

RETENTION AND DISPOSITION OF RECORDS

Objective:	To establish procedures for the retention and disposition of local records kept by officials of a public corporation.	Policy/Procedure Number:	01-05
Reference: <i>(Laws both state and local)</i>	State Education Department, State Archives, Cultural Education Center, Albany, New York 12230; Records Retention and Disposition Schedule CO-2 (Resolution No. 264 of 1990)	Effective Date:	January 12, 1981
		Responsible Department:	County Clerks Office
		Modified Date (s):	May 19, 2009
Legislative Policy Statement:	Procedures and requirements for disposition and retention of County Records.	Resolution No.:	81-012, 92-171 09-83
General Information:		Next Scheduled Review:	May 2012

I. Definitions
II. Policy:

Procedures and requirements for disposition and retention of County records are contained in the document "Records Retention and Disposition Schedule CO-2." This document covers nearly all County records; the few instances to which Schedule CO-2 does not apply are listed in Schedule CO-2 with the correct source of information.

Each department has a copy of Schedule CO-2; extra copies may be obtained from the County Clerk.

- Procedure:**
1. To submit records to Records Management for storage the department will complete the Records Transfer Request Form and contact the County Clerk's Office for transfer of the records from the originating department to the records storage facility.
 2. The originating department can access their records with a request to the County Clerk's Office to arrange access.
 3. A department can access only their own records; they cannot access another department's records. If a department requires access to another department's records, a request must be sent to the originating department and the originating department will request access to those records from the County Clerk's Office.