

FINANCIAL
Records Retention and Disposition

- I. **STATEMENT** The Red Jacket Community Library has adopted the Retention and Disposition Schedule for New York Local Government Records (LGS-1) as its policy for retention and disposal of valueless records.
- II. **PURPOSE** To provide instructions to officers and staff regarding the legal minimum retention periods and disposal of applicable Library records.

III. **POLICY**

A. RETENTION AND DISPOSITION SCHEDULE

- 1. 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, and containing legal minimum retention periods for local government records, is adopted for use by all officers of the Red Jacket Community Library in legally disposing of valueless records listed therein.

B. RECORDS DISPOSAL

- 1. Only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1)* after they have met the minimum retention periods described therein.
- 2. Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

IV. **REFERENCES**

- A. Retention and Disposition Schedule for New York Local Government Records (LGS-1) retrieved from:
<http://www.archives.nysed.gov/records/local-government-record-schedule/lgs-1-title-page>

Revision History	
11/15/2021	Created by resolution at the Nov. 15, 2021 board meeting