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

AGENCY NUMBER (8 character limit)	DISPOSITION AUTHORIZATION NUMBER (LEAVE BLANK)
HBR-06	23046

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

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1. AGENCY Hudson River – Black River Regulating District	2. PROGRAM UNIT Legal					
3. RECORDS SERIES TITLE Opinions Files						
4. DESCRIPTION OF RECORDS SERIES Records documenting regulating district counsel opinions (not related to litigation or administrative adjudication), interpreting statutes, rules, and regulations. These can take the form of opinions, letters, and memoranda. They may be issued publicly, or provided to regulating district staff, to other public entities or to private persons. Records may include requests for opinions, drafts, research materials, and correspondence.						
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: < 2CU. FT. COMPUTER READABLE:ITEMS						
MICROFICHE: ITEMS AUDIO-VI	-VISUAL: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.) End of calendar year of issuance (opinions issued publicly) or when obsolete or no longer needed to support regulating district functions (all other records).						
11. PROPOSED RETENTION PERIOD AFTER EVENT (i.e., period of time after event in item #10) X_RETAIN IN AGENCY FOR0_YEARS MONTHS RETAIN IN STATE RECORDS CENTER FORYEARS 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						
DESTROY TRANSFER TO STATE ARCHIVES X OTHER (specify): Transfer copies of opinions issued publicly to State Archives and State Library. Transfer related supporting materials to State Archives. Destroy internal agency opinions and other advisory opinions.						
13. REASONS FOR PROPOSED RETENTION AND DISPOSITION Opinions issued publicly have current and long-term legal and research value as they document the interpretation or application of law, and thereby may establish precedent, and set the legal framework for regulating district operations. Transfer of copies of these opinions to the State Archives and State Library will ensure that opinions are easily accessible by the public. Background materials document the opinion development process.						

 $14. \ \textbf{MODIFICATION TO EXISTING RETENTION AND DISPOSITION AUTHORIZATION}$

New series.