Richmond Memorial Library	
Manual Name: Library Policy Manual	Date Effective:10/13/2026
Section: **Records Retention Policy**	Date Created/Revised: 10/2026

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 hereby adopted for use by the Library Director or their designee in legally disposing of valueless records listed therein.

In accordance with Article 57-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;
- 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.

Approved by Board: October 13, 2026	