

### **Information Management**

The Library District respects and protects the privacy of its patrons and staff to the fullest extent allowed by state and federal law, including the use of Library District resources and services.

The Library District will comply with the schedules as published in 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, 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. The current *Schedule* is on file at the Library District's Administrative Office and is available during normal business hours.

Therefore, in accordance with Article 57-A:

- (a) only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-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 established legal minimum periods.

The Library Director shall serve as the Records Management Officer for the Library District.

### **IT Management**

The Library Director will develop and administer an IT management plan that addresses back-up and recovery of general operation files, including web and email applications, as well as all business and human resource files. This plan shall be reviewed at least annually by senior Library District staff and must include the IT staff.

Generally, only IT staff shall have administrative rights to load applications on to Library District PCs.

Library District files shared with the other members of the Mid-Hudson Library System will be properly backed-up as required to maintain public service operations. This shall be done by MHLS staff and will be audited every year by Library District staff to assure compliance.