

Incorporated 1872

## VILLAGE OF CLAYTON

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### Resolution No. 2020-13

**A resolution to Adopt the Updated Retention and Disposition Schedule for New York Local Government Records (LGS-1) pursuant to Article 57-A of the Arts and Cultural Affairs Law  
August 10, 2020**

**TITLE:** A resolution to adopt the Updated Retention and Disposition Schedule for New York Local Government Records (LGS-1) pursuant to Article 57-A of the Arts and Cultural Affairs Law

There was a scheduled Regular Meeting by video conference meeting with "GOTOMEETING APP" due to the COVID-19 Virus, with the Board of Trustees of the Village of Clayton on Monday August 10<sup>th</sup>, 2020 at 5:30 p.m. Mayor Zimmer called the meeting to order and upon roll being called the following were:

**PRESENT:** Norma Zimmer, Mayor  
Trustee Hyde  
Trustee Kellogg  
Trustee Badour

**ABSENT:** Trustee Grybowski, Deputy Mayor

**WHEREAS,** that *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

**FURTHER RESOLVED,** that in accordance with Article 57-A:

(a) 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;

(b) 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.

The foregoing Resolution was offered by Trustee Hyde and seconded by Trustee Kellogg, and upon roll call vote of the Board was duly adopted as follows:

Norma Zimmer, Mayor	YES <u>X</u>	NO ___	Absent ___
Trustee Grybowski, Deputy Mayor	YES ___	NO ___	Absent X
Trustee Hyde	YES <u>X</u>	NO ___	Absent ___
Trustee Kellogg	YES <u>X</u>	NO ___	Absent ___
Trustee Badour	YES <u>X</u>	NO ___	Absent ___

**CERTIFICATION:**

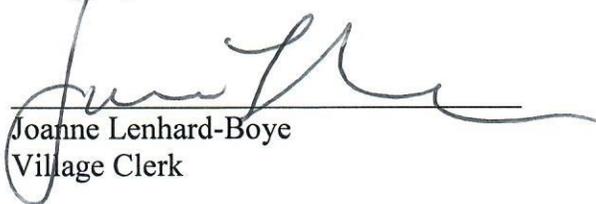
STATE OF NEW YORK                    )  
   ) ss:  
 COUNTY OF JEFFERSON    )

I, Joanne Lenhard-Boye, the undersigned Village Clerk of the Village of Clayton, in the County of Jefferson, New York,

**DO HEREBY CERTIFY** that I have compared **RESOLUTION #2020-13** (attached) with the original thereof filed in my office on August 10<sup>th</sup>, 2020, and that the same is a true and correct copy of the original and of the whole thereof so far as the same relates to the subject matters referred to therein.

**I FURTHER CERTIFY** that all members of the Board of Trustees of the Village of Clayton had due notice of said resolution.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the seal of the Village of Clayton, New York the 10<sup>th</sup>, day of August, 2020.

  
 Joanne Lenhard-Boye  
 Village Clerk

