STATE EDUCATION DEPARTMENT NEW YORK STATE ARCHIVES RECORDS SERIES DESCRIPTION

REC-5

AGENCY NUMBER (8 character limit)	DISPOSITION AUTHORIZATION NUMBER (LEAVE BLANK)
HBR-11	23051

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

1. AGENCY Hudson River – Black River Regulating District	2. PROGRAM UNIT Legal		
3. RECORDS SERIES TITLE Subpoena Logs			
4. DESCRIPTION OF RECORDS SERIES Records listing the subpoenas issued by the regulating district, including the number, date issued and return date, and the person or entity to whom the subpoena is directed.			
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-VISUAL:ITEMS			
MICROFILM:ROLLS OTHER (specify type and volume):			
8. ESTIMATED ANNUAL GROWTH (paper records only): 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.) Final disposition of case.			
11. PROPOSED RETENTION PERIOD AFTER EVENT (i.e., period of time after event in item #10)			
X_RETAIN IN AGENCY FOR _1_YEARSMONTHSRETAIN IN STATE RECORDS CENTER FORYEARSMONTHSREFORMAT (i.e., how & when records transferred to microfilm, digital images or other media):OTHER (i.e., non-time-based retention period):			
12. FINAL DISPOSITION			
X DESTROYTRANSFER TO STATE ARCHIVESOTHER (specify):			
13. REASONS FOR PROPOSED RETENTION AND DISPOSITION Subpoena logs have no long-term administrative value. The retention period is also consistent with similar records scheduled by the Unified Court System.			
14. MODIFICATION TO EXISTING RETENTION AND DISPOSITION AUTHORIZATION Name series			