



n e w y o r k s t a t e
a r c h i v e s

rec'd 1/8/03

Government Records Services
Room 9A34, Cultural Education Center, Albany, NY 12230
518-473-8498 ▼ Fax 518-486-4923 ▼ www.archives.nysed.gov

December 30, 2002

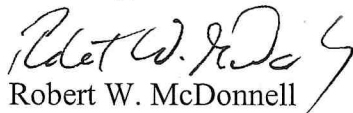
Elena Sassower
Center for Judicial Accountability
P.O. Box 69
Gedney Station
White Plains, NY 10605-0069

Dear Ms. Sassower:

As requested, I am enclosing copies of Records Disposition Authorizations 18633 and 20545 which authorize disposition, by the Office of the State Comptroller, of State agency audit reports and working papers of State agency audits.

Please let me know if you have additional questions.

Sincerely,


Robert W. McDonnell
Associate Archivist

Enc.

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WHERE HISTORY GOES ON RECORD

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

AGENCY NUMBER	DISPOSITION AUTHORIZATION NUMBER (LEAVE BLANK)
94-1	15633

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 OSC	2. PROGRAM UNIT Management Audit
3. RECORD SERIES TITLE Master State Audit Report Files	
4. DESCRIPTION OF RECORD SERIES Master Files of all State Audits with miscellaneous correspondence and 90 day responses.	
5. BEGINNING DATE 1979	6. ENDING DATE (If series is ongoing, use current) current
7. VOLUME OF EXISTING RECORDS BY RECORD TYPE PAPER RECORDS: 60 CU FT MICROFICHE: ITEMS MICROFILM: ROLLS COMPUTER READABLE: ITEMS AUDIO-VISUAL: ITEMS OTHER:	
8. ESTIMATED ANNUAL GROWTH (Paper Records Only) 4 cu. ft.	
9. EVENT THAT CAUSES RECORDS TO BECOME INACTIVE (If any) end of fiscal year audit was completed	
10. FILES MANAGEMENT ACTION TO SEPARATE INACTIVE RECORDS FROM ACTIVE RECORDS (If any) chronological filing	
11. PROPOSED RETENTION PERIOD AFTER RECORDS BECOME INACTIVE, TO BE IMPLEMENTED AS FOLLOWS YEARS MONTHS ☒ RETAIN IN PROGRAM OFFICE SPACE FOR 10 0 ☐ RETAIN IN AGENCY STORAGE SPACE FOR ☐ 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 The State Archives has determined these audits have archival value. <i>Agency Report 93/84-26.</i>	
14. MODIFICATION TO RETENTION AND DISPOSITION INFORMATION	

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

AGENCY NUMBER	DISPOSITION AUTHORIZATION NUMBER (LEAVE BLANK)
00-01	20545

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 Office of the State Comptroller	2. PROGRAM UNIT Management Audit
3. RECORD SERIES TITLE Audit Working Papers of State Agency Audits	
4. DESCRIPTION OF RECORD SERIES Audit working papers and related documentation of the audits of State departments and agencies.	
5. BEGINNING DATE 1975	6. ENDING DATE (If series is ongoing, use current) current
7. VOLUME OF EXISTING RECORDS BY RECORD TYPE	
PAPER RECORDS: 1200 CU. FT.	COMPUTER READABLE: ITEMS
MICROFICHE: ITEMS	AUDIO-VISUAL: ITEMS
MICROFILM: ROLLS	OTHER:
8. ESTIMATED ANNUAL GROWTH (Paper Records Only) 60 c.f.	
9. EVENT THAT CAUSES RECORDS TO BECOME INACTIVE (If any) End of fiscal year in which audit issued	
10. FILES MANAGEMENT ACTION TO SEPARATE INACTIVE RECORDS FROM ACTIVE RECORDS (If any)	
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	
☒ RETAIN IN STATE RECORDS CENTER FOR	10 0
☐ REFORMAT (How and When)	
☐ OTHER	
12. FINAL DISPOSITION	
☒ DESTROY	☐ TRANSFER TO STATE ARCHIVES ☐ OTHER, SPECIFY
13. REASONS FOR PROPOSED RETENTION AND DISPOSITION This disposition satisfied all legal, fiscal and administrative requirements for access to records for subsequent audits	
14. MODIFICATION TO RETENTION AND DISPOSITION INFORMATION This supersedes RDA# 18898 by revising the retention period from 6 to 10 years	