

YAPHANK FIRE DISTRICT RECORDS RETENTION POLICY

RESOLVED, by the Records Management Officer of the Yaphank Fire District 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 effective January 1, 2021.

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 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 adoption of the foregoing policy in the form of a resolution was duly put to a vote on December 8, 2020 and upon roll call the vote was as follows:

Chairman Peters Jr.	AYE
Commissioner Schaaf	AYE
Commissioner Austin	AYE
Commissioner Skidmore	AYE
Commissioner Thebold	AYE

The resolution was thereupon duly adopted.

Re-Adopted this 2nd day of January 2024 by the Board of Fire Commissioners.

Attest:

Paulamarie Rosso-Thompson
District Secretary