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## RESOLUTION # 11 of 2025 ADOPTING LGS-1 RECORDS RETENTION SCHEDULE

**WHEREAS**, the Village of Brownville Board of in accordance with Article 57-A of the Arts and Cultural Affairs Law, local governments must adopt a records retention schedule before legally disposing of any records, and;

**WHEREAS**, The New York State Archives has issued the Retention and Disposition Schedule for New York Local Government Records (LGS-1), which provides legal authorization for the retention and disposition of local government records;

**WHEREAS**, the Board finds that adoption of these policies and procedures is in the best interest of the Village, its residents, and the officers who serve the community;

**NOW, THEREFORE, BE IT RESOLVED**, that the Village of Brownville Board of Trustees hereby adopts the most current LGS-1 Retention Schedule, issued by the New York State Archives, for use by all departments in legally disposing of valueless records listed therein;

**BE IT FURTHER RESOLVED**, That in accordance with Article 57-A, only those records described in the LGS-1 Retention Schedule may be disposed of, and only after they have met the minimum retention period prescribed therein;

**AND BE IT FURTHER RESOLVED**, that this resolution shall take effect immediately.

A motion to adopt the resolution was made by Trustee Walrath and seconded by Trustee Goutremout, and upon a roll call vote of the Board was duly adopted as follows:

<b>ROLL CALL VOTE:</b>	Yes	No	ABSENT
Mayor Connor	✓	_____	_____
Trustee Baker	_____	_____	✓
Trustee Goutremout	✓	_____	_____
Trustee Walrath	✓	_____	_____
Trustee Mott	✓	_____	_____

September 9, 2025

  
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Amber Klusacek, Village Clerk-Treasurer, RMC, CMFO