

CENTER for JUDICIAL ACCOUNTABILITY, INC.

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Elena Ruth Sassower, Coordinator

BY FAX: 212-428-2880 (2 pages)

April 3, 2002

Rick Hogan, Chief Records Officer
Office of Court Administration
25 Beaver Street
New York, New York 10004

RE: Information Pursuant to Rule §38.1: Retention and Disposition of the
Records of the Courts of the Unified Court System

Dear Mr. Hogan:

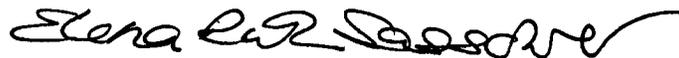
Following up our telephone conversation yesterday and your request that I put my informational request in writing, please advise as to the following:

- (1) OCA rules and schedules for retention and disposition of papers submitted to the New York Court of Appeals in connection with notices of appeal and motions for leave to appeal, where the Court of Appeals rejects review;
- (2) OCA rules and schedules for retention and disposition of records pertaining to appeals heard by the Appellate Divisions, including substantive motions made in connection with those appeals;
- (3) OCA rules and schedules for retention and disposition of records by the Appellate Divisions' Attorney Disciplinary Committees;
- (4) OCA rules and schedules for retention and disposition of statements filed by judges awarding "fees or allowances...for services performed", pursuant to Judiciary Law §35-a(1)(a) and, if separate, OCA rules and schedules for retention and disposition of "Statements of Approval of Compensation", pursuant to §26.2 of the Rules of the Chief Judge;

- (5) OCA rules and schedules for retention and disposition of its annual reports¹ “to the appellate division of the supreme court in each of the judicial departments of the state”, pursuant to Judiciary Law §35-a(2), from 1968 to the present, “containing a summary of the information contained in the statements filed with it pursuant to [Judiciary Law §35-a] by judges and justices sitting in courts in that department during the preceding year”;
- (6) OCA rules and schedules for retention and disposition of rules by made by “each appellate division of the supreme court”, pursuant to Judiciary Law §35-a(2), from 1968 to the present, “respecting the supervision of all such court appointees within its judicial department as it may deem necessary”;
- (7) OCA rules and schedules for retention and disposition of notices filed by “any person or institution receiving an appointment”, pursuant to §36.3(a) of the Rules of the Chief Judge;
- (8) OCA rules and schedules for retention and disposition of documents pertaining to arrangements by the Chief Administrator for “periodic public publication of the names of all persons and institutions appointed by each appointing judge in appropriate law journals and periodicals”, pursuant to §36.3(a) of the Rules of the Chief Judge;
- (9) OCA rules and schedules for retention and disposition of annual written reports of the Chief Administrator to the Chief Judge, pursuant to §36.3(b) of the Rules of the Chief Judge, from 1986 to the present, relating to “the operation of the procedures set forth in ...Part [36], including recommendations for modification”.

Thank you.

Yours for a quality judiciary,



ELENA RUTH SASSOWER, Coordinator
Center for Judicial Accountability, Inc. (CJA)

¹ Prior to the 1974 amendment of Judiciary Law §35-a, the OCA was the “Judicial Conference”.