 Years	MA	OFFICIAL	10/21/202
Title:	Temporary Commission & Task Forces									
Description:	"Temporary Commissions and Tasks Forces – files include but are not limited to legislative files, proposed rules, regulations and recommendations, transcripts, hearings file, agendas, guidance documents, research files, program files, case files, reports, and correspondence. "									
Comments:	"AUTHORITY: Transfer to MA at close of Commission or Task Force. MA=Municipal Archives . NYC SUPPLEMENTAL RECORDS RETENTION AND DISPOSITION SCHEDULE, item#1.23.1 - pg.16 (October 2021). "									
Disposition:	Municipal Archives									

41151	STDBOX	No	No	No	1 Years	0 Years	1 Years	AUTO-DELETE	OFFICIAL	10/21/202
Title:	License Plate Recognition Technology data and photographs -									
Description:	"License Plate Recognition Technology data and photographs - LPR data used by the Sheriff in connection with law enforcement investigations. Defined as location coordinates and corresponding photographs of motor vehicles captured by contractor and retained by the City in connection with the provision of motor vehicle immobilization, towing and related services. All such Geolocation data and photographs are owned by the City of New York. "									
Comments:	"AUTHORITY: RETAIN 1 YEAR (Eligible for auto deletion). NYC SUPPLEMENTAL RECORDS RETENTION AND DISPOSITION SCHEDULE, item#1.16.1 - pg.14 (October 2021). "									
Disposition:	Auto-Deletion									

02958	STDBOX	No	No	No	0 Years	0 Years	0 Years	TR	OFFICIAL
Title:	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 personnel folder at termination of attorney.								
Disposition:	Transfer								

Record Series Code	Object Code	Vital Record	Public Record	Legal Hold	Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approval Date
02968	STDBOX	No	No	No	3 Years	7 Years	10 Years		OFFICIAL	
Title:	GRAND JURY DECK SHEETS									
Description:	Daily listing of cases scheduled for hearing on a particular date.									
Comments:	Break files each year. Keep 3 full years in office. Transfer to the Municipal Records Center for additional retention of seven years. Auth: NY State Bureau of Records Management. SRRT, Sec V, Item 11.									
Disposition:										
02969	STDBOX	No	No	No	6 Years	0 Years	6 Years		OFFICIAL	
Title:	GRAND JURY DETECTIVE FIELD TEAM REPORTS									
Description:	Records of Grand Jury Detectives work in field to locate witnesses, serve subpoenas, etc. Alpha- betical by witness name, cross-referenced by in- dictment number.									
Comments:	Auth: NY State Bureau of Records Management. Statewide Records Retention Timetable, Sec. VI, Item 11.									
Disposition:										
02970	STDBOX	No	No	No	5 Years	5 Years	10 Years		OFFICIAL	
Title:	GRAND JURY EVALUATION SHEETS									
Description:	Record of all defendants indicted by the Grand Jury on a particular date. Sheet includes for each defendant, name, indictment number, jury num- ber, case status, date case began number of days case has been under consideration and case dispo- sition. Form G.J.-71, sometimes known as filing sheet. Filed by date.									
Comments:	Auth: NY State Bureau of Records Management. Statewide Records Retention Timetable, Section V, Item 11.									
Disposition:										
02971	STDBOX	No	No	No	1 Years	0 Years	1 Years		OFFICIAL	
Title:	GRAND JURY STENOGRAPHIC WORKSHEETS									
Description:	Duplicate copies of Form G.J.-14, record of magnetic or stenographic tape made of Grand Jury deliberations. Filed by year, term and date.									
Comments:	Keep one year in Grand Jury Office. Original is filed with Grand Jury Deliberations tapes in Grand Jury Stenographers Unit.									
Disposition:										
02972	STDBOX	No	No	No	1 Years	0 Years	1 Years		OFFICIAL	
Title:	NO EVIDENCE PRESENTED LIST									
Description:	Computer-generated weekly listing of cases ready for presentation in the previous week that did not get on to the Grand Jury, i.e., no evidence was presented. Listing numerical by indictment number, listing name of defendant and assigned ADA. Computer record updated weekly.									
Comments:	Keep 1 year in office for administrative purposes.									
Disposition:										
02973	STDBOX	No	No	No	3 Years	0 Years	3 Years		OFFICIAL	
Title:	RESET NOTIFICATION UNIT RECORDS									

02975	STDBOX	No	No	No	0 Years	0 Years	0 Years	CU	OFFICIAL
Title:	SET UP LISTING - COMPUTER RECORD								
Description:	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 indictment number within Supreme Court Bureau cluster.								

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03223	STDBOX	No	No	No	0 Years	0 Years	0 Years	CU	PENDING	
Title:	CASE STATUS INPUT SHEET (PRE-1990)									
Description:	Computer produced status and action report. Re- port is used as input sheet when new action occurs in case. Report includes all information regard- ing a case, to date: defendant name, attorney, bail status, pleas/offers, adjourn data, assigned ADA, etc.									
Comments:	CU= Current. Input sheets are kept for 24 hours after record is entered into the computer. This record is obsolete.									
Disposition:	Current									
03268	STDBOX	No	No	No	10 Years	15 Years	25 Years		PENDING	
Title:	AUTO LARCENY INFORMATION SHEET (PRE-1990)									
Description:	Summary of each auto larceny arrest proceeding. Includes names and addresses of defendants, in- formation re status of auto and crime committed, defendant's criminal record and other pertinent information. Filed by defendant name.									
Comments:	Keep 10 years in office, transfer to MRC for additional 15 year retention. This record is obsolete.									
Disposition:										
03270	STDBOX	No	No	No	25 Years	0 Years	25 Years		PENDING	
Title:	CASE CONTROL LEDGERS (PRE-1990)									
Description:	Quick reference records of cases and case status. Vol. 1 is index by defendant surname indexing to page number in Vol. 2. Vol. 2 gives Auto Larceny case number, dates of court appearances, docket or indictment numbers, date and time of property re- leases, charges and dispositions of cases. Sep- arate ledgers for cases sent to the Supreme Court Bureau for felony prosecution.									
Comments:	Keep ledgers 25 years in office. This record is obsolete.									
Disposition:										
03274	STDBOX	No	No	No	1 Years	0 Years	1 Years		PENDING	
Title:	TELEPHONE LOG (PRE-1990)									
Description:	Chronological record of calls made outside 212/718 area code by Auto Larceny Unit. Used to check telephone charges assigned to this Unit by Fiscal Unit.									
Comments:	Break files each year. Keep 1 full year in office. Auth: GSA/NARS General Records Schedule 12, Item 4. This record is obsolete.									
Disposition:										
03275	STDBOX	No	No	No	5 Years	0 Years	5 Years		OFFICIAL	
Title:	VEHICLE RELEASE REGISTER									
Description:	Chronological listing of vehicles approved for release to owners. Used as agency check to make sure all information needed from owner has been received before vehicle is released, e.g. affi- davits, corroborating statements, etc.									
Comments:	Auth: NY State RRDS 4-P-1, Item 15.									
Disposition:										
03276	STDBOX	No	No	No	5 Years	0 Years	5 Years		PENDING	

Record Series Code	Object Code	Vital Record	Public Record	Legal Hold	Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approval Date
Title:	WITNESS APPEARANCE REGISTER (PRE-1990)									
Description:	Record of dates and names of witnesses scheduled to appear before the Grand Jury in felony indictment proceedings. Includes defendant name, arrest number, date witness was subpoenaed and date record was added to Criminal Court Bureau case status data base.									
Comments:	Keep register 5 years in office. Additional record of witnesses appearance is in Grand Jury minutes. This record is obsolete.									
Disposition:										
03224	STDBOX	No	No	No	2 Years	0 Years	2 Years		PENDING	
Title:	CASE STATUS REPORT (PRE-1990)									
Description:	Biweekly computer generated report of all pending transit crime cases, by indictment number. Lists defendant's name, assigned ADA, adjourn dates and charges.									
Comments:	Break files each year. Keep 2 full years in office for administrative comparisons within bureau. This record is obsolete.									
Disposition:										
03001	STDBOX	No	No	No	25 Years	0 Years	25 Years		PENDING	
Title:	VEHICULAR HOMICIDE LOGBOOK (PRE-1990)									
Description:	Chronological listing of vehicular homicides as reported to the Bureau, by assigned investigation number. Summary listing includes name of defendant, name of deceased, time and place of occurrence, assigned ADA.									
Comments:	Keep logbook 25 years from date of most recent entry. This record is obsolete.									
Disposition:										
03003	STDBOX	No	No	No	15 Years	10 Years	25 Years	CL	PENDING	
Title:	VEHICULAR HOMICIDE INVESTIGATIONS (PRE-1990)									
Description:	Chronological listing of vehicular homicides as reported to the Bureau, by assigned investigation number. Summary listing includes name of defendant, name of deceased, time and place of occurrence, assigned ADA.									
Comments:	Keep logbook 25 years from date of most recent entry. This record is obsolete.									
Disposition:	Close of...									
03225	STDBOX	No	No	No	10 Years	0 Years	10 Years	CL	PENDING	
Title:	CASE STATUS REPORT - COMPUTER DISK/TAPE (PRE-1990)									
Description:	Computer disk/tape of case status and disposition. Biweekly computer generated report of all pending transit crime cases, by indictment number. Lists defendant's name, assigned ADA, adjourn dates and charges.									
Comments:	CL= Closing of case. Computer data base maintains case disposition record for 10 years. Information in data base is updated biweekly and cumulated. This record is obsolete.									
Disposition:	Close of...									
03217	STDBOX	No	No	No	10 Years	15 Years	25 Years	CL	PENDING	
Title:	ALTERNATIVE SENTENCE CASE FILES (PRE-1990)									

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03061	STDBOX	No	No	No	10 Years	15 Years	25 Years		OFFICIAL	
Title:	AUTOPSY REPORTS									
Description:	Reports from County Medical Examiner of all autopsies conducted in Kings County, showing name of deceased where known, cause of death, next of kin, etc. Arranged by autopsy number within year and month. If criminal case occurs, autopsy report is transferred to Homicide Case File.									
Comments:	Keep autopsy reports 10 years in office. Transfer to Municipal Records Center for additional retention for 15 years.									
Disposition:										

03065	STDBOX	No	No	No	25 Years	0 Years	25 Years		OFFICIAL	
Title:	SEPARATION LOG BOOK									
Description:	Record of case being separated physically by the court when the records of an individual member of a multi-defendant group are sealed and the remainder of the case is not sealed. Chronological by date of separation.									
Comments:	Keep logbook 25 years from date of last entry in book.									
Disposition:										

03066	STDBOX	No	No	No	25 Years	0 Years	25 Years		OFFICIAL	
Title:	STATEMENT CONTROL INDEX									
Description:	Card index to statements made by respondents, witnesses or complainants. Alphabetical by respondent name, includes date of statement, number of copies, complainant, ADA name and bureau, name of stenographer.									
Comments:										
Disposition:										

03067	STDBOX	No	No	No	10 Years	0 Years	10 Years		OFFICIAL	
Title:	STATEMENT FOLDERS									
Description:	Transcriptions of recorded statements made by respondents (alleged offenders) in the presence of police, DA representative(s), and stenographer. If respondent is indicted, statement becomes a part of the indictment folder. Includes also statements by witnesses or complainants. Filed by statement number, a chronological number assigned by audio visual unit.									
Comments:	Keep 10 years in file room. Transfer to Supreme Court indictment folder where applicable.									
Disposition:										

03070	STDBOX	No	No	No	1 Years	0 Years	1 Years		OFFICIAL	
Title:	WEATHER REPORTS									
Description:	Copies of daily weather report for use by ADA's in case preparation.									
Comments:	Auth: NY State RRDS 4-P-1, Item 27.									
Disposition:										

03063	STDBOX	No	No	No	10 Years	15 Years	25 Years		OFFICIAL	
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03062	STDBOX	No	No	No	1 Years	0 Years	1 Years	CL	OFFICIAL
Title:	FILE WITHDRAWAL SLIP								
Description:	Form SC 60, a 3" x 4.5" slip to show that a Supreme Court indictment folder has been removed from the Supreme Court File Room. Slip remains in folder's place on shelf until folder is returned. Slip contains indictment number, year, defendant, ADA requiring folder (taken by), court part assigned and date folder was taken.								
Comments:	CL= Clearing of slip. Keep slips showing file re- turned for 1 full year in office.								
Disposition:	Close of...								

03011	STDBOX	No	No	No	1 Years	0 Years	1 Years	OFFICIAL
Title:	FELONY FILINGS							
Description:	Computer-generated daily listing of all indictments and superior court informations filed on the previous day, by indictment number.							
Comments:	Keep one year in office for administrative back up.							
Disposition:								

Record Series Code	Object Code	Vital Record	Public Record	Legal Hold	Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approval Date
03012	STDBOX	No	No	No	1 Years	0 Years	1 Years		OFFICIAL	
Title:	GRAND JURY EVALUATION SHEET									
Description:	Duplicate copy of filing sheet listing indictment numbers, defendants and case dispositions. Sent to G.J. reporters by G.J. clerk as a request for transcription of Grand Jury minutes for all defen- dants indicted on the particular date of the sheet. Filed by date.									
Comments:	Keep one year in office for administrative backup. Original is in Grand Jury.									
Disposition:										
03013	STDBOX	No	No	No	3 Years	0 Years	3 Years		OFFICIAL	
Title:	ORDER BOOK									
Description:	Assignment book for stenographers. Chronological record of transcriptions to be made and assigned stenographer for each job. Replaced by statement tape transcription log.									
Comments:	Keep 3 years in office for administrative pur- poses.									
Disposition:										
03014	STDBOX	No	No	No	6 Years	0 Years	6 Years		OFFICIAL	
Title:	REPORTERS STATUS REPORT									
Description:	Grand Jury stenographers daily record of work per- formed, by indictment number and time spent.									
Comments:	Keep productivity report for six years as proof of work performed, for fiscal purposes.									
Disposition:										
03015	STDBOX	No	No	No	3 Years	0 Years	3 Years		OFFICIAL	
Title:	STATEMENT TAPE TRANSCRIPTION LOG									
Description:	Record of transcripts made of video/audio defen- dant statements, by date of transcription. In- cludes date of tape, defendant name and date transcript sent to file room.									
Comments:	Keep 3 years in office for administrative pur- poses. This is a work log only. Log of audio- tape creation is in Video Unit. Auth: GSA/NARS General Records Schedule 23, Item 5.									
Disposition:										
03016	STDBOX	No	No	No	2 Years	0 Years	2 Years		OFFICIAL	
Title:	STENOGRAPHIC ASSIGNMENT SCHEDULE									
Description:	Weekly schedule of steno assignments, by Grand Jury room.									
Comments:	Break files each year. Keep 2 full years in office.									
Disposition:										
03017	STDBOX	No	No	No	5 Years	20 Years	25 Years		OFFICIAL	
Title:	STENOGRAPHIC WORK SHEET-COPY 1									

03010	STDBOX	No	No	No	0 Years	0 Years	0 Years	P	OFFICIAL
Title:	DEFENDANT INDEX								

02101	STDBOX	No	No	No	5 Years	20 Years	25 Years	CL	PENDING Grand Jury
Title:	STENO NOTES								
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...								

Records Retention Schedule

New York City Department of Records

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903 DISTRICT ATTORNEY - KINGS
COUNTY

05-002 CRIMINAL COURT / Property
Release

Record Series Code	Object Code	Vital Record	Public Record	Legal Hold	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 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									
Comments:	TR= Transfer to appropriate case folder upon re- lease of property. Property release is governed by Section 450.10 of the Penal Law.									
Disposition:	Transfer									

02607	STDBOX	No	No	No	0 Years	0 Years	0 Years	3M	OFFICIAL
Title:	RE-ARREST REPORT - BUREAU CHIEF COPY								
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:	1D= 1 Day. Origin of series Office Wide Case Tracking.								
Disposition:	Three Months								

03031	STDBOX	No	No	No	0 Years	0 Years	0 Years	CU	OFFICIAL
Title:	INVESTIGATOR IDENTIFICATION CARDS								
Description:	Picture identification cards identifying members of the D.A.'s Investigative Unit.								
Comments:	CU= Current personnel only. Identification cards are destroyed at the time of investigator's separation from the D.A.'s Office.								
Disposition:	Current								

03028	STDBOX	No	No	No	1 Years	0 Years	1 Years	OFFICIAL
Title:	EQUIPMENT REPAIR LOG							

Record Series Code	Object Code	Vital Record	Public Record	Legal Hold	Office Retention	Offsite Retention	Total Retention	Disposition Code	Resolution Approval Doc	Approval Date
03035	STDBOX	No	No	No	1 Years	0 Years	1 Years		OFFICIAL	
Title:	PHOTOCOPY PRODUCTION REPORT									
Description:	Monthly report, including cumulations, of photo- copying done in the D.A.'s Office, with tallie's by individual machine and by bureau.									
Comments:	Auth: GSA/NARS General Records Schedule 13, Item 4.									
Disposition:										
03036	STDBOX	No	No	No	1 Years	0 Years	1 Years		OFFICIAL	
Title:	REPRODUCTION REQUEST									
Description:	Request for in-house printing, Form PUR-3. In- cludes specifications of item desired and type of reproduction required. Filed by date submitted.									
Comments:	Auth: GSA/NARS General Records Schedule 13, Item 4.									
Disposition:										
03051	STDBOX	No	No	No	3 Years	0 Years	3 Years		OFFICIAL	
Title:	SUPPLIES REQUISITION RECORDS									
Description:	Requests from D.A. employees to Purchasing for general office supplies (PUR-14) and requests from Purchasing to the Municipal Service Administration for supplies from the Municipal Storehouse (23BS2)									
Comments:	Auth: GSA-NARS General Records Schedule 8, Items 3 and 4.									
Disposition:										
03053	STDBOX	No	No	No	1 Years	0 Years	1 Years		OFFICIAL	
Title:	TELEPHONE SERVICE ORDERS									
Description:	Requests to add, drop, or relocate telephone lines. Alphabetical by name of requestor.									
Comments:	Auth: GSA-NARS General Records Schedule 12, Item 2(d)(2).									
Disposition:										
03054	STDBOX	No	No	No	3 Years	0 Years	3 Years		OFFICIAL	
Title:	TRAVEL REQUESTS AND ARRANGEMENTS									
Description:	Request for authorization of funds to travel to pick up a witness or prisoner (FIS 13) and record of the arrangements made to carry out the request (FIS 9). Used to arrange for transport, hotels, rented cars, cash advances, etc. FIS 9 includes names of persons travelling, destinations, con- firmations of hotels, car rentals, etc.									
Comments:	Auth: GSA-NARS General Records Schedule 9, Item 3.									
Disposition:										
03056	STDBOX	No	No	No	5 Years	0 Years	5 Years		OFFICIAL	
Title:	VEHICLE DESTINATION LOG									

03030	STDBOX	No	No	No	1 Years	0 Years	1 Years	CL	OFFICIAL
Title:	INVENTORY FILES								

[illegible]

03007	STDBOX	No	No	No	0 Years	0 Years	0 Years	2W	OFFICIAL
Title:	DISPOSITION SUMMARY - COMPUTER TAPE OR DUPLICATE C								
Description:	Bi-weekly computer-generated report of cases dis- posed of during the previous two-week period and the number of pending (open) cases. Statistics arranged by Bureau and cluster. Includes ac- quittals, guilty pleas, convictions and sentences.								
Comments:	2W= 2 Weeks. Keep copies only for bureau adminis- trative requirements. Computer medium is updated for each reporting period. Tapes are kept by Facility Manager at his site.								
Disposition:	Two Weeks								

03125	STDBOX	No	No	No	5 Years	0 Years	5 Years	OFFICIAL
Title:	GRAND JURY CONTROL LEDGER							
Description:	Log of indictment numbers assigned to cases being prepared for presentation to the Grand Jury. Chronological.							
Comments:	Keep ledger 5 years in office beyond date of last assigned case in ledger volume. Auth: NY State RRDS 4-1B, Item 9.							
Disposition:								

02605	STDBOX	No	No	No	10 Years	0 Years	10 Years	CL	PENDING
Title:	EAVESDROPPING RECORDS, INTELLIGENCE								
Description:	Indexes and catalogs of intelligence obtained by "wiretapping" or "bugging" during an investiga- tion. Includes: Index cards cross-referencing from names and addresses to tapes and/or trans- criptions, log sheets summarizing activities re- corded, and transcriptions of pertinent conversa- tions, prepared for trial use.								
Comments:	CL= Closing of investigation. Auth: CPL 700.55. OFFER TO THE MUNICIPAL ARCHIVES.								
Disposition:	Close of...								

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...								

