

## Mid-York Library System Business Office Policies

**Section:** Business Office

**Section Title:** Business Office Administration

**Policy Name:** Document Retention and Destruction Policy

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

**Approval Authority:** Mid York Library System Board of Trustees

**Responsible Officer:** CFO

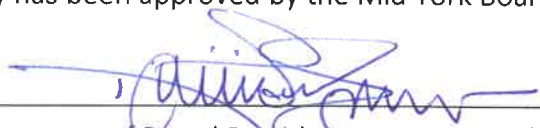
**Originally Issued:** July 15, 2021

**Revisions:**

I hereby certify that the attached policy has been approved by the Mid York Board of Trustees

7-15-2021

Date

  
\_\_\_\_\_  
Signature of Board President or Designated Representative

DOMINIC PASSALACQUA  
\_\_\_\_\_  
Print Name of Board President or Designated Representative

## Mid York Library System Document Retention and Destruction Policy

**RESOLVED**, By the Board of Trustees of the Mid York Library System that *Retention and Disposition Schedule for New York Local Government Records LGS-1*, <http://www.archives.nysed.gov/common/archives/files/lgs1.pdf> issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, including any future revisions and re-issuances thereof, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

**FURTHER RESOLVED**, that 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 Schedule 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.