

RIVERHEAD FREE LIBRARY
POLICY MANUAL

RECORDS RETENTION

The Library will maintain necessary records and dispose of valueless records in accordance with the Retention and Disposition Schedule for New York Local Government Records LGS-1, issued pursuant to Article 57.25 of the Arts and Cultural Affairs Law, and part 185, Title 8 of the official compilation of codes, rules and regulations of New York.

Those records that are described in the Retention and Disposition Schedule for New York Local Government Records LGS-1 may be discarded after they have met the minimum retention periods described therein. 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.

Those records which the Library maintains which are not described in the Retention and Disposition Schedule for New York Local Government Records LGS -1 may be discarded after a period of three months.

The Library Director is responsible for the proper retention and disposal of all library records in accordance with the above guidelines and the Retention and Disposition Schedule for New York Local Government Records LGS-1.