



Niagara County Brownfield Development Corporation

DATE: December 18, 2025

RESOLUTION # NCBDC-122025-01

ADOPTION OF RECORDS RETENTION DISPOSITION POLICY

WHEREAS, the New York State Authority Budget Office requires public authorities to develop a records retention and disposition policy, and

WHEREAS, New York State developed a *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, that contains legal minimum retention periods for local government records, and

WHEREAS, the NCBDC intends to follow the *Retention and Disposition Schedule for New York Local Government Records (LGS-1)* and directs all officers to abide by the guidelines when legally disposing of valueless records listed therein, now therefore be it

RESOLVED, NCBDC adopts the *Retention and Disposition Schedule for New York Local Government Records (LGS-1)* as its official records retention and disposition policy, and be it 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.

A handwritten signature in blue ink, appearing to read "Robert Restaino", written over a horizontal line.

ROBERT RESTAINO, CHAIRMAN

NIAGARA COUNTY BROWNFIELD DEVELOPMENT CORPORATION