

**Business of the Village Board
Village of Saranac Lake**

SUBJECT: Adoption of LGS-1

DATE: 2-12-2024

DEPT OF ORIGIN: Village Manager

BILL # 25-2024

DATE SUBMITTED: 2-6-2024

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED

AMOUNT
BUDGETED

APPROPRIATION
REQUIRED:

Resolution to adopt the Retention and Disposition Schedule for New York Local Government Records (LGS-1)

MOVED BY: Scollin _____ SECONDED BY: Brunette _____

VOTE ON ROLL CALL:

MAYOR WILLIAMS	<u>yes</u>
TRUSTEE BRUNETTE	<u>yes</u>
TRUSTEE CATILLAZ	<u>yes</u>
TRUSTEE SCOLLIN	<u>yes</u>
TRUSTEE SHAPIRO	<u>yes</u>

Adoption of the Retention and Disposition Schedule for New York Local Government Records (LGS-1)

RESOLVED, by the Board of Trustees of the Village of Saranac Lake 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:

- (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;
- (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.

[Link to New York State Archives Retention and Disposition Schedule for New York Local Government Records \(LGS-1\)](#)