

### QUICK REFERENCE GUIDE: RECORDS DISPOSAL APPLICATION

#### Introduction

This document provides guidance for Records Management Officers preparing an application for disposal of records which have reached their required retention period. In accordance with Section 1133 of the City Charter, no records shall be destroyed or otherwise disposed of by an agency, officer or employee of the city unless approval has been obtained from the commissioner of records and information services, the corporation counsel and the head of the agency which created or has jurisdiction over the records.

## Requirements

# All boxes listed on the application must belong to an existing record series.

Record series numbers, titles and retention can be found on the agency's records retention schedule. If you wish to apply for disposal of records that do not fall under an existing series, please contact your DORIS records liaison for guidance.

# All records listed on the application must have met their retention period.

Calculate retention based on 12/31/PRIOR YEAR. If you are applying for disposals in 2023, calculate retention back from 12/31/2022.

Examples	Series 456123 - Case Files			
(Using 2023	Retention period of Close + 6 years.			
as the current	2022 – 6 years = 2016			
year.)	Records fitting the description listed for 456123 Case Files AND close			
	2016 and prior are eligible for disposal.			
	Series 789123 - Personnel Files			
	Retention period of Termination + 56 years.			
	2022 – 56 years = 1966			
	Records fitting the description listed for series 789123 Personnel Files			
	AND with a termination date of 1966 or prior are eligible for disposal.			

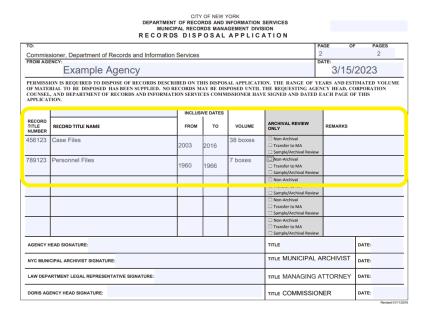
### **Procedure**



- 1. Access the current Records Disposal Application Form.
- 2. On page 1 of the application, complete the contact information at the top of the page. Subsequent pages also require agency, date, and page information at the top of the page. Complete all of these fields.

CITY OF NEW YORK DEPARTMENT OF RECORDS AND INFORMATION SERVICES					
31 CHAMBERS STREET, ROOM 105, NEW YORK, NY 10007, (212) 788-8550					
RECORDS RETENTION DISPOSITION FORM					
TO:  COMMISSIONER, DEPARTMENT OF RECORDS AND INFORMATION SERVICES CORPORATION COUNSEL, THE CITY OF NEW YORK					
FROM:					
SUBJECT: RECORDS DISPOSITION	REQUESTING AGENCY'S FISA NUMBER:		DATE PREPARED:		
ONE-TIME DISPOSAL	RECORDS MANAGEMENT OFFICER'S NAME:				
UNE-TIME DISPUSAL					
	TITLE:		OFFICE TELEPHONE:		
	RMO				
	ADDRESS:				
PERMISSION IS HEREBY REQUESTED TO PERFORM THE DISPOSAL OF THE RECORDS DESCRIBED IN THIS APPLICATION.					
SIGNATURE OF AGENCY REPRESENTATIVE:		TITLE:			
SIGNATURE OF AGENCY REPRESENTATIVE.		TILE.			
PRINTED NAME OF AGENCY REPRESENTATIVE:		DATE:	OFFICE NUMBER:		

3. On page 2 of the disposal application, list the records eligible for disposal. Use one entry line for each record series. Only record series listed on the agency's official retention schedule should be listed. Do not list informal or local names for the records. Use additional copies of this page if needed to list additional record series.





- 4. Obtain signatures for "Agency Representative" on the first page and "Agency Head Signature" on subsequent pages. The designated Senior Level Executive (SLE) for the agency may sign as a representative of the agency head.
- 5. Scan and transmit the completed disposal application to DORIS at the <a href="mailto:disposals@records.nyc.gov">disposals@records.nyc.gov</a> email address.

If you have questions about the disposal application procedure outlined above, or any other records matters, contact your records liaison directly, or the general Records Management mailbox at <a href="mailto:DORISmrmd@records.nyc.gov">DORISmrmd@records.nyc.gov</a>.