



Town of Cheektowaga

3301 Broadway
Cheektowaga, NY 14227

Meeting: 08/25/20 07:00 PM

ADOPTED

Sponsors: Councilmember Hammer, Councilmember Rusiniak

RESOLUTION 2020-312

Records Retention and Disposition Schedule LGS-1

WHEREAS, on February 27, 1989, this Town Board adopted the New York State Records Retention and Disposition Schedule MU-1; AND

WHEREAS the NYS Archives Office has launched a new Record Retention and Disposition Schedule for Local Government Records (LGS-1) effective August 1, 2020; AND, NOW THEREFORE BE IT

RESOLVED pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby officially adopted by the Town for use by all officers in legally disposing of valueless records listed therein:

(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, AND BE IT FURTHER

RESOLVED, that the adopted NYS Archives Retention Schedule LGS-1 is the Towns reasonably detailed current list by subject matter as required by Public Officers Law Article 6 §87(3)c.

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| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Linda Hammer, Councilmember |
| SECONDER: | Richard Rusiniak, Councilmember |
| AYES: | Adamczyk, Hammer, Kaminski, Nowak, Pilarski, Rusiniak, Benczkowski |

State Of New York
Erie County
Office Of The Clerk Of The
Town of Cheektowaga

ss:

This is to certify that I, *Kimberly Burst*, Clerk of the *Town of Cheektowaga*, in the said *County of Erie*, have compared the foregoing copy of resolution with the original resolution now on file at this office, and which was passed by the Town Board of the *Town of Cheektowaga*

in said *County of Erie*, on Tuesday, August, 25, 2020, and that the same is a correct and true transcript of such original resolution and the whole thereof.

(Seal)

In Witness Whereof, I have hereunto set my hand and affixed the seal of said Town on Tuesday, January, 5, 2021.

Kimberly A. Burst

CLERK OF THE TOWN BOARD, TOWN OF CHEEKTOWAGA, NY