STATE EDUCATION DEPARTMENT NEW YORK STATE ARCHIVES

RECORDS SERIES DESCRIPTION

REC-5

AGENCY NUMBER (8 character limit)	DISPOSITION AUTHORIZATION NUMBER (LEAVE BLANK)
HBR-13	23053

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

1. AGENCY Hudson River – Black River Regulating District	2. PROGRAM UNIT Legal		
3. RECORDS SERIES TITLE Legislation Files			
4. DESCRIPTION OF RECORDS SERIES Records documenting the development of regulating district-propagencies. Records include draft legislation and copies of bills, bas support or opposition, agency and public comments, ten-day letter	ckground files relating to proposed legislation, memoranda in		
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): < 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.) RD-generated proposals: End of the legislative session. External agency legislation: when no longer needed.			
11. PROPOSED RETENTION PERIOD AFTER EVENT (i.e., period of time	after event in item #10)		
RETAIN IN AGENCY FORYEARS MONTHSRETAIN IN STATE RECORDS CENTER FORYEARS MONTHSREFORMAT (i.e., how & when records transferred to microfilm, digital images or other media):X_OTHER (i.e., non-time-based retention period): Retain program bills, draft program bills, and memoranda of support relating to regulating district-proposed legislation for 2 years. Retain correspondence, background and research materials, and other supporting documents relating to regulating district-proposed legislation for 6 years. Retain files documenting the review of external agency legislation until no longer needed.			
12. FINAL DISPOSITION			
13. REASONS FOR PROPOSED RETENTION AND DISPOSITION Records concerning development of regulating district-proposed legislation have long-term research and legal value as they document legislative intent in developing bills and ultimately laws. The Governor's bill and veto jackets contain only a summary of the regulatory district's bill memorandum. Background content regarding new laws or proposals that are not introduced or are not passed by the legislature possess limited-term value when amending laws or modifying and resubmitting proposed legislation. Records concerning review of external agency legislation have short-term value to the agency and lack enduring research value.			
14. MODIFICATION TO EXISTING RETENTION AND DISPOSITION A New series	UTHORIZATION		