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The NYCRR Digital Archive provides free access to the superceded pages (takeouts) of the *New York Codes, Rules and Regulations* for the years 1945-2001 in pdf format.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The NYCRR Digital Archive includes the superseded pages (“takeouts”) of the New York Codes, Rules and Regulations for the years 1945-2001.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- NYCRR, Superseded Judiciary - Complete re-issue - June 1996
- NYCRR, Superseded Manual of Uniform Traffic Control Devices - 7-1-58
- NYCRR, Superseded Transportation 17B - complete re-issue Sept 1997
- NYCRR, Superseded Transportation 17B - Uniform Traffic Control Device - November 2001
- NYCRR, Family Court Forms - issued 10-18-96; superseded June 1998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- NYCRR Superseded Master Index July 1976
- NYCRR Superseded Master Index February 1985
- NYCRR Superseded Master Index June 1987
- NYCRR Superseded Master Index August 1991
- NYCRR Superseded Master Index December 1993
- NYCRR Superseded Master Index December 1998
- NYCRR Superseded Master Index September 2000
- NYCRR Superseded Master Index March 2001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 https://law.lib.buffalo.edu/nycrr/index.html

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.
Basic Search Screen
Text in the **Keyword search** box may be quickly deleted by clicking **Clear**.
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.
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
By enclosing the search terms in quotation marks, liability insurance will be searched as a phrase yielding more precise results.

# Results: 235

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**
**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.
VI. Advanced Search

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

Accessing the advanced search screen

Explanations for search options may be seen by clicking on [2].
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.