

RECORDS RETENTION AND DISPOSITION

The Westhampton Free Library Board of Trustees adopts by the Resolution below the *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, by all officers in legally disposing of valueless records listed herein.

The purposes of this Schedule are to:

1. ensure that records are retained as long as needed for administrative, legal and fiscal purposes;
2. ensure that state and federal record retention requirements are met;
3. ensure that record series with enduring historical and other research value are identified and retained permanently; and
4. encourage and facilitate disposal of unneeded records.

RESOLVED, By the Library Board of Trustees of the Westhampton Free Library that *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, 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 *Records Retention and Disposition Schedule MI-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.