



# Commission of Correction

ALLEN RILEY  
Chairman

THOMAS J. LOUGHREN  
Commissioner

## List of Agency Records by Subject Matter and Retention Schedule

*Revised: 8/2008, Updated: 3/2020*

### Executive/Administrative:

Citizens Policy and Complaint Review Council Meeting Minutes	1 copy / forever
Medical Review Board Meeting Minutes	1 copy / forever
Commission of Correction Meeting Minutes	1 copy / forever
Commission of Correction Annual Reports	1 copy / forever
Purchase Requests	2 years

*Administrative, personnel, fiscal and purchasing records are governed by Statewide policy.*

### Field Operations:

County Jail Grievances	3 years
State/Local Complaints	3 years
County Unusual Incidents	2 years
Department of Corrections & Community Supervision (DOCCS) Summary UIs	2 years
County Jail Variances	3 years after inactive
County Jail Minimum Standards Evaluations	4 years
City/Town/Village Evaluations	4 years
Investigations	10 years
Staffing Analysis	3 years after report is superseded by a subsequent analysis
Maximum Facility Capacity	3 years after data is superseded by another report
Quarterly Classification Reports	5 years
General Correspondence	2 years
Day Files	6 years
Sheriffs' Annual Reports	Indefinite
Special Housing Unit Reports	2 years
New Institutions Transition Assistance Program	10 years

Capital Project Review Papers

Life of structure, plus  
3 years

Legal:

FOIL Records

2 years

Hearing Files/Transcripts

5 years, then transfer to State  
archives

Legislation (proposed/pending)

1 year

Litigation Files

7 years after closing

Minimum Standards

7 years, then transfer to State  
archives

Substitute Jail Orders

3 years

Medical:

Final Death Reports

1 copy / forever

Inmate Mortality File

7 years

Statistics:

DOCCS Inmate Census Report

5 years

NYC Department of Correction (DOC) 5 a.m. Census

5 years

NYC Daily Facility Population Capacity Report

5 years

Non-NYC (County) Facility Population Daily Report

5 years

NYC Broken Cells

3 months

NYC Daily Download Classification and Movement

10 years

State Ready

10 years

Other:

Vehicle Reservation Forms

1 year

Visit the [New York State Committee on Open Government website](#) for additional information about the Freedom of Information law.