# Town of New Lebanon

**Resolution #24, 2020**

**RETENTION AND DISPOSITION SCHEDULE FOR NEW YORK LOCAL GOVERNMENT RECORDS (LGS-1)**

**NOVEMBER 10, 2020**

At the regular monthly meeting of the New Lebanon Town Board, held in person at the New Lebanon Town Hall and on Town Hall Streams, duly called and held on the 10th day of November 2020, the following Resolution was proposed and seconded:

Resolution by Supervisor Houghtling

Seconded by Councilmember Newton

# *ADOPTING A RETENTION AND DISPOSITION SCHEDULE FOR NEW YORK LOCAL GOVERNMENT RECORDS (LGS-1)*

**RESOLVED,** By the Town Board of the Town of New Lebanon that *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 all officers in legally disposing of valueless records listed therein.

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

1. 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;
2. 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.

Upon the question of the foregoing Resolution, the following Town Board Members voted “Aye” or “Nay” for said Resolution:

Roll Call Vote:

 Councilmember Norman Rasmussen Aye

 Councilmember Deborah Gordon Aye

 Supervisor Tistrya Houghtling Aye

 Councilmember Jesse Newton Aye

 Councilmember John Trainor Aye

The Resolution, having been approved by a majority vote of the Town Board, was declared duly adopted by the Supervisor of the Town of New Lebanon.

Dated: November 10, 2020

Marcie Robertson

Town Clerk

Town of New Lebanon