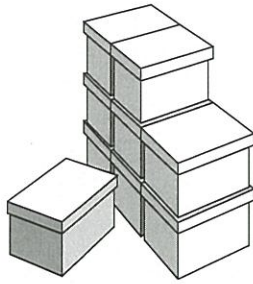


BRUCE A. HIDLEY
County Clerk



**ALBANY COUNTY
HALL OF RECORDS**
ALBANY COUNTY CLERK

CRAIG A. CARLSON
Deputy County Clerk

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To: Daniel McCoy, County Executive
Andrew Joyce, Chair County Legislature

From: Bruce Hidley, Albany County Clerk

Subj: Adopt New York State Archives Retention and Disposition Schedule for New York
Local Government Records, LGS-1.

Date: July 8, 2020

We respectfully request your attention in adopting the New York State Archives new retention and disposition schedule, LGS-1. Enclosed is the message from the New York State Archives and a model resolution.

The New York State Archives is revising and consolidating its local government records retention and disposition schedules and issuing a single, comprehensive retention schedule for all types of local governments on August 1st, 2020. The new schedule, *Retention and Disposition Schedule for New York Local Government Records* or LGS-1, will supersede and replace:

- *CO-2 Schedule* for use by counties (2006),
- *MU-1 Schedule* for use by cities, towns, villages, and fire districts (2003),
- *MI-1 Schedule* for use by miscellaneous local governments (2006), and
- *ED-1 Schedule* for use by school districts, BOCES, County Vocational Education and Extension Boards, and Teacher Resource and Computer Training Centers (2004)

A copy of the LGS-1 will be available on the State Archives website on August 1st. Additional online resources will include a list of the major revisions to the Schedule and a webinar series to introduce the LGS-1. Local governments are encouraged to check the State Archives website periodically for LGS-1 news and updates. By consolidating multiple, disparate retention schedules, the LGS-1 helps to ensure consistent retention and disposition guidance for records that are common to various local governments.

It also makes it easier to apply revisions necessitated by changes to laws, regulations or other mandates that affect retention.

Thank you for your attention in this matter. If you have any further questions, please feel free to contact me at (518) 487-5115 or bruce.hidley@albanycountyny.gov.

cc: Dennis Feeney, Majority Leader
Rebekah Kennedy, Council Majority
Frank Mauriello, Minority Leader
Arnis Zilgme, Council Minority