

**Facilities**

*Board of Trustees Policy*

<b>SUBJECT:</b>  Records Retention and Disposition Schedule	<b>NUMBER:</b>  5.3
	<b>DATE:</b>  February 22, 2016
	<b>SUPERSEDES:</b>

***Purpose***

This policy identifies the legal guidelines required by New York State on the retention of records and disposition schedule.

***Policy***

SUNY Schenectady will follow the *Records Retention and Disposition Schedule MI-1*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law that contains legal minimum retention periods for local government records.

Only those records will be disposed of that are described within the *Records and Retention and Disposition Schedule MI-1* ( [http://www.archives.nysed.gov/records/retention\\_mi-1](http://www.archives.nysed.gov/records/retention_mi-1) ) after they have met the minimum retention period prescribed therein.

Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond the established time period.