

JERICHO PUBLIC LIBRARY DISPOSITION OF RECORDS POLICY

RESOLVED, by the Board of Trustees of the Jericho Public Library that Records Retention and Disposition Schedule

M1-1 issued pursuant to Part 185, Title 8 of the Official Compilation of Codes, Rules and Regulations of the State of New York and containing minimum legal retention periods for records, is hereby adopted for use by the Director of the Library;

FURTHER RESOLVED, that in accordance with Article 57-A:

- (a) Records as described in Records Retention and Disposition Schedule M1-1, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, shall only be disposed of 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.

Adopted by the Board of Trustees of the
Jericho Public Library February 9, 1981
Amended May 10, 2010