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THREE VILLAGE CENTRAL SCHOOL DISTRICT
STONY BROOK, NEW YORK

BOARD OF EDUCATION AGENDA MATERIALS

DATE OF BOARD MEETING: December 9, 2020

DATE SUBMITTED: December 4, 2020

OFFICE OF ORIGIN: District Clerk

CATEGORY OF ITEM: Action

TITLE: ADOPTION OF RETENTION AND DISPOSITION SCHEDULE OF NEW YORK LOCAL GOVERNMENT RECORDS (LGS-1)

Staff Recommendation:

RESOLVED by the Board of Education of the Three Village Central School District that *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 hereby adopted for use by all officers in legally disposing of valueless records listed therein.

Be it 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.

Background-Rationale:

State regulations became effective on August 1, 2020, requiring all school districts to implement the new *Retention and Disposition Schedule for New York Local Government Records, LGS-1*, by January 1, 2020.

NOT AN OFFICIAL RECORD; SUBJECT TO CHANGE