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

		AGENCY NUMBER (8 character limit)	DISPOSITION AUTHORIZATION NUMBER (LEAVE BLANK)
		HBR-10	23050
INSTRUCTIONS: Complete one form for each records series where a new/revised records disposition authorization is requested.			
AGENCY Hudson River – Black River Regulating District 2. PROGRAM UNIT Legal			
3. RECORDS SERIES TITLE Records Subpoenaed by or from Regulating District			
4. <b>DESCRIPTION OF RECORDS SERIES</b> Subpoena files and subpoenas received requesting information or copies of records, as well as records or exhibits gathered from an agency, organization, or individual as part of the discovery process or subpoenaed under civil or criminal procedure law, but not used in a case.			
	6. ENDING DATE (year only; if series is ongoing, use "Current") Current		
7. VOLUME OF EXISTING RECORDS BY RECORD TYPE			
PAPER RECORDS: < 2 CU. FT. COMPUTER READABLE:ITEMS			
MICROFICHE:ITEMS AUDIO-VISUAL:ITEMS			
MICROFILM: ROLLS OTHER (specify type and volume):			
8. ESTIMATED ANNUAL GROWTH (paper records only): < 1 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.) Regulating district responds to subpoena or, where HRBRRD issues subpoena, final disposition of case.			
11. PROPOSED RETENTION PERIOD AFTER EVENT (i.e., period of time after event in item #10)			
RETAIN IN AGENCY FORYEARSMONTHS   RETAIN IN STATE RECORDS CENTER FORYEARSMONTHS   REFORMAT (i.e., how & when records transferred to microfilm, digital images or other media):   OTHER (i.e., non-time-based retention period): Retain records related to subpoenas to which the RD responds for 1 year. Retain records related to subpoenas issued by the RD for 30 days after final disposition of the case.			
12. FINAL DISPOSITION			
DESTROYTRANSFER TO STATE ARCHIVES OTHER (specify): Return records received in response to subpoena to owner if requested. Destroy all other records.			
13. <b>REASONS FOR PROPOSED RETENTION AND DISPOSITION</b> Documentation of subpoena responses and records or exhibits not used as part of the case file have no long-term administrative value. The retention period is also consistent with that required by the Unified Court System.			
14. MODIFICATION TO EXISTING RETENTION AND DISPOSITION AUTHORIZATION New series.			