

	NEW PALTZ POLICE DEPARTMENT Policy and Procedures	
	<i>Subject</i> 8.5 Records Retention	
	ISSUED: May 29, 2011	EFFECTIVE: May 29, 2011
	AMENDS: December 28, 2020	RESCINDS:
<i>N.Y.S. Accreditation Ref: A8.5</i>	<i>Page 1 of 1</i>	<i>Authority: Chief Robert J. Lucchesi</i>

Records Retention

POLICY:

The New Paltz Police Department will maintain a copy of and comply with the Town of New Paltz resolution adopting New York State Education standard “RETENTION AND DISPOSITION SCHEDULE FOR NEW YORK LOCAL GOVERNMENT RECORDS LGS-1 Section 185.15, 8NYCRR (Appendix L). This schedule will outline the department’s procedure for retention and destruction of any and all records.

PROCEDURE:

1. A copy of the Retention and Disposition Schedule for New York Local Government Records LGS-1 will be kept on file in the New Paltz Police Department’s Clerks office and with the Town of New Paltz Clerk who is also the town’s designated records officer.
2. The New Paltz Police Department Clerk will be responsible for retention and destruction of all records. This will be completed working in conjunction with the Town of New Paltz Clerk.