

STATE EDUCATION DEPARTMENT
NEW YORK STATE ARCHIVES
RETENTION AND DISPOSITION SCHEDULE
REC-4

INSTRUCTIONS: Complete one form for each program unit. List series title and recommended and/or approved retention and disposition for all records series in the program unit.

AGENCY Hudson River-Black River Regulating District		PROGRAM UNIT Legal
AGENCY NUMBER (8 character limit)	DISPOSITION AUTHORIZATION NUMBER	SERIES TITLE
HBR-05	23045	Counsel's Office Subject and Correspondence Files RECOMMENDED RETENTION AND DISPOSITION Transfer to State Archives subject and correspondence files (including e-mail) meeting the attached criteria once superseded or obsolete. Destroy research and reference materials prior to transfer. Destroy all other subject and correspondence files (including e-mail) once superseded or obsolete.
HBR-06	23046	Opinions Files RECOMMENDED RETENTION AND DISPOSITION Transfer to State Archives and State Library copies of opinions issued publicly at end of calendar year. Transfer to State Archives related supporting materials when obsolete or no longer need. Destroy internal agency opinions and other advisory opinions when obsolete or no longer needed.
HBR-07	23047	Legal Agreements RECOMMENDED RETENTION AND DISPOSITION Destroy six years after expiration of related contract/agreement or final payment, whichever is later.
HBR-08	23048	Claims Records RECOMMENDED RETENTION AND DISPOSITION Destroy claims involving contracts 6 years after final disposition of claim, unless records are needed in another step of the legal process and thus become part of that case file. Destroy all other claims 3 years after final disposition of claim, unless records are needed in another step of the legal process and thus become part of that case file.
HBR-09	23049	Litigation Records RECOMMENDED RETENTION AND DISPOSITION Transfer to State Archives copies of records related to cases that meet attached criteria 10 years after case closure. Destroy copies of records related to cases that do not meet attached criteria three years after case closure. Destroy recordings of hearings four months after transcription of hearing recording.

AGENCY NUMBER (8 character limit)	DISPOSITION AUTHORIZATION NUMBER	SERIES TITLE Records Subpoenaed by or from Regulating District
HBR-10	23050	RECOMMENDED RETENTION AND DISPOSITION Return records received in response to subpoenas issued by the RD to owner 30 days after final disposition of the case. If owner does not request return of provided records, destroy 30 days after final disposition of the case. Destroy records related to subpoenas to which the RD responded 1 year after response issued.
AGENCY NUMBER (8 character limit)	DISPOSITION AUTHORIZATION NUMBER	SERIES TITLE Subpoena Logs
HBR-11	23051	RECOMMENDED RETENTION AND DISPOSITION Destroy 1 year after final disposition of case.
AGENCY NUMBER (8 character limit)	DISPOSITION AUTHORIZATION NUMBER	SERIES TITLE Rules and Regulations Development Files
HBR-12	23052	RECOMMENDED RETENTION AND DISPOSITION Transfer to State Archives records related to rules adopted after a public hearing and/or on the basis of findings of a special study at the end of the calendar year in which the rule was promulgated. Destroy records related to rules repealed, revised, or not enacted one year after repeal, revision, or decision not to enact. Destroy recordings of hearings 4 months after transcription.
AGENCY NUMBER (8 character limit)	DISPOSITION AUTHORIZATION NUMBER	SERIES TITLE Legislation Files
HBR-13	23053	RECOMMENDED RETENTION AND DISPOSITION Transfer to State Archives program bills, draft program bills, and memoranda of support relating to regulating district-proposed legislation 2 years after end of the legislative session. Destroy correspondence, background and research materials, and other supporting documents related to regulating district-proposed legislation six years after end of two-year legislative session. Destroy files documenting the review of external agency legislation when no longer needed.