



STATE OF NEW YORK • EXECUTIVE DEPARTMENT
STATE COMMISSION OF CORRECTION
 Alfred E. Smith State Office Building
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CHAIRMAN
 Thomas A. Beilein

COMMISSIONER
 Phyllis Harrison-Ross, M.D.

LIST OF AGENCY RECORDS BY SUBJECT MATTER / RETENTION SCHEDULE

Revised 8/08
 Updated 4/12

Executive/Administrative:

CPCRC Minutes	1 copy FOREVER
MRB Minutes	1 copy FOREVER
SCOC Minutes	1 copy FOREVER
SCOC Annual Reports	1 copy FOREVER
Purchase Requests	2 years

Administrative, personnel, fiscal and purchasing records are governed by Statewide policy

Field Operations Files:

County Jail Grievances	3 years
State/Local Complaints	3 years
County Unusual Incidents	2 years
OCFS Unusual Incidents	2 years
Summary of DOCCS UIs	2 years
County Jail Variances	3 years after inactive
Minimum Standards evaluations -	
County	4 years
City/Town/Village Evaluations	4 years
Investigations	10 years
Staffing Analysis	3 years after supersession of report
Maximum Facility Capacity	3 years after supersession of report
Quarterly Classification Rpts.	5 years
General Correspondence	2 years
Day Files	6 years
Sheriffs' Annual Reports	Indefinite
SHU Reports	2 years
NITAP	10 years
CCAP	10 years

Capital Project Review Papers	Life of structure plus 3 years
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Legal:

FOIL Records	2 years
Hearing Files/Transcripts	5 years then transfer to State archives
Legislation (proposed/pending)	1 year
Litigation Files	7 years after closing
Minimum Standards	7 years then transfer to State archives
Substitute Jail Orders	3 years

Medical:

Final Death Reports	1 copy FOREVER
Inmate Mortality File	7 years

Statistics:

DOCCS Inmate Census Report	5 years
NYCDOC 5 a.m. Census	5 years
NYC Daily Facility Population Capacity Report	5 years
NYC Broken Cells	3 months
Daily Download	10 years
Classification & Movement State Ready	10 years