
 Department of Corrections and Community Supervision DIRECTIVE	TITLE Disposition of Departmental Records		NO. 2011
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SUPERSEDES DIR #2011 Dtd. 01/14/2022	DISTRIBUTION A	PAGES PAGE 1 OF 12	DATE LAST REVISED
REFERENCES (Include but are not limited to) Penal Law Article 263; Executive Law § 259.i(4); Arts & Cultural Affairs Law, NYS Archives, ACA Expected Practices 5-ACI-1E-01, 5-ACI-3C-15, 5-ACI-3D-16, 2-CO-1E-01, 4-APPFS-3D-28; Directives #2010, #2824, #3050, #4011	APPROVING AUTHORITY 		

- I. DESCRIPTION:** This directive provides guidelines for disposition of Departmental records that have served their function and are now obsolete.
- A. **Authority:** The retention and disposition of State records is governed by Section 57.05 of the Arts & Cultural Affairs Law. Agencies may not destroy or otherwise dispose of any records unless such disposition is authorized by New York State (NYS) Archives, acting on behalf of the Commissioner of Education. The retention/disposition schedules promulgated by the NYS Archives have been adopted by this Department.
- B. **Definitions**
1. The term records means “all books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by any agency of the state or by the legislature or the judiciary in pursuance of law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities, or because of the information contained therein.” (Arts and Cultural Affairs Law, Section 57.05.)
 Staff should use sound judgment and apply consistent criteria when deciding whether recorded information constitutes records. Examples of information that may be excluded from the definition of records include:
 - a. Temporary drafts or personal notes that were not circulated, reviewed, or used to make decisions or complete transactions.
 - b. Extra copies of documents that were created or distributed solely for reference purposes.
 - c. Temporary files used solely to change the arrangement or format of electronic records.
 - d. Electronic versions of documents, transactions, or reports, when the record is retained on paper or microfilm to provide evidence or for legal or audit purposes.
 - e. Conversely, extra copies of correspondence, reports, and printouts when the record is retained in electronic form to provide evidence or for legal or audit purposes.
 - f. Copies of files or extracts of databases created solely to transfer data between systems.
 2. A record series is defined as any group of related records which are normally used and filed as a unit and which permit evaluation as a unit for disposition purposes.

3. The term minimum retention period refers to that period of time which must elapse and/or that event which must occur before a record or a record series may be destroyed.
- C. Effective Records Management: Effective management of records extends from creation through disposition. The result should be both fiscal savings and administrative efficiency. Retention of records beyond legal requirements, or beyond usefulness, taxes both manpower and equipment resources. Disposition of obsolete records will aid in the maintenance of viable files and the retrieval of records of value. The following suggestions for records management will make it easier to use the retention/disposition schedules:
1. **The Record Copy**: Many records are produced in multiple copies, either by photocopying or by using multi-copy forms. Before using these schedules to dispose of records, identify the record copy. The record copy is the copy that must be retained to satisfy any audit or legal requirement. Often the original is the record copy, although photocopies and duplicates can be designated as record copies. It is the record copy which must be retained and may only be destroyed in accordance with the NYS Archives retention/disposition schedules.

NOTE: A printout of an email record retained in accordance with Directive #2824, "Use of Electronic Mail (Email)," will serve as the record copy. The individual who makes entries into the pertinent official record (e.g., legal, guidance, health, etc.) is responsible for printing the email to be filed in accordance with the appropriate program unit's standard practices.
 2. **Duplicate Copies**: Units should limit the number of duplicate or convenience copies of records to the minimum needed for effective Agency operations. Non-record copies may be routinely destroyed at any time they are no longer needed.
- D. Retention/Disposition Schedules
1. The purposes of the NYS Archives schedules are to:
 - a. Provide the Department with uniform guidelines for retention and disposition of common records.
 - b. Ensure that the Department retains records as long as needed for internal administration, and to meet legal, fiscal, audit, and other Federal and State requirements.
 - c. Promote the cost-effective management of records.
 - d. Provide the Department with legal authorization to dispose of obsolete records on a regularly scheduled basis after minimum retention periods have been met.
 2. These schedules do not apply to:
 - a. Records that have been identified as having historical value.
 - b. Records being used for audits or legal actions, including printouts of any email records pertaining to the subject matter of the audit or legal action. These records must be kept until the audit is satisfied or the legal action ends, even if their minimum retention period has passed.
 - c. General ledgers, general journals, and "books of original entry" (e.g., gate logs).

- d. Fiscal records related to capital construction. Contracts and related records which document the history of design and construction of a structure generally should be maintained for the life of the structure plus three years to protect an Agency against tort claims.
 - e. Fiscal records related to the acquisition or sale of real property.
 - f. Records of receipts and expenditures of Federal funds (Federal disposition schedules apply).
3. For each records series in the schedules, entries provide the following information:
 - a. A Record Disposition Authorization (RDA) number for each authorized retention period: This is a control number assigned by the NYS Archives.
 - b. Title and Description: A title that describes the contents, types of materials, and/or functions of the record series and a brief description of the common uses for the records.
 - c. Retention and Disposition: The minimum amount of time that records must be retained by the Department and the final action that can be taken after the minimum retention period is passed.

II. PROCEDURE

- A. To dispose of obsolete records on a continuing basis after their minimum retention periods have been met, all units shall use:
 1. The General Retention and Disposition Schedule for NYS Government Records published by the NYS Archives, Revised September 2016 Edition, which replaces the previous version of the Schedule which was issued in 2008.

The previous version can no longer be used to authorize records disposition. The revised September 2016 General Schedule will remain in effect until replaced by a new General Schedule or a revision to it.

The revised General Schedule is accessible on the NYS Archives website at: www.archives.nysed.gov.
 2. The disposition authorizations unique to the Department are listed in Attachment A, "Special DOCCS Destruction Authorizations."

Disposition should be carried out periodically (at least once every two years). Disposition includes transfer of records to the State Records Center storage, when appropriate, and Directive #3050, "Waste Reduction and Recycling Program," should be followed for destruction of records. Facilities are to direct their material to the local Department of Corrections and Community Supervision (DOCCS) hub recycling center.

Generally, records may be destroyed when the minimum retention period has been met, unless the records are being used in an audit or legal action or have obvious historical value. Units are not required to destroy records at the end of the legal retention period. However, obsolete records occupy expensive office and storage space, and there is increased risk of litigation if records are kept beyond the legal minimum retention period.
- B. Office/Unit Heads shall determine when records under their control have exceeded their usefulness or are obsolete. The incorporated retention/disposition schedules shall then be examined to ascertain if records so identified are listed.

If listed, and the minimum retention period has passed, the office/unit head shall prepare and sign an entry in [Form #1075](#), "Records Disposition Log," and then proceed with disposition or destruction as appropriate. The facility "Records Disposition Log," [Form #1075](#), shall be established and maintained by the Deputy Superintendent for Administration and may be photocopied locally.

NOTE: When [Form #1075](#) is complete, the form is to be copied and sent to Support Operations, Records Management Officer or emailed to SupportOps@doccs.ny.gov. Whenever it is necessary to store records pending destruction, use [Form #1075A](#), "Records in Storage Pending Disposition," to mark and track the storage boxes or containers.

Special DOCCS Destruction Authorizations

CORRECTIONS

ADMINISTRATION

Destruction authorization number: 16112

Record Series Title: Incarcerated Individual Institutional Records

This series contains incarcerated individual personal, legal, custodial, medical records, and other history. Refer to Directive #2010, "FOIL/Access to Departmental Records," and Directive #4011, "Processing Incarcerated Individual Records for Transfer."

The Department is currently authorized to destroy records, in this series, 15 years after an incarcerated individual is deceased or released from custody. Annual destruction should occur only upon receipt of the transfer and destruction lists from the Director of the Office of Program, Planning and Research and final approval from the Office of Classification and Movement. Records must be properly destroyed (e.g., confidential shredding).

Destruction authorization number: 16073

This series contains copies of selected materials held by correctional facilities in their incarcerated individual institutional files. Records consist of, but are not limited to, copies of legal, custodial, program, and correspondence data.

Retain at the Central Office Depository for three years following release from facility, then transfer to the State Record Center for 12 years.

Final Disposition: Destroy.

LAUNDRY PROCESSED REPORT (Facilities)

Destruction Authorization Number: LAU-01-22749

Record Series Title: "Monthly Report of Laundry Processed," [Form #2044](#)

This report is completed monthly by the Laundry Supervisor or Senior Launderer and the original copy is retained in the Administration Unit. Information included: total number of loads, net number of bags, number and types of laundry, cleaning agents used and cost, and number of hours worked per week.

Retain in agency for six years (due to form containing some inventory and fiscal costs).

Final Disposition: Destroy.

EMPLOYEE INVESTIGATION UNIT

Destruction authorization number: EI-001-19286

Record Series Title: C.O. Trainee Background Investigations-Appointed

This series includes background investigation records for the eligible Correction Officer (CO) trainees who are appointed.

Retain in program office for six years after records become inactive.

Final Disposition: Destroy.

Destruction authorization number: EI-002-19287**Record Series Title: C.O. Trainee Background Investigations-Not Appointed**

This series includes background investigation records of eligible candidates for the Correction Officer (CO) trainee position who were not appointed.

Hold for three years or until expiration of eligible list, whichever is later.

Final disposition: Destroy.

BUDGET & FINANCE (Central Office and Facilities)**Destruction authorization number: B&F-001-19288****Record Series Title: Incarcerated Individual Account Records**

This series includes account records and associated documents relating to incarcerated individual moneys and property. Documents include general correspondence, various financial statements and reports, receipts, disbursements, and other associated records.

Retain in program office for six fiscal years after creation.

Final Disposition: Destroy.

Destruction authorization number: B&F-002-19289**Record Series Title: Incarcerated Individual Fund Bank Account Files**

This series includes records of incarcerated individual fund bank transactions. Documents include bank statements, deposit slips, canceled checks, cancellation of payment, checks outstanding, other back-up statements, and records reflecting the status of Incarcerated Individual Fund Accounts.

Retain in program office for six fiscal years after creation.

Final Disposition: Destroy.

Destruction authorization number: B&F-003-19290**Record Series Title: ICAS Reports**

This series includes Incarcerated Commissary Account System (ICAS) reports which track and monitor commissary activities of the incarcerated individuals. The ICAS reports are internal reports.

Final Disposition: Destroy after the report is updated, superseded, or becomes obsolete.

Destruction authorization number: 97-001-19921**Record Series Title: Incarcerated Individual Claims Files**

This series consists of incarcerated individual claims involving personal property. Documents include all correspondence, claim requests, investigations, final determinations, appeals, and all other associated records.

Retain for six years after payment of claim or completion of appeal process.

Final Disposition: Destroy.

MEDICAL BILL PAY UNIT (Central Office)**Destruction Authorization Number: MEDVOUCH-22641****Record Series Title: Medical Vouchers**

This series consists of voucher documents processed by DOCCS Medical Bill Payment Unit and includes: Payment vouchers, explanation of benefits, provider invoices, provider federal tax ID, incarcerated individual personal health information protected by the Health Insurance Portability and Accountability Act (HIPPA).

Retain in agency for seven years.

Final Disposition: Destroy.

INCARCERATED GRIEVANCE PROGRAM (Central Office and Facilities)**Destruction authorization number: IG-001-19291****Record Series Title: Incarcerated Grievance Program Records**

This series includes records regarding the filing and disposition of incarcerated individual grievances. Documents include initial complaints, findings, and outcomes/resolutions. The records in this series are confidential.

Retain in program office for three* years after records become inactive.

Final Disposition: Destroy.

*It is Departmental policy for grievance program offices to retain grievance records for the current year plus the last four previous calendar years.

MEDIA REVIEW COMMITTEE (Central Office)**Destruction Authorization Number: COMRC-01-22785****Record Series Title: Central Office Media Review Committee**

This series consists of the review steps/processes by the Central Office Media Review Committee (COMRC) of all publications denied at the facility level and appealed by incarcerated individuals as part of the Department's due process. Records to be retained include COMRC attendance records, incarcerated individual appeal letters and written statement in support of appeal, [Form #4572A](#), "Incarcerated Individual Referral Notice," [Form #4572B](#), "Incarcerated Individual Disposition Notice," [Form #4572C](#), "Sender Disapproval Notice," [Form #4572D](#), "Incarcerated Individual Appeal Determination," [Form #4572E](#), "Sender Appeal Determination," and copies of final COMRC decisions.

Retain in agency for four years.

Final Disposition: Destroy.

SECURITY FILES**Destruction authorization number: SEC-001-20037****Record Series Title: Watch Commander's Master Log**

This series includes Watch Commander's Master Logs.

Retain at facility for 10 years.

Final Disposition: Transfer to NYS Archives.

Destruction authorization number: SEC-002-20038**Record Series Title: Security Reports**

This series includes:

1. Incarcerated Individual/Facility activities and control logs and reports, including but not limited to:
 - Drafts In/Out
 - Incarcerated Individual/Officer Injury Reports
 - Incarcerated Individual Transfers
 - Daily Trips
 - Medical Trips
 - Fence Alarms
 - Fence Alarm Tests
 - Search and Contraband Logs and Receipts
 - Strip Frisk Logs, Forms, etc.
 - Incarcerated Individual Accounts
 - Report of Sexual Victimization Logs and Facility Investigation Files
 - Any other records documenting incarcerated individual movement, work locations, or housing
2. Regular and Special Housing Units activity and control records, including:
 - Housing Area Logs
 - Entry/Admission Logs (e.g., Hospital, Special Housing Unit)
 - Cell Frisk Logs
 - Special Watch Logs
 - Activity Logs
 - Phone Logs
 - Incarcerated Individual Visitor Logs
 - Notary Logs
 - Shower/Exercise Deprivations
3. Unusual Incident and Use of Force Reports

Retain at facility for five years, except for Report of Sexual Victimization Logs and Facility Investigation Files which are to be retained for seven years, Unusual Incident Reports which are to be retained for 10 years and special housing unit admission logs which are to be retained for 15 years.

Final Disposition: Destroy.

Destruction authorization number: SEC-003-20039**Record Series Title: Correction Officer Work and Planning Schedules**

This series includes, but is not limited to:

- Line-Up Memos
- Daily By Shifts Chart Sheets
- Security Information Services Unit (SISU) Charts

- Light Duty Assignments
- Day Off Calendars/Slips
- Vacation Schedules
- Uniform Issuances/Career Apparel Reports
- Uniform Inspections
- Job Bids and Awards
- Overtime Books
- Daily Trip Logs

Retain at facility for three years.

Final Disposition: Destroy.

Destruction authorization number: SEC-004-20040

Record Series Title: Procedures - Security

This series includes the contents of the Ready Emergency Data (RED) Book.

Retain at facility for three years after superseded by new procedure.

Final Disposition: Destroy.

Destruction authorization number: SEC-005-20041

Record Series Title: Inventory Records - Security

This series includes, but is not limited to:

1. Tool and key control logs, inventories, and other records used to control tools, keys, and related items, including:
 - Key Requests
 - Special Key Logs
 - Institutional Maps pertaining to locksmith
 - Locksmith Key Ring List
 - Shadow Board Tool Inventory List
2. Weapons/chemical agent inventory and security equipment issued daily arsenal logs, reports and related records used to control weapons, chemical agents and similar items, including:
 - Weapons/Ammo/Chemical Agent Assignment and Inventory Logs
 - Arsenal Entrance Logbooks/Sign In Logs
 - Tri-Analyzer Logs

Retain at facility for five years after end of calendar year created.

Final Disposition: Destroy.

Destruction authorization number: SEC-006-20042**Record Series Title: Identification Records**

This series includes, but is not limited to:

1. Records on visiting and external control (Lobby, Sally Port/Truck Trap, Package Room, etc.)
2. Logs of vehicles entering and exiting the facility
3. Logbooks and other records used to record and control entrances and departures from the facility, including:
 - Visitor's Logs – Incarcerated Individual, Civilian, and Inspectors
 - Incarcerated Individual Visitor Passes
 - Metal Detector Logs
 - Personal/Outside Agency Weapons Logs
 - Incarcerated Individual Packages Received
 - Property Left by Incarcerated Individuals

Retain at facility for five years after superseded by new record or obsolescence due to individual no longer at facility.

Final Disposition: Destroy.

Destruction authorization number: SEC-007-20043**Record Series Title: Incarcerated Individual Disciplinary Records**

This series includes, but is not limited to:

1. Hearing Records, Time Out Sheets, and Early Release Logs
2. Other discipline reports, logs, and related records

Retain at facility for five years after hearing closed.

Final Disposition: Destroy.

Destruction authorization number: SEC-008-20044**Record Series Title: Temporary Activity Records**

This series includes, but is not limited to:

- Incarcerated Individual Passes
- Visitor Passes
- Incarcerated Individual Count Slips
- Weekly Screen and Bar Check Records
- Key or Equipment Transfer Slips
- Restricted Key Issuance Forms
- Incarcerated Individual Pass Logs
- Incarcerated Individual Passbook Logs
- Vehicle Escort Officer Slips
- Contractors and Volunteers ID Logs, Passes, Photographs, and Fingerprints
- Incarcerated Individual Outside Clearance records

Retain at facility for six months after creation.

Final Disposition: Destroy.

COMMUNITY SUPERVISION

ADMINISTRATION/CENTRAL OFFICE

Destruction Authorization Number: 5587

Record Series Title: Releasees' Closed Files

This series contains original, inactive case records pertaining to individuals previously subject to parole supervision.

Transfer to State Records Center. May be destroyed only when the releasee reaches age 70 or older and has been paroled for seven years; *or* seven years after their death.

Final Disposition: Destroy.

AREA OFFICES/CLOSED FILES CENTER

Destruction Authorization Number: 18563

Record Series Title: Releasees' Closed Files

This series contains inactive case records pertaining to individuals previously subject to parole supervision. When an individual is discharged from supervision, original records are transferred to the closed file center in Long Island. Remaining are all duplicates of Central Office materials.

Retain in Area Office/Closed Files Center for three years.

Final Disposition: Destroy.

COUNSEL'S OFFICE

Destruction Authorization Number: 14646

Record Series Title: Administrative Appeal Cases

This series contains administrative appeal cases reviewed and maintained pursuant to Executive Law Section 259-i(4).

Retain in active office two years and in storage eight years (10 years total), after appeal is filed.

Final Disposition: Destroy.

Destruction Authorization Number: 19925

Record Series Title: Parole Revocation Hearing Video Tapes

This series contains video tapes of parole revocation hearings conducted at the Riker's Island Judicial Center.

Retain in program office space for three years.

Final Disposition: Destroy.

INTERSTATE BUREAU**Destruction Authorization Number: 18089****Record Series Title: Interstate Discharges**

This series contains case files of releasees discharged from supervision by another state. Files contain personal data, information about incarceration, behavior while paroled, and health and psychiatric evaluations.

Retain in designated agency storage area for three years.

Final Disposition: Destroy.

QUALITY AND CONTROL**Destruction Authorization Number: 15606****Record Series Title: Day Sheets**

This series contains daily record of Parole Officer contacts with releasees.

Retain in program unit, for transfer to State Records Center at end of calendar year.

Retain for 10 years.

Final Disposition: Destroy.

BOARD OF PAROLE**EXECUTIVE CLEMENCY BUREAU****Destruction Authorization Number: CLEM 1 – 22578****Records Series Title: Executive Clemency Application Files**

This series contains clemency applications which include the following: Commutations of sentences, pardons after sentence, restorations of citizenship, both granted and denied.

Final Disposition: Transfer to State Archives 50 years after final determination of application or last activity of file.

CHAIRPERSON'S OFFICE**Destruction Authorization Number: 19968****Record Series Title: Board of Parole Business Meetings Minutes**

This series contains typed minutes of Board of Parole monthly meetings.

Retain in office space for three years, then retain in State Records Center for five years.

Final Disposition: Transfer to NYS Archives.