

Town of Duanesburg Document Retention Policy

Purpose

The Town Board of Duanesburg recognizes that the retention and disposition of documents is an important area where a policy must be developed. With a clear policy, records are retained as long as needed for administrative, legal and fiscal purposes, state and federal record retention requirements are met, record series with enduring historical and other research value are identified and retained permanently, and it encourages and facilitates the systematic disposal of unneeded records. This policy will allow the Town Board of Duanesburg to avoid retaining documents that are no longer needed, while effectively identifying those documents that need to be retained long term or permanently.

Definitions

Schedule-refers to the schedule developed by the NYS Archives Department

Policy

I. Disposal of Records

No records may be disposed of unless they are listed on the Schedule, or their disposition is already covered by applicable state laws.

II. Retention

Retention periods present on the Schedule apply to one official copy designated by the Town Board of Duanesburg unless otherwise stated in the Schedule. The retention periods listed in the Schedule pertain to the information contained in the records, regardless of physical form or characteristic. The Town Clerk shall serve as the Records Management Officer.

For any record that is not listed in the Schedule, the Records Management Officer, should contact the Archives department to determine if a legal minimum retention period has been established. If there is no legal minimum retention period already established, the Archives will consult with records officials and local governments to advise the Town Board of Duanesburg on the disposition of the records.

Records being used in legal actions must be retained for one year after the legal action ends, or until their scheduled retention period has passed, whichever is longer. Records being kept beyond their retention periods for audit and other purposes at the request of state or federal agencies must be retained until the Town Board of Duanesburg receives the audit report, or the need is satisfied. Certain records may need to be retained for one year longer than dictated by the Schedule if those records are subject to the requirements stated in Section 29.2 of 8 NYCRR for health professionals, other than physicians, employed by or associated with local governments. Records created before 1910 are not eligible for disposition without written permission from the State Archives.

III. Identification of Historical Significance

The Archives department cannot identify all record series with historical significance for individual local governments. The Records Management Officer will need to appraise records with nonpermanent retention

period for potential research or historical value before destroying them. A local government record has historical or other research importance if it provides significant evidence of how the government functions and/or it provides significant information about people, places or events that involve the government.