

LGS-1 Retention and Disposition Schedule for NY Local Government Records

MODEL RESOLUTIONRESOLVED, By **Easton Library** of the Town of Easton, 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:(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.

Approved: 12/14/2020

LIBRARY/LIBRARY SYSTEM

NOTE: This section not only applies to school and BOCES libraries and school library systems, but also to the Chatham Public Library and Newburgh Free Library. Pursuant to the Local Government Records Law these two libraries are not considered autonomous public school district libraries, but are in fact, in regards to records management, part of the school district which operates them.

591 CO2 340, MU1 304, ED1 165, MI1 254

Incorporation, chartering and registration records:

RETENTION: PERMANENT

592 CO2 341, MU1 305, ED1 158, MI1 255

Accession records:

RETENTION: 1 year after accessioning procedure becomes obsolete

NOTE: Some libraries accession manuscripts, rare books and special collections, but not their general library holdings. In these cases, the accession records need to be retained only for the kinds of materials still accessioned.

593 CO2 342, ED1 166, MI1 256

Informational copies of records prepared by and received from public library system,

including but not limited to directories, minutes, budgets and reports:

RETENTION: 0 after superseded or obsolete

594 MU1 306,

Directory of public library system

and member libraries, prepared by public library system (member library's copy):

RETENTION: 0 after superseded or obsolete

♦ 595

Library card application records:

RETENTION: 3 years after card expires or is inactive

♦ 596 CO2 343, MU1 307, ED1 159, MI1 257

Borrowing or loaning records:

RETENTION: 0 after no longer needed

♦ 597

Interlibrary loan records,

including requests to borrow or copy materials from other libraries, receipts for materials, copy logs, accounting records, and circulation records

a When no copies of original materials are requested:

RETENTION: 0 after no longer needed

- b When copies of original materials are requested:
RETENTION: 5 years after order is completed

598 CO2 344, MU1 308, ED1 160, MI1 258

Catalog of holdings

- a Manuscript or published catalog:
RETENTION: PERMANENT
- b Continuously updated catalog:
RETENTION: 0 after superseded or obsolete

599 CO2 345, MU1 309, ED1 161, MI1 259

Individual title purchase requisition

which has been filled or found to be unfillable:

RETENTION: 1 year

600 CO2 346, MU1 310, ED1 162, MI1 260

Records documenting selection of books

and other library materials:

RETENTION: 0 after no longer needed

601 CO2 347, MU1 311, ED1 163, MI1 261

Library material censorship and complaint records,

including evaluations by staff, patrons' complaints and record of final decision:

RETENTION: 6 years after last entry

NOTE: Appraise these records for historical significance prior to disposition. Some library censorship records deal with serious constitutional issues and may have value for future research.

602 CO2 348, MU1 312, ED1 164, MI1 262

Patron's registration

for use of rare, valuable or restricted non-circulating materials:

RETENTION: 6 years

◆ 603

Program and exhibit file

documenting planning and implementation of programs, services and exhibits sponsored or co-sponsored by the library, including but not limited to photographs, sketches, worksheets, publicity, brochures, exhibit catalogs, inventory lists, loan agreements, correspondence, attendance sheets or registration forms, and parental consent forms:

- a Parental consent records:
RETENTION: 6 years, or 3 years after child attains age 18, whichever is longer
NOTE: Photo release records are covered under item no. 68 in General Administration section.
- b Attendance sheets and registration forms, when no fee is charged:
RETENTION: 0 after no longer needed

c All other records:

RETENTION: 6 years after exhibit closed or program ended

NOTE: Appraise these records for historical significance or value for collections documentation prior to disposition. Some of these records may have continuing value for historical or other research and should be retained permanently. Contact the State Archives for additional advice.