

RECORDS RETENTION AND DISPOSITION

The Board of Trustees of the Smithtown Special Library District has adopted the New York State 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, for use by all officers in legally disposing of valueless records listed therein; it has been

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

- i. Only those records will be disposed of that are described in Records Retention and Disposition Schedule MI-1 after they have met the minimum retention periods described therein;
- ii. 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.

Policy 700-100
Adopted: 7/21/98
Revised: 1/10/10
Revised: 2/18/14