



## Niagara County Brownfield Development Corporation

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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.



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ROBERT RESTAINO, CHAIRMAN  
NIAGARA COUNTY BROWNFIELD DEVELOPMENT CORPORATION