

Retention and Disposition of Records

The records of Southold Free Library will be retained and disposed of in accordance with the schedules published in Records Retention and Disposition Schedule LGS-1 by the University of the State of New York.

The Library Director shall serve as the Records Management Officer for the Library in order to ensure compliance with the Records Retention and Disposition Schedule LGS-1 and the National Council of Nonprofit Associations Record Retention Schedule.

Adopted by the Board of Trustees June 22, 2011; revised June 26, 2013; reviewed September 24, 2025