

## **Records Retention and Disposition Policy**

RESOLVED by the Board of Trustees of the Cutchogue New Suffolk Free Library that New York State Education Department Records Retention and Disposition Schedule MI-1 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 the Cutchogue New Suffolk Free Library in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

(a) those records that are described in New York State Education Department Records Retention and Disposition Schedule MI-1 may only be dispersed of after they have met the minimum retention periods described therein;

(b) only those records that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods may be disposed of.

FURTHER RESOLVED, that those records which the library maintains which are not described in New York State Education Department Records Retention and Disposition Schedule MI-1 may be disposed of after a period of no less than three months.

FURTHER RESOLVED, that the library director is responsible for the proper retention and disposition of all library records in accordance with the above resolution and New York State Education Department Records Retention and Disposition Schedule MI-1