

OGDENSBURG CITY SCHOOL DISTRICT
OGDENSBURG, NEW YORK

SUBJECT: Resolution to Adopt Retention and Disposition Schedule for New York Local Government Records (LGS-01)

DATE: August 24, 2020

REASON FOR BOARD CONSIDERATION:

Before records disposition can take place, the governing body, i.e. the Ogdensburg City School District Board of Education, must formally adopt the Retention and Disposition Schedule for New York Local Government Records (LGS-01). The Retention and Disposition Schedule for New York Local Government Records (LGS-01) was updated and reissued on August 1, 2020.

ANALYSIS AND CONCLUSIONS:

It is recommended that the Board of Education adopt the Retention and Disposition Schedule for New York Local Government Records (LGS-01). The Retention and Disposition Schedule for New York Local Government Records (LGS-01) indicates the minimum length of time that local officials must retain their records before they may be disposed of legally. The purpose of the schedule is to ensure that records be retained as long as needed for administrative, legal and fiscal purposes; to ensure that state record series with enduring historical and other research value are identified and retained permanently and to encourage and facilitate the systematic disposal of unneeded records.

RECOMMENDED ACTION:

Moved by _____ and supported by _____ that, having the recommendation of the Superintendent of Schools, the Board of Education of the Ogdensburg City School District does hereby adopt 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 (NYS Archives). 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; and 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, be and is hereby adopted this 24th day of August 2020.

APPROVED FOR PRESENTATION TO THE BOARD:



Superintendent

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