

RECORDS RETENTION

STANDARD NO(S):

NYSSA #44, 67, 68

DATE:

October 13, 2009

REFER TO:

Michael D. Dwello
Thomas J. Mulheron

I. OBJECTIVE:

To ensure that facility records are retained as long as needed by facility administration, or as long as required by County, State and/or Federal law.

II. POLICY:

It is the policy of the Seneca County Correctional Facility to retain facility records as directed and governed by the State of New York and the County of Seneca pursuant to the Records Retention and Disposition Schedule CO-2, as prepared by the New York State Education Department, as the official subject matter list of the County of Seneca and all department and agencies thereof.

III. DETAILS:

- A.** Facility records will be continually evaluated by the Chief Administrative Officer or designee to determine if minimum retention periods have been reached.
- B.** Records will be destroyed in manner set forth by the Chief Administrative Officer.
- C.** Destruction will be carried out periodically and after audits are completed and reports are filed.
- D.** The Chief Administrative Officer or designee who carries out such destruction will maintain a record of the record type, dates and quantity of the records that are disposed of. Notification of disposal will be reported to the Chief Administrative Officer.