

**CITY OF NEW YORK DEPARTMENT OF RECORDS AND INFORMATION SERVICES
31 CHAMBERS STREET, ROOM 105, NEW YORK, NY 10007, (212) 788-8550**

RECORDS RETENTION SCHEDULE

TO: COMMISSIONER, DEPARTMENT OF RECORDS AND INFORMATION SERVICES AND THE CORPORATION COUNSEL OF THE CITY OF NEW YORK		
FROM:		
SUBJECT: RECORDS RETENTION <input type="checkbox"/> NEW SCHEDULE	REQUESTING AGENCY'S FISA NO:	DATE PREPARED:
	RECORDS OFFICER'S NAME:	
	TITLE:	OFFICE TELEPHONE:
	ADDRESS:	
PERMISSION IS HEREBY REQUESTED TO PERFORM THE ABOVE INDICATED ACTION. WE UNDERSTAND THAT IT IS THE RESPONSIBILITY OF OUR AGENCY TO ENSURE THAT NO RECORDS MAY BE DESTROYED IF THEY ARE NECESSARY FOR THE PURPOSE OF AUDIT OR LITIGATION.		
SIGNATURE OF AGENCY REPRESENTATIVE:	TITLE:	
PRINTED NAME OF AGENCY REPRESENTATIVE:	DATE:	OFFICE NUMBER:
ATTACHMENT (S): <input type="checkbox"/> YES - NUMBER OF SHEETS: _____		
FOR NYC DEPARTMENT OF RECORDS USE ONLY— DO NOT WRITE BELOW THIS		
ALL RECORDS ARE PROPERLY SCHEDULED AND ELIGIBLE FOR THE INDICATED ACTION. CHANGES TO THE SCHEDULE ARE ATTACHED.		
SIGNATURE OF AGENCY REPRESENTATIVE:	TITLE:	
	COMMISSIONER	
PRINTED NAME OF AGENCY REPRESENTATIVE:	DATE:	OFFICE TELEPHONE:
EILEEN M. FLANNELLY		(212) 788-8609
FOR CORPORATION COUNSEL USE ONLY— DO NOT WRITE BELOW THIS LINE		
CITY OF NEW YORK LAW DEPARTMENT WILL COMPLETE THIS AREA:		
NONE OF THE ACTIONS CITED VIOLATE ANY LAW OR RULE. ANY RECORDS ELIGIBLE FOR DISPOSAL WHICH MUST BE HELD FOR THE PURPOSE OF LITIGATION ARE LISTED ON THE REVERSE SIDE.		
SIGNATURE:	TITLE:	
	CITY'S MANAGING ATTORNEY	
PRINTED NAME:	DATE:	OFFICE TELEPHONE:
G. FOSTER MILLS		(212) 788-0300

