

8.5 Records Retention

ADMINISTRATION

STANDARD 8.5 **The agency must maintain a records retention schedule, either through a written directive, a schedule, or chart, in accordance with the records retention and disposition schedule issued by the Commissioner of the State Department of Education [schedule MU-1 (9 NYCRR section 185.11) for use by city, town, and village agencies OR schedule CO-2 (9 NYCRR section 185.13) for use by county agencies].**

Compliance Verification Strategies

Assessors may seek to verify compliance with this standard by using one or more of the strategies listed below. There may be other strategies identified by the agency which could also be acceptable.

1. Documentation outlining the record keeping function should be available for review.
2. Provide a copy of the resolution passed by municipality adopting the applicable records retention and disposition schedule.
3. Provide agency records illustrating compliance with retention schedule(s).
4. Interview(s) with agency personnel involved in record maintenance to verify their knowledge of and compliance with this standard.