



Retention and Disposition of Records

The records of the Highland Public Library will be retained and disposed of in accordance with the schedules published in *Records Retention and Disposition Schedule MU-1* by the University of the State of New York and The State Education Department and the *Records Retention Schedule of the National Council of Nonprofit Associations*. These current *Schedules* are attached.

The Library Director shall serve as the Records Management Officer for the Library in order to insure compliance with the *Records Retention and Disposition Schedule MU-1* and the *National Council of Nonprofit Associations Record Retention Schedule*.

The Library Director shall also serve as the Records Access Officer for the Library in order to insure compliance with the *Freedom of Information Law*

Approved: 9/1/09