

Legal:

FOIL Records	2 years
Hearing Files/Transcripts	5 years then transfer to State archives
Legislation (proposed/pending)	1 year
Litigation Files	7 years after closing
Minimum Standards	7 years then transfer to State archives
Substitute Jail Orders	3 years

Medical:

Final Death Reports	1 copy FOREVER
Inmate Mortality File	7 years

Statistics:

DOCCS Inmate Census Report	5 years
NYCDOC 5 a.m. Census	5 years
NYC Daily Facility Population	
Capacity Report	5 years
NYC Broken Cells	3 months
Daily Download	10 years
Classification & Movement	
State Ready	10 years
Car reservation forms	1 year