

STATE EDUCATION DEPARTMENT
STATE ARCHIVES AND RECORDS ADMINISTRATION
RECORDS DISPOSITION REQUEST
REC-3 (12/91)

INSTRUCTIONS: Complete one form for each program unit. Complete items 1 through 8. Attach REC-4 and REC-5 or equivalents.

Send request to: Bureau of Records Analysis and Disposition
State Archives and Records Administration
State Education Department
Albany, New York 12230

← TAB SETTINGS

SECTION A

IDENTIFICATION OF PROGRAM UNIT AND CONTACT PERSONS

1. AGENCY

Commission on Judicial Conduct

2. MAJOR DIVISION

3. SUBDIVISION

4. PROGRAM UNIT

5. RECORDS OFFICER (name)

Diane B. Eckert

Albany, New York and Rochester Offices
(telephone)

(518) 474-5617

SECTION B

PROGRAM UNIT MISSION AND FUNCTION

6. DESCRIBE PROGRAM UNIT MISSION AND FUNCTION

To investigate and litigate complaints of judicial misconduct.

SECTION C

ACTION REQUESTED

7. AUTHORIZATION IS REQUESTED TO:



ESTABLISH SCHEDULE



ADD ITEMS TO EXISTING SCHEDULE



REVISE DISPOSITION AUTHORIZATION NUMBERS



OTHER (Specify)

8. RECORDS OFFICER

Diane B. Eckert

SIGNATURE

1-25-94

DATE

SECTION D

SUMMARY OF ACTION TAKEN (SED Use Only)

SUMMARY OF ACTION TAKEN

Sent out for review 2/16/94.

STATE ARCHIVES
& RECORDS ADMINISTRATION

FEB 04 1994

*"I send authorization for agency no 21820
on 4/6/94."*

SECTION E

AUTHORIZING SIGNATURE

The action in Section D is authorized by the Commissioner of Education pursuant to Sec. 57.05 of the Arts and Cultural Affairs Law.

By:

(SIGNATURE)

DIRECTOR, STATE ARCHIVES AND RECORDS ADMINISTRATION

3-30-94

DATE

EX "F"

INSTRUCTIONS: Complete one form for each Program Unit. List series title and recommended retention and disposition for all existing record series in the program unit. Fill in Disposition Authorization Number only if approved authorization number should remain in effect. (Computer generated listing in similar format may be substituted for REC-4.)

AGENCY		PROGRAM UNIT
Commission on Judicial Conduct		Albany, New York and Rochester Offices
AGENCY NUMBER	DISPOSITION AUTHORIZATION NUMBER	SERIES TITLE
21820	18630	Case File: Dismissed (no investigation)
		RECOMMENDED RETENTION AND DISPOSITION Retain in originating office for 5 years and then destroy.
AGENCY NUMBER	DISPOSITION AUTHORIZATION NUMBER	SERIES TITLE
		RECOMMENDED RETENTION AND DISPOSITION
AGENCY NUMBER	DISPOSITION AUTHORIZATION NUMBER	SERIES TITLE
		RECOMMENDED RETENTION AND DISPOSITION
AGENCY NUMBER	DISPOSITION AUTHORIZATION NUMBER	SERIES TITLE
		RECOMMENDED RETENTION AND DISPOSITION
AGENCY NUMBER	DISPOSITION AUTHORIZATION NUMBER	SERIES TITLE
		RECOMMENDED RETENTION AND DISPOSITION
AGENCY NUMBER	DISPOSITION AUTHORIZATION NUMBER	SERIES TITLE
		RECOMMENDED RETENTION AND DISPOSITION

STATE EDUCATION DEPARTMENT
STATE ARCHIVES AND RECORDS ADMINISTRATION
RECORD SERIES DESCRIPTION
REC-5 (11/87)

AGENCY NUMBER	DISPOSITION AUTHORIZATION NUMBER (LEAVE BLANK)
21820	18630

Instructions: Complete one form for each records series where new records disposition authorization is requested. Computer generated listing in similar format may be substituted for REC-5.

← TAB SETTINGS	
1. AGENCY Commission on Judicial Conduct	2. PROGRAM UNIT
3. RECORD SERIES TITLE Case File: Dismissed (no investigation)	
4. DESCRIPTION OF RECORD SERIES Correspondence and staff recommendation to Commission pertaining to complaints against judges that were dismissed after initial review and never investigated.	
5. BEGINNING DATE 1975	6. ENDING DATE (If series is ongoing, use current) Current
7. VOLUME OF EXISTING RECORDS BY RECORD TYPE	
PAPER RECORDS: 208 CU. FT.	COMPUTER READABLE: 0 ITEMS
MICROFICHE: 0 ITEMS	AUDIO-VISUAL: 0 ITEMS
MICROFILM: 0 ROLLS	OTHER:
8. ESTIMATED ANNUAL GROWTH (Paper Records Only) 14 cubic feet	
9. EVENT THAT CAUSES RECORDS TO BECOME INACTIVE (If any) Case is dismissed by the Commission.	
10. FILES MANAGEMENT ACTION TO SEPARATE INACTIVE RECORDS FROM ACTIVE RECORDS (If any) Dismissed case files are moved from the open case files to dead case files.	
11. PROPOSED RETENTION PERIOD AFTER RECORDS BECOME INACTIVE, TO BE IMPLEMENTED AS FOLLOWS	
☒ RETAIN IN PROGRAM OFFICE SPACE FOR	YEARS MONTHS
☐ RETAIN IN AGENCY STORAGE SPACE FOR	5
☐ RETAIN IN STATE RECORDS CENTER FOR	
☐ REFORMAT (How and When)	
☐ OTHER	
12. FINAL DISPOSITION	
☒ DESTROY	☐ TRANSFER TO STATE ARCHIVES ☐ OTHER, SPECIFY
13. REASONS FOR PROPOSED RETENTION AND DISPOSITION For reference purposes.	
14. MODIFICATION TO RETENTION AND DISPOSITION INFORMATION	