

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

AGENCY NUMBER (8 character limit)	DISPOSITION AUTHORIZATION NUMBER (LEAVE BLANK)
HBR-07	23047

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 Legal Agreements	
4. DESCRIPTION OF RECORDS SERIES Records pertaining to development and review of legal agreements and monitoring of legal compliance to them. Records include contracts, service level agreements, leases, releases, memoranda of understanding, correspondence, reports, compliance monitoring documents, and related records.	
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: <u>< 2</u> CU. FT. COMPUTER READABLE: _____ ITEMS MICROFICHE: _____ ITEMS AUDIO-VISUAL: _____ ITEMS MICROFILM: _____ ROLLS OTHER (specify type and volume): _____	
8. ESTIMATED ANNUAL GROWTH (paper records only): <u>< 1</u> CU. 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.) Expiration of related contract/agreement or final payment, whichever is later.	
11. PROPOSED RETENTION PERIOD AFTER EVENT (i.e., period of time after event in item #10) <input checked="" type="checkbox"/> RETAIN IN AGENCY FOR <u>6</u> YEARS _____ MONTHS <input type="checkbox"/> RETAIN IN STATE RECORDS CENTER FOR _____ YEARS _____ MONTHS <input type="checkbox"/> REFORMAT (i.e., how & when records transferred to microfilm, digital images or other media): _____ <input type="checkbox"/> OTHER (i.e., non-time-based retention period): _____	
12. FINAL DISPOSITION <input checked="" type="checkbox"/> DESTROY _____ TRANSFER TO STATE ARCHIVES _____ OTHER (specify): _____	
13. REASONS FOR PROPOSED RETENTION AND DISPOSITION This retention period satisfies the statute of limitations on litigation involving contracts (Civil Practice Law and Rules, Section 213).	
14. MODIFICATION TO EXISTING RETENTION AND DISPOSITION AUTHORIZATION New series.	