

Chapter 30

RECORDS RETENTION

§ 30-1. Adoption of schedule.

§ 30-2. Disposition of records.

[HISTORY: Adopted by the Town Board of the Town of Hartland 2-9-1989 by resolution. Amendments noted where applicable.]

GENERAL REFERENCES

Public access to records — See Ch. 107.

§ 30-1. Adoption of schedule.

Record Retention and Disposition Schedule MU1 issued pursuant to Article 57-A of the Arts and Cultural Affairs Law and containing legal minimum retention periods for municipal government records is hereby adopted for use by all municipal officers in disposing of municipal government records listed therein.

§ 30-2. Disposition of records.

In accordance with Article 57-A, only those records will be disposed of that are described in Records Retention and Disposition Schedule MU1 after they have met the minimum retention period prescribed therein. Only those records will be disposed of that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond established time periods.

