

TOWN OF WEST SENECA



AMY M. KOBLER
TOWN CLERK

RECEIVER OF TAXES
REGISTRAR OF VITAL STATISTICS
NOTARY PUBLIC
RECORDS MANAGEMENT OFFICER

TOWN SUPERVISOR
GARY A. DICKSON

TOWN COUNCIL
WILLIAM BAUER
JOSEPH J. CANTAFIO
WILLIAM P. HANLEY JR.
JEFF PIEKAREC

To: West Seneca Town Board

From: Amy M Kobler, Town Clerk

Date: July 29, 2020

Re: Adoption of Resolution – NYS Archives new retention schedule

Honorable Board Members:

Kindly adopt the attached resolution regarding the NYS Archives new retention schedule. The new Retention and Disposition Schedule for New York Local Government Records or LGS-1 will launch August 1, 2020. All previous local government schedules (MU-1) will be replaced by the LGS-1 on January 1, 2021. Local governments must formally adopt LGS-1 before January 1st to continue legal destruction of records. The adoption of this new schedule will also be a requirement for any future grants we may wish to apply for.

RESOLVED, By the Town Board of the Town of West Seneca that *Retention and Disposition Schedule for New York Local Government Record (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.

FURTHER RESOLVED, that in accordance with 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 Record (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.