

Records Retention and Disposal Policy

Application

The retention and disposal for administrative, legal and fiscal purposes for the governance of The Community Library's record keeping is dictated in part by this policy. Members of the Board of Trustees are the principal parties affected by this policy.

Statement of Purpose

The Records Retention and Disposition Schedule indicates the minimum length of time that The Community Library must retain their records before they may be disposed of legally. This Schedule ensures that records are retained as long as needed for administrative, legal and fiscal purposes; ensures that state and federal record retention requirements are met; ensures that record series with enduring historical and other research value are identified and retained permanently; and encourages and facilitates the systemic disposal of unneeded records.

Policy

The Community Library will follow 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, and will be used by all officers in legally disposing of valueless records listed therein.

In accordance with Article 57-A:

- (a) 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;
- (b) 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.

Responsibility

It is the responsibility of the Board to delegate all procedural steps to maintaining the retention and disposal schedule. The Library Director holds responsibility for providing the documents related to this policy and is responsible for training and supporting staff regarding this policy.

Approved Date: March 11, 2021

Revised:

Retention & Disposition Schedules for NY Local Government Records (LGS-01) 2020

Reference: <http://www.archives.nysed.gov/records/local-government-record-schedule/lgs-1-title-page>

Web version <http://www.archives.nysed.gov/records/local-government-record-schedule/introduction>

Pdf Version <http://www.archives.nysed.gov/common/archives/files/lgs1.pdf>

Rather than including all the details here it is recommended that the actual document be used and referenced when questions about a document arise.

The following sections will be used by The Community Library:

General Administration – Review specific sections

Incidents page 5- including accident reports, investigations, audits, theft, arson, vandalism

Legal page 6 – including opinions, agreements, incorporation, gifts and bequests

Meetings/Hearings page 9 – minutes, meeting records, recordings of voice conversation,

Office Administration page 11 – procedures, correspondence, special projects, grants

Public relations page 14 – official copy of publications, annual reports, long range plans,

Training page 18

Archives/Records Management page 20 – schedules, retrievals

Building and Property Regulation

Building and Construction page 25 – inspections, permits, violations, contractors' insurance records,

Civil Defense/Disaster Preparedness

Disaster preparedness or crisis relocation records page 36 – records, training materials,

Fiscal – Review entire section starting on page 119

Insurance

Workers' compensation page 150

Library/Library System – Review entire section starting on page 154

Licenses and Permits

Contractor license, bonds page 157

Personnel and Civil Service – Review entire section starting on page 169

Public Property and Equipment

Capital construction page, plans, drawings, testing, maintenance, page 215-217

Asbestos management page 222-223

Energy consumption reports page 227