

RETENTION AND DISPOSITION OF RECORDS POLICY

The records of the Ellenville Public Library and Museum will be retained and disposed of in accordance with the schedules published in *Records Retention and Disposition Schedule MI-1*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records.

The Secretary/Treasurer to the Board of Trustees shall serve as the Records Management Officer of the Library in order to insure compliance with the aforementioned *Records Retention and Disposition Schedule MI-1*.

The Library Director shall serve as the Records Access Officer for the Library order to insure compliance with the *Freedom of Information Law*.

Adopted by the Board of Trustees
November 16, 2009