Policy 007

RETENTION OF RECORDS

Retention of records is in compliance with the Records Retention and Disposition Schedule LGS-1, revised 2020, which is authorized by the New York State Department of Education-New York State Archives. In accordance with Article 57-A of the Arts and Cultural Affairs Law, only those records will be disposed of that are described in Schedule LGS-1 after they have met the minimum retention periods described therein, and 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.

In addition to the mandated policy, the following retention policies will apply:

Applications for library cards: 3 years after card expires or is inactive
Patron registration cards with signature: 6 years
Inter-loan requests filled (Non-Nassau County): Discard when no longer needed when no copies of original materials; or 5 years if original materials are requested
Log in sheets:
- Internet: 1 month plus current
- Word Processor: 1 month plus current
- Children’s Multimedia: 1 month plus current
Reports:
- Circulation-by collection: 3 years plus current
- Circulation-holds filled: 1 year plus current
- Circulation-ALIS: 3 years
Encumbrances – material: Keep all until relieved
History:
- Local history information: Keep all
- Library history information: Keep all

Adopted, Board of Library Trustees, November 8, 2004
Revised, Board of Library Trustees, March 14, 2022