



Mattituck-Laurel
LIBRARY

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Records Retention and Disposition Policy

In order to dispose of unneeded records, it is the policy of the Mattituck-Laurel Library to follow the New York State Education Department Records Retention and Disposition Schedule MI-1 issued pursuant to Article 57-A of the Arts and Cultural Affairs Law.

The purpose of the Schedule MI-1 is to:

- ensure that records are retained as long as needed for administrative, legal and fiscal purposes.
- ensure that state and federal record retention requirements are met.
- ensure that record series with enduring historical and other research value are identified and retained permanently.
- encourage and facilitate the systematic disposal of unneeded records.

The library will follow the current schedule and any future revisions and re-issuances thereof. The library director is responsible for the proper retention and disposition of all library records in accordance with the above resolution and New York State Education Department Records Retention and Disposition Schedule MI-1. Schedule MI-1 will be consulted and may be viewed online at: http://www.archives.nysed.gov/a/records/mr_pub_mi1_part1.shtml

In accordance with this policy, the following procedures will be followed:

- a. Those records that are described in New York State Education Department Records Retention and Disposition Schedule MI-1 may only be disposed of after they have met the minimum retention periods described therein.
- b. Only those records that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods may be disposed of.
- c. The records the library maintains which are not described in New York State Education Department Records Retention and Disposition Schedule MI-1 may be disposed of after a period of no less than three months.

Adopted 11/13/2023