

THE NEW LGS-1 FEATURING RECORDS OF FIRE DISTRICTS - ITEM LIST

MU-1 ITEM NUMBER	OLD ITEM DESCRIPTION	LGS-1 ITEM NUMBER	NEW ITEM DESCRIPTION
PUBLIC SAFETY			
No item		1174	Supplemental information on persons and places used in conjunction with E-911 data maintenance or computer-aided dispatch (CAD) a. Information on handicapped persons in residence, including CAD special needs notification form; building access or hazards relating to specific structures; presence of dangerous animals; location of firearms, ammunition, and hazardous materials: RETENTION: 1 year or when superseded b. Routine information of no potential legal value, such as name spelling corrections and information verification records: RETENTION: 0 after no longer needed NOTE: Street and address information is covered by item no. 1173.
534	Accreditation records for law enforcement, firefighting or prevention or emergency medical services agency or unit: RETENTION: PERMANENT	1185	Accreditation records for law enforcement, firefighting or prevention or emergency medical services agency or unit a. Assessment reports, annual compliance surveys (compliance reports), standard compliance reports, and other correspondence: RETENTION: 10 years b. Contents of file folders used to demonstrate compliance with the program, provided they are copies: RETENTION: 0 after accreditation period ends or is renewed
498	Training records for law-enforcement officers, E-911, dispatch or fire-fighting personnel, but excluding emergency medical personnel a. Individual's record of courses attended and/or completed, including basic information on course content: RETENTION: 6 years after individual leaves service NOTE: Local officials may wish to keep these records longer, possibly for the career of the individual, if the records are consulted throughout that period.	1187	Training records for law-enforcement officers, E-911, dispatch or fire-fighting personnel, but excluding emergency medical personnel a. Individual's record of courses attended and/or completed, including basic information on course content: RETENTION: 6 years after individual leaves service NOTE: Local officials may wish to keep these records longer, possibly for the career of the individual, if the records are consulted throughout that period.

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	b. Official copy of training manual or bulletin: RETENTION: 50 years c. Course instruction records, including attendance lists and lesson plan: RETENTION: 1 year		b. Training materials, which address core law enforcement, firefighting, or dispatch activities: RETENTION: 40 years c. Training materials, which address general public safety issues or non-core law enforcement activities: RETENTION: 1 year d. Division of Criminal Justice Services training materials: RETENTION: 0 after no longer needed e. Attendance lists: RETENTION: 1 year
No item		1196	Community outreach and education program records, including but not limited to those for drug and alcohol prevention, citizen/youth police academy, neighborhood watch and other crime prevention, and youths. Records include official copy of publications, recordings, or informational literature prepared for public distribution, training materials, participant applications and supporting documentation: RETENTION: 6 years
No item		1209	Burn injury reports (cases of victims that sustain substantial 2nd and 3rd degree burns) that medical officials submit to the New York State Office of Fire Prevention and Control: RETENTION: 0 after no longer needed
517	Volunteer Firefighter Service Awards benefit plan a. Benefit plan (including all revisions): RETENTION: 0 after superseded and no longer needed to determine benefits b. Drafts and supporting documentation used in producing and updating plan: RETENTION: 1 year	1216	Length of Service Award Program (LOSAP), including plan document, trust document, summary of provisions, adoption agreement, point system, and similar documents a. Benefit plan (including all revisions and amendments): RETENTION: 0 after superseded and no longer needed to determine benefits b. Drafts and supporting documentation used in producing and updating plan: RETENTION: 1 year
518	Annual report ("census of members") received from Volunteer Firefighters Insurance Service (VFIS): RETENTION: 0 after superseding report received	1217	Annual list of volunteers who qualify for a year of service credit under Length of Service Award Program (LOSAP) received from third party administrator: RETENTION: 0 after superseding report received

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520	<p>Volunteer Firefighter Service Awards records relating to individual volunteer</p> <p>a. Records showing credits earned and providing breakdown of types of services and how individual earned credits: RETENTION: 6 years after individual leaves service</p> <p>b. Copy of initial and vested certificates of membership in awards plan: RETENTION: 6 years after individual leaves service</p> <p>c. Copy of application to join service awards plan and/or life insurance plan, along with declination statement and related records: RETENTION: 6 years after individual leaves service</p> <p>d. Beneficiary designation records: RETENTION: 0 after superseded or obsolete</p> <p>e. Records relating to individual's challenge to plan's, department's or district's assignment or of number of points earned: RETENTION: 3 years after appeal concluded or other disagreement otherwise resolved</p>	1219	<p>Length of Service Award Program (LOSAP) records relating to individual volunteer</p> <p>a. Records showing points earned and providing breakdown of types of services and how individual earned points: RETENTION: 6 years after individual leaves service or program terminated</p> <p>b. Copy of individual participant statements received from third party administrator: RETENTION: 6 years after individual leaves service or program terminated</p> <p>c. Copy of forms completed for participation including applications, enrollment forms, or similar documents and related records: RETENTION: 6 years after individual leaves service or program terminated</p> <p>d. Beneficiary designation records: RETENTION: 0 after superseded or obsolete or contributions paid</p> <p>e. Records relating to individual's challenge to plan's, department's or district's assignment or of number of points earned: RETENTION: 3 years after appeal concluded or other disagreement otherwise resolved</p>
FISCAL			
No item		477	<p>Original check, money order, or similar instrument of payment</p> <p>received and kept by local government, scanned and deposited to bank account, or retained by the local government for any other reason:</p> <p>RETENTION: 60 days after deposit and verification of account information or no longer needed for any purpose</p> <p>NOTE: It is recommended that the process of receipt of payment and subsequent deposit as a part of the standard course of business be documented and maintained for legal or audit purposes</p>
No item		543	<p>Accounting and financial reporting for post-employment benefits other than pensions (OPEB)</p>

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			a. Final reports: RETENTION: 6 years NOTE: Local governments may wish to retain these records longer for retirement documentation purposes. b. All other records, including drafts and working papers: RETENTION: 6 years
No item		523	Employee reimbursement records, where local government pays for or reimburses employee for college tuition or job-related training expenses: RETENTION: 6 years after payment or reimbursement is made to employee
360	Employer's copy of Annual Federal Tax Return (Form 940), Quarterly Federal Tax Return (Form 941E) and Continuation Sheets (Form 941a), Notice of Tax Return Due (Form TY 14), or equivalent forms: RETENTION: 5 years after tax paid	539	Employer's copy of federal tax returns, including annual and quarterly returns, continuation sheets, notices of tax return due, or equivalent forms: RETENTION: 4 years after tax paid
361	Employer's copy of: U.S. Information Return for Calendar Year (Form 1099), Withholding Tax Statement (Form W-2) or Transmittal of Wages and Tax Statements (Form W-3), or equivalent forms: RETENTION: 5 years	540	Employer's copy of U.S. Internal Revenue Service tax forms, including but not limited to U.S. Information Returns, Withholding Tax Statement (Form W-2), Transmittal of Wages and Tax Statements (Form W-3), Request for Taxpayer Identification Number (TIN) and Certification (Form W-9), or equivalent forms: RETENTION: 5 years
362	Employee's Withholding Exemption Certificate (Form W-4), or equivalent form: RETENTION: 5 years after a superseding certificate is filed or employment is terminated	541	Employee's Withholding Exemption Certificate (Form W-4), or equivalent form: RETENTION: 4 years after a superseding certificate is filed or employment is terminated
363	Employer's copy of New York State income tax records relating to employees: RETENTION: 5 years after tax was paid	542	Employer's copy of New York State income tax records relating to employees: RETENTION: 4 years after tax was paid
GENERAL ADMINISTRATION			
1	Official minutes and hearing proceedings of governing body or board, commission or committee thereof including all records accepted as part of minutes: RETENTION: PERMANENT	47	Official minutes and hearing transcripts of governing body or board, commission or committee thereof, including all records accepted as part of minutes: RETENTION: PERMANENT

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3	<p>Meeting files for meeting of governing body or board or agency, commission or committee thereof, including agendas, background materials and other records used at meetings:</p> <p>NOTE: Appraise these records for continuing administrative or historical value prior to disposition. Agendas may have continuing administrative value and may be useful for accessing information in unindexed minutes and for indexing those minutes. Other records prepared for or used at meetings may have administrative or historical value for documenting issues discussed at the meetings and referenced in the minutes. See item no. 1, above, for records which are accepted as part of the minutes. RETENTION: 1 YEAR</p>	48a-b	<p>Meeting files of governing body or board or agency, commission or committee thereof, including agendas, background materials and other records used at meetings</p> <p>NOTE: Appraise these records for continuing administrative or historical value prior to disposition. Agendas may have continuing administrative value and may be useful for accessing information in unindexed minutes and for indexing those minutes. Other records prepared for or used at meetings may have administrative or historical value for documenting issues discussed at the meetings and referenced in the minutes. See item no. 47, above, for records which are accepted as part of the minutes.</p> <p>a. Records not accepted as part of the minutes, including agendas, background materials and other records used at meetings: RETENTION: 1 year</p> <p>b. Temporary drafts or personal notes that were not circulated, reviewed, or used to make decisions or complete transactions: RETENTION: 0 after no longer needed.</p>
No item		49	<p>Minutes and meeting files of non-governing bodies, including internal staff committees or teams, inter-agency teams, or entities not covered by Public Officers Law Article 7 (Open Meetings Law), documenting proceedings of meetings, including minutes, agendas, background materials, recordings, and other records</p> <p>NOTE: See item nos. 47, 48, and 51 for minutes, recordings, and meeting files of governing bodies or entities covered by the Open Meetings Law.</p> <p>a. Documenting significant policy or decision making or significant events, or dealing with legal precedents or significant legal issues: RETENTION: PERMANENT</p>

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			b. Containing routine legal, fiscal or administrative information: RETENTION: 6 years c. Of no fiscal, legal or administrative value: RETENTION: 0 after no longer needed
No item		50	External group meeting files, including minutes, agendas, background materials, studies and reports, and other records used by an employee acting in an official capacity with associations, organizations, or other groups that are not part of the local government: RETENTION: 0 after no longer needed
2	<p>Recording of voice conversations, including audio tape, videotape, stenotype or stenographer's notebook and also including verbatim minutes used to produce official minutes and hearing proceedings, report, or other record</p> <p>a. Recording of public or other meeting of governing body or board, committee or commission thereof: RETENTION: 4 months after transcription and/or approval of minutes or proceedings NOTE: Videotapes of public hearings and meetings which have been broadcast on local government public access television are covered by item no. 581, below.</p> <p>NOTE: Appraise these records for historical significance prior to disposition. Audio and videotapes of public hearings and meetings at which significant matters are discussed may have continuing value for historical or other research and should be retained permanently. Contact the State Archives for additional advice on the long-term maintenance of these records.</p> <p>b. Other recordings: RETENTION: 0 after no longer needed</p>	51	<p>Recording of voice conversations, including audio and video recordings, stenotype or stenographer's notebook and also including verbatim minutes used to produce official minutes and hearing proceedings, report, or other record</p> <p>a. Recording of public or other meeting of governing body or board, committee or commission thereof: RETENTION: 4 months after transcription or minutes are created NOTE: Industrial development agencies are required to post video recordings of all open meetings and public hearings on their websites for a period of not less than five years pursuant to Section 857, General Municipal Law. Appraise these records for historical significance prior to disposition. Audio and videotapes of public hearings and meetings at which significant matters are discussed may have continuing value for historical or other research and should be retained permanently. Contact the State Archives for additional advice on the long-term maintenance of these records. Video recordings of public hearings and meetings which have been broadcast on local government public access television are covered by item no. 72.</p> <p>b. Other recordings: RETENTION: 0 after no longer needed</p>
PUBLIC PROPERTY AND EQUIPMENT			

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421	Property inventory records, covering buildings, facilities, vehicles, machinery and equipment, including "fixed assets" records: RETENTION: 0 after superseded by updated inventory, or 6 years after replacement, sale, or discontinuance of use of all property listed, whichever is sooner	814	Property inventory records , covering buildings, facilities, vehicles, machinery and equipment, including "fixed assets" records: RETENTION: 6 years after superseded by updated inventory, or 6 years after replacement, sale, or discontinuance of use of all property listed, whichever is sooner
PERSONNEL/CIVIL SERVICE			
372	Health and life insurance records a. For employee with or without dependent survivor: RETENTION: 3 years after termination of employee's or dependent survivor's coverage, whichever is later b. Claim for benefits (copy, where original is submitted directly by employee): RETENTION: 1 year c. Health and life insurance coverage reports: RETENTION: 6 years d. Declination statement filed by employee: RETENTION: 6 years after separation from service	645	Employee benefit records including health, life, and disability insurance and retirement for employee with or without dependent survivor (including retiree, volunteer, or intern) a. Initial application and any subsequent updates and related records: RETENTION: 6 years after termination of employee's, dependent survivor's, or beneficiary's coverage, whichever is later b. Beneficiary designation or dependent enrollment records: RETENTION: 6 years after superseded c. Claim for benefits (copy, where original is submitted directly by employee): RETENTION: 1 year d. Insurance coverage reports, investment statements, and account balances: RETENTION: 6 years e. Declination statement filed by employee, including copy of written notification of options provided employee by local government: RETENTION: 6 years after separation from service NOTE: Local governments may wish to retain these records that relate to retirement for the life of the employee. State legislation in effect between 1993 and 1996 allowed for retroactive retirement system membership, for employees who were not previously offered membership, and the possibility exists that similar legislation may be passed into law in the future. If this occurs, these declarations of non-

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			<p>membership may be valuable for local governments to document intentions of present or former employees.</p> <p>f. Health insurance buy-out program records, including approval documentation, annual proof of alternate health insurance coverage, and annual waiver forms: RETENTION: 1 year NOTE: Excludes original opt-out or declination application which is covered by subitem d. above and incentive payment records which are covered by item no. 646.</p> <p>g. Consolidated Omnibus Budget Reconciliation Act (COBRA) compliance records, including but not limited to correspondence, employee notice of qualifying event, records documenting continuation or termination of coverage, and copy of employer notices: RETENTION: 6 years</p>
ARCHIVES AND RECORDS MANAGEMENT			
34	<p>Records disposition documentation</p> <p>a. Consent of the Commissioner of Education to the use of records retention and disposition schedules and the legal disposition of records: RETENTION: 0 after superseded</p> <p>b. Documentation of final disposition of records, describing records disposed of and manner and date of disposition: RETENTION: 6 years after final disposition of records</p> <p>NOTE: Local governments may wish to retain records covered by part "b" longer than the minimum retention period, to provide evidence that records have been legally disposed of, in response to requests for public access to records. In addition, documentation of the</p>	88	<p>Records disposition documentation</p> <p>a. Consent of the Commissioner of Education to the use of records retention and disposition schedules and the legal disposition of records: RETENTION: 0 after superseded</p> <p>b. Documentation of final disposition of records, describing records disposed of and manner and date of disposition: RETENTION: 6 years after final disposition of records</p> <p>c. Documentation of inadvertent or premature destruction or loss of records: RETENTION: 6 years after expiration of original disposition term</p> <p>NOTE: Local governments may wish to retain records covered by part "b" and "c" longer than the minimum retention period, to provide evidence that records have been legally disposed of, in response to requests for public access</p>

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	final disposition of archival records is covered by item no. 36, below		to records. In addition, documentation of the final disposition of archival records is covered by item no. 90. The Public Service Commission must be notified regarding any premature destruction or loss of records related to public service utilities per 16 NYCRR 733.9.
INSURANCE			
297	<p>Workers' compensation case records (including Volunteer Firefighters Benefit Law) case records</p> <p>a. If claim allowed: RETENTION: 18 years after injury or illness, but not less than 8 years after last payment</p> <p>b. If claim disallowed after trial, or case otherwise disposed of without an award after the parties have been given due notice: RETENTION: 7 years after injury or illness</p> <p>NOTE: The employee injury record must be retained for 18 years after date of accident or injury, as required by Section 110, Workers Compensation Law, even for disallowed claims. See item no. 744 in the Personnel/Civil Service Section.</p>	577	<p>Workers' compensation case records (including Volunteer Firefighters Benefit Law)</p> <p>a. If claim allowed: RETENTION: 18 years after injury or illness, but not less than 8 years after last payment</p> <p>b. If claim disallowed after trial, or case otherwise disposed of without an award after the parties have been given due notice: RETENTION: 7 years after injury or illness except the employee injury record must be retained for 18 years after date of accident or injury</p> <p>NOTE: The employee injury record must be retained for 18 years after date of accident or injury, as required by Section 110, Workers' Compensation Law, even for disallowed claims. See item no. 660 in the Personnel/Civil Service Section.</p> <p>c. Financial records, including checks or payment confirmation notices: RETENTION: 6 years after payment</p>
INFORMATION TECHNOLOGY			
682	<p>System backup files, copies of master files or databases, application software, logs, directories, and other records needed to restore a system in case of a disaster or inadvertent destruction:</p> <p>RETENTION: 0 after 3 system backup cycles</p> <p>NOTE: Backups used to document transactions or retained for purposes other than system security are covered by the relevant sections of this schedule. For</p>	1310	<p>System backup files, copies of master files or databases, application software, logs, directories, and other records needed to restore a system in case of a disaster or inadvertent destruction</p> <p>NOTE: Backup cycles may vary from daily to weekly or other time periods. Backups used to document transactions or retained for purposes other than system security are covered by the relevant sections of this Schedule. For fiscal systems, monthly system backups are often retained for the entire fiscal</p>

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	fiscal systems, monthly system backups are often retained for the entire fiscal year to provide an audit trail, and annual system backups are retained to meet all legal and fiscal requirements in lieu of copies of the individual master files or databases. These records should be disposed using items from the Fiscal section of this schedule. It is advisable that for many application systems 2 or 3 copies of backups be produced during each cycle.		year to provide an audit trail, and annual system backups are retained to meet all legal and fiscal requirements in lieu of copies of the individual master files or databases. These records should be disposed using items from the Fiscal section of this Schedule. It is advisable that for many application systems 2 or 3 copies of backups be produced during each cycle. a. Full backup files: RETENTION: 0 after 2 system backup cycles and is verified as successful or when no longer needed for system restoration, whichever is later b. Incremental backup files: RETENTION: 0 when superseded by a full backup or when no longer needed for system restoration, whichever is later
862	Computer system security records, records used to control or monitor the security of a system and its data, including but not limited to intrusion detection logs, firewall logs, logs of unauthorized access, and other security logs: RETENTION: 10 years after date of last entry	1312	Computer system security records, records used to control or monitor the security of a system and its data, including but not limited to cyber-incident response and investigation records, intrusion detection logs, firewall logs, logs of unauthorized access, and other security logs: RETENTION: 6 years after date of last entry, or until review of logs is complete, whichever occurs first NOTE: Appraise these records for historical significance prior to disposition. Records documenting significant security breaches, such as ransomware attacks or other largescale emergencies, may have continuing value for historical or other research and should be retained permanently. Contact the State Archives for additional advice.
No item		1333	Security breach notifications that disclose to residents when their computerized private information was or may have been acquired by a person without valid authorization, including notifications to affected persons and to designated state agencies (if required), logs of notifications, and related records: RETENTION: 6 years after notification