



WADING RIVER FIRE DISTRICT BOARD OF FIRE COMMISSIONERS

3.10 Record Retention Policy

OBJECTIVE:

The following shall be the records retention policy of the fire district:

RESOLUTION by the Board of Fire Commissioners of the Wading River Fire District that the Records Retention and Disposition Schedule MU-1, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A of the Arts and Cultural Affairs Law:

(a) only those records will be disposed of that are described in the Records Retention and Disposition Schedule MU-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 the established legal minimum periods.

RELATED POLICIES

1.2 Whistle Blower Policy

1.12 Disciplinary Procedure Policy

Adopted by the Wading River Fire District Board of Fire Commissioners on Monday, 09/26/11.

Edward Frost, Chairman
Timothy Deveny, Commissioner
Michael Harrigan, Commissioner
Thomas Lateulere, Commissioner
James Meier, Commissioner