STATE EDUCATION DEPARTMENT NEW YORK STATE ARCHIVES RECORDS SERIES DESCRIPTION REC-5

AGENCY NUMBER (8 character limit)	DISPOSITION AUTHORIZATION NUMBER (LEAVE BLANK)
HBR-05	23045

 $INSTRUCTIONS: \ Complete \ one \ form \ for \ each \ records \ series \ where \ a \ new/revised \ records \ disposition \ authorization \ is \ requested.$

1. AGENCY Hudson River – Black River Regulating District	2. PROGRAM UNIT Legal		
3. RECORDS SERIES TITLE Counsel's Office Subject and Correspondence Files			
4. DESCRIPTION OF RECORDS SERIES Correspondence and e-mail with external parties (incoming and outgoing), internal memoranda and e-mail, minutes of internal meetings, unpublished reports, and research and reference files. Records include those of the head counsel and other counsel staff.			
5. BEGINNING DATE (year only) 1919	6. ENDING DATE (year only; if series is ongoing, use "Current") Current		
7. VOLUME OF EXISTING RECORDS BY RECORD TYPE			
PAPER RECORDS: 5 CU. FT. COMPUT	TER READABLE:ITEMS		
MICROFICHE:ITEMS AUDIO-VI	SUAL:ITEMS		
MICROFILM:ROLLS OTHER (specify type and volume):			
8. ESTIMATED ANNUAL GROWTH (paper records only): < 1CU. FT.			
9. FILES MANAGEMENT ACTION, IF ANY (i.e., action to separate inactive records from active records or to implement final disposition)			
10. EVENT THAT COMMENCES RETENTION PERIOD (e.g., case closure, end of calendar year, etc.) Superseded or obsolete			
11. PROPOSED RETENTION PERIOD AFTER EVENT (i.e., period of time after event in item #10) X RETAIN IN AGENCY FOR 0 YEARS MONTHS RETAIN IN STATE RECORDS CENTER FOR YEARS MONTHS REFORMAT (i.e., how & when records transferred to microfilm, digital images or other media): OTHER (i.e., non-time-based retention period):			
12. FINAL DISPOSITION			
DESTROYTRANSFER TO STATE ARCHIVESXOTHER (specify): Transfer subject and correspondence files (including e-mail) meeting the attached criteria to the State Archives. Destroy research and reference materials prior to transfer. Destroy all other subject and correspondence files (including e-mail).			
13. REASONS FOR PROPOSED RETENTION AND DISPOSITION Counsel's office subject and correspondence files that meet any of the archival criteria specified have administrative and long-term research value as they provide significant information on agency legal decision-making and major activities.			
14. MODIFICATION TO EXISTING RETENTION AND DISPOSITION AUTHORIZATION New series.			

Archival Review Criteria for Legal Case Files

Legal case files include records documenting the legal process followed by agencies from receipt of complaints or petitions to possible judicial proceedings. For each step of the process, actions include settlement or withdrawal by either party, or denial or no investigation by the agency.

The State Archives has established the following criteria for identifying archival case files:

Cases that are:

- landmark,
- policy setting,
- newsworthy,
- older than 1950,
- designated in statute or regulation as permanent,
- appealed but whose record on appeal is not publicly accessible from any source, or
- relate to the Agency's oversight functions or that relate to their core mission where documentation is not preserved in another agency. Agencies may contact the State Archives for more assistance in identifying such records.

Note: Subpoenaed records or exhibits should be disposed of under the Agency # HBR-10.