



Records Retention and Disposition Policy

The Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, setting forth the legal minimum retention periods for local governmental records, is hereby adopted for use by the Library in legally disposing of records listed therein.

In accordance with Article 57-A: (a) only those records will be disposed that are cited in the Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein; (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond the established legal minimum periods.

Those records which the Library maintains which are not cited in LGS-1 may be disposed of after a period of no less than three months.

The Library Director is responsible for the proper retention and disposition of all Library records in accordance with the above resolution and the New York State Archives Retention and Disposition Schedule for New York Local Government Records (LGS-1) (which supersedes and replaces the CO-2, MU-1, MI-1, and ED-1 schedules).

Adopted: November 21, 1985
Revised and Adopted: March 20, 2019
Revised and Adopted: October 17, 2020