



Quaker Springs Fire District #1
107 Blodgett Road
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Schuylerville, NY 12871
518-584-3349

Records Retention policy:

The creation, preservation, management and protection of fire district records, are governed by the Local Government Records Law: *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

The Board has adopted this schedule by resolution at a meeting of the Board of Fire Commissioners on August 24, 2020.

The law provides that the Board is required to have a record management officer to coordinate and oversee the program and to coordinate the legal disposition of obsolete records. This position will be appointed annually at the Organization meeting.

The records management officer may dispose of records that have met the retention period set forth in Schedule LGS-1.