

Records Retention

Sayville Library adopts the *Records Retention and Disposition Schedule MI-1* prepared and issued by the State Archives and Records Administration (SARA), New York State Education Department, pursuant to Section 57.25 of the Arts and Cultural Affairs Law, and Part 185, Title 8 of the *Official Compilation of Codes, Rules and Regulations of the State of New York* (referred to as 8NYCRR) containing the minimal length of time that library records must be retained.

The Board hereby authorizes the disposition of records in accordance with the legal minimum retention periods set forth in *Records Retention and Disposition Schedule MI-1*.

The Board appoints the Account Clerk of Sayville Library as the Records Management Officer (RMO). The RMO is responsible for maintaining and disposing of all library records as per the *Records Retention and Disposition Schedule MI-1*.

Adopted: 9/10/03
Revised: 6/12/17
Revised: 9/10/18
Reviewed: 7/11/22
Reviewed: 7/09/24
Reviewed: 7/14/25