

North Babylon Public Library
Records Retention and Disposition

Resolved, by the Board of Trustees of the North Babylon Public Library, that 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 hereby adopted for use by all officers in legally disposing of valueless records listed therein.

Further Resolved, that in accordance with Article 57-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;
- Only those records will be disposed of that do not have sufficient administrative, fiscal, or historical value to merit retention beyond established legal minimum time-periods.

Records Retention Officer: Mrs. Denise Ledesma

Secondary Records Retention Officer: Mr. Marc David Horowitz

Adopted February 1989

Approved December 18, 2001 by the Board of Trustees

Updated and Approved by the Board of Trustees, July 15, 2008

Updated and Approved by the Board of Trustees, September 15, 2020