

Amagansett Free Library
Records Retention and Disposition Policy

RESOLVED, by the Board of Trustees of the Amagansett Free Library adheres to the *Retention and Disposition Schedule for New York Local Government Records (LGS-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.

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

(a) 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;

(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.

FURTHER RESOLVED, that the Library director is responsible for the proper retention and disposition of all library records in accordance with this policy, and the Retention and Disposition Schedule for New York Local Government Records (LGS-1).

Adopted November 27, 2020

Revised February 28, 2025