



FULTON COUNTY CENTER FOR REGIONAL GROWTH

Record Retention and Destruction Policy

Planned destruction of records/data shall be carried out according to the approved record retention schedule as part of the normal business operation of Fulton County Center for Regional Growth.

This process will be carried out under the direct supervision of a CEO designated individual.

The method of destruction shall be done so that there is no possibility of reconstructing any of the confidential information. Confidentiality clauses will be signed by any contractor utilized for this procedure and will only be done by shredding or incineration. Confidentiality will be maintained throughout all stages of the destruction process.

Fulton County Center for Regional Growth shall maintain all documentation required for the longer of six years from the date of its creation or six years from the date when it was last in effect, whichever is later or as required by New York State and/or per program specific requirements.