

[DIGITAL COLLECTIONS \(http://digitalcollections.archives.nysed.gov/\)](http://digitalcollections.archives.nysed.gov/)[EDUCATION \(/education\)](/education)
[GRANTS & AWARDS \(/grants/grants-overview\)](/grants/grants-overview)
[MANAGING RECORDS \(/records/managing-records-overview\)](/records/managing-records-overview)
[RESEARCH \(/research/researcher-services-overview\)](/research/researcher-services-overview)[WORKSHOPS \(/workshops\)](/workshops)

News

New schedule, LGS-1 Retention and Disposition Schedule for New York Local Government Records arrives August 1, 2020

Thursday, May 21, 2020

The State Archives is revising and consolidating its local government records retention and disposition schedules and issuing a single, comprehensive retention schedule for all types of local governments on August 1st, 2020. The new schedule, *Retention and Disposition Schedule for New York Local Government Records* or LGS-1, will supersede and replace:

- *CO-2 Schedule* for use by counties (2006),
- *MU-1 Schedule* for use by cities, towns, villages, and fire districts (2003),
- *MI-1 Schedule* for use by miscellaneous local governments (2006), and
- *ED-1 Schedule* for use by school districts, BOCES, County Vocational Education and Extension Boards, and Teacher Resource and Computer Training Centers (2004)

Local governments must adopt LGS-1 prior to utilizing it, even if they adopted and have been using the *CO-2*, *MU-1*, *MI-1*, or *ED-1* Schedules. Governing boards of local governments will have a five-month period – between August 1st, 2020 when LGS-1 is issued and January 1st, 2021 when the four existing schedules expire – to adopt the Schedule by resolution (a model resolution is available on the State Archives' website). Local government records may not be legally destroyed after the end of 2020 unless the LGS-1 is formally adopted. There is no need to notify the State Archives of LGS-1 adoptions, but local governments should keep a record of the date of adoption and maintain the resolution permanently.

The organization and formatting of the LGS-1 is similar to the existing four schedules. Section heading names have been retained. Because of the consolidation, the LGS-1 contains more sections. Local government can ignore those that are not applicable. As with previous schedules, items that are new or significantly revised have been indicated. Each schedule item has been assigned a new, unique number; however, the unique numbers of the four existing schedules have been provided allowing cross referencing. In addition, each schedule item contains the record series title and description, retention period, and any notes.

A copy of the LGS-1 will be available on the State Archives website on August 1st. Additional online resources will include a list of the major revisions to the Schedule and a webinar series to introduce the LGS-1. Local governments are encouraged to check the State Archives website periodically for LGS-1 news and updates.

By consolidating multiple, disparate retention schedules, the LGS-1 helps to ensure consistent retention and disposition guidance for records that are common to various local governments. It also makes it easier to apply revisions necessitated by changes to laws, regulations or other mandates that affect retention.