



Records Management Policy



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1. Purpose

The purpose of the policy is to support the mission of Westchester County, Parks, Recreation & Conservation while adhering to the legal requirements set by Chapter 631 of the Westchester County Charter as well as the New York State Records Retention and Disposition Schedule LGS-1.

2. Policy

The following policy is intended to implement legal requirements into departmental procedures.

- a. **Records Retention** – Department records less than 6 years old are to be kept and serviced by the facility. Records created over the last 6 years are considered current and active and therefore should be maintained and stored on site, regardless of how little they are actually accessed. If a facility does not have adequate room to house the records than arrangements can be made to keep the records in the storage room at Parks Headquarters at 450 Saw Mill River Road, Ardsley, NY 10502. Contact the Coordinator–Fiscal Operations to make arrangements.
- b. **Records Center Storage** – Department records greater than 6 years old may be sent to the Westchester Records & Archives Building for storage. For calendar year 2023, department records must be December 31, 2016 or earlier in order to meet guidelines. All requests for the transfer of Parks, Recreation & Conservation records must be made through the Coordinator – Fiscal Operations. An application will then be submitted through the Westchester Archives and Records Management Program (WESTARM). The application will detail the type of record, New York State Retention Code and disposition date. Once approved, barcoded labels will be sent from the Westchester Records Center to the Department to place on each box. A pickup/delivery date will then be arranged to move the boxes to the Westchester Records & Archives Building for storage.
- c. **Disposition** - The disposition date, as determined by the State Retention Schedule, of all records transferred to the County Records Center must be clearly indicated on the transfer lists which accompany the records. The Chief Information Officer shall initiate action to dispose of records within six months after their retention period has ended. No record shall be destroyed or otherwise disposed of until approval has been obtained, in writing, in advance of disposition, from the proper State of New York authorities and from the following; the Commissioner of the department holding the records, who shall certify that the records are no longer necessary, and the Chief Information Officer, who shall certify that the records have no further historical value.

Approved By:

Kathleen M. O'Connor

Commissioner – Parks, Recreation & Conservation

Signature:

A handwritten signature in blue ink, reading "Kathleen O'Connor", written over a horizontal line.

Date

February 8, 2023