



Records Management Policy

This policy is a system-wide policy for application to all libraries within the Buffalo & Erie County Public Library System.

I. Statement of Policy

The Buffalo & Erie County Public Library (B&ECPL) creates and receives many records in the course of fulfilling its mission. It is the policy of the B&ECPL to manage records in such a way as to facilitate the work performed by the organization and meet the requirements set forth by the State Government Archives and Records Management regulations [8 NYCRR 188] and the B&ECPL's records retention schedules.

In order to ensure that records are maintained in accordance with the B&ECPL's legal and institutional needs, staff must apply sound records management practices to those records in their possession. Such practices greatly expedite staff efforts to locate the records that they need to perform their duties and to respond to discovery demands or Freedom of Information Law (FOIL) requests in a timely manner.

II. Responsibilities

A. All Employees

All employees are responsible for ensuring that the records that they generate, receive, and maintain in their individual files are retained and disposed of in accordance with the appropriate retention schedules.

B. Management

Contracting library directors and trustees, Buffalo branch managers, and Central Library department heads and administrators are responsible for maintaining records related to the specific business functions and projects at their location. They are responsible for ensuring the records maintained at their location and by their employees are retained and disposed of in accordance with the appropriate retention schedules.

C. Records Management Officer

The Records Management Officer is responsible for developing records management policies and procedures and supporting all employees in the appropriate retention and disposition of library business records. They act as the contact person for records management processes and issues.

D. Records Management Committee

The B&ECPL Records Management Committee provides direction and support to the records management program and assists the Records Management Officer in implementing records management processes and resolving issues.

III. Procedures

A. Records Management Program

The Records Management Officer is directed to develop suitable records management procedures, revise those procedures periodically as may be necessary, and provide access to the most current version of the procedures through the Records Management page on the B&ECPL staff intranet.

B. Retention Schedule

The Buffalo & Erie County Public Library System Board of Trustees has adopted the [*Retention and Disposition Schedule for New York Local Government Records \(LGS-1\)*](#) as the schedule covering all B&ECPL records.

C. Records Disposition

Disposal of records must be documented on appropriate forms as determined by the Records Management Officer. Secure destruction methods should be used.

D. Exceptions to General Retention Rules

1. In the event of legal proceedings, FOIL requests, and audits, the B&ECPL must retain the corresponding records until the event has totally concluded, including the time frame for appeals.
2. Some records may be subject to internal policies that dictate periods of retention beyond the minimum established by the *LGS-1 Schedule*. These policies should be well-documented and consistently followed.
3. If records are appraised as historically significant, they may be deemed archival and not subject to normal disposition requirements.

4. If a record is not covered by an item on the *LGS-1 Schedule*, the location retaining the record should contact the Records Management Officer, who will work with the State Archives to develop a retention schedule item covering such record type.

Reviewed by Policy Committee May 15, 2025.

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