



# Onondaga County Public Library Board Policy

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## Retention of Security Camera Images Policy

1<sup>st</sup> Consideration: 9/11/13  
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### RETENTION OF SECURITY CAMERA IMAGES

Security cameras are intended to promote safety and security of the staff, the public and facilities. Images from OCPL's security cameras are stored digitally on hardware in control of the library. It is the intention of the library to maintain images for a minimum of 14 days. These images are retained until system capacity is reached, then the oldest recordings are automatically deleted to make room for new recordings.

Typically the images are not monitored or reviewed. If an incident comes to the attention of the Executive Director the retained images can be reviewed and saved for as long as necessary.

Images are subject to New York State Law §4509 Library records. Refer to the OCPL Board Policy on Privacy and Confidentiality.