

LIBRARY RECORDS POLICY

It is the policy of the Board of Trustees to inform members of the public about the administration and operation of the Library in accordance with the Freedom of Information Law of the State of New York.

The Library Director shall develop regulations ensuring compliance with the Freedom of Information Law and Library Policy setting forth the procedures to be followed to obtain access to Library records, and submit such regulations to the Board for approval. The Library Director is designated the Library's Access and Records Management Officer, pursuant to law.

Retention and Destruction of Records

The Board hereby adopts the Records Retention and Disposition Local Government Schedule LGS-1 issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, which contains the legal minimum retention periods for Library records. In accordance with Article 57-A, the Library will dispose of only Library records described in the schedule after they have met the minimum retention periods set forth in the schedule. The Library will dispose of only those records that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond the established legal minimum periods.

The Library Director will establish procedures in the event that the Library is served with legal papers. The Library Director will communicate with applicable parties, including the Library's attorney and the records management official, to ensure that, when appropriate, a litigation-hold is properly implemented. The litigation-hold is intended to prevent the destruction or disposal of records that may need to be produced as part of discovery. It is the intention of the Board of Trustees to comply with applicable rules and regulations regarding the production of necessary documents, data, files, etc. The Board directs the Library Director to institute such procedures to implement this policy.

Ref: Public Officers Law §84 *et seq.* (Freedom of Information Law)
Education Law §2116
Arts and Cultural Affairs Law §57.11
Local Government Records Law, Article 57-A

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