



To: Local Government Officials

Date: April 1, 2022

From: Tom Ruller, State Archivist

Subject: *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*
(REPLACEMENT PAGES)

I am enclosing replacement pages to be used for the revised 2022 edition of *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*. **Please note that these are replacement pages only and are not a complete Schedule. You will need to insert these replacement pages into your copy of the 2020 edition of LGS-1.** We suggest you discard those 2020 edition pages being replaced (other than retaining one set as a reference copy) to avoid possible confusion with the new pages. You will note that all replacement pages are marked "Rev. 2022" on the lower left of the page.

The enclosure includes the following replacement pages: cover, i-xiii, 9-10, 49-50, 61-64, 69-72, 125-126, 139-140, 153-154, 169-174, 209-212, 247-248, 275-278, 285-288, and 317-320. **Each of these pages replaces the same-numbered page from the 2020 edition. All pages in the 2020 edition not being replaced remain in effect as part of this new 2022 edition.**

This 2022 edition should be used in place of the previous version of *LGS-1*. If your local government has already adopted *LGS-1*, then no further action is needed to use this updated version. If you have not already adopted *LGS-1*, then you should do so following instructions in the introduction to the *LGS-1* on page xi.

New and Revised Items:

Items on the replacement pages preceded by double diamond symbols ♦♦ are either new to this 2022 edition or have been substantively changed from the previous (2020) edition. Items on the replacement pages, or on those pages not being replaced, preceded by a single diamond symbol ♦ were either new to the 2020 edition or were substantively changed in the 2020 edition from the previous version and have not been further changed in this 2022 edition. Revised items may have different retention periods, additional parts, or additional or revised explanatory notes. Please note these changes carefully because only the current items as contained in this edition of *LGS-1* are legally applicable.

If you have any questions about specific changes in this new edition of the Schedule or need additional copies, please contact Government Records Services of the State Archives at (518) 474-6926. *LGS-1* is also available on the State Archives website at www.archives.nysed.gov.

Questions regarding use of this Schedule and identification of records listed therein should be directed to your New York State Archives Records Advisory Officer (RAO). Please contact your RAO about any records not listed on the Schedule so that we may incorporate new information in future updates. RAO contact information is available on the State Archives website.

**Retention and
Disposition Schedule
for New York Local
Government Records
(LGS-01)**

2020

Revised 2022



*New York State
Archives*



***RETENTION AND DISPOSITION SCHEDULE
FOR NEW YORK
LOCAL GOVERNMENT RECORDS (LGS-1)***

Section 185.15, 8NYCRR (Appendix L)

FOR USE BY

CITIES

TOWNS

VILLAGES

FIRE DISTRICTS

COUNTIES

SCHOOL DISTRICTS

BOARDS OF COOPERATIVE EDUCATIONAL SERVICES

TEACHER RESOURCE AND COMPUTER TRAINING CENTERS

COUNTY VOCATIONAL EDUCATION AND EXTENSION BOARDS

MISCELLANEOUS LOCAL GOVERNMENTS

**The University of the State of New York
THE STATE EDUCATION DEPARTMENT
New York State Archives
2020, revised 2022**

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PURPOSE

This *Retention and Disposition Schedule for New York Local Government Records* indicates the minimum length of time that local government officials must retain their records before they may be disposed of legally. It consolidates and revises *Records Retention and Disposition Schedules CO-2, MU-1, MI-1, and ED-1*. It has been prepared and issued by the State Archives, State Education Department, pursuant to Section 57.25 of the Arts and Cultural Affairs Law, and Part 185, Title 8 of the *Official Compilation of Codes, Rules and Regulations of the State of New York*.

The purposes of this Schedule are to:

- 1) ensure that records are retained as long as needed for administrative, legal and fiscal purposes;
- 2) ensure that state and federal record retention requirements are met;
- 3) ensure that records with enduring historical and other research value are identified and retained permanently; and
- 4) encourage and facilitate the systematic disposal of unneeded records.

ABOUT THIS SCHEDULE

This *Retention and Disposition Schedule for New York Local Government Records* provides a single, consolidated resource for all types of local governments to consult to determine the retention period for records they create. There are no longer separate retention schedules for different types of local governments. By consolidating multiple, disparate retention schedules, this schedule helps to ensure consistent retention and disposition guidance for records that are common to multiple types of local governments. This consolidated Schedule also facilitates modifications to retention periods when there are changes to laws, regulations or other mandates that affect retention.

PREVIOUS SCHEDULES SUPERSEDED

Retention and Disposition Schedule for New York Local Government Records supersedes and replaces *Schedules CO-2, MU-1, MI-1, and ED-1*, previously issued by the State Archives. **The consent of the Commissioner of Education to use these schedules is withdrawn, and they may not be used to dispose of records.** The governing body must utilize this *Retention and Disposition Schedule for New York Local Government Records* in order to dispose of any records.

HOW TO USE RETENTION AND DISPOSITION SCHEDULE FOR NEW YORK LOCAL GOVERNMENT RECORDS

ADOPTION OF THE SCHEDULE AND REQUESTS FOR ADDITIONAL COPIES

Before any records listed on the *Retention and Disposition Schedule for New York Local Government Records* may be disposed of and even if the local government previously adopted *Schedules CO-2, MU-1, MI-1, and ED-1*, the governing body must formally adopt the Schedule by passing a resolution. A model resolution is included at the end of the Introduction to this Schedule. It is not necessary to send a copy of the passed resolution to the State Archives. Upon adoption, this Schedule supersedes *Schedules CO-2, MU-1, MI-1, and ED-1*.

This Schedule may be used by the local government until the governing body rescinds its authorizing resolution, or the Schedule is superseded or replaced by the State Archives.

Additional paper or electronic copies of this Schedule can be obtained by calling the State Archives at (518) 474-6926 or emailing at recmgmt@nysed.gov. The Schedule is also available on the State Archives' website at <http://www.archives.nysed.gov>.

ARRANGEMENT OF ITEMS ON THE SCHEDULE

In general, items on the *Retention and Disposition Schedule for New York Local Government Records* are arranged as they were in the previous schedules, with a few significant exceptions:

- General Administration section: This new section combines the former General and Miscellaneous sections. In addition, it includes items that were duplicated in other sections including, but not limited to, the County Clerk and School District and BOCES sections.
- Executive section: This new section combines the former Supervisor, Mayor, Manager, and/or Administrator section in the *Schedule MU-1*; County Executive, Manager, and/or Administrator section in the *Schedule CO-2*; and the Executive, Manager, and/or Administrator section in the *Schedule MI-1*. In addition, the school superintendent's office files item, previously found in the *Schedule ED-1*'s Administration section was folded into this new Executive section.
- School District and BOCES section: This new section retains the unique subsections of the *Schedule ED-1*, including Administration, Food Management and Child Nutrition, Gifted and Talented Programs, Health, Instruction, Magnet Schools, Nursing Education, School

Safety, Special Education, Student Records, Supplemental Education Services, Teacher Resource and Computer Training Center, Transportation: School Bus Routing and Scheduling, and Transportation: Other School Transportation Records.

NEW OR REVISED ITEMS

Items on this Schedule preceded by a diamond symbol (◆) are either new to the 2020 edition, or have been substantively changed from the previous edition. Those items with two diamond symbols (◆◆) reflect revisions to this edition. They may have longer or shorter retention periods, additional parts, or additional or revised explanatory notes. Please note these changes carefully on your office schedules and/or inventory or records control forms because only the current items as contained in this edition of the *Retention and Disposition Schedule for New York Local Government Records* are legally applicable.

UNIQUE ITEM NUMBERING SYSTEM

Items are assigned a unique identifying number. That number, which appears in bold will not change as items are revised or relocated in new editions of the *Retention and Disposition Schedule for New York Local Government Records*. Former unique numbers from previous schedules (*Records Retention and Disposition Schedules CO-2, MU-1, MI-1, and ED-1*) are noted to the right of the new unique number.

INTERPRETING SCHEDULE ITEMS

Many of the schedule items are broad and describe the purpose or function of records rather than identifying individual documents and forms. Local officials should match the records in their offices with the generalized descriptions on the Schedule to determine appropriate retention periods. Records whose content and function are substantially the same as an item described in the Schedule should be considered to be covered by that item. Local officials should check with the State Archives when they are uncertain regarding coverage of a function. In situations where local officials have combined related types of records, covered by different items in this Schedule, into a single file series, it may be impractical to separately apply the retention periods of the various applicable Schedule items to the individual records in the file. In such situations, officials may find it more convenient to dispose of the entire set of records by using the applicable retention item with the longest retention period.

Retention periods on this Schedule apply to one "official" copy designated by the local government unless otherwise stated. No matter what the medium, local officials must ensure that the information will be retained for the specified retention period.

The retention periods listed on this Schedule pertain to the information contained in records, regardless of physical form or characteristic (paper, microfilm, computer disk or tape, or other medium). Duplicate copies of records, including copies maintained on different media

(paper, electronic, etc.), may be disposed of in accordance with item no. 58 of the General Administration section of this Schedule.

EXCEPTIONS TO APPLYING RETENTION PERIODS INDICATED IN SCHEDULE

LEGAL ACTIONS

Some records may be needed to defend the local government in legal actions. Records that are being used in such actions must be retained for the entire period of the action even if their retention period has passed. **If the retention period has expired by the time the legal action ends, the record must be retained for at least one additional year** to resolve any need for the record in an appeal. If the retention period has **not** expired, the record must be retained for the remainder of the retention period, but not less than one year after the legal action ends. Prior to disposing of records, local officials may wish to consult with their county attorney to verify that no legal actions have been initiated which would require longer retention of the records.

AUDITS

Program and fiscal audits and other needs of state and federal agencies are taken into account when retention periods are established by the State Archives. However, in some instances agencies with audit responsibility and authority may formally request that certain records be kept beyond the retention periods. If such a request is made, these records must be retained beyond the retention periods until the local government receives the audit report or until the need is satisfied.

ADDITIONAL RETENTION REQUIREMENT IN COMMISSIONER'S REGULATIONS

The State Education Department's Office of the Professions oversees the professional conduct of licensed health professionals other than physicians, who are under the jurisdiction of the Department of Health. Section 29.2 of *8NYCRR* (Regulations of The Commissioner of Education) contains "General Provisions for the Health Professions." Paragraph 3 of subdivision a of this Section states that "unprofessional conduct" includes "failing to maintain records for each patient which accurately reflects the evaluation and treatment of the patient. Unless otherwise provided by law, all patient records must be retained for at least six years. . . . records of minor patients must be retained for at least six years, and until one year after the patient reaches the age of 21 years."

A number of health-related items on the Schedule contain minimum legal retention periods which permit disposition of records three years after a minor attains age 18. These items are mostly found

received from municipality adjoining county:

RETENTION: 1 year

◆◆43 CO2 359, 992, MI1 612, 856, LGS1 254

Records created in the establishment, change, or dissolution of a county water, sewer, drainage, refuse or agricultural district,

regardless of approval or denial:

RETENTION: PERMANENT

44 CO2 856, MU1 336,

Historic preservation records,

including but not limited to background files relating to proposed historic preservation legislation, historic district and/or structure designation, records and case files for proposed external modifications to structures with historic designations:

RETENTION: PERMANENT

45 CO2 368, MU1 339, ED1 173, MI1 283

Record of gifts and bequests to a local government,

including copy of will, copies of deeds, maps and surveys (if applicable) and records of establishment of and use of monies generated by trust fund or endowment

NOTE: This does not apply to donations of real property, which are covered by item no. 803 in the Public Property and Equipment section.

a When trust fund or endowment is involved:

RETENTION: PERMANENT

b For gift of work of art, historical or other artifact or historical manuscript:

RETENTION: PERMANENT

c For gift or bequest not covered under parts "a" or "b", or by note above:

RETENTION: 6 years

46 CO2 859, MU1 736, MI1 734

Community service records,

showing time worked and type of tasks performed by person sentenced by court to community service:

RETENTION: 6 years, or 3 years after individual attains age 18, whichever is longer

Meetings/Hearings

47 CO2 1, MU1 1, ED1 1, MI1 1

Official minutes and hearing transcripts of governing body or board, commission or committee thereof,

including all records accepted as part of minutes:

RETENTION: PERMANENT

◆ 48 CO2 3, MU1 3, ED1 3, MI1 3

Meeting files of governing body or board or agency, commission or committee thereof,

including agendas, background materials and other records used at meetings

NOTE: Appraise these records for continuing administrative or historical value prior to disposition. Agendas may have continuing administrative value and may be useful for accessing information in unindexed minutes and for indexing those minutes. Other records prepared for or used at meetings may have administrative or historical value for documenting issues discussed at the meetings and referenced in the minutes. See item no. 47, above, for records which are accepted as part of the minutes.

- a Records not accepted as part of the minutes, including agendas, background materials and other records used at meetings:
RETENTION: 1 year
- b Temporary drafts or personal notes that were not circulated, reviewed, or used to make decisions or complete transactions:
RETENTION: 0 after no longer needed

◆ 49**Minutes and meeting files of non-governing bodies,**

including internal staff committees or teams, inter-agency teams, or entities not covered by Public Officers Law Article 7 (Open Meetings Law), documenting proceedings of meetings, including minutes, agendas, background materials, recordings, and other records

NOTE: See item nos. 47, 48, and 51 for minutes, recordings, and meeting files of governing bodies or entities covered by the Open Meetings Law.

- a Documenting significant policy or decision making or significant events, or dealing with legal precedents or significant legal issues:
RETENTION: PERMANENT
- b Containing routine legal, fiscal or administrative information:
RETENTION: 6 years
- c Of no fiscal, legal or administrative value:
RETENTION: 0 after no longer needed

◆ 50**External group meeting files,**

including minutes, agendas, background materials, studies and reports, and other records used by an employee acting in an official capacity with associations, organizations, or other groups that are not part of the local government:

RETENTION: 0 after no longer needed

◆ 51 CO2 2, MU1 2, ED1 2, MI1 2**Recording of voice conversations,**

including audio and video recordings, stenotype or stenographer's notebook and also including verbatim minutes used to produce official minutes and hearing proceedings, report, or other record

abuse investigation records are covered by item no. 1222 in the Public Safety section, Law Enforcement: General subsection. Lists and other records of parolees and sex offenders are covered by item nos. 1274 and 1275 in the Public Safety section, Law Enforcement: Miscellaneous subsection. Accident or incident reports that are not crime related are covered by item nos. 31 and 32 in the General Administration section. For building security records and video recordings maintained for security purposes, see item nos. 811 and 846 in the Public Property and Equipment section.

- a Annual security report:
RETENTION: PERMANENT
- b Notice of availability of the annual security report and related records as distributed or made available to enrolled and prospective students and current and prospective employees:
RETENTION: 6 years after issued, superseded or obsolete, whichever is later
- c Designation of employee(s) authorized to assist enrolled and prospective students obtain the annual security report and related records:
RETENTION: 3 years after superseded
- d Crime statistics, including lists of crimes by location and relevant maps, other than those statistics included in the annual security report:
RETENTION: 3 years
- e Crime logs, crime reports, records of arrests and referrals for disciplinary action, timely warnings of threats to campus safety, and other records used to compile annual security report:
RETENTION: 6 years
- f Missing student notification policy and procedures, including supporting materials:
RETENTION: 6 years after policy and procedures are superseded
- g Emergency response and evacuation policy and procedures, including supporting materials:
RETENTION: 6 years after policy and procedures are superseded

199 CO2 135, MI1 124

College-related reports, studies or data queries,

including their supporting documentation, covering subjects such as institutional research, graduation rates, enrollment projections, ethnicity and other student profiles, faculty-student class ratios, honors lists, and fiscal matters

- a Annual or semester reports submitted to the U.S. Department of Education, State University of New York (SUNY), or local sponsor(s), including the institutional profile, other reports, studies or queries having legal or fiscal value, and verifications of data following submission by the college:
RETENTION: 6 years
NOTE: Appraise these records for historical significance prior to disposition. Some of these reports and studies, including their detailed documentation, may contain significant information valuable for long-term planning as well as historical and other research. Contact the State Archives for additional advice.

- b Reports, studies or queries having no legal or fiscal value, such as daily activity or other routine internal reports:
RETENTION: 0 after no longer needed

◆◆ 200 CO2 1033, MI1 892

Student activity or organization records

- a Lists of members or participants, records of activities, competitions and performances, and other records of officially supported student activities and organizations except scouting records and scouting and training videotapes:
RETENTION: 6 years
NOTE: Appraise these records for historical significance prior to disposition. Photographs and videotapes of programs for certain competitions and performances may have historical value in documenting student activities. Records with historical value should be retained permanently. Parental consents are covered by item no. 219 in the Student Records subsection. Health related records are found in the Public Health section.
- b Scouting reports and videotapes used for scouting and training purposes, not associated with intercollegiate athletics:
RETENTION: 0 after no longer needed

201 CO2 1034, MI1 893

Food management records

- a Program participation or other legal agreement or contract, including attachments and amendments:
RETENTION: 6 years after termination of agreement
- b Other program records, including but not limited to application to participate as a sponsor, individual student participation application records, meal counts and dietary services studies, requisition and approval of requisition for donated commodities, menus, and fiscal records such as adding machine tapes, purchase orders, claims and vouchers:
RETENTION: 6 years

202 CO2 1035, MI1 894

Food inspection and investigation records,

including inspection report for preparation or serving area and food sanitation complaint investigation records

- a When any significant problem is encountered:
RETENTION: 3 years after oldest person involved attains age 18
- b When no significant problem is encountered:
RETENTION: 3 years

◆ 203

Radiation use log

including student name, date, film size, quantity, screen, and length of time in laboratory where radiation is in use:

COOPERATIVE EXTENSION ASSOCIATION

◆ **NOTE:** Child seat inspection records are covered by item no. 1091 in the Transportation and Engineering section.

Basic Administrative Records

- 237 MI1 129
Organizational and establishment records,
including constitution, bylaws and approval of organization and administration by
Cornell University:
RETENTION: PERMANENT
- 238 MI1 130
List of members, "enrollment" or equivalent record:
RETENTION: PERMANENT
- 239 MI1 131
Lists of board members, officers, agents and employees
(known as "organization reports"):
RETENTION: PERMANENT
- 240 MI1 132
Election records
a Election results:
RETENTION: PERMANENT
b Ballots, nominations, tabulations and other election records:
RETENTION: 1 year after election
- 241 MI1 133
Program records
on individual courses or programs offered the public
a Official copy of any literature or other material available to the public:
RETENTION: PERMANENT
b Summary record describing course or program offering and/or its progress and
results:
RETENTION: PERMANENT
c Listing of participants:
RETENTION: 6 years
d Other course or program materials:
RETENTION: 1 year after course or program discontinued

- e Advice and referral records, covering information provided to individuals in person or over the telephone or Internet, including but not limited to telephone logs and individual call records:

RETENTION: 6 months

242 MI1 134

Program or other non-fiscal audit or review

conducted by Cornell University or other agency

- a Report and recommendations:
RETENTION: PERMANENT
- b Background materials and supporting documentation:
RETENTION: 6 years

243 MI1 601

Copies of exempt organization income tax records,

including all records generated to assist Cornell University in filing income tax return for county associations, and copy of filed tax return:

RETENTION: 6 years

Food and Nutrition Education Programs

♦♦ 244 MI1 602

Reports resulting from Expanded Food and Nutrition Education program (EFNEP), Supplemental Nutrition Assistance Program Education (SNAP-Ed), or similar program

- a Annual or final reports:
RETENTION: PERMANENT
- b Quarterly, monthly or other periodic reports:
RETENTION: 2 years

♦♦ 245 MI1 603

Case record of family participating in Expanded Food and Nutrition Education program (EFNEP), Supplemental Nutrition Assistance Program Education (SNAP-Ed),

or similar program, including but not limited to plan of work, work reports, diagnostic reports, progression record:

RETENTION: 6 years after becoming inactive

♦♦ 246 MI1 604

4-H youth participant records for Expanded Food and Nutrition Education program (EFNEP),

or similar program, including lists of participants, enrollment records and lists of youth contacts:

RETENTION: 6 years

- ◆◆ 247 MI1 605
List, log or other summary record of visits
resulting from Expanded Food and Nutrition Education program (EFNEP),
Supplemental Nutrition Assistance Program Education (SNAP-Ed), or similar program:
RETENTION: 6 years

- ◆◆ 248 MI1 606
Master summary record of families served
by Expanded Food and Nutrition Education program (EFNEP), Supplemental Nutrition
Assistance Program Education (SNAP-Ed), or similar program:
RETENTION: PERMANENT

- ◆◆ 249 MI1 607
Records relating to persons not served
by Expanded Food and Nutrition Education program (EFNEP), Supplemental Nutrition
Assistance Program Education (SNAP-Ed), or similar program, including eligibility
screening records, withdrawn applications, and referrals:
RETENTION: 2 years

Miscellaneous

- 250 MI1 608
Farm animal disease test records
 - a Cattle disease test records, including but not limited to summary report for each
herd (to which test results have been posted), brucellosis or tuberculosis test
results and calf vaccination report:
RETENTION: 10 years
 - b Inspection and related records for farm animals other than cattle:
RETENTION: 3 years

- 251 MI1 609
Log or index
of seniors served by local aging services program:
RETENTION: 6 years

- 252 MI1 610
Individual senior services client file,
including but not limited to screening records, applications, evaluations, and follow-up
report:
RETENTION: 6 years after last entry

- 253 MI1 611

Surplus food distribution records,

covering federally donated food and related commodities, including but not limited to inventory, order form, eligibility determination records, authorizing receipt and reports on storage and distribution:

RETENTION: 4 years

255 MI1 613

Soil test results for farmland soil sample,

including nutrient analysis and recommendations:

RETENTION: 3 years

256 MI1 614

Dairy farm business summary records

- a Annual farm business summary for individual farm:
RETENTION: PERMANENT
- b Data entry and other records, used in compiling summary record:
RETENTION: 0 after no longer needed
- c Summary data and other information for all participating farms:
RETENTION: PERMANENT

257 MI1 615

Watershed farmer's case file,

including but not limited to farm management assessment, environmental assessment, plan evaluation, whole farm plan and supporting data:

RETENTION: PERMANENT

258 MI1 616

Tractor, equipment or firearm safety training records

- a Official training records, including parental consent, certificate of training and summary of attendance and test results:
RETENTION: 6 years, but not less than 3 years after attendee attains age 18
- b Listing of course participants, and detailed attendance records:
RETENTION: 6 years
- c Summary record describing course or program offering and/or its progress and results:
RETENTION: 6 years after course or program no longer offered
- d Other course program materials:

273 CO2 171,

Mechanic's liens

- a Notice and discharge of mechanic's lien placing lien against real property for labor or materials furnished for construction or maintenance:

RETENTION: 6 years after expiration or release of lien

- b Docket showing owner of lien property, lienor, location of property, amount, filing date, date and manner of satisfaction and remarks:

RETENTION: 6 years after last entry

274 CO2 172,

Hospital liens

- a Notice of hospital lien (original or renewal) stating lien against real property for services provided by a hospital:

RETENTION: 12 years after filing of original or renewal notice

- b Index to notices of hospital lien:

RETENTION: 25 years after last entry

275 CO2 173,

Federal tax lien records,

including but not limited to notice of lien, non-attachment, release, subordination, discharge, and index:

RETENTION: 6 years after expiration or release of lien

276 CO2 174,

State lien records,

including warrants placing lien on real or personal property by Department of Taxation and Finance (formerly State Tax Commission), Department of Labor, Department of Motor Vehicles, or other state agency, for nonpayment of state taxes or other charges, including index, discharge, and related records:

RETENTION: 6 years after discharge of lien or 20 years, whichever is shorter

◆ 277 CO2 734,

Local government lien records,

including warrants placing lien on real or personal property or sidewalk, for nonpayment of city taxes or other charges, including index, discharge, and related records:

RETENTION: 6 years after discharge of lien or 20 years, whichever is shorter

278 CO2 175,

Lien bond

to discharge all liens filed by the owner or contractor to guarantee that the property is released from all liens, and lien docket:

RETENTION: 6 years after work completed or abandoned

◆ 279 CO2 176,

Notice of public welfare lien

against assets of relief recipient or on claims or suits for personal injuries, discharge and index:

RETENTION: 6 years after discharge of lien

♦♦ 280 CO2 177,

Assignment of real and personal property,

including but not limited to statement of refiling, certificate of cancellation, order vacating assignment, satisfaction and index to assignments

- a Assignment of personal property, including but not limited to wage assignment and assignment of proceeds from personal contracts or estates:

RETENTION: 6 years after filing or refiling

- b Assignment of rent or lease of real property:

RETENTION: 6 years after satisfaction

NOTE: Assignments of mortgages of real property are subject to the permanent retention requirements of item no. 320.

281 CO2 178,

Surety bail bond lien records,

including notice of lien, certificate of discharge and index:

RETENTION: PERMANENT

282 CO2 179,

Notice of lien

attached to moneys received by person awarded claim by Office of Victim Services:

RETENTION: PERMANENT

283 CO2 735,

Lien search record,

including but not limited to record of searches conducted, abstract of search results, correspondence and memoranda:

RETENTION: 6 years

284 CO2 1048,

Notice of lending relative to a trust,

filed pursuant to Section 73, Lien Law, including advances and amendments:

RETENTION: 6 years after final termination date

285 CO2 1049,

Condominium or homeowners' association lien

for unpaid common charges:

RETENTION: 6 years after expiration or discharge of lien

286 CO2 1050,

Lien on vessel,

including all related records such as copy, notice, execution, and discharge of warrant; order of sale and other sale records, and discharge of lien:

RETENTION: 6 years after expiration or discharge of lien, discharge of warrant, accounting of proceeds of sale, or payment of all charges, whichever is later

287 CO2 1051,

Miscellaneous liens on personal property

not covered by other items in this section

- a Liens where a sale of personal property for recovery of proceeds may be involved, such as mold liens; liens on monuments, gravestones, and cemetery structures; and self-service storage facilities liens:

RETENTION: 6 years after expiration or discharge of lien, accounting of proceeds of sale, or payment of all charges, whichever is later

- b Liens where no possible sale of property is involved, such as liens for services of stallions or bulls, liens for labor on stone, artisan's liens, liens of bailee of animals or motor vehicles, liens of truckmen and draymen, and liens on motion picture film laboratories:

RETENTION: 6 years after expiration or discharge of lien

288 CO2 1052,

Transcripts of small claims or other money judgments

rendered in municipal or district courts:

RETENTION: 6 years after satisfaction or expiration of period to enforce judgment

Miscellaneous

NOTE: For firearm licensing records see the Public Safety section of this Schedule.

290 CO2 181,

Certification of the names, addresses, date and expiration of term of all appointive municipal officials,

except inspectors of election:

RETENTION: 0 after superseded or obsolete

♦♦ 291 CO2 183,

Building loan contract records

NOTE: Building loan mortgages associated with building loan contracts are subject to the permanent retention requirements of item no. 320.

- a Agreement describing a loan to finance construction:
RETENTION: 6 years after satisfaction of the associated building loan mortgage

- b Building loan contract index:
RETENTION: 0 years after all contracts indexed therein have been destroyed

- 292 CO2 184,
Discharge papers
filed by veterans of military service:
RETENTION: PERMANENT
- 293 CO2 185,
Official marriage records
filed with county:
RETENTION: PERMANENT
- 294 CO2 187,
Transportation company expired undertaking, bond or surety
filed with county, together with attachment, official approval, renewal receipt of surety company, correspondence and related papers:
RETENTION: PERMANENT
- 295 CO2 188,
Turnpike company records,
including but not limited to surveys, bonds, and declaration of surrender of all or part of the turnpike's roads in the county:
RETENTION: PERMANENT
- 296 CO2 190,
Register of stallions or cattle brands:
RETENTION: PERMANENT
- 297 CO2 191,
Register of slaves:
RETENTION: PERMANENT
- 298 CO2 192,
Private business, not-for-profit, religious or other corporation or partnership records
filed with County Clerk, including but not limited to certificates of incorporation, annual reports, lists of directors or trustees, certificates of stock, records of dissolution, and certificates of partnerships:
RETENTION: PERMANENT
- 299 CO2 193,
Original deeds, leases, contracts, wills or other documents
not returned to owner after recording:
RETENTION: PERMANENT
NOTE: Section 532 of County Law authorizes original documents to be destroyed 20 years after recording provided that the documents are photographically reproduced for preservation purposes.

Accounting register,

including but not limited to check register, transfer of funds register, encumbrance register, and register of claims presented for payment and paid claims:

RETENTION: 6 years after last entry

506 CO2 281, MU1 249, ED1 99, MI1 203

Cash transaction record

showing cash received from collection of various fees and petty cash disbursed:

NOT COVERED: Record of cash transactions of municipal electric or gas utility is covered by item no. 384 in the Electric and Gas Utility section.

RETENTION: 6 years

507 CO2 282, MU1 250, MI1 204

Tolls or fares collection record,

including but not limited to record of receipts and log of operations:

RETENTION: 6 years

508 CO2 283, MU1 251, ED1 100, MI1 205

Daily cash record,

including adding machine tapes, cashier's slips showing daily cash receipts and analysis of cash receipts:

RETENTION: 6 years

◆ **509** CO2 284, MU1 252, ED1 101, MI1 206

Notice of encumbrance

indicating funds encumbered and amount remaining unencumbered:

RETENTION: 6 years

◆ **510** CO2 285, MU1 253, ED1 102, MI1 207

Past due account fiscal records and summaries:

RETENTION: 6 years after account satisfied or otherwise closed

◆ **511**

Case file for each account containing court-controlled funds held by the fiscal office,

including but not limited to court order establishing account, investment records, and record of dispersal of funds upon account being closed:

RETENTION: 6 years after account closed

512 CO2 286, MU1 254, ED1 103, MI1 208

Intermediary fiscal record of receipts and disbursements,

including but not limited to detail record, analysis, proof sheet or trial balance worksheet, and adding machine tapes:

RETENTION: 6 years

◆◆ **513** CO2 287,605 MU1 255, 567 ED1 104, 265 MI1 209, 504

List or abstract of receipts, disbursements, claims, purchase orders, or contracts:

RETENTION: 6 years

514 CO2 288, MU1 256, ED1 105, MI1 210**Billing records covering services provided by local government,**
including utilities

- a Customer's individual account, including automatic payment authorization and other ACH records:

RETENTION: 6 years after last entry

- b Records used to determine billing and charges including "flat rate" computation record and copies of bills and charge slips:

RETENTION: 6 years

- c Billing address records:

RETENTION: 0 after superseded or obsolete

515 CO2 289, MU1 257, ED1 106, MI1 211**Bill of sale**

of property owned by local government other than real property:

RETENTION: 6 years

◆ 516 CO2 290, MU1 258, ED1 107, MI1 212**Sales or occupancy tax records,**

covering taxes collected by local governments:

RETENTION: 6 years

517 CO2 291, MU1 259, ED1 108, MI1 213**Tax exemption records,**

showing that local government is exempt from paying sales, use or other taxes:

RETENTION: 1 year after superseded or obsolete

518 CO2 847, MU1 721, ED1 324, MI1 719**Payment recoupment records,**

documenting the process of recovering monies paid erroneously by local government to employee, vendor or other payee:

RETENTION: 6 years after date of most recent entry in record

519 CO2 315, MU1 282, ED1 129, MI1 237**Receipt (received) or copy of receipt (issued)**

other than for payment of taxes:

RETENTION: 6 years

520 CO2 848, MU1 722, ED1 454, MI1 720**Grant, award or gift files,**

covering grants, awards and gifts given by local governments to other local governments, not-for-profit corporations, businesses or individuals

HUMAN RIGHTS/ECONOMIC OPPORTUNITY◆ **573** CO2 323, MU1 294, ED1 141, MI1 244**Individual complaint or problem case file**

of human rights, economic opportunity, equal employment, community relations or similar function, excluding individual case summary record

NOTE: Agencies may wish to retain records covered by parts "a" and "b" of this item beyond the minimum retention period for use in establishing patterns of complaints and for investigating and resolving future complaints. For records of affirmative action cases involving local government employees, see item no. 643c in the Personnel/Civil Service section, Personnel subsection.

- a For case handled at local level (includes cases referred to New York State Division of Human Rights but returned to local agency for adjudication):

RETENTION: 3 years after last entry

NOTE: Appraise these records for historical significance prior to disposition. Records with historical value should be retained permanently. Local governments should consider permanent retention of significant cases handled at the local level. Contact the State Archives for additional advice in this area.

- b For case referred to New York State Division of Human Rights:

RETENTION: 2 years after last entry

574 CO2 324, MU1 295, ED1 142, MI1 245**Summary record for individual case and/or master summary record of all cases:**

RETENTION: PERMANENT

◆◆ **575** CO2 854, MU1 733, ED1 331, MI1 731**Periodic statistical or narrative activity or progress reports**

on human rights or economic opportunity office activities:

RETENTION: 3 years

NOTE: Appraise these records for historical significance prior to disposition. Periodic reports containing summary information not found in annual reports may have continuing value for historical or other research and should be retained permanently.

INFORMATION TECHNOLOGY

General Administration

1297 CO2 764, MU1 670, ED1 406, MI1 644

Data processing policies,

records of data processing policies including those covering access and security, systems development, data retention and disposition, and data ownership:

RETENTION: 3 years after policy is withdrawn, revised, updated, or superseded

1298 CO2 762, MU1 668, ED1 404, MI1 642

Information technology subject files, correspondence, memoranda, reports, publications, and related records

used to support the administration of information technology services. This item does not include local government information technology plans, long-range or strategic plans, IT policies, records that document fiscal transactions, and any records covered by other items in this schedule:

RETENTION: 0 after superseded or obsolete

1299 CO2 763, MU1 669, ED1 405, MI1 643

Information technology and data processing services plans,

local government IT plans, data processing services plans, strategic plans, and related records used to plan for information systems development, technology acquisitions, data processing services provision, or related areas

a Master copy of plan and essential background documentation:

RETENTION: Retain for 3 planning cycles after the plan is completed, superseded, or revised

NOTE: Appraise these records for historical significance prior to disposition. Records with historical value should be retained permanently. Some of these records may document the development and advancement of technology used by the local government. Contact the State Archives for additional advice in this area.

b Copies, drafts, and routine material:

RETENTION: 0 after no longer needed

Systems and Application Development

1300 CO2 766, MU1 672, ED1 408, MI1 646

Application development project files,

RETENTION: 6 years after last entry

590 CO2 339,

Dietary services records

for juvenile detention facility

a Dietary services studies, meal counts and related records:

RETENTION: 3 years

b Menus:

RETENTION: 1 year

LIBRARY/LIBRARY SYSTEM

591 CO2 340, MU1 304, ED1 165, MI1 254

Incorporation, chartering and registration records:

RETENTION: PERMANENT

592 CO2 341, MU1 305, ED1 158, MI1 255

Accession records:

RETENTION: 1 year after accessioning procedure becomes obsolete

NOTE: Some libraries accession manuscripts, rare books and special collections, but not their general library holdings. In these cases, the accession records need to be retained only for the kinds of materials still accessioned.

593 CO2 342, ED1 166, MI1 256

Informational copies of records prepared by and received from public library system,

including but not limited to directories, minutes, budgets and reports:

RETENTION: 0 after superseded or obsolete

594 MU1 306,

Directory of public library system

and member libraries, prepared by public library system (member library's copy):

RETENTION: 0 after superseded or obsolete

◆ **595**

Library card application records:

RETENTION: 3 years after card expires or is inactive

◆ **596** CO2 343, MU1 307, ED1 159, MI1 257

Borrowing or loaning records:

RETENTION: 0 after no longer needed

◆ **597**

Interlibrary loan records,

including requests to borrow or copy materials from other libraries, receipts for materials, copy logs, accounting records, and circulation records

a When no copies of original materials are requested:

PERSONNEL/CIVIL SERVICE

Personnel

- ◆ ◆636 CO2 391, MU1 364, ED1 199, MI1 310

Personnel records of local government employees

(includes volunteers, interns, trustees, and board members)

NOTE: The State Archives does not prescribe the amount of detail and nature of information necessary to be maintained for service time verification for retirement purposes. Contact the Office of the State Comptroller or other retirement system to verify that you are maintaining the necessary information.

- a Master summary record from personnel case file, including but not limited to age, dates of employment, job titles and civil service status:

RETENTION: PERMANENT

- b Personnel case file materials, except summary information record and teachers' records, and including but not limited to application for employment, resume, results of criminal background check, report of personnel change, evaluation, civil service examination results, notice of resignation or termination, and correspondence:

RETENTION: 6 years after termination of employment or appointment

NOTE: Reports of personnel changes may be included in personnel case files, in which case they are subject to the indicated minimum retention period. Other copies of these reports are maintained by other offices and are covered by item no. 688. Records relating to the employee's declaration of intention to decline membership in the retirement system are covered by item no. 645 in the Personnel section.

- c Personnel case file materials for teachers, except summary information record, and including but not limited to application for employment, resume, results of criminal background check, report of personnel change, evaluation, civil service examination results, notice of resignation or termination, observation and site visit records (as part of the annual professional performance review (APPR)), and correspondence:

RETENTION: 7 years after termination of employment

NOTE: Reports of personnel changes may be included in personnel case files, in which case they are subject to the indicated minimum retention period. Other copies of these reports are maintained by other offices and are covered by item no. 688. Employers may wish to retain records for lengthier periods (i.e., the duration of preferred eligible lists) when employees are placed on preferred eligible lists at the time of termination. These lists have a duration of seven years under Sections 2510 and 3013 of Education Law. For New York City, preferred eligible lists are established under Section 2588 of Education Law without

- specified durations.
- d Contract worker background check records for those working in local government facilities, including checks of criminal history backgrounds, driver's licenses, employment, and references:
RETENTION: 6 years after contract or worker is terminated, whichever is sooner
 - e Employment eligibility verification records (I-9 form):
RETENTION: 3 years from the date of the hire or 1 year after termination of employment, whichever is later
 - f Security guard application records pursuant to Section 89-g(7) of General Business Law, including copy of application for a registration card, proof of due diligence to verify the information therein contained, photograph, and training records:
RETENTION: 1 year after termination of employment
NOTE: All other security guard personnel records are covered by other subitems.
 - g Personnel-related records of reports of allegations of child abuse against school employees and volunteers in an "educational setting" (as defined in Section 1125, Education Law), for those reports which do not result in criminal convictions:
RETENTION: 5 years after the date of the report, or after such earlier time as may be determined by the school or district
NOTE: Personnel-related records which do result in criminal convictions are covered by part "b." For related records of child abuse and maltreatment, see item no. 27 in the General Administration section, Incidents subsection.
 - h Earnings (in-service) credit records, covering teachers, teacher assistants and other personnel:
RETENTION: 75 years after date of birth of employee, 55 years after earliest document in file if date of birth is not known, or 6 years after termination of employment, whichever is later
 - i Reasonable assurance letters, created pursuant to Section 590(10) and (11) of Labor Law, covering both professional and non-professional employees of educational institutions:
RETENTION: 6 years

637 CO2 392, MU1 365, ED1 200, MI1 311

Investigative records and disciplinary proceedings,

including but not limited to statement of charge, transcript of hearing, notice of decision, letter of termination or resignation, letter of reinstatement, record of appeal procedure, and correspondence:

RETENTION: 3 years after final decision rendered

NOTE: Records covered by this item may be destroyed before this retention period has been reached, if specified either in a union contract or settlement between the employer and employee. Affirmative action and related complaints may be covered by item no. 643c.

638 CO2 393, MU1 366, ED1 201, MI1 312

Employee's time records

covering leave, absences, hours worked and scheduling, and including but not limited to employee's time cards or sheets, request for change of work schedule, vacation schedule, report of absence and request for leave without pay:

RETENTION: 6 years

NOTE: Local governments may wish to retain these records longer, perhaps up to 6 years after employee termination, if they are used for that extended period to document time accumulation or usage, disciplinary actions, or for workers' compensation claim purposes. Local governments should note, however, that other records might serve the same purposes, including item no. 636 from the Personnel/Civil Service section, item nos. 524a, 524b and 534. from the Fiscal section, Payroll subsection, and item no. 577 from the Insurance section.

◆ **639** CO2 394, MU1 367, ED1 202, MI1 313

Annual or other periodic financial or ethics disclosure statements,

filed by local government employees or officials, pursuant to Section 812.1 (a), General Municipal Law, or local law:

RETENTION: 7 years

◆ **640** CO2 395, MU1 368, ED1 203, MI1 314

Employee training history records

documenting employee continuing education, training and development, including employee identification, training received, dates of training, and related records:

RETENTION: 6 years after termination of employment, but no less than 7 years for records documenting professional development programs completed by employees in positions requiring teaching certification

NOTE: Additional records providing detailed information on training history can be destroyed when no longer needed, provided that summary records are retained for the indicated retention period. For retention requirements for specific types of employee training history records, see specific items in this Schedule. Detailed fiscal records, such as those covering payment or reimbursement for tuition or other training expenses, are covered by items in the Fiscal section. May include training records for evaluators of teachers and principals as part of the annual professional performance review (APPR).

641 CO2 396, MU1 369, ED1 204, MI1 315

Administrative organization chart and related records

showing administrative and supervisory organization:

RETENTION: 0 after superseded or obsolete

NOTE: Appraise these records for historical significance prior to disposition. Records with historical value should be retained permanently. Contact the State Archives for additional advice.

642 CO2 397, MU1 370, ED1 205, MI1 316

Identification card records,

when card is issued to local public employee:

RETENTION: 6 months after becoming invalid

◆ 643 CO2 398, MU1 371, ED1 206, MII 317

Equal employment opportunity report and related records

- a Annual, long-term or special (narrative or statistical) reports, goals and achievements:
RETENTION: PERMANENT
- b Periodic reports, statistics and other records used in compiling annual, long-term or special (narrative or statistical) reports, goals and achievements:
RETENTION: 3 years
- c Affirmative action and related complaint investigation records:
RETENTION: 4 years after date of final determination
NOTE: Agencies may wish to retain records covered by part "c" of this item beyond the minimum retention period for use in establishing patterns of complaints and for investigating and resolving future complaints.

◆ ◆644

Family and Medical Leave Act (FMLA) compliance records,

including but not limited to employee notice of leave, dates and hours of FMLA leave, copy of employer notices, documents describing employee benefits and premium payments, and records of disputes:

RETENTION: 3 years

NOTE: Additional records required under FMLA, including basic payroll and data identifying the employee's compensation, are covered under items in the Fiscal section, Payroll subsection. Records relating to medical certifications, re-certifications or medical histories of employees or employees' family members, created for purposes of FMLA, are required to be maintained as medical records separate from personnel files and are covered under item no. 662b.

◆ ◆645 CO2 399, 851, MU1 372, 725, ED1 207, 343, MII 318, 723

Employee benefit records

including health, life, and disability insurance and retirement for employee with or without dependent survivor (including retiree, volunteer, or intern)

- a Initial application and any subsequent updates and related records:
RETENTION: 6 years after termination of employee's, dependent survivor's, or beneficiary's coverage, whichever is later
- b Beneficiary designation or dependent enrollment records:
RETENTION: 6 years after superseded
- c Claim for benefits (copy, where original is submitted directly by employee):
RETENTION: 1 year
- d Insurance coverage reports, investment statements, and account balances:
RETENTION: 6 years
- e Declination statement filed by employee, including copy of written notification of options provided employee by local government:

RETENTION: 6 years after separation from service

NOTE: Local governments may wish to retain these records that relate to retirement for the life of the employee. State legislation in effect between 1993 and 1996 allowed for retroactive retirement system membership, for employees who were not previously offered membership, and the possibility exists that similar legislation may be passed into law in the future. If this occurs, these declarations of non-membership may be valuable for local governments to document intentions of present or former employees.

- f Health insurance buy-out program records, including approval documentation, annual proof of alternate health insurance coverage, and annual waiver forms:

RETENTION: 1 year

NOTE: Excludes original opt-out or declination application which is covered by subitem b. above and incentive payment records which are covered by item no. 647.

- g Consolidated Omnibus Budget Reconciliation Act (COBRA) compliance records, including but not limited to correspondence, employee notice of qualifying event, records documenting continuation or termination of coverage, and copy of employer notices:

RETENTION: 6 years

646 CO2 400, MU1 373, ED1 208, MI1 319

Unemployment insurance records

- a Claim filed by employee, when claim is approved:
RETENTION: 6 years after final payment
- b Claim filed by employee, when claim is disqualified:
RETENTION: 3 years after filing
- c Claim payment reports:
RETENTION: 6 years

◆ **647**

Retirement incentive records documenting employees who elect for early retirement under government-offered incentive programs,

including agreements with employees for lump sum, monthly, or annual payments; records of actual payments; and related correspondence:

RETENTION: 6 years

648 CO2 401, MU1 374, ED1 209, MI1 320

Labor-management meeting records,

including minutes of meeting, agenda, reports, and correspondence

- a Minutes and reports:
RETENTION: PERMANENT
- b Meeting agenda, correspondence, and other records:
RETENTION: 6 years

649 CO2 402, MU1 375, ED1 210, MI1 321

Public employee contract negotiations records,

including but not limited to proposals, summary of proceedings, copies of salary schedules and contracts, PERB fact-finding report, and correspondence

- a All documentation in record, except routine correspondence, routine memoranda and drafts:

RETENTION: PERMANENT

- b Routine correspondence, routine memoranda and drafts:

RETENTION: 1 year

650 CO2 403, MU1 376, ED1 211, MI1 322**Job action records**

documenting strikes, work stoppages, informational picketing and other job actions conducted by local government employees, including but not limited to correspondence and memoranda, press clippings, copies of notices of violation, detailed and summary records of employees' participation, and penalties levied

- a All documentation in record, except detailed listings of all employees present at various events and other records lacking substantive informational value:

RETENTION: PERMANENT

- b Detailed listings of all employees present at various events, and other records lacking substantive informational value:

RETENTION: 6 years

651 CO2 404, MU1 377, ED1 212, MI1 323**Public employee grievance records,**

including but not limited to grievance, investigative records, hearing proceedings, decision rendered by employer, employee appeal, records of arbitration procedure, final decision, and correspondence:

RETENTION: 3 years after grievance is resolved

◆ 652**Mini-PERB application and petition records filed with Public Employment Relations Board (PERB)**

for approval and of local government provisions and procedures pursuant to Section 212, Civil Service Law, including but not limited to application for approval of procedures, petition to review implementation of procedures, correspondence, memoranda, copies of local laws and public notices, and final determination by PERB:

RETENTION: PERMANENT

◆ 653**Mini-PERB case files,**

including but not limited to charges, notice of conference and hearing, correspondence, briefs, transcripts, exhibits, withdrawal or stipulation of settlement requests, and final decision

- a General representation case files:

RETENTION: PERMANENT

782 CO2 498, MU1 462, MI1 403

Maternal and child health reports

- a Clinic service report, including but not limited to school health service report, and report of poisoning case, except lead poisoning:
RETENTION: 1 year
- b Individual newborn infant metabolic defects screening report:
RETENTION: 0 after individual attains age 21

783 CO2 499, MU1 463,

Housing investigation case record for lead poisoning:

RETENTION: 7 years after case closed

784 CO2 500, MU1 464,

Master summary record

(index, log, register or similar record) of lead poisoning cases and investigations:

RETENTION: PERMANENT

◆ **785** CO2 501, MU1 465, MI1 406

Lead poisoning reports and screening results

- a Positive results of screening, when not duplicated in case record:
RETENTION: Retain as long as case record.
- b Positive results of screening, when duplicated in case record:
RETENTION: 0
- c Negative results of screening, when posted to summary record:
RETENTION: 0 after posting
- d Negative results of screening, when not posted to summary record:
RETENTION: 6 years, or 3 years after individual attains age 18, whichever is longer
- e Blood level determination report:
RETENTION: 10 years
- f Summary report of screening program:
RETENTION: PERMANENT

◆ **786** CO2 502, MU1 466, MI1 765

Cancer study and control program records

- a Cancer case report for individual, received and used for statistical purposes:
RETENTION: 6 years, or 3 years after individual attains age 18, whichever is longer
- b Cancer summary record for individual:
RETENTION: 2 years after individual dies or 90 years after individual's date of birth

787 CO2 503, MU1 467,

Tuberculosis case and contact register or record card,

and related materials

- a When individual has died:
RETENTION: 3 years after death
- b When individual's diagnosis has been changed to nontubercular:
RETENTION: 6 years after diagnosis changed
- c For other tubercular individual:
RETENTION: 20 years after last entry
- d For nontubercular contact:
RETENTION: 6 years, or 3 years after individual attains age 18, whichever is longer
- e Source or intermediary documents used in reporting, tracking or posting information on tubercular cases:
RETENTION: 0 after obsolete

788 CO2 504, MU1 468,
Tuberculosis case listing by geographical area:

RETENTION: 0 after superseded or obsolete

789 CO2 505, MU1 469, MI1 766
Negative tuberculosis X-ray films or interpretive reports
resulting from screening program:

RETENTION: 3 years

790 CO2 506, MU1 470, MI1 407
Individual immunization record,
including authorization and/or parental consent:

RETENTION: 6 years, or 3 years after individual attains age 18, whichever is longer

◆ **791** CO2 507, MU1 471, MI1 408
Vaccine distribution and usage records

- a Official record of distribution and usage:
RETENTION: 25 years
- b Statistical or similar record of vaccines administered:
RETENTION: 5 years
- c Standing orders (written protocols approved by a physician or other authorized practitioner that allow qualified health care professionals including nurses or pharmacists to administer vaccinations):
RETENTION: 1 year after expiration of order

◆◆ **792** CO2 508, MU1 472, MI1 409
Results of screening programs, except
lead poisoning

- a Summary reports on screening results:
RETENTION: PERMANENT

- b Master index or listing of participants:
RETENTION: 50 years
- c Positive report of individual screened, including statement of consent or participation and authorization for release of information:
RETENTION: 6 years, or 3 years after individual attains age 18, whichever is longer
- d Negative report of individual screened, including statement of consent or participation and authorization for release of information:
RETENTION: 30 days
- e Log or other working record of screening and testing, used to compile statistics and other data:
RETENTION: 30 days
- f Anonymous H.I.V. test results and related records:
RETENTION: 7 years
NOTE: Identifiable H.I.V. related records are covered by item nos. 743 and 745, and related laboratory records are covered by items in the Laboratory subsection.

793 CO2 509, MU1 473, MI1 410

Receipt and storage records

for controlled substances (or other drugs or medication), including inventory, authorized requisition, receipt and vendor record:

RETENTION: 5 years

794 CO2 510, MU1 474, MI1 411

Usage and distribution records

for controlled substances (or other drugs or medication)

NOTE: Prescription drug claims are covered under Fiscal subsection.

- a Record of withdrawal from stock, distribution and administration to patients:
RETENTION: 5 years
- b Order or prescription form used for administering to patients:
RETENTION: 6 years
- c List of narcotic registrants (persons registered to possess or prescribe controlled substances):
RETENTION: 0 after obsolete
- d Report on habitual user of narcotics:
RETENTION: 6 years

◆ **795** CO2 890, MU1 762, MI1 767

Tissue donation and transfer records

- a Master summary record (index or log) of all tissue donations and transfers:
RETENTION: PERMANENT
- b Reproductive tissue donation records, including but not limited to information on donor and donation, referral records, tissue storage and processing records, documentation of delivery or receipt and records of tissue disposal and/or use

(other than those contained in patient medical records), of donated reproductive tissue in artificial insemination and/or assisted reproductive procedures which result in a live birth:

RETENTION: 25 years

- c Reproductive tissue donation records, including but not limited to information on donor and donation, referral records, tissue storage and processing records, documentation of delivery or receipt and records of tissue disposal and/or use (other than those contained in patient medical records), of donated reproductive tissue in artificial insemination and/or assisted reproductive procedures which do not result in a live birth:

RETENTION: 7 years after release or discard of tissue

- d Other tissue donation and transfer records, including but not limited to information on donor and donation, referral records, tissue storage and processing records, documentation of delivery or receipt and records of tissue disposal and/or use (other than those contained in patient medical records), for tissue intended for transplantation:

RETENTION: 7 years after transplantation or 6 months after expiration date of the tissue, whichever is longer

- e Records of release of tissue or nontransplant anatomic parts for research or educational purposes:

RETENTION: 5 years after release

796 CO2 891, MU1 763, MI1 768

Organ procurement and transplant records

- a Master summary record (index or log) of all organ donations and transplants:

RETENTION: PERMANENT

- b Other organ donation and transplant records, including but not limited to information on donor and donation, referral records, documentation of delivery or receipt, information on recipient and records of use (other than those contained in patient medical records), when organ is procured:

RETENTION: 7 years after date of procurement

- c Other organ donation and transplant records, including but not limited to information on donor and donation, referral records and explanation of why organ is not procured (other than those contained in patient medical records), when organ is not procured:

RETENTION: 7 years after date of most recent entry in record

797 CO2 892, MU1 764,

Copies of laboratory reports,

submitted to health department by hospitals for informational purposes:

RETENTION: 0

798 CO2 880, MU1 894, MI1 755

Medical waste disposal records,

relating to generation, transportation and disposal of regulated medical waste

- b Property number assignment register:
RETENTION: 0 after obsolete
- c Identification/validation records for missing or stolen property, license plates, licenses, registrations or ID cards (if not part of case investigation records):
RETENTION: 0 after no longer needed

1232 CO2 570, MU1 532, MI1 469

Pawn shop records,

including lists of pawn shops, purchase and sale reports and reports on stolen

RETENTION: 5 years

1233 CO2 589, MU1 550, MI1 487

Bicycle licensing or registration record

- a When a fee is charged:
RETENTION: 6 years after expiration or renewal
- b When no fee is charged:
RETENTION: 1 year after expiration or renewal

Law Enforcement: Firearms

◆ 1234 CO2 592, MU1 553, MI1 490

Firearm licensing (pistol permit) file,

including application for license to sell, carry, possess, repair and dispose of firearms, amendments, transfers, and supporting records such as affidavit of character reference, criminal history and mental health check, fingerprint record, and verification of reason for license.

- a When application is approved:
RETENTION: 6 years after license was renewed, recertified, canceled, revoked, or expired, or after individual is known to have deceased or reached age 90
NOTE: Freedom of Information exemption requests are covered by item no. 707 in Public Access to Records section.
- b When application is disapproved, after any litigation is completed:
RETENTION: 6 months
- c When application is incomplete:
RETENTION: 90 days

1235 CO2 593, MU1 554, MI1 491

Individual firearm purchase record:

RETENTION: 6 years

1236 CO2 594, MU1 555, MI1 492

Certificate of nondestruction of, or notice of intent to destroy, weapon or dangerous instrument, appliance, or substance,

including results of New York State Police files search:

RETENTION: 6 years after disposition of property, or 0 after disposition of any related case investigation records, whichever is longer

NOTE: See also item no. 1230, above.

1237 CO2 596, MU1 557, MI1 494

Records of issuance of firearms or other weapons to law enforcement personnel:

RETENTION: 3 years after return or other disposition of weapon

1238 CO2 597, MU1 558, MI1 495

Repair and maintenance records for firearms or other weapons used by law enforcement personnel:

RETENTION: 3 years after weapon no longer in use

1239 CO2 943, MU1 808, MI1 817

Record of stolen or missing firearms:

RETENTION: 0 after all firearms are located or destroyed

Law Enforcement: Motor Vehicles (including watercraft)

◆ **NOTE:** A case may be closed if it results in prosecution and appeals are exhausted, it results in a settlement, it results in no arrest, or when restitution is no longer sought.

◆ **1240** CO2 583, MU1 544, MI1 481

Traffic and parking violation records,

including parking, speeding or other appearance ticket (other than court's copy); officer's supporting deposition; parking violation hearing records; "boot and tow" records; and related records:

RETENTION: 3 years after case closed

◆◆ **1241** CO2 587, MU1 548, MI1 485

Traffic enforcement camera and speed-timing records

a Original record produced by camera, radar or other speed-timing device, except license plate reader records:

RETENTION: 2 years after case closed

b License plate reader data:

RETENTION: 1 year

c License plate reader hits on hot list data from the eJusticeNY Integrated Justice Portal:

RETENTION: Retain as long as the case investigation to which the hit relates is retained

d Records of use of camera or speed-timing, such as radar activity log and reports

- d Approved application for curriculum other than occupational education (work-study):
RETENTION: 1 year after curriculum discontinued
- e Denied application for curriculum approval or variance:
RETENTION: 1 year after end of school year
- f Individualized home instruction plan (IHIP), worksheets, and other related home schooling records:
RETENTION: 6 years after student graduates or would normally have graduated from high school
- g Curriculum planning records:
RETENTION: 0 after no longer needed
NOTE: Reports and studies prepared as part of curriculum planning may have long-term value meriting continued preservation. Local officials should evaluate these records for continued, or permanent, preservation. Contact the State Archives for additional advice.

906 ED1 144,

Teacher's lesson plan:

RETENTION: 0 after no longer needed by school district or BOCES

907 ED1 145,

Instructor's grade records, test scores, and marking sheets,

including records documenting the evaluation of scientific models, biological specimens, chemical compounds or other objects or materials produced in lab or shop settings:

RETENTION: 2 years

♦♦ **908** ED1 146,

Examinations,

including test answer papers, examination scoring certificates and Regents examinations:

RETENTION: 1 year after end of school year

NOTE: Scores may be used in annual professional performance reviews (APPR).

909 ED1 147,

Records of hypodermic syringes and needles

acquired for educational use or for administration of vaccines and other controlled substances to students and/or employees

- a Certificate of need for educational use:
RETENTION: 6 years after certificate expires
- b Other records, including records of purchase, inventory, destruction, loss or theft:
RETENTION: 6 years

♦♦ **910** ED1 149,

Training records for law-enforcement officers, E-911, dispatch or fire-fighting

personnel

NOTE: This item covers official records of public safety training conducted by county vocational education and extension boards or school districts or BOCES.

- a Individual's record of courses attended and/or completed, including basic information on course content:

RETENTION: 6 years after individual leaves service

NOTE: Local officials may wish to keep these records longer, possibly for the career of the individual, if the records are consulted throughout that period.

- b Official copy of training manual or bulletin:

RETENTION: 50 years

- c Course instruction records, including attendance lists and lesson plan:

RETENTION: 1 year

911 ED1 333,**Application for and approval to offer high school equivalency preparation program,**

physical education program, occupational education program, instructional programs for incarcerated students, adult education, alternative learning program, foreign exchange visitor program, or similar programs, including application by school district or BOCES, letter of determination, information on participating staff, State Education Department (SED) program review records, service plans, reports submitted to SED and correspondence:

RETENTION: 6 years

912 ED1 334,**Regents examination and competency test report:**

RETENTION: 5 years

914 ED1 335,**Summary records of standardized aptitude and achievement tests,**

including but not limited to test result summaries, copies of tests, eligibility determination records, and records describing testing programs:

RETENTION: 1 year after end of school year

NOTE: For schools or districts placed "under corrective action" or "under registration review" by SED, these records may need to be retained until these designations are canceled by SED and no longer apply. Scores may be used in annual professional performance reviews (APPR).

◆◆915 ED1 458,

Emergency medical training records,

covering local governments which are course sponsors, including but not limited to information on individuals, course files, and information on instructors, as required by Section 800.20, 10NYCRR

NOTE: This item covers records of emergency medical training for which school districts or BOCES are course sponsors. See item no. 930 in the School Safety subsection for records of training received by school personnel or students

- a Information on individuals and course files:
RETENTION: 5 years
- b Information on instructors:
RETENTION: 5 years after working association of each instructor ceases

Magnet Schools

- 916** ED1 336,
Documentation of process used for application, selection and placement
of students in magnet school program, including explanation and justification of acceptance criteria:

RETENTION: PERMANENT

- 917** ED1 337,
Lists of students applying for placement and/or placed in magnet schools

- a Annual list of students placed in magnet schools:
RETENTION: 20 years
- b List of students who applied for and/or were denied placement:
RETENTION: 3 years
- c Other lists of students, created for internal administrative purposes:
RETENTION: 0 after no longer needed

- 918** ED1 338,
Individual student application for placement in magnet school

- a When application is approved:
RETENTION: 6 years or student participation in program terminates, whichever is later
- b When application is not approved or student does not enroll in program:
RETENTION: 3 years

- 919** ED1 339,
Application to New York State Education Department to operate magnet school(s),
including district plan and related records

- a Original application, including district plan for operating magnet school(s):
RETENTION: PERMANENT

- b Renewal application and all other related records:
RETENTION: 6 years

920 ED1 340,
Records of magnet school program monitoring by New York State Education Department,

including but not limited to monitoring report, response and records of any resulting action taken:

RETENTION: 6 years after date of most recent entry in record

Nursing Education

921 ED1 175,
Program operation authorization records,
including but not limited to application, inspection reports, authorization, and registration:

RETENTION: PERMANENT

922 ED1 176,
Program catalog,
including but not limited to course of instruction, course content, and rules and regulations:

RETENTION: PERMANENT

923 ED1 178,
State Education Department licensing examination eligible list:

RETENTION: 3 years after the end of the school year

School Safety

◆ **NOTE:** For building security records and video recordings maintained for security purposes, see item nos. 811 and 846 in the Public Property and Equipment section. Other items previously in this subsection may be found in the General Administration section.

924 ED1 62,
Disaster preparedness or crisis relocation records

NOTE: See item no. 926, below, for district-wide and school safety plans.

- a Copies of plans held by local government, including supporting maps, when official copies prepared under Section 23, Executive Law, are maintained by

- b Annual and other reports covering the evaluation, referral, placement and review processes, and IEP (Individualized Education Program) development:

RETENTION: 6 years

942 ED1 370,

Waivers permitting a school district or BOCES to implement an innovative special education program,

along with applications, correspondence, reports and all related records

- a Waiver granted on an annual basis:

RETENTION: 6 years

- b Waiver granted on a permanent basis:

RETENTION: 6 years after expiration

- c Annual or other reports submitted to New York State Education Department (SED) regarding operation and evaluation of the program:

RETENTION: 6 years

943 ED1 371,

Records of special education program monitoring by New York State Education Department (SED),

including but not limited to monitoring report, response and records of any resulting action taken:

RETENTION: 6 years after date of most recent entry in record, or until the next program review is completed, whichever is later

Special Education: Miscellaneous

944 ED1 372,

Census and register of students with disabilities

residing in school district, eligible to attend school or pre-school special education program:

RETENTION: 6 years

NOTE: This item does not cover the school census listing all persons of school age residing in the district which is covered by item no. 956, found in the Student Records section, Student Information Systems and Related Records subsection. If the general school census and the census and register of students with disabilities are one and the same record, follow the instructions given under item no. 956.

945 ED1 373,

Lists maintained in relation to providing special education services,

including but not limited to list of names and resumes of impartial hearing officers, list of free or low-cost legal and other relevant services, list of public and private agencies and other professional resources where independent evaluations may be obtained, list of potential surrogate parents, and list of preschool programs:

RETENTION: 6 years

NOTE: This does not cover the register, census or list of students with disabilities, which is covered by item no. 944.

946 ED1 374,

Requests for access to special education records

- a Requests for access by parents and authorized employees:
RETENTION: 1 year
- b All other requests, maintained pursuant to Section 300.563 of 34 CFR, including name of party requesting access, date access denied or granted, and purpose for which access is requested:
RETENTION: 5 years

947 ED1 375,

Records of special education testing of students,

where students are not classified as requiring special education

- a Lists of students tested but not classified:
RETENTION: 6 years
- b Records relating to individual student not classified, including but not limited to referral, results of testing and evaluation report:
RETENTION: 0 after student attains age 21, but not less than 6 years

Student Records: Academic Records

◆ **NOTE:** Provisions of the Common Core Implementation Reform Act (Chapter 56 of the Laws of 2014, Part AA, Subpart B), NYS Education Law § 305(45) and (46)), and SED's implementing regulations (Section 104.3 of the Regulations of the Commissioner of Education), prohibit school districts and BOCES from including a student's individual scores on a State administered standardized English language arts (ELA) or mathematics assessment for grades 3 through 8 on the student's transcript, and from maintaining these scores in the student's permanent record.

◆◆ **948** ED1 275,

Student cumulative education record file (including "permanent record card")

NOTE: This covers resident full-time students, including those receiving home instruction and non-resident full-time students paying tuition. The birth names of transgender and gender nonconforming students should be stored in a separate folder from the student's permanent academic record in part "a" and kept confidential, but maintained permanently.

- a Cumulative achievement record equivalent (sometimes known as "Permanent Record Card") for elementary and secondary school, New York State career development and occupational studies (CDOS) commencement credential, and skills and achievement commencement credential, including but not limited to information on school entry, withdrawal and graduation, subjects taken, grades

received from examinations, career plan in effect during the school year in which the student exits high school, and work skills employability profile:

RETENTION: PERMANENT

- b Other student records, including but not limited to registration record; screening evaluation reports; home language questionnaire, English language proficiency identification assessment results, and related records; remedial program participation record; Section 504 evaluations, accommodation plans and related records; state assessment opt out records; counselor notes; teacher comments; correspondence; and transfer or discharge notice:
RETENTION: 6 years after student graduates or would normally have graduated from high school
- c Examination (including Regents examination) test results, local proficiency test results, papers and answer sheets, homework, and duplicate copies of report cards when information regarding subjects taken and final grades received is posted to the pupil's cumulative achievement record:
RETENTION: 1 year after end of school year
- d Program admission application, when application is approved:
RETENTION: 6 years or student participation in program terminates, whichever is later
- e Program admission application, when application is not approved or student does not enroll in program:
RETENTION: 3 years
- f Cumulative achievement record maintained by BOCES, including information on credits, grades, attendance, instructors' comments and employability profile:
RETENTION: PERMANENT
- g Other student records maintained by BOCES, including annual and periodic progress reports, from which information is posted to cumulative achievement record:
RETENTION: 6 years after student graduates or would normally have graduated from high school
- h School district's copy of BOCES cumulative achievement and other BOCES student records:
RETENTION: 6 years after student graduates or would normally have graduated from high school
- i Copies or abstracts of student records, sent by a high, middle, and/or intermediate school in another district to elementary, middle, and/or intermediate school which student had attended, and which district does not operate a high, middle school, and/or intermediate school itself:
RETENTION: 0 after no longer needed
NOTE: For copies of student records received from other school districts that do operate a high, middle, and/or intermediate school, use item no. 58.
- j Unclaimed diplomas:
RETENTION: 1 year

NOTE: School districts and BOCES may wish to keep these records longer for convenience of both school personnel and graduates who may request their diploma at some later date.

- k Proof of residency records for student, excluding residency investigations and hearing records:

RETENTION: Retain most current until 6 years after student graduates or would normally have graduated from high school. Destroy older proofs 6 years after superseded.

◆ 949 ED1 281,

Student records covering non-district students, and students attending high school equivalency, alternative learning, driver's education, and adult education courses including records related to the National External Diploma Program (NEDP) and Comprehensive Adult Student Assessment Systems (CASAS)

NOTE: This does not cover non-resident full-time students paying tuition. Their records are covered by item no. 948. This item does cover records of students who pay tuition and reside in another district, but take occasional courses in the district where these records are maintained. It also covers records of resident students taking high school equivalency or non-diploma courses and adult residents taking BOCES career and technical education courses.

- a Student records, including but not limited to parental consent, approval from student's school district, program participation application, summary of participant achievements and attendance, record of courses taken including grades and examination results, but excluding examination test papers and answer sheets:

RETENTION: 0 after student attains age 24, but not less than 6 years

- b Examination test papers and answer sheets:

RETENTION: 1 year

950 ED1 377,

Student portfolio,

containing samples of a student's best work, and including progress reports and grades (where applicable):

RETENTION: 6 years after student graduates or would normally have graduated from high school

NOTE: The student and teacher may weed out and dispose of individual student papers in the portfolio at the end of each school year, providing samples of the student's best work are retained as specified above.

◆ 951 ED1 276,

Certificate of Regents high school and college entrance diplomas issued

or Career Development and Occupational Studies (CDOS) commencement credentials and Skills and Achievement Commencement Credentials for Students with Severe Disabilities issued

- a If posted to cumulative achievement record:

RETENTION: 0 after posting

- a Final reports and studies resulting from analysis of system data, containing significant information on real property and structures located thereon, used for such purposes as long-range planning, reappraisal, or historical preservation:
RETENTION: PERMANENT
- b Background materials and supporting documentation:
RETENTION: 6 years after project completed, or after date of final entry in record
- c Preliminary reports and studies resulting from analysis of system data, containing routine information on real property and structures located thereon, or used to produce final reports and studies, as well as lists, logs or other internal information records:
RETENTION: 0 after no longer needed

Valuation and Assessment

1028 CO2 645, MU1 582,

Assessor's field data, including field book and automated field assessment data file, containing assessor's notes and computations used in determining property valuation:

RETENTION: 4 years after last entry

1029 CO2 646, MU1 583,

Property assessment record card

or equivalent master summary record of improvements and alterations to unit of real property, and resulting valuation and assessment:

RETENTION: PERMANENT

1030 CO2 1000, MU1 852,

Physical inventory and property description detailed data file,

used to produce property assessment record card or equivalent record, containing detailed property description (and sometimes related valuation) information, as well as photographic images and outline sketches of properties and structures located on them:

RETENTION: 0 after no longer needed, but not less than 4 years

NOTE: Counties and municipalities should consider permanent retention of these detailed property description data files for all parcels of property. This information may be very useful for community, urban planning and architectural history research. If this is not feasible, then the State Archives strongly recommends that the most important data elements be preserved either in the system or output to "history" files, reports or other system output. Images contained in the system may be particularly valuable for architectural, community and historical research. Contact the State Archives for additional advice on the creation and maintenance of these records.

1031 CO2 647, MU1 584,

Records used in determining property valuation,

including but not limited to property valuation detailed data file, used to conduct analyses and perform computations necessary for valuation or revaluation of property; detailed property description; file content sheet; inventory content sheet; comparative property valuations; comparative sales records and comparables and/or sales data file; standard valuation criteria data and copies of building and zoning records:

RETENTION: 4 years after superseded or obsolete

NOTE: If the file content sheet is merely used for posting information on assessment changes, it is covered by item no. 62 in the General Administration section.

1032 CO2 1001, MU1 853,

Mass reappraisal records

- a Final or justification reports or studies, created or received as part of mass appraisal process:

RETENTION: PERMANENT

- b Detailed data, cost tables, preliminary reports and computations created or received as part of mass appraisal process:

RETENTION: 4 years

1033 CO2 1002, MU1 854,

Questionnaires and data mailings sent to property owners,

used to update information and to verify assessment and property description information maintained by local government:

RETENTION: 1 year after any necessary changes are posted to official records

1034 CO2 648, MU1 585,

Railroad ceiling and special franchise assessment determination records

- a Annual certificate of state-determined ceiling or assessment:

RETENTION: PERMANENT

- b Railroad ceiling and special franchise assessment records, other than annual certificate, including but not limited to notice of tentative ceiling or assessment, and record of apportionment to districts:

RETENTION: 3 years

1035 CO2 649, MU1 586, ED1 283, MI1 525

Equalization rate records

- a Certificate of final equalization rate, as determined by New York State Office of Real Property Tax Services:

RETENTION: PERMANENT

- b Equalization rate determination records other than certificate of final rate, including but not limited to notice of tentative rate, data submitted and reports submitted to New York State Office of Real Property Tax Services:

RETENTION: 3 years

◆◆1036 CO2 650, MU1 587,

Tax maps,

including updates and revisions

- a Official copy of map created by or for county:
RETENTION: PERMANENT
- b Certification of proper maintenance of tax maps:
RETENTION: 2 years
- c Property index cards, supplemental data and background files, used in tax map preparation and maintenance:
RETENTION: 6 years
NOTE: Appraise these records for historical significance prior to disposition. Property index cards and related records may contain retrospective sales and other property history information, which may be very valuable if the same information is not contained in a real property history file.
- d Copy of map, held by municipality which conducts assessments, where official copy is held by county:
RETENTION: 10 years after filing

1037 ED1 284, MI1 526

Copy of tax map

held by local government which does not conduct assessments, where official copy is held by county or municipality:

RETENTION: 0 after no longer needed

1038 CO2 651, MU1 588,

Tax assessment and approval records for state-owned lands subject to taxation, including certificate of approval from New York State Office of Real Property Tax Services, notice of determination, lists of taxable state land, working papers, correspondence, and reports:

RETENTION: 6 years

NOTE: Appraise these records for historical significance. Certain records describing state-owned property, determining the amount of tax payable and concerning specific uses of state lands which are a matter of public concern may merit permanent retention. Contact the State Archives for additional advice in this area.

1039 CO2 652, MU1 589,

Tax exemption or abatement file

covering veterans, aged, School Tax Relief Program (STAR), nonprofit organizations, new business, conservation easements, forest land, and other exemptions or abatements

- a Original detailed application and supporting documentation:
RETENTION: 6 years after expiration of exemption or abatement
- b Renewal applications, routine correspondence and memoranda (when original detailed application is maintained):
RETENTION: 6 years
- c Application denial records, including results of hearing:
RETENTION: 6 years after final determination
- d Forms used to report social security numbers/taxpayer identification numbers and not containing other substantive information, for use in income verification programs:

RETENTION: 0 after no longer needed

- e Records documenting exemptions under payments in lieu of taxes (PILOT):
RETENTION: 6 years

1040 CO2 653, MU1 590,

Assessment/tax grievance file,

including but not limited to application for re-evaluation, copy of advisory appraisal, petition, statement of complaint, copy of hearing results and correspondence:

RETENTION: 6 years after final determination

NOTE: Minutes of the Assessment Board of Review must be retained permanently. See item no. 47 in the General Administration section.

1041 CO2 1003, MU1 855, ED1 383,

Copies of tax grievance or judicial assessment review records

received by school districts, non-assessing villages and counties, including but not limited to copies of petition and notice filed pursuant to sections 708(3) and 730(8), Real Property Tax Law:

RETENTION: 1 year

NOTE: The receiving agency may wish to retain these records longer if the grievance or judicial assessment review may involve a substantial potential future tax refund.

1042 CO2 654, MU1 591,

Agricultural land assessment records,

including but not limited to application for agricultural value assessment and correspondence

- a For lands within agricultural district:
RETENTION: 6 years
- b For lands outside of agricultural district:
RETENTION: 20 years

1043 CO2 655, MU1 592,

Assessor's annual report,

created and filed pursuant to Part 8193-4, 20NYCRR:

RETENTION: 10 years

Assessment Roll/Tax Roll

1044 CO2 656, MU1 593, ED1 285, MI1 527

Working papers or other intermediary records

used in preparation of, or in posting changes to, assessment roll or tax roll, including but not limited to assessor's notes, Record of Taxable Status and automated data file:

RETENTION: 3 years after filing of roll