Rule 9701. Records to be kept by the clerk of appellate division. The clerk of the appellate division in each department shall keep:

1. a book, properly indexed, or an index, in which shall be entered the title of all proceedings in that court, with entries under each, showing the proceedings taken therein and the final disposition thereof; and

2. a book in which shall be indexed all undertakings filed in the clerk's office, with a statement of the proceedings in which they are given, and a statement of any disposition or order made of or concerning them; and

3. a book, properly indexed, or an index, which shall contain (a) the name of each attorney admitted to practice in the department, with the date of the attorney's admission, and (b) the name of each person who has been refused admission or who has been disbarred, disciplined or censured by the court. The clerk of each department shall transmit to the clerk of the court of appeals and to the clerks of the other departments the names of all applicants who have been refused admission, and the names of all attorneys who have resigned or who have been disbarred, disciplined, censured or reinstated by the court.