

STATE UNIVERSITY OF NEW YORK RECORDS RETENTION AND DISPOSITION SCHEDULE

CAMPS

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NOTE: Paper records may be destroyed after scanning or microfilming, with digital and microfilm versions replacing the original for retention purposes.

Record	RDA Number	Content	Minimum Retention	Notes	Reason for Proposed Time
1. Participation, attendance, or enrollment records	22213	a. Summary record or report	6 years		Sufficient to meet administrative operational needs.
		b. Underlying attendance or enrollment records involving financial transactions, such as tickets or vouchers	6 years after attendance or participation ends		CPLR § 213
		c. Underlying attendance or enrollment records not involving financial transactions	3 years after attendance or participation ends		Sufficient to meet administrative operational needs.
2. Parental consent records	22214	Records allowing child's participation in camp activities, including authorization for medical treatment	6 years or 3 years after child's 18th birthday, whichever is later.		CPLR §§208 & 213
3. Field trip records	22215	Including but not limited to trip request data, bus driver and staff	6 years after last entry		Sufficient to meet

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		assignments, list of attendees, and trip reports			administrative operational needs.
4. Bus or other vehicle use file	22216	Records for vehicle used for transporting persons involved in camp activities, including but not limited to copies of contracts, certificates of insurance, driver information, daily logs or other reports, and copies of applicable rules and regulations	6 years		Sufficient to meet administrative operational needs.
5. Applications for individual acceptance to camp (or participation in specific camp programs and activities)	22217	a. If applicant is accepted or allowed to participate, and a fee is charged	6 years after attendance or participation ends		Sufficient to meet administrative operational needs.
		b. If applicant is accepted or allowed to participate, and no fee is charged	3 years after attendance or participation ends		Sufficient to meet administrative operational needs.
		c. If applicant is not accepted	3 years		
6. Facility information data record	22218	Basic data on camp facilities	6 years after facility no longer exists		