

Riguzzi, Kerry

From:

Gratzel, Chris

Sent:

Monday, January 30, 2023 3:31 PM

To:

Abraham, Sebastian; Balistreri, Diane (HRC); Brooks-Daniels, Elena; Burke, Lisa; Cabaleiro, MaryKate; Castellano, Joseph; Cestone, Elissa; Pierce, Christopher; Cole, Joyce; Colety, Douglas; Cording, Christopher; Epps, Jerrice Duckette; Estrow, John; Ettere, Andrea; Fasano, Mary; Gaccione, John; Ganesh, Sarita; Genesi, James; Gerace, Debbie; Hansen, Linda; Hansen, Stephanie; Hoxhaj, Naile; James Scully; Johanna O'Brien; Johnson, Sharon; Calero, Jose; Joseph, Mercy; Klein, Naomi; LaFayette, Reginald; Burke, Lisa; Mallison, Victor (TAX); McCormick, Siobhan; Medwid, Mark; Melissa McNair; Mrijaj, Lisa; Murphy, Walter; Peters-DeMeo, Barbara; Powell, Wanda; Ramon, Rosa; Riguzzi, Kerry; Rodriguez, Valerie; Sabater, Barbara; Schlaff, Robin; Schuttenberg, Geraldine; Tomassi, Patricia; Vanderberg, Sunday; Versella Hamilton; Vlymen, Margaret; Watson, Ayanda; William Curry; Wu, Yu-Flora
Chavarri, Stephanie; Fallon, Courtney
New transfer lists to Records Center 2023

Cc:

Subject:

Hello all,

It has come to our attention that over the last few years transfer lists have been created for records that are less than 6 years old. It has been our policy for the last 30+ years that records less than 6 years old should be kept and serviced by their respective departments until that time has elapsed. We have neither the staff, nor the space, to serve as any department's "back office." Records created over the last 6 years are considered 'current' and 'active' therefore should be maintained and stored by each respective department, regardless of how little they are actually accessed. As an example for the calendar year 2023 your departments records must be December 31, 2016 or earlier in order to meet guidelines.

As a reminder, please make sure going forward that any records you wish to send to the Records Center fall within these guidelines as they may be denied otherwise.

Thank you for your understanding and cooperation.

Chris

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