

## Records Maintenance and Release

### 802.1 RECORDS RETENTION SCHEDULE

**Agency Content**

Record retention and destruction shall be the responsibility of the Commanding Officer of the Central Records Division who shall follow guidelines provided by the "Records Retention and Disposition Schedule" issued by the NYS Department of Education. Records shall be screened annually for disposal in accordance with legal mandates. Original, hand written reports will be maintained in the Central Records Division until they are entered into CNYLEADS. After original hand written reports are scanned and processed pursuant to Departmental procedures, they shall be secured in boxes in chronological order and stored in a secure location as designated by the Chief of Police.