RECORDS RETENTION AND DISPOSITION POLICY

In keeping with Islip Public Library's commitment to orderly management and accountability, the Board adheres to a timely and organized records management program that complies with applicable laws.

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, is adopted for use in legally disposing of valueless records listed therein.

Further, in accordance with Article 57-A:

(a) only those records will be disposed of that are cited in the *Retention and Disposition Schedule for New York Local Government Records (LGS-1),* after they have met the minimum retention periods described therein; and

(b) only those records will be disposed of that do not have the requisite administrative, fiscal, legal, or historical value to merit retention beyond the established legal minimum periods of retention.

However, documents that are deemed to be historical, rare, special collections, or personal records warranting consideration will be retained beyond the schedule's retention periods upon Board of Trustees' approval.