

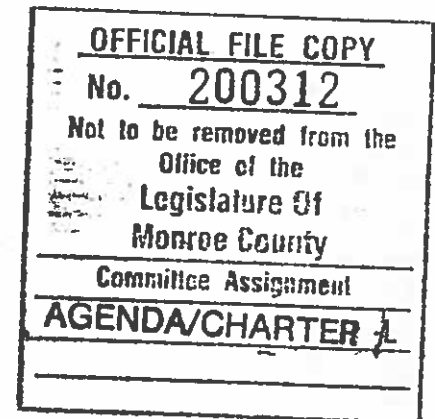


Office of the County Executive

Monroe County, New York

Adam J. Bello
County Executive

October 9, 2020



To The Honorable
Monroe County Legislature
407 County Office Building
Rochester, New York 14614

Subject: Adopt Retention and Disposition Schedule for New York Local Government Records (LGS-1)

Honorable Legislators:

I recommend that Your Honorable Body adopt *Retention and Disposition Schedule for New York Local Government Records (LGS-1)* for use by all officers in legally disposing of records listed therein.

Pursuant to New York State Arts and Cultural Affairs Law § 57.25 and 8 NYCRR Part 185, the New York State Archives issued LGS-1 in August 2020 to consolidate and revise Records Retention and Disposition Schedules CO-2, MU-1, MI-1, and ED-1. These prior records and disposition schedules, including the schedule that currently applies to County records, CO-2, will expire on January 1, 2021.

The specific legislative actions required are:

1. Adopt *Retention and Disposition Schedule for New York Local Government Records (LGS-1)* for use by all officers in legally disposing of valueless records listed therein.
2. Affirm that 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.
3. Affirm that 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.

This action is a Type II Action pursuant to 6 NYCRR § 617.5(c) and is not subject to review under the State Environmental Quality Review Act.

Adoption of the Retention and Disposition Schedule for New York Local Government Records will have no impact on the revenues or expenditures of the current Monroe County budget.

I recommend that this matter be referred to the appropriate committees for favorable action by Your Honorable Body.

Sincerely,

A handwritten signature in blue ink, appearing to read "Adam Bello", is written over the typed name.

Adam J. Bello
Monroe County Executive

AJB:db