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Henrietta Public Library
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Document Retention Policy

Adopted August 10, 2021

To a large extent, the Henrietta Public library follows the Town of Henrietta's Records Management Policy and Procedures¹ and the New York State Local Government Schedule (LGS-1)². The library will retain documents of historic significance. In many cases, HPL relies on the Town of Henrietta to retain original documents and we may keep copies of the same documents, but for a shorter length of time. Retention guidelines are outlined in the Document Retention Procedure. At the end of the retention period, documents will be shredded and then recycled. Before disposing of an original document, HPL staff will fill out a Town of Henrietta Records Destruction Authorization and submit to the Town's Records Management Officer. Upon confirmation from the Town, the document will be destroyed.

¹ Town of Henrietta Office Retention Schedule, 12/23/20

² Local Government Schedule from the New York State Archives (LGS-1), 2020, <http://www.archives.nysed.gov/records/local-government-record-schedule/lgs-1-title-page>