

RESOLUTION NO. 13 OF 2024

**RESOLUTION ADOPTING LGS – 1
UPDATED RECORDS RETENTION SCHEDULE**

WHEREAS, the Town Board of the Town of Clinton follows the NYS Education Department’s Records Retention Schedule regarding the minimum amount of time Town officials must retain their records before they may be disposed of legally, and

WHEREAS, on October 13, 2020, the Town of Clinton by resolution approved the update to the NYS Records Retention Schedule currently in effect, (MU-1);

Now, Therefore Be It Resolved, that the Town Board hereby adopts LGS-1, the revised edition of the MU – 1 Retention and Disposition Schedule for New York Local Government Records pursuant to Article 57-A of the Arts and Cultural Affairs Law, containing the legal minimum retention periods for local government records, and

Be It Further Resolved, that in accordance with Article 57-A

- a. Only those records will be disposed of that are described in 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.

The foregoing resolution was voted upon with all councilmen voting as follows:

Supervisor Michael Whitton	VOTING	AYE
Deputy Supervisor Eliot Werner	VOTING	AYE
Councilman Charles Dykas	VOTING	AYE
Councilwoman Marion Auspitz	VOTING	AYE
Councilwoman Katherine Mustello	VOTING	AYE

DATED: Clinton, New York
March 12, 2024



Carol-Jean Mackin, Town Clerk