NEW CASTLE FIRE DISTRICT NO. 1
RECORDS RETENTION POLICY

The Following shall be the Records Retention Policy of the New Castle Fire District No. 1:

RESOLVED, by the Board of Fire Commissioners of the New Castle Fire District No. 1, that the Records Retention and Disposition Schedule 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 and records, and in addition is hereby adopted for use by all officers and employees in legally disposing of valueless records therein.

IT IS 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 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 the established legal minimum periods.

The Fire District Secretary is the Records Retention Officer and must comply with the mandates set forth by the law with regard to maintaining the Fire District records.

All District personnel will comply with this Policy in determining when to retain or discard a record and the Fire District Secretary, as Records Officer, shall be responsible to carry out this Policy.

This Policy was adopted on: February 19, 2025