

**JOHN C. HART MEMORIAL LIBRARY
Resolution, Library Board of Trustees**

RETENTION AND DISPOSITION OF RECORDS

The records of the John C. Hart Memorial Library will be retained and disposed of in accordance with applicable sections of the schedules published in the Records Retention and Disposition Schedule MI-1 by the University of the State of New York and the State Education Department. Applicable schedules are: Library/Library System; Fiscal; Personnel/Civil Service.

Those schedules are available at

http://www.archives.nysed.gov/records/retention_mi-1_records-descriptions-retention and will be reviewed annually by the library director who shall serve as Records Retention Officer.

Adopted by the Board of Trustees : March 15, 2017