



New York State Archives

**New York State Office of Court Administration Judicial
Records Disposition and Archives Development Project Files
B2913**

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Overview of the Records

Repository:	New York State Archives
Summary:	This series contains files created and collected during the Judicial Records Disposition and Archives Development Project. Files include project guidelines and forms, interim reports and final report, meeting minutes, correspondence and memoranda, reports of court visits, records survey notes, summary statewide records inventory data, draft schedules, comments on schedule items, draft and final appraisal reports, and research materials. The latter include several pre-project unpublished reports on records management in the court system. About two-thirds of the records are draft records disposition schedules.
Creator:	New York (State). Office of Court Administration
Title:	Judicial Records Disposition and Archives Development Project files
Quantity:	3 cubic feet
Inclusive Date:	1984-1991
Series:	B2913

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Administrative History

Staff of the Office of Court Administration and the State Archives cooperated to conduct research on court history and operations; analyze and assess court records and information management practices; survey records of representative courts; identify and appraise archival records; and draft retention and disposition schedules for records of each court type and for jury records. The project was funded in part by a multi-year grant from the National Historic Publications and Records Commission to the Office of Court Administration.

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Scope and Content Note

This series contains files created and collected during the Judicial Records Disposition and Archives Development Project. Files include project guidelines and forms, interim reports and final report, meeting minutes, correspondence and memorandums, reports of court visits, records survey notes, summary statewide records inventory data, draft schedules, comments on schedule items, draft and final appraisal reports, and research materials. The latter include several pre-project unpublished reports on records management in the court system. About two-thirds of the records are draft records disposition schedules and related documentation.

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Use of Records

Access Restrictions

Access to certain records in this series may be restricted pursuant to New York State Freedom of Information Law (FOIL) Section 87.2(g). Staff will review requests for specific records and disclose in accordance with FOIL.

Administrative Information

Acquisition Information

This series was transferred under RDA 19063.

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Access Terms

- Courts
- Judicial records
- Minutes (administrative records)
- Correspondence
- Memorandums
- Reports

- Appraising
- Records schedules
- New York (State)