

Resolution
Village of Highland Falls Board of Trustees
Adoption of Retention and Disposition Schedule for New York
Local Government Records (LGS-1)

BE IT RESOLVED by the Board of Trustees of the Village of Highland Falls that 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, 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.

BE IT 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.

On a motion by Trustee DiSalvo , seconded by Trustee Aylward and a roll call vote, of 5 Ayes and 0 Nays, the results which follow:

	<u>AYE</u>	<u>NAY</u>
Mayor Joseph E D’Onofrio	<u>x</u>	_____
Trustee Brian Aylward	<u>x</u>	_____
Trustee James DiSalvo	<u>x</u>	_____
Trustee Mervin R Livsey, Jr.	<u>x</u>	_____
Trustee James Ramus	<u>x</u>	_____

The Mayor declared this resolution adopted.
Dated: September 8, 2020