

Records Retention and Disposition

The Board of Trustees of the Amagansett Free Library adheres to the New York State Education Department 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, including any future revisions and re-issuances thereof, is hereby adopted for use by the Amagansett Free Library in legally disposing of valueless records listed therein.

The records that are described in the New York State Education Department Records Retention and Disposition Schedule MI-1 may only be dispersed after they have met the minimum retention periods described therein. Only those records that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods may be disposed of.

The records which the Library maintains that are not described in New York State Education Department Records Retention and Disposition Schedule MI-1 may be disposed of after a period of no less than three months.

The Library director is responsible for the proper retention and disposition of all library records in accordance with this policy, and New York State Education Department Records Retention and Disposition Schedule MI-1.

Adopted November 27, 2020