

OSSINING PUBLIC LIBRARY

Retention and Disposition of Records

The following resolution was approved by the Ossining Public Library Board of Trustees on October 21, 2019:

RESOLUTION #24 – Approval of Records Retention and Disposition Schedule MI-1

RESOLVED, by the Ossining Public Library Board of Trustees 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.

Schedule MI-1 is available at:

http://www.archives.nysed.gov/records/retention_mi-1_records-descriptions-retention