

OGDENSBURG BRIDGE AND PORT AUTHORITY

DOCUMENT & RECORD RETENTION POLICY FOR OBPA

OBPA Documents and General Files

The Ogdensburg Bridge and Port Authority is required by Federal and State law, local ordinances, and contractual agreements to maintain records and reports for future reference.

This procedure describes the types of reports and records which must be maintained and the party responsible for maintenance.

Policy: File Records:

All documents, records, and files associated with legal and contractual requirements must be:

- Maintained in the OBPA File Room or electronically on the shared drive.
- Legible and identifiable to the product/service involved.
- Readily retrievable, and
- Protected from damage and loss.

In addition, all records and files are the property of the Ogdensburg Bridge and Port Authority.

Policy: Document Retention:

Any documents related to the Ogdensburg Bridge and Port Authority which are not specifically referred to are retained in accordance with the OBPA's "Record Retention & Disposition Schedule M-1" as adopted by the Board on April 12, 2005.