

NYCRR Digital Archive User Guide

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I. Introduction

The NYCRR Digital Archive provides free access to the superceded pages (takeouts) of the *New York Codes, Rules and Regulations* for the years 1945-2001 in pdf format.

II. Explanation of Contents

The NYCRR Digital Archive includes the superseded pages (“takeouts”) of the New York Codes, Rules and Regulations for the years 1945-2001. The NYCRR and its indexes were completely re-issued at various points in time. The contents of the database include:

- NYCRR, 1945 edition
- NYCRR, supplements to the 1945 edition (1945-1963)
- NYCRR, takeouts 1960 - 2001
- NYCRR, complete set replaced by a 1995 re-issue by West (“snapshot” files)
- NYCRR, Superseded Judiciary - Complete re-issue - June 1996
- NYCRR, Superseded Manual of Uniform Traffic Control Devices - 7-1-58
- NYCRR, Superseded Transportation 17B - complete re-issue Sept 1997
- NYCRR, Superseded Transportation 17B - Uniform Traffic Control Device - November 2001
- NYCRR, Family Court Forms - issued 10-18-96; superseded June 1998
- NYCRR, Family Court Forms - replaced April 2000
- NYCRR Superseded Master Index July 1976
- NYCRR Superseded Master Index February 1985
- NYCRR Superseded Master Index June 1987
- NYCRR Superseded Master Index August 1991
- NYCRR Superseded Master Index December 1993
- NYCRR Superseded Master Index December 1998
- NYCRR Superseded Master Index September 2000
- NYCRR Superseded Master Index March 2001

The database is intended to be comprehensive. Quality controls were put into place to ensure that all pages were accounted for prior to digitizing the takeouts. It is possible that a page(s) is missing. Please forward concerns about missing pages to the Collaborators.

III. Use of the NYCRR Digital Archive

- Use of the NYCRR Digital Archive means that you agree to the Terms of Use.
- The database can support 50 concurrent users.

- Users will be disconnected after 30 minutes of inactivity.

IV. Search Basics

Begin by accessing the website at <http://law.lib.buffalo.edu/nycrr/index.asp>

You must make a Category selection on the left frame of the page before running a search. Failure to do so will yield zero results.

**Select box(es) below
before running a search** —

Categories —

Select All

- 1945 Code
- Front Matter
- Indexes
- Title 01 - Agriculture and Markets
- Title 02 - Audit and Control
- Title 03 - Banking
- Title 04 - Civil Service
- Title 05 - Commerce (formerly
Economic Development)
- Title 06 - Environmental
Conservation (formerly
Conservation)
- Title 07 - Correctional Services
- Title 08 - Education
- Title 09 - Executive
- Title 10 - Health
- Title 11 - Insurance
- Title 12 - Labor
- Title 13 - Law
- Title 14 - Mental Hygiene
- Title 15 - Motor Vehicles
- Title 16 - Public Service
- Title 17 - Transportation (formerly
Public Works)
- Title 18 - Social Services
(formerly Social Welfare)
- Title 19 - State
- Title 20 - Taxation and Finance
- Title 21 - Miscellaneous
- Title 22 - Judiciary

Basic Search Screen

NYCRR Digital Archive

Home Search

Select box(es) below before running a search

Categories

[Select All](#)

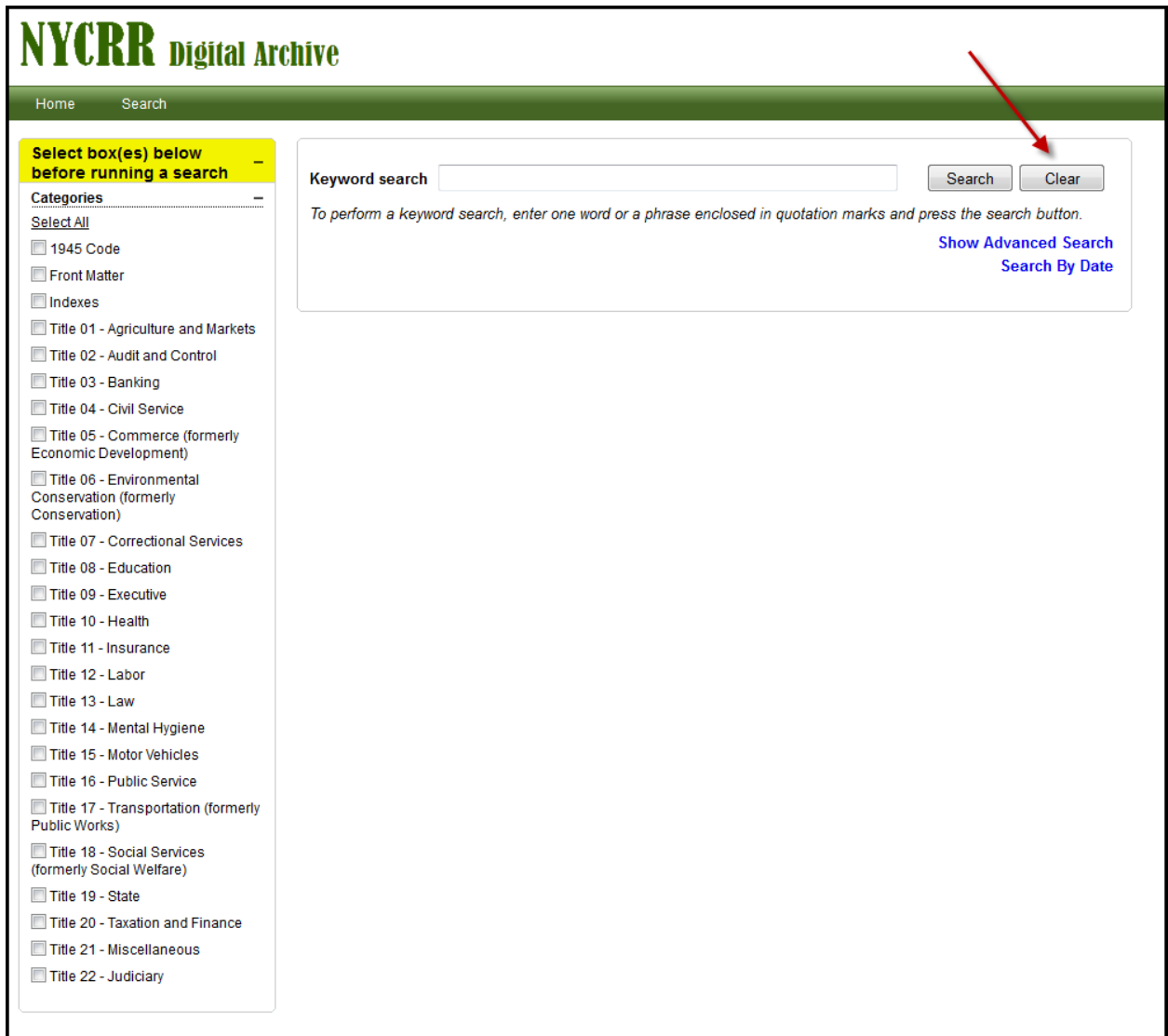
- 1945 Code
- Front Matter
- Indexes
- Title 01 - Agriculture and Markets
- Title 02 - Audit and Control
- Title 03 - Banking
- Title 04 - Civil Service
- Title 05 - Commerce (formerly Economic Development)
- Title 06 - Environmental Conservation (formerly Conservation)
- Title 07 - Correctional Services
- Title 08 - Education
- Title 09 - Executive
- Title 10 - Health
- Title 11 - Insurance
- Title 12 - Labor
- Title 13 - Law
- Title 14 - Mental Hygiene
- Title 15 - Motor Vehicles
- Title 16 - Public Service
- Title 17 - Transportation (formerly Public Works)
- Title 18 - Social Services (formerly Social Welfare)
- Title 19 - State
- Title 20 - Taxation and Finance
- Title 21 - Miscellaneous
- Title 22 - Judiciary

Keyword search

To perform a keyword search, enter one word or a phrase enclosed in quotation marks and press the search button.

[Show Advanced Search](#)
[Search By Date](#)

Text in the **Keyword search** box may be quickly deleted by clicking **Clear**.



NYCRR Digital Archive

Home Search

Select box(es) below before running a search

Categories

Select All

- 1945 Code
- Front Matter
- Indexes
- Title 01 - Agriculture and Markets
- Title 02 - Audit and Control
- Title 03 - Banking
- Title 04 - Civil Service
- Title 05 - Commerce (formerly Economic Development)
- Title 06 - Environmental Conservation (formerly Conservation)
- Title 07 - Correctional Services
- Title 08 - Education
- Title 09 - Executive
- Title 10 - Health
- Title 11 - Insurance
- Title 12 - Labor
- Title 13 - Law
- Title 14 - Mental Hygiene
- Title 15 - Motor Vehicles
- Title 16 - Public Service
- Title 17 - Transportation (formerly Public Works)
- Title 18 - Social Services (formerly Social Welfare)
- Title 19 - State
- Title 20 - Taxation and Finance
- Title 21 - Miscellaneous
- Title 22 - Judiciary

Keyword search

To perform a keyword search, enter one word or a phrase enclosed in quotation marks and press the search button.

[Show Advanced Search](#)
[Search By Date](#)

V. SIMPLE WORD SEARCH

Select the title(s) that you wish to search by using the checkboxes on the left side of the screen. You may run a comprehensive search of all titles by clicking **Select All**. **YOU MUST MAKE A SELECTION PRIOR TO RUNNING YOUR SEARCH.** If you fail to do so, the following message will appear:

“There were no results matching your search criteria.”

The textbox can accommodate 30 characters. For searches with more than 30 characters, users should choose the advanced search option.

Searching the singular form of a word will also retrieve the plural of that search term.

A space between search terms is interchangeable with the AND connector. Only documents that contain all terms will appear on the results list.

For more precise search results, it is recommended that phrases be enclosed with quotation marks.

The results list is ordered alphabetically by document name in ascending order and displays 10 hits on each screen. To reverse the order, click on “Document Name.”

The date in the Document Name is the date the print page was removed from the NYCRR. To further clarify, the results of any successful search in the database will list documents in the following format:

TitleX-TitleName-YYYY-MM.pdf

For example, a result with the name **Title3-Banking-1990-08.pdf** will include all Title 3 pages *removed* from the NYCRR in August of 1990.

Multiple results screens are indicated by the numbered boxes below the document name list.

The user may move from screen to screen by clicking the numbered boxes below the results list. You may navigate in either direction.

To see more results, click on the box after 10 containing the ellipses.

Search results may be narrowed by using the **Search by Date** field. Date should be entered using the proper format.

Simple Search by Keyword - Example One

Find: occurrences of the word motorcycle in Titles 11 and 15

Using the checkboxes, select Title 11 - Insurance and Title 15 - Motor Vehicles

In the **Keyword search** textbox type: *motorcycle*

Click **Search**

The results list is displayed.

Results: 283

You may browse the results by clicking on the numbered boxes in any order.

Boxes with ellipses will allow the user to see the next/previous 10 screens.

The user will see 2 tabs below the document names list.

Download Options: allows user to view select documents in pdf format

Preview Document: allows user to view select documents in preview mode through a browser

Remember:

The results of any successful search in the database will list documents in the following format:

TitleX-TitleName-YYYY-MM.pdf

For example, a result with the name **Title11-Insurance-1975-11.pdf** will include all Title 11 pages *removed* from the NYCRR in November of 1975.

Select box(es) below before running a search

- Categories
- Select All
- 1945 Code
 - Front Matter
 - Indexes
 - Title 01 - Agriculture and Markets
 - Title 02 - Audit and Control
 - Title 03 - Banking
 - Title 04 - Civil Service
 - Title 05 - Commerce (formerly Economic Development)
 - Title 06 - Environmental Conservation (formerly Conservation)
 - Title 07 - Correctional Services
 - Title 08 - Education
 - Title 09 - Executive
 - Title 10 - Health
 - Title 11 - Insurance
 - Title 12 - Labor
 - Title 13 - Law
 - Title 14 - Mental Hygiene
 - Title 15 - Motor Vehicles
 - Title 16 - Public Service
 - Title 17 - Transportation (formerly Public Works)
 - Title 18 - Social Services (formerly Social Welfare)
 - Title 19 - State
 - Title 20 - Taxation and Finance
 - Title 21 - Miscellaneous
 - Title 22 - Judiciary

Keyword search

To perform a keyword search, enter one word or a phrase enclosed in quotation marks and press the search button.

[Show Advanced Search](#)
[Search By Date](#)

Results: 283

Document Name
Title11-Insurance-1975-11.pdf
Title11-Insurance-1986-12.pdf
Title11-Insurance-1996-03_1996-04.pdf
Title15-MotorVehicles-1965-08_1965-10-a.pdf
Title15-MotorVehicles-1966-09_1966-10-a.pdf
Title15-MotorVehicles-1977-07.pdf
Title15-MotorVehicles-1974-06.pdf
Title15-MotorVehicles-1974-12.pdf
Title15-MotorVehicles-1981-11_1981-12-a.pdf
Title15-MotorVehicles-1981-01_1981-02-a.pdf

1 2 3 4 5 6 7 8 9 10 ...

Download Options

[Click to Download](#)

[PDF File \(OCR\)](#)

Simple Word Search - Example One

VIEWING A DOCUMENT

Double-click the file name. To find your search terms, right click on the text, -> find. Type *motorcycle* in the text box. Click next or previous to navigate through the document. Notice that the term *motorcycles* is also a highlighted search term.

OR

Highlight the document you wish to see. Click the **PDF File (OCR)** link under the **Download Options** tab. Select **open** or **save**. To quickly find your search term, go to edit on the drop down menu -> find. Type *motorcycle* in the find box. Scroll through the document using previous and next.

OR

Click the **Preview Document** Tab. To find your search terms, right click on the text, -> find. Type *motorcycle* in the text box. Click next or previous to navigate through the document. Notice that the term *motorcycles* is also a highlighted search term.

Simple Search by Keyword - Example Two

Find: *occurrences of the phrase liability insurance in Title 11*

Using the checkboxes, select Title 11 - Insurance

In the **Keyword search** textbox type: *liability insurance*

Documents that contain both liability and insurance will be retrieved.

Click **Search**

The results page is displayed.

Results: 304

NYCRR Digital Archive

Home Search

Select box(es) below before running a search

Categories

Select All

- 1945 Code
- Front Matter
- Indexes
- Title 01 - Agriculture and Markets
- Title 02 - Audit and Control
- Title 03 - Banking
- Title 04 - Civil Service
- Title 05 - Commerce (formerly Economic Development)
- Title 06 - Environmental Conservation (formerly Conservation)
- Title 07 - Correctional Services
- Title 08 - Education
- Title 09 - Executive
- Title 10 - Health
- Title 11 - Insurance
- Title 12 - Labor
- Title 13 - Law
- Title 14 - Mental Hygiene
- Title 15 - Motor Vehicles
- Title 16 - Public Service
- Title 17 - Transportation (formerly Public Works)
- Title 18 - Social Services (formerly Social Welfare)
- Title 19 - State
- Title 20 - Taxation and Finance
- Title 21 - Miscellaneous
- Title 22 - Judiciary

Keyword search liability insurance Search Clear

To perform a keyword search, enter one word or a phrase enclosed in quotation marks and press the search button.

Show Advanced Search Search By Date

Share

Results: 304

Document Name
Title11-Insurance-2001-06-a.pdf
Title11-Insurance-1982-10.pdf
Title11-Insurance-1972-09_1972-10.pdf
Title11-Insurance-1964-08_1964-10-b.pdf
Title11-Insurance-1971-02_1971-03.pdf
Title11-Insurance-1975-11.pdf
Title11-Insurance-1977-12.pdf
Title11-Insurance-1988-08.pdf
Title11-Insurance-2001-08-a.pdf
Title11-Insurance-1973-05_1973-06-b.pdf

1 2 3 4 5 6 7 8 9 10 ...

Download Options Preview Document

Click to Download

PDF File (OCR)

Simple Search by Keyword - Example Two

By enclosing the search terms in quotation marks, liability insurance will be searched as a phrase yielding more precise results.

Results: 235

The screenshot shows the NYCRR Digital Archive search interface. On the left is a sidebar with a category list where 'Title 11 - Insurance' is selected. The main search area shows the keyword 'liability insurance' in quotes, with search and clear buttons. Below the search bar is a 'Share' button and a results summary '# Results: 235'. A table of document names is displayed, with the first result highlighted. At the bottom, there are 'Download Options' and 'Preview Document' tabs, with a 'Click to Download' button and a link to the 'PDF File (OCR)'.

NYCRR Digital Archive

Home Search

Select box(es) below before running a search

Categories

Select All

- 1945 Code
- Front Matter
- Indexes
- Title 01 - Agriculture and Markets
- Title 02 - Audit and Control
- Title 03 - Banking
- Title 04 - Civil Service
- Title 05 - Commerce (formerly Economic Development)
- Title 06 - Environmental Conservation (formerly Conservation)
- Title 07 - Correctional Services
- Title 08 - Education
- Title 09 - Executive
- Title 11 - Insurance
- Title 12 - Labor
- Title 13 - Law
- Title 14 - Mental Hygiene
- Title 15 - Motor Vehicles
- Title 16 - Public Service
- Title 17 - Transportation (formerly Public Works)
- Title 18 - Social Services (formerly Social Welfare)
- Title 19 - State
- Title 20 - Taxation and Finance
- Title 21 - Miscellaneous
- Title 22 - Judiciary

Keyword search "liability insurance" Search Clear

To perform a keyword search, enter one word or a phrase enclosed in quotation marks and press the search button.

Show Advanced Search Search By Date

Share

Results: 235

Document Name
Title11-Insurance-2001-06-a.pdf
Title11-Insurance-1982-10.pdf
Title11-Insurance-1972-09_1972-10.pdf
Title11-Insurance-1964-08_1964-10-b.pdf
Title11-Insurance-1971-02_1971-03.pdf
Title11-Insurance-1975-11.pdf
Title11-Insurance-1977-12.pdf
Title11-Insurance-1988-08.pdf
Title11-Insurance-2001-08-a.pdf
Title11-Insurance-1973-05_1973-06-b.pdf

1 2 3 4 5 6 7 8 9 10 ...

Download Options Preview Document

Click to Download

PDF File (OCR)

Simple Search by Keyword - Example Two (with quotations)

Simple Search by NYCRR Section Number

Find: *Insurance Law 11 NYCRR 60-1.1*

Using the checkboxes, select Title 11 – Insurance

In the **Keyword search** textbox type: *60-1.1*

Click **Search**

The results list is displayed.

Results: 9

The screenshot displays the NYCRR Digital Archive search interface. On the left, a sidebar titled "Select box(es) below before running a search" lists various categories with checkboxes. "Title 11 - Insurance" is selected. The main search area contains a "Keyword search" input field with "60-1.1" entered, a "Search" button, and a "Clear" button. Below the search bar, a "Share" button is visible. The search results section shows "# Results: 9" and a table of document names. The first result, "Title11-Insurance-1994-12-Snapshot_Vol_A.pdf", is highlighted. Below the results, there are "Download Options" and "Preview Document" tabs, with a "Click to Download" button and a "PDF File (OCR)" link.

NYCRR Digital Archive

Home Search

Select box(es) below before running a search

Categories

Select All

- 1945 Code
- Front Matter
- Indexes
- Title 01 - Agriculture and Markets
- Title 02 - Audit and Control
- Title 03 - Banking
- Title 04 - Civil Service
- Title 05 - Commerce (formerly Economic Development)
- Title 06 - Environmental Conservation (formerly Conservation)
- Title 07 - Correctional Services
- Title 08 - Education
- Title 09 - Executive
- Title 10 - Health
- Title 11 - Insurance
- Title 12 - Labor
- Title 13 - Law
- Title 14 - Mental Hygiene
- Title 15 - Motor Vehicles
- Title 16 - Public Service
- Title 17 - Transportation (formerly Public Works)
- Title 18 - Social Services (formerly Social Welfare)
- Title 19 - State
- Title 20 - Taxation and Finance

Keyword search 60-1.1 Search Clear

To perform a keyword search, enter one word or a phrase enclosed in quotation marks and press the search button.

Show Advanced Search
Search By Date

Share

Results: 9

Document Name
Title11-Insurance-1994-12-Snapshot_Vol_A.pdf
Title11-Insurance-1993-06.pdf
Title11-Insurance-1999-02-b.pdf
Title11-Insurance-1996-01_1996-02.pdf
Title11-Insurance-1996-11.pdf
Title11-Insurance-1998-08.pdf
Title11-Insurance-1996-09-b.pdf
Title11-Insurance-1997-03-a.pdf
Title11-Insurance-1998-09-a.pdf

Download Options Preview Document

Click to Download

PDF File (OCR)

Simple Search by NYCRR Section Number

ADDING A DATE

In the top right corner of the screen click **Search by Date**

Date removed: month/year that pages were removed from the main set.
Using the proper search format enter the date removed in the textbox

Supplement date: date printed on the bottom corner of the page indicating the month, day and year the page was originally added to the main set.

Using the drop down menu select a qualifier.

Clicking in the second box select a date from the calendar.

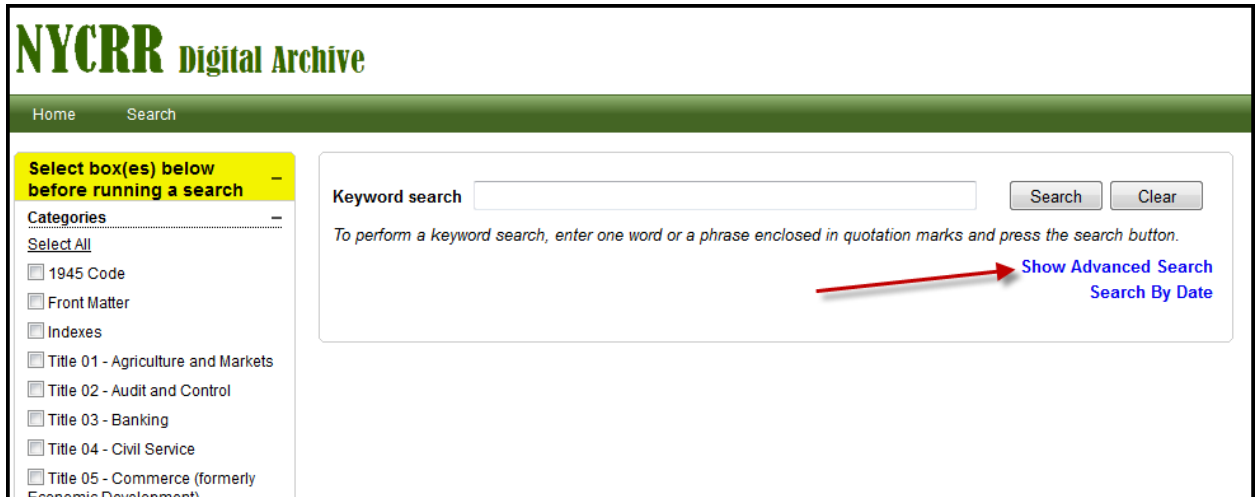
User may search using the **Date removed** or the **supplement date** but not both.

The screenshot displays the NYCRR Digital Archive search interface. On the left, a sidebar titled "Select box(es) below before running a search" lists various categories with checkboxes. The "Title 11 - Insurance" category is selected. The main search area includes a "Keyword search" field with "Search" and "Clear" buttons. Below this, there are fields for "Date Removed" (containing "may 2001") and "Supplement Date" (with a dropdown menu set to "Equals"). A "Share" button is located below the search filters. The search results section shows "# Results: 2" and a table with two entries: "Title11-Insurance-2001-05-a.pdf" and "Title11-Insurance-2001-05-b.pdf". A "Click to Download" button is visible below the results, along with a link for "PDF File (OCR)".

Search by Date


VI. Advanced Search

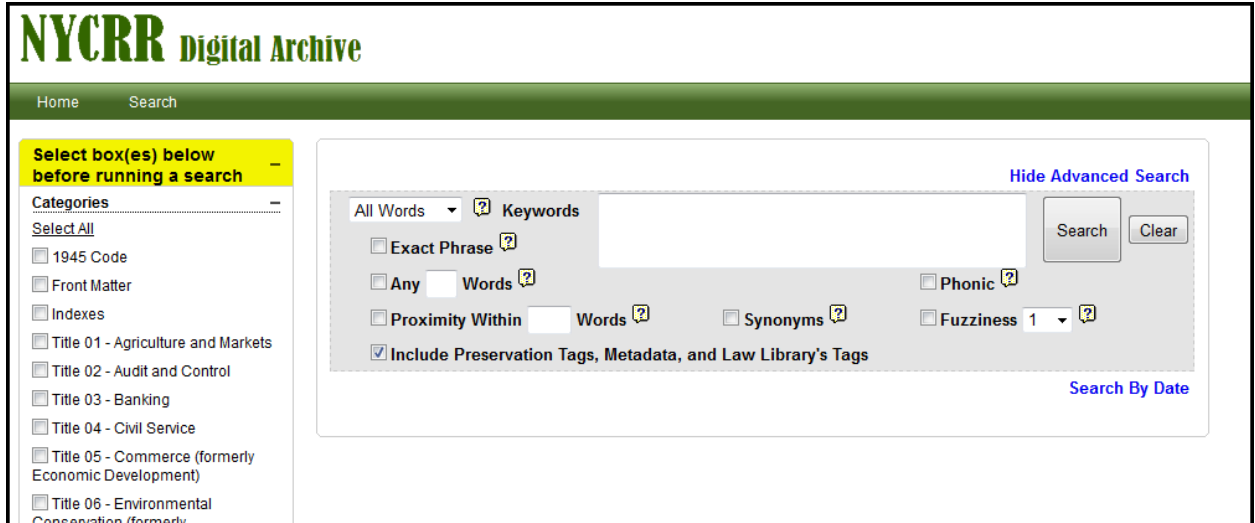
The advanced search screen allows more search options resulting in more precise results.



The screenshot shows the NYCRR Digital Archive search page. On the left, there is a sidebar with a yellow header that says "Select box(es) below before running a search". Below this, there is a "Categories" section with a "Select All" link and a list of categories with checkboxes: 1945 Code, Front Matter, Indexes, Title 01 - Agriculture and Markets, Title 02 - Audit and Control, Title 03 - Banking, Title 04 - Civil Service, and Title 05 - Commerce (formerly Economic Development). The main search area has a "Keyword search" input field, "Search" and "Clear" buttons, and a text instruction: "To perform a keyword search, enter one word or a phrase enclosed in quotation marks and press the search button." A red arrow points from the right side of the search area to a blue link that says "Show Advanced Search Search By Date".

Accessing the advanced search screen

Explanations for search options may be seen by clicking on .



The screenshot shows the NYCRR Digital Archive search page with the advanced search options expanded. The sidebar is the same as in the previous screenshot. The main search area now includes a "Hide Advanced Search" link in the top right. The search options are: "All Words" (dropdown), "Keywords" (input field), "Exact Phrase" (checkbox), "Any" (checkbox) and "Words" (input field), "Proximity Within" (checkbox) and "Words" (input field), "Synonyms" (checkbox), "Phonic" (checkbox), and "Fuzziness" (dropdown set to "1"). There is also a checked checkbox for "Include Preservation Tags, Metadata, and Law Library's Tags". "Search" and "Clear" buttons are present. A "Search By Date" link is in the bottom right.

Advanced search screen

VII. Search Highlighter Plugin

There is a plug-in available for Acrobat Reader X and Acrobat Reader XI that enables Search Hit Highlighting in Internet Explorer on a Windows PC when previewing documents.

The plug-in is not available for other browsers on the PC, Mac or Linux.

To install the plug-in you will need administrative privileges for your PC. If you do not have administrative privileges please contact your system administrator. Click the link below to download the plug-in.

<http://download.dtsearch.com/pdfhl/dtSearchPdfHighlighter.exe>

VII. Other Sources of Takeouts

Print: There are a number of library collections throughout NY State with print holdings. To identify a library with print NYCRR holdings consult the Worldcat database (<https://www.worldcat.org/>).

Online: Although not takeouts *per se*, Westlaw provides an historical snapshot of the NYCRR on December 31 of each year beginning in 2002.