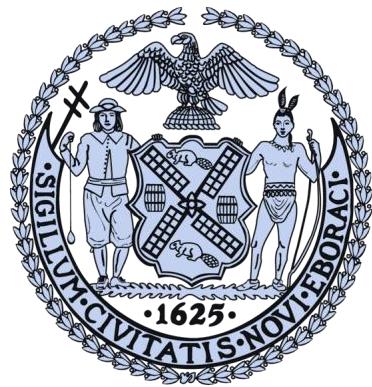


NYC SUPPLEMENTAL RECORDS RETENTION AND DISPOSITION SCHEDULE



Department of
Records and
Information
Services

December 2025

ABOUT THIS SCHEDULE

This **Supplemental Records Retention and Disposition Schedule** has been developed by the Department of Records and Information Services “DORIS” after consultation with the Law Department and other stakeholders. It supersedes guidance for certain record series found in the retention schedules developed by the New York State Archives. The purposes of this Schedule are to:

- (1) ensure that records are retained in accordance with their respective administrative, legal, and fiscal purposes
- (2) ensure compliance with all relevant city, state, and federal standards
- (3) ensure that record series with enduring historical and other research value are identified and retained permanently in the New York City Municipal Archives; and
- (4) encourage and facilitate the systematic disposal of obsolete records.

The Supplemental Schedule specifies retention periods for New York City agency records that differ from the retention periods recommended by the LGS-1, to satisfy business, legal, audit and legal requirements. Agencies should adhere as closely as possible to the retention periods prescribed on the Local Government Records (LGS1) and the Supplemental Retention Schedules. New York City agencies and offices should review the LGS-1, which supersedes and replaces the CO-2, MU-1, MI-1, and ED-1 Schedules.

The retention periods listed on this Schedule pertain to the city records described, regardless of physical form or characteristic (paper, microfilm, electronic file, or other medium). No matter the medium, New York City agencies must ensure that the information will be retained for the specified retention period. Proposed retention periods that differ from the guidance in the Supplemental Schedule should be submitted to DORIS prior to implementation.

We will continue to review and update the Supplemental Retention Schedule on a regular basis. These updates may include the addition, modification, and/or deletion of records categories, descriptions, and retention periods.

December 2025

UPDATES & ADDITIONS TO THE DECEMBER 2025 EDITION

- Updated: Agency Head's Subject Files. Transfer to Municipal Archives when agency head leaves the agency.

ADDITIONAL RESOURCES

- New DORIS Policies Page: Policies(nyc.gov)
- Mayoral Directive: [https://www.nyc.gov/assets/records/pdf/Mayoral Directive](https://www.nyc.gov/assets/records/pdf/Mayoral%20Directive)
- NYC Charter, Administrative Code & Rules: New York City, NY Laws (amlegal.com)
- Arts & Cultural Affairs Law: Local Government Records Law ARTICLE 57-A, ARTS & CULTURAL AFFAIRS LAW | New York State Archives (nysed.gov)
- Part 185, 8NYCRR (Regulations of the Commissioner of Education: Laws-part185-8nycrr - New York State Archives (nysed.gov)
- LGS-1: Local Government Schedule LGS-1 New York State Archives (nysed.gov)

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Retention Category	Category Description	Retention Period
I. GENERAL ADMINISTRATION		
1. Agency Records Supersedes LGS-1 (2022), Item 88, 90, 92, Pg. 20	1.1.1 Inactive Permanent Records. Records that are listed on an agency's retention schedule as having a permanent retention period but have not been used in an administrative, legal, or fiscal capacity in 25 years or used only infrequently.	25 years. These records should be reviewed by the NYC Municipal Archives for historical value and determination whether to 1) Continue the retention period, 2) Deem the records historical and transfer to The Municipal Archives for permanent preservation, or 3) Recommend destruction
TIP: Active agency records that are used on a continuous basis for administrative, legal, or fiscal purposes or that possess other value warrant continued preservation and should be kept permanently.		
2. Agency Head's Subject Files	1.2.1 Agency Head's subject files including but not limited to correspondence, memoranda, reports, studies, publicity items.	T = Termination. Transfer to Municipal Archives at end of agency head's term.
	1.2.2 Subject Files – Elected Officials including but not limited to correspondence, memoranda, reports, studies, publicity items, contracts, and other legal documents when the record documents a significant subject, policy-making initiative, or program-development process.	T=Termination. Offer to Municipal Archives at end of service.
	TIP: Titles falling under Elected Officials include Mayor, Comptroller, Public Advocate, Borough Presidents, City Council Members.	
3. City-Owned Building Data—Official Plans, Maps, Architectural Drawings, and Photos	1.3.1 Feasibility Studies; successful bids; plans, specifications, and designs; project description; in-progress and completion photographs.	P = Permanent. Offer to the Municipal Archives if no longer a city-owned building.
	1.3.2 Architecture Project Files; construction inspection reports; final or "as built" plans, maps, designs, sketches, architectural drawings, and photographs; environmental impact statement; annual project statement; fiscal and other final reports; significant change orders; retrofitting records; and significant correspondence.	

4. Compliance Reports	1.4.1 Various internal agency reports and associated documentation that the agency is required to submit to the Mayor's Office and City Council regarding the agency's performance and enforcement of laws under its purview.	ML= Municipal Library. All agency publications are required to be submitted to the NYC Municipal Library for permanent retention as per Section 1133 of the NYC Charter. <i>Supersedes LGS-1 (2022), Item 68, Pg. 11-12; Item 74, Pg. 16.</i>
	1.4.2 Background materials and supporting documentation used in report preparation.	SU=Superseded. Retain for 3 years after superseded.
TIP: Compliance reports are uploaded to the Government Publication Portal per Section 1133 of the NYC Charter .		
5. COVID Health Screening Log	1.5.1 Data provided by staff and visitors during the mandated health assessment of people entering city-owned buildings, including but not limited to proof or completion of the health screening tool.	CU=Current. Retain until no longer needed. NOTE: Data may be destroyed immediately.
6. COVID Test Proof	1.6.1 Vaccination/Weekly COVID Test Proof Forms and images of vaccination cards and COVID tests maintained by Human Resources showing proof of agency staff vaccinations and/or tests for COVID and the results of the tests.	4 years (eligible for auto deletion).
7. Email	1.7.1 Transitory Email Transitory, non-record email includes but is not limited to broadcast messages, personal messages, spam, listserv messages, lunch dates, out-of- office auto responses, etc.	CU=Current. Retain until no longer needed.
	1.7.2 Non-Policymakers Email (including calendars, appointments, tasks, and attachments) created and received by agency employees not designated as having substantial policy discretion. Non-record email (transitory, personal, spam) may be culled upon receipt.	8 years (eligible for auto deletion).

	1.7.3 Policymakers Email created and received by senior officials in the process of conducting business on behalf of New York City, including calendars, appointments, tasks, and associated attachments.	T=Termination. Offer to Municipal Archives at end of service.
<p>TIP: <i>Policymakers are the employees designated by the agency head as having substantial policy discretion in the annual COIB filing. The annual COIB Policymaker lists can be found here: Policy Maker Lists - COIB (nyc.gov) Agency General Counsel may assign capstone status to select users not designated as policy makers.</i></p>		
8. Emergency Planning and Response Files <i>Supersedes LGS-1(2022), Item 139, Pg. 36</i>	1.8.1 Emergency Planning and Response Files Records accumulated from the formulation and implementation of emergency plans, standard operating procedures to handle large scale emergencies, disasters, and pandemics, agency restart safety plans, logs, checklists for building prep and cleaning, etc.	SU =Superseded. Retain for 3 years after superseded.
	1.8.2 Emergency Planning and Response Administrative Files Includes but is not limited to correspondence files relating to surveys, health check policies, agency restart safety plans, logs, checklists for building prep and cleaning, etc.	3 years.
9. Fleet	1.9.1 Vehicle Coordinator Files Records documenting agency vehicle registration, copies of vehicle mileage, service reports, inspection reports, and gas/toll receipts.	7 years.
	1.9.2 Annual Update of Fleet-Related Information Report provided annually by an Agency Transportation Coordinator to NYC Fleet-DCAS listing agency vehicle assignments, authorized drivers and their respective drivers' licenses, take-home vehicles, vehicles used by on-call emergency responders, and fuel card users.	7 years.

	<p>1.9.3 Vehicle Incident Records Reports and supporting materials maintained in the Fleet Focus /CRASH Management System that document accidents, thefts, and other incidents involving city-owned or -leased vehicles including car share vehicles.</p>	10 years (Fleet Focus/CRASH).
	<p>1.9.4 Equipment and Motor Vehicle Maintenance Records Reports maintained in the Fleet Focus/CRASH management system that document service repairs of City vehicles, take-home vehicles, car shares, and long-term agency rentals assigned to or owned by agencies. These records include but are not limited to maintenance orders, NYC Fleet copies of fiscal documents such as requisitions or purchase orders for parts or services, warranties, operation and repair manuals, and parts lists.</p>	10 years (Fleet Focus/CRASH)
	<p>1.9.5 EZ-Pass An electronic toll collection system which debits an agency account upon usage. Agencies are responsible for setting up their own account, tracking usage and cost.</p>	7 years. NOTE: These records should not be auto deleted. This information is kept outside of the NYC Fleet Systems. The EZ-Pass monies are deducted from the P-Card account.
	<p>1.9.6 Telematic Data Real-time Automatic Vehicle Location (AVL) data for City vehicles, take-home vehicles, and long-term agency rentals.</p>	7 years. Fleet Focus/CRASH (eligible for auto deletion).
	<p>10. General Correspondence <i>Supersedes LGS-1 (2022), Item 53b, Pg. 11</i> </p>	<p>1.10.1 Correspondence and supporting documentation maintained in a subject file (generated or received by a City office/agency) containing routine legal, fiscal, or administrative information, except correspondence that is part of a case file or other record series listed elsewhere on this Schedule.</p>

	1.10.2 Correspondence of no fiscal, legal, or administrative value including letters of transmittal, drafts, Invitations, and cover letters.	CU=Current. Retain until no longer needed.
11. Geolocation Data & Metadata	1.11.1 NYC Fleet Information associated with an electronic device that can be used to identify its physical location. This data is used to monitor and track the City's fleet of vehicles.	7 years (eligible for auto deletion).
	1.11.2 Sheriff's Department Geolocation data and metadata collected by contracted providers and used by the Sheriff in connection with electronic monitoring of cases.	70 days (eligible for auto deletion).
<p>TIP: Sheriff's Department geolocation data and metadata are defined as location coordinates captured and retained by the City in connection with electronic monitoring of defendants. All such geolocation data and meta data is owned by the City of New York.</p>		
12. Gifts	1.12.1 Gifts to officials or agencies that are received in an official capacity and which are not governed by the City's Conflict of Interest laws.	MA=Municipal Archives. Transfer of those records deemed to have sufficient historical or other value will occur every 2 years using the Gifts Inventory Form. See Municipal Archives Policy of Gift Evaluation and Accession on the DORIS Policies Page.
13. Health Affirmation	1.13.1 Responses to the health questionnaire completed by agency staff before they arrive at work.	CU=Current. Retain until no longer needed. NOTE: Employees may delete daily.
14. Health Affirmation Response Logs	1.14.1 A log of responses received by agency Human Resources showing the affirmation received from agency staff before arrival at work. This affirmation attests that the employee completed the COVID_19 health questionnaire. It does not include answers to the questionnaire.	4 years (eligible for auto deletion).

15. Individuals' Notes & Working Papers	1.15.1 Documents and data that an employee generates during the normal course of business for the purpose of convenience or self-reference, and which are not intended to communicate or document information.	CU=Current. Retain until no longer needed.
16. Instant Electronic Messages	1.16.1 Substantive Messages which document or relate to the decisions, actions, or policies of a City office or agency.	TR=Transfer. Transfer to a format and platform that allow for their proper preservation pursuant to the agency's regular record retention schedule, and in accordance with any role-based retention considerations applicable to email or subject files.
	1.16.2 Transitory Messages which do not document or relate to the decisions, actions, or policies of an agency, such as personal messages between co-workers and time-dependent communications regarding purely logistical matters, such as arranging a time or place for a meeting or call.	CU=Current. Retain until no longer needed.
TIP: Employees are strongly discouraged from creating instant electronic messages that are substantive in nature.		
17. Internal Transitory Records	Includes but is not limited to: contact lists, mailing lists, schedules, convenience copies, memoranda and routine internal reports used solely to disseminate information or similar administrative purposes.	CU=Current.
TIP: Transitory materials may be deleted without submitting a disposal application.		
18. License Plate Recognition Technology (LPR) Data and Photographs	1.18.1 LPR data used by the Sheriff in connection with law enforcement investigations.	1 year (eligible for auto deletion).
TIP: LPR data used by the Sheriff is defined as location coordinates and corresponding photographs of motor vehicles captured by contractor and retained by the City in connection with the provision of motor vehicle immobilization, towing, and related services. All such geolocation data and photographs are owned by the City of New York.		

19. Manual of Procedures	1.19.1 Documentation involving routine day-to-day procedures. Includes policies and standards pertaining to internal administration of the agency.	SU=Superseded. Retain for 6 years after superseded.
20. Organizational Chart <i>Supersedes LGS-1 (2022), Item 641, Pg. 171</i>	1.20.1 As mandated by Section 1102 of the city charter, a written plan or chart describing the organization and structural relationships of an agency.	MA=Municipal Archives
<i>TIP:</i> The organizational chart need not include individuals' names. It is only intended to indicate structure.		
21. Outreach and Public Education Campaign Materials	1.21.1 Records created for or during agency outreach. May include leaflets, posters, videos, podcasts, DVDs, and other promotional or educational materials.	ML=Municipal Library. Offer to ML within 10 days of issuance. NOTE: All agency published content is required to be submitted to the NYC Municipal Library, as per Section 1133 of the NYC Charter.
<i>TIP:</i> Publications which contain significant information or substantial evidence of plans and directions for government activities, or publications where critical information is not contained in other publications should be kept permanently.		
22. Regulation and Rulemaking Files	1.22.1 Correspondence and supporting documentation maintained in a subject file, concerning Regulatory and/or Rulemaking processes and significant policy or decision making, or significant events. Correspondence is with the Law Dept. and Mayor's office.	P = Permanent. Review with Municipal Archives at 25 years.
<i>TIP:</i> Most correspondence is with the Office of the Mayor and includes background documentation on the CAPA ("City Administrative Procedures Act") process for new rules and amendments.		
23. Social Media <i>Supersedes LGS-1 (2022), Item 68, Pg. 14</i>	1.23.1 Tools and platforms that offices use to publish, communicate, and share information and user-generated content online. Includes blogs, wikis, social networks, photo libraries, virtual worlds, location-based services, and video sharing sites.	P=Permanent. Content from all official government accounts is automatically harvested and transferred to the Municipal Library.
24. Special Franchise and Concession Files	1.24.1 Records document franchises or concessions granted by the City to private organizations. Includes: Applications, record of negotiations, franchise bonds, consumer surveys, reports, and correspondence.	EX =Expiration. Retain for 6 years after expiration.

25. Statistical Reports	1.25.1 Reports, studies or queries having legal or fiscal value , including annual reports created from automated systems.	12 years. Note: Appraise these records for archival value. Reports and studies containing data needed to supplement or explain narrative reports may be valuable as well as the narrative reports.
	1.25.2 Reports, studies or queries having no legal or fiscal value , such as daily activity or other routine internal reports.	CU=Current. Retain until no longer needed.
	1.25.3 Daily, weekly, monthly, quarterly, or other periodic internal or external reports , summaries, reviews, including but not limited to inspection logs, evaluations, logs, lists, statements, with the exception of legal case logs.	SU=Superseded. Retain for 3 years after superseded.
<p>TIP: Certain inspection logs must be retained for 7 years after date of inspection. If no logs containing summary information are generated, city agencies may wish to retain all or some records covered by Part 1.25.3 for both long-term administrative use and for potential research purposes.</p>		
26. Temporary Commissions and Task Forces	1.26.1 Temporary Commissions and Tasks Forces – files include but are not limited to legislative files, proposed rules, regulations and recommendations, transcripts, hearings file, agendas, guidance documents, research files, program files, case files, reports, and correspondence.	MA=Municipal Archives. Transfer to MA at close of Commission or Task Force.
27. Union Labor Management Meeting Files	1.27.1 Labor management meeting records , including meeting agenda, correspondence, and other related records.	6 years.
28. Websites <i>Supersedes LGS-1(2022), Item 68, Pg. 14</i>	1.28.1 Agency Website Content , a set of interconnected webpages, usually including a homepage, generally located on the same server, and prepared and maintained as a collection of information by the agency.	P =Permanent. Web content on sites will automatically be collected and transferred to the Municipal Library.

	1.28.2 Web-related management and operations records.	6 years.
<p><i>TIP: Each office must register their platform(s) with DORIS, including but not limited to websites, Facebook, Tumblr, YouTube, X, etc.</i></p>		

Retention Category	Category Description	Retention Period
II. HUMAN RESOURCES		
1. Attendance and Leave Records	2.1.1 Time records confirmed to be held in City Time. Employee's time records covering leave, absences, hours worked, and scheduling, and including but not limited to employees' timecards or sheets, request for change of work schedule, vacation schedule, report of absence, and request for leave without pay.	CU = Current. Retain until no longer needed. Office of Payroll Administration is the official record holder.
	2.1.2 Managerial employees' time records not held in CityTime. Covering leave, absences, hours worked, and scheduling, and including but not limited to employees' timecards or sheets, request for change of work schedule, vacation schedule, report of absence, and request for leave without pay.	T=Termination. Retain for 56 years after employee leaves city service.
	2.1.3 Non-managerial employees' time records NOT held in CityTime. Covering leave, absences, hours worked, and scheduling and including but not limited to employees' timecards or sheets, request for change of work schedule, vacation schedule, report of absence, and request for leave without pay.	T=Termination. Retain for 6 years after employee leaves city service.
	2.1.4 Time records for volunteers and interns. Covering leave, absences, hours worked, and scheduling, and including but not limited to employee's timecards or sheets, request for change of work schedule, and report of absence.	6 years.
<p><i>TIP: Managerial timekeeping records must be kept separately from non-managerial timekeeping records based on managerial level classification.</i></p>		

2. Disciplinary Case Files	<p>2.2.1 Investigative records and disciplinary proceedings including but not limited to statement of charge, transcript of hearing, notice of decision, letter of termination or resignation, letter of reinstatement, record of appeal procedure, and correspondence; individual complaint or problem case file of human rights, economic opportunity, community relations or similar function, including individual case summary record.</p>	<p>T = Termination. Retain for 56 years after employee leaves city service.</p>
<p><i>TIP: Individual complaint files should be stored separately from Personnel Files.</i></p>		
3. EEO Files <i>Supersedes LGS-1 (2022), Item 643, Pg. 172</i>	<p>2.3.1 Diversity and EEO Plans set forth and annual strategies established by agency heads, focused on diversity, inclusion, and EEO compliance. Agency heads are required by the NYC Charter to annually prepare, adopt, and implement Diversity and EEO plans.</p>	<p>Retain for 10 years from the date of the report. NOTE: Citywide Diversity and EEO is the official record holder.</p>
	<p>2.3.2 Reports of Audits of Diversity and EEO Programs. Documents submitted in response to audits by the NYC Equal Employment Practices Commission (EEPC), or any other government agency audits of EEO programs.</p>	<p>Retain for 5 years from date of the report. Note: EEPC is the official record holder.</p>
	<p>2.3.3 Quarterly and Annual Reports. Periodic reports, statistics and other records used in compiling annual, long-term, or special (narrative or statistical) reports, goals, and achievements.</p>	<p>Retain for 10 years from date of the report. Note: Citywide Diversity and EEO is the official record holder.</p>

	<p>2.3.4 Discrimination Complaint Case Files. Including agency's files containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of interviews and meetings, and any other records related to the complaint. Includes documents held by Diversity and EEO office related to internal and external complaints or litigation.</p>	T = Termination. Retain for 56 years after employee leaves city service.
<p>4. Employee Job Classification Files <i>Supersedes LGS-1 (2022), Item 689, Pg. 183</i></p>	<p>2.4.1 Records include attorney review and analysis of job duties and classification/reclassification and supporting documentation regarding agency policy and actions.</p>	10 years.
<p>5. Incident Reports <i>Supersedes LGS-1 (2022), Item 26, Pg. 6</i></p>	<p>2.5.1 Report of incident of theft, arson, vandalism, property damage, or similar occurrence.</p>	Retain for 6 years. Note: This item does not apply to records found in the public safety area.
<p><i>TIP: For Public Safety-related incident reports, refer to the Public Safety section of the LGS-1.</i></p>		
<p>6. Interview Rating Materials <i>Supersedes LGS-1 (2022), Item 694, Pg. 184</i></p>	<p>2.6.1 Hired. Interview materials created by the interview panel during the applicant interview process for applicants who are hired. Files may include but are not limited to the interview panel's confidentiality agreements, rating sheets, resumes, and comments, and completed questionnaires.</p>	5 years after the interview.

	<p>2.6.2 Not hired. Interview materials created by the interview panel during the application interview process for applicants who are not hired. Files may include but are not limited to the interview panel's confidentiality agreements, rating sheets, resumes with comments, and completed questionnaires.</p>	3 years after the interview.
<p>TIP: Any hiring materials held in the SmartRecruiters database, a part of NYCAPS Central, are stored for five years and are then automatically deleted. Interview Rating Materials series are intended to cover records held outside of SmartRecruiters or other recruitment databases including records exported from these databases.</p>		
<p>7. Medical Records</p> <p>Supersedes LGS-1 (2022), Item 662, Pg. 177</p>	<p>2.7.1 Employee first aid records of one-time treatment and subsequent observation of minor illnesses and injuries, as defined in 29 CFR 1910.1020 (d-1) (i-B), if made on-site by a non-physician and maintained separately from the employee medical records.</p>	Retain for 3 years after completion of treatment and subsequent observation.
	<p>2.7.2 Employee medical records other than those covered by Part 2.7.1, including medical questionnaires and histories, FMLA and the results of medical examinations and laboratory tests, medical opinions, diagnoses, and recommendations, first aid records, descriptions of treatments and prescriptions, employee medical complaints, and related records.</p>	T = Termination. Retain for 56 years after submitted or upon termination of employment.
	<p>2.7.3 Doctor's Notes. Documented signed by the doctor certifying employee's visit to the doctor's office.</p>	T = Termination. Retain for 3 years after employee leaves city service.
<p>TIP: Doctors' Notes should be kept separately from personnel files and files for active and separated employees should be kept separately.</p>		

<p>8. Payroll</p> <p><i>Supersedes LGS-1 (2022), Item 524, Pg. 128</i></p>	<p>2.8.1 Register (320) Maintained as primary source for agency payroll data. Report lists pay date and cycle, entity, payroll distribution code, name, social security number, pension number and designator, marital status, gross pay data, deductions, and related information.</p> <p>2.8.2 Quarterly Earnings Report (366) Report lists accumulated employee earning and taxes. Sorted by social security number, and various other criteria.</p> <p>2.8.3 Pay cycle Event Detail (700) (Paper and Microfilm). Provides detailed information on pay and leave transactions within the current pay cycle. Report lists payroll number and distribution code, employee's title, budget code, pension and salary, transaction indicator, detail type, event codes, units entered, event amount, effective date gross pay, total deductions, and net pay.</p> <p>2.8.4 Quarterly Payment Summary Report (990). Report lists quarterly payroll deductions and details entity, pay cycle, payroll number, pay deduction description.</p>	<p>CU=Current. Retain until no longer needed. Note: OPA/FISA is the official record holder and will retain these records for 56 years.</p> <p>56 years. 1960 - 1973 & 1984 (retained by agency); >1974 (retained by OPA-FISA); 1974- 2000 stored on microfiche)</p> <p>CU=Current. Retain until no longer needed.</p> <p>Agencies may destroy convenience copies after 1 year. This does not include records at DOE, NYCHA, HHC, or CUNY.</p> <p>T = Termination. Retain for 56 years after employee leaves city service.</p>
<p>9. Personnel/Civil Service</p> <p><i>Supersedes LGS-1 (2022), Item 636, Pg. 169</i></p>	<p>2.9.1 Personnel records of NYC employees. Personnel case file materials, except summary information record, and including but not limited to application for employment, resume, report of personnel change, evaluation, civil service examination results, notice of resignation or termination, and correspondence.</p>	

	2.9.2 Volunteers' and interns' personnel records.	T=Termination. Retain for 3 years after service ends.
<i>TIP: Intern-associated programs include but are not limited to SYEP, Pencil, Futures & Options, CUNY.</i>		
10. Training Records including Continuing Legal Education (CLE)	2.10.1 Includes but is not limited to memoranda, information on course content, syllabi and other classroom materials, program registration, roster of registrants, CLE records.	6 years.
11. Workers Compensation Files	2.11.1 Comprehensive case files from date of claim to final payment. Includes synopsis of claims, compensation payment lists, physician's reports, and Notice of Hearing yellow copy of statistical report form and employer's reports.	CL =Closed. Retain for 20 years after the close of the case/date of final payment. NYC Law Department is the agency of record.

Retention Category	Category Description	Retention Period
III. FISCAL/FINANCIAL		
1. Audit Reports <i>Supersedes LGS-1 (2022), Item 472, Pg. 119</i>	3.1.1 Audits filed pursuant to Section 35, General Municipal Law , conducted by New York City Comptroller's Office, or by the NYS Comptroller's Office.	7 years.
	3.1.2 Working papers/ background documentation including summaries, posting records, and related records created by an auditing office as part of the auditing procedure.	7 years.
	3.1.3 Internal audits conducted by NYC officials.	7 years.
2. Budget Preparation Files	3.2.1 Internal Agency Budget Preparation Files. Internal agency materials used to research and prepare the proposed annual budget and finance plans. Includes but is not limited to budget preparation files, monthly or quarterly status reports, budgetary change requests, cumulative status reports, annual budgets used to determine levies, new needs/budget appropriations and staffing requests, preliminary or tentative budgets, estimates of revenues or expenditures, narrative of services, budget hearing and review files, budget forms, financial statements, allocation plans, variance reports, and other related records.	7 years
	3.2.2 Capital Budget Preparation File. Internal agency files including but not limited to preliminary or tentative budget, budget appropriation and staffing requests, estimates of revenue or expenditure, budget hearing and review files.	CL=Close. Retain for 7 years after close of the project.

3. Annual Expenditure Reports	3.3.1 Agency record submitted to City, State, and/or Federal Agencies. Highlights the Mayor's proposed budget initiatives; including estimates of expenditures and revenues; proposed expenditure reductions, recommended Federal and State actions; the Capital Plan and financial program for the next four fiscal years.	7 years.
4. Certificates to Proceed	3.4.1 Certificates to Proceed. Section 219 of the NYC Charter and directives of the Mayor authorizes capital spending by agencies for proposed and adopted capital budgets.	Retain for 7 years after funds have been expended.
<p>TIP: The Office of Management and Budget (OMB) maintains the record copies and is responsible for submitting the following to the Government Publications Portal: Financial Plan statements and updates, the Preliminary Budget, and the Adopted Budget which contains the Capital Budget, the Statutory Periods of Probable Usefulness (PPU's), Rescindments, and Borough Analysis. This is a partial list. All agency publications are required to be submitted to the NYC Municipal Library for permanent retention, as per Section 1133 of the NYC Charter.</p>		
5. Capital Construction Contracts or Public Improvement Project Files	3.5.1 Including but not limited to bids, specifications, contracts, performance guarantees, inspection reports, and environmental impact statements.	CL=Close. Retain for 7 years after the close of the project.
	3.5.2 Feasibility studies. Successful bids; plans, specifications, and designs; project description; in-progress and completion photographs; inspection reports, environmental impact statement; annual project statement; fiscal and other final reports; significant change orders; and significant correspondence.	CL = Close. Retain for 7 years after building or facility no longer exists or is no longer owned by local government. Offer to the Municipal Archives. Note: appraise these records for historical significance prior to disposition. Records for important projects or structures that have historical value should be transferred to the NYC Municipal Archives.
6. Contracts Supersedes LGS-1 (2022), Item 32, Pg. 7	3.6.1 Legal agreement, including personal service contracts, commodity contracts leases, involving NYC agencies.	CL = Close. Retain for 7 years after the close of the contract. Note: This item does not apply to Collective Bargaining Agreements.

<p>TIP: Collective Bargaining Agreements between local government and a public employee labor organization are covered by Item No 649 in the Personnel/Civil Service section of the LGS-1 and must be retained permanently by the negotiating agency.</p>		
<p>7. Credit Card Records <i>Supersedes LGS-1 (2022), Item 521, Pg. 127</i></p>	<p>3.7.1 Documenting payments received by credit cards or electronic transactions, including credit card payment receipts, and statements showing amounts of payments received and fees deducted, with partial or no credit card information.</p>	<p>Retain for 7 years after payment is received.</p>
	<p>3.7.2 Credit card receipts with full credit card information.</p>	<p>CU=Current. Destroy after transaction is complete.</p>
<p>8. Invoices <i>Supersedes LGS-1 (2022), Item 513, Pg. 125; Item 551, Pg. 132</i></p>	<p>3.8.1 Invoice, packing slip, shipping ticket, copy of bill of lading or similar record used to verify delivery and/or receipt of materials or supplies.</p>	<p>7 years.</p>
<p>9. Mayor's Management Report (MMR) Backup Data and Drafts</p>	<p>3.9.1 Data demonstrating the agency's performance in relation to delivery of services throughout the first four months of the fiscal year. Used for compiling the agency's section of the Preliminary Mayor's Management Report (MMR). Data demonstrating the agency's performance in relation to delivery of services throughout the entire year.</p>	<p>CU=Current. Retain until no longer needed. Note: Mayor's Office of Operations is the official record holder.</p>
<p>TIP: Finalized MMR Reports are maintained by the Mayor's Office of Operations which submits these reports to the NYC Municipal Library.</p>		
<p>10. Minority- and Women-Owned Business Vendor Files <i>Supersedes LGS-1 (2022), Item 8, Pg. 2</i></p>	<p>3.10.1 M/WBE Monthly turnaround documents listing agency outreach to minority and women-owned businesses, including agency filings and correspondence with the Mayor's Office of Minority and Women- Owned Business Enterprises, Small Business Services, and the Mayor's Office of Contract Services (MOCS).</p>	<p>EX = Expired. Retain for 6 years after vendor certification has expired.</p>

	<p>3.10.2 Quarterly reports. These are quarterly reporting and auditing reports from both M/WBE and MOCS.</p> <p>3.10.3 List of qualified M/WBE and backup application materials. Summary record listing agency outreach to minority and women- owned businesses, including agency filings and correspondence with the Mayor's Office of Minority and Women- Owned Business Enterprises, Small Business Services, and Mayor's Office of Contract Services. Includes supporting documentation maintained in subject files, evidencing agency decision-making regarding M/WBE efforts and procurements.</p>	<p>6 years.</p> <p>EX = Expired. Retain for 6 years after vendor certification has expired.</p>
<p>TIP: Small Business Services maintains the record copy of the M/WBE list and administers the M/WBE Certification Program, including applications, NYC Online Directory of Certified Businesses, and renewals.</p>		
<p>11. Payment Vouchers <i>Supersedes LGS-1 (2022), Item 495, Pg.123; Item 554, Pg. 133</i></p>	<p>3.11.1 Claim for payment (approval or disallowed), including claim, vendor's voucher, and bill.</p>	<p>7 years.</p>
<p>12. Petty Cash <i>Supersedes LGS-1 (2022), Item 506, Pg. 125</i></p>	<p>3.12.1 Cash transaction record showing cash received from collection of various fees and petty cash disbursed.</p>	<p>7 years.</p>
<p>13. Procurement Files <i>Supersedes LGS-1 (2022), Item 546 & 547, Pg. 132</i></p>	<p>3.13.1 Purchase order, purchase requisition, or similar record used to obtain materials, supplies, or services.</p>	<p>7 years.</p>

Retention Category	Category Description	Retention Period
IV. LEGAL		
1. Legal Case Files <i>Supersedes LGS-1 (2022), Item 95, Pg. 22</i>	4.1.1 Legal case files, including but not limited to notice of claim, attorney and investigator activity logs, complaints, court order, motions, notes, briefs, releases and closing sheet. Includes chronological listing of case history and related events, and notations on case-related activities.	CL=Close. Retain for 12 years after the close of the case.
2. FOIL Request/Public Access to Records <i>Supersedes LGS-1 (2022), Item 706, Pg. 191</i>	4.2.1 Freedom of Information records request file. Request for access to public records when request is granted.	10 years.
	4.2.2 Request for access to public records, when request is denied, including statement of denial, appeal records, documentation of review and decision.	CL=Closed. Retain for 10 years after final determination.

Retention Category	Category Description	Retention Period
V. SECURITY		
1. Surveillance Recordings	5.1.1 Recordings taken from mobile and stationary units, including but not limited to vehicle cameras and video surveillance cameras relating to a specific case investigation.	Retain for the duration of the case investigation.
2. Body Worn Camera Footage	5.2.1 Uncategorized Recordings. Visual and audio records of certain interactions between uniformed members of the service and the public for official law enforcement purposes. When recording does not relate to a specific case investigation, such as a routine traffic stop.	6 months (eligible for auto deletion).
	5.2.2 Investigative Encounter Recordings. Visual and audio records of certain interactions between uniformed members of the service and the public for official law enforcement purposes that do not document an arrest.	18 months in the absence of a litigation hold (eligible for auto deletion).
	5.2.3 Summons Recordings. Visual and audio recording of certain interactions between uniformed members of the service and the public for official law enforcement purposes.	24 months in the absence of a litigation hold (eligible for auto deletion).
	5.2.4 Arrest Recordings. Visual and audio recordings of arrests made by uniformed members of the service.	5 years.
	5.2.5 Homicide Recordings. Visual and audio recordings of certain interactions between uniformed members of the service and the public dealing with homicides and officer-involved shootings.	P = Permanent.

3. Investigative Social Media Accounts	<p>5.3.1 Accounts used during an investigation to publish, communicate, and share information and user-generated content online. Social Media may include but is not limited to blogs, wikis, social networks, photo libraries, virtual worlds, location-based services, and video sharing.</p>	<p>CU= Current. Retain until no longer needed.</p>
<p><i>TIP: Investigative social media accounts are not registered with DORIS and their content is not harvested for permanent retention.</i></p>		
4. Video Footage	<p>5.4.1 Digitally recorded video and other recordings including information collected through the operation of unmanned aerial vehicles.</p>	<p>6 months absent litigation hold (eligible for auto deletion).</p>
	<p>5.4.2 Recordings related to a specific case investigation.</p>	<p>Retain for the same period as the case investigation to which the recording relates.</p>

Retention Category	Category Description	Retention Period
<h2>VI. Information Technology</h2>		
1. Disaster Recovery Media	<p>6.1.1 Disaster recovery media</p> <p>Back-up tapes and other media created for disaster recovery purposes are not normally considered records unto themselves as they contain only duplicates of records stored elsewhere. System Administrators may recycle (overwrite) or dispose of back-up media as appropriate within a documented back-up cycle unless they have received instructions to preserve a specific backup. Special handling should be applied to back-ups that are known to contain the only extant copy of particular records</p>	6 months.
<p>TIP: The NYC Office of Technology and Innovation (OTI) currently maintains data back-ups for disaster recovery for a period of 6 months. It is recommended that City agencies align to this standard and retain data for no more than 6 months.</p>		

