

## RECORDS RETENTION AND DISPOSITION

Connetquot Public Library adheres to records retention and disposition in accord with the *Retention and Disposition Schedule for New York Local Government Records (LGS-1)* issued pursuant to *New York Consolidated Laws Article 57-A of the Arts and Cultural Affairs Law*, which outlines the legal minimum retention period for local government records.

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, legal, or historical value to merit retention beyond established legal minimum periods.

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### Policy 700-80

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