STATE EDUCATION DEPARTMENT NEW YORK STATE ARCHIVES

RECORDS SERIES DESCRIPTION

REC-5

AGENCY NUMBER (8 character limit)	DISPOSITION AUTHORIZATION NUMBER (LEAVE BLANK)
HBR-12	23052

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 Rules and Regulations Development Files						
4. DESCRIPTION OF RECORDS SERIES Records documenting the development of regulating district rules Rules. Records include regulatory agendas (see State Administrat revised rules, agency copies of proposed and revised rules and recorrespondence, memoranda, hearing records including transcriptany scientific or statistical study, report, or analysis and supporting 104).	tive Procedure Act [SAPA] Section 202-d), drafts of proposed and gulations and supporting documents, written public comments, ts and recordings, and background materials. The latter includes					
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: < 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): < 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 in which rule was promulgated (rules adopted after a public hearing and/or on the basis of findings of a special study), after hearing recordings transcribed, or after a rule is repealed, revised, or not enacted.						
11. PROPOSED RETENTION PERIOD AFTER EVENT (i.e., period of time after event in item #10)						
RETAIN IN AGENCY FORYEARS 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): For rules adopted after a public hearing and/or on the basis of findings of a special study, retain file including hearing materials and any studies, reports, and supporting data at end of calendar year in which rule was promulgated. Retain recordings of hearings for 4 months. Retain other records for 1 year after a rule is repealed, revised, or not enacted.						
12. FINAL DISPOSITION						
DESTROYTRANSFER TO STATE ARCHIVESX OTHER (specify): Transfer records related to rules adopted after a public hearing and/or on the basis of findings of a special study to State Archives. Destroy all other records.						
13. REASONS FOR PROPOSED RETENTION AND DISPOSITION Records partly duplicate those submitted to and maintained by the Department of State. Filings with the Department of State contain no evidence of regulatory intent. Selective background and hearing materials have long-term research and legal value as they document regulatory intent; other materials have short-term administrative value for development of subsequent rules and regulations and judicial review pursuant to SAPA Sections 202.8 and 205.						
14. MODIFICATION TO EXISTING RETENTION AND DISPOSITION AUTHORIZATION New series.						