INTRODUCTION TO THE LOCAL GOVERNMENT RETENTION SCHEDULE (LGS-1)

FOR USERS OF THE ED-1

TODAY'S ROADMAP

- Understanding the Retention Schedule
- How to Navigate the Retention Schedule
- Major Changes & Updates

WHAT IS A RETENTION SCHEDULE?

- Lists minimum records retention periods
- Does **not** mandate destruction
- Does **not** address all RM issues

WHY USE A SCHEDULE?

- Keep records as long as required
- Discard records no longer needed
- Improve records retrieval
- Save money and space
- Identify permanent records
- Make your work easier

NAVIGATING THE RETENTION SCHEDULE

1. Identify the record series
2. Determine the official copy
3. Check schedule's functional headings
4. Check index to the schedule
5. Search keywords in electronic version
6. Still stumped? Contact NYSA

SCHEDULE DEMO

Let's See How It Works!

OFFICE RETENTION SCHEDULES

- Concise
- Allow longer retentions
- Identify records by common name
- Indicate retention
- Help implement records management
- Serve as list of records for FOIL

LGS-1 OVERVIEW

- Combined 4 schedules into 1
- Eliminated duplication across schedules
- Named new schedule: LGS-1
- Retained same section headings
- Item numbers have changed
- Flagged major revisions & new items only

- **MUST BE ADOPTED BY JANUARY 1, 2021**

NEW AND UPDATED IDENTIFICATION

- Designated with a diamond symbol
- For multi-part items, updates may be limited to subitems
- Schedules list old schedule numbers
  - No old numbers = new item

7 CHANGES YOU SHOULD KNOW ABOUT

1. Consolidated various executive items
2. Renamed "Electronic Data Processing" the Information Technology section
3. Medicare and Medicaid claims related items increased to 10 years
4. Child abuse reports updated to age 55
5. Made Attorney/Counsel section consistent
6. Removed discrepancies across schedules for employment and affirmative action retention periods.
7. Created Social Services section for counties and other government types.

10 CHANGES APPLICABLE TO ALL

1. New meeting records items in the General Administrative section
2. Employee Benefits updated in the Personnel/Civil Service section
3. Added new emergency and disaster related items, including for public health emergencies in Civil Defense & Public Health sections.
4. Added Fiscal section items to cover electronic checks & reporting for post-employment benefits other than pensions (OPEB)
5. Revised workers' compensation case records item to allow shorter retention of financial records

10 CHANGES APPLICABLE TO ALL

6. Revised records disposition documentation item to include lists of records   that have inadvertently been destroyed in the Archives/Records Management section.

7. Reduced retention period of case file to 3 years in the Human Rights section.

8. Added revised sub-items to personnel records covering contract workers, security guards, and I-9 forms.

9. Add clarifying notes to assessment and tax roll items and added items/sub-items for non-warrant and non- official copies.

10. Expanded " handicapped parking permit records" item to cover all parking items.

NEW CHANGES

School Districts and BOCES

ADMINISTRATION

- Added new item for Student Race & Ethnicity Update questionnaires

- Added new items including for commencement records & alumni directory

- Revised residency determination records to more accurately reflect how schools file records and their retention period

- Expanded appeals to Commissioner of Education item

HEALTH

- Added subitem to cover physician authorizations to resume athletic activity after a traumatic brain injury (permanent)

INSTRUCTION

- Added new item to cover unused Regents exams

- Increased retention period for testing papers from 1 to 2 years

SCHOOL SAFETY

- Added section note indicating items removed to other sections

- Updated title and description of safety and emergency response plans

- Updated school violence and dangerous school records item to include DASA records

SPECIAL EDUCATION

- Removed reference to "health records," as these should be maintained with the student health records

STUDENT RECORDS

- Added section note regarding ELA/math assessment scores

- Clarified student records covering non-district students item

- Added references to "home schooling"

- Added new item for student emergency contact record

- Added new item to cover parental and other consents for release of student record information (per FERPA)

- Eliminated student's attendance exemption record

STUDENT RECORDS (SPECIFIC ITEM)

- Added note clarifying students covered under this item and filing of transgender names

- a. Added "skills and achievement commencement credential" and "New York State career development and occupational studies (CDOS) commencement credential" (permanent)

- b. Added home language questionnaire and English language proficiency identification assessment results

- i. Clarified to cover student records in instances where district does not operate post-elementary school

- j. Added unclaimed diplomas

- k. Added proof of residency records for student

TEACHER RESOURCE & COMPUTER TRAINING CENTER

- Updated retention periods of training records items to reflect SED's requirements that CTLE sponsors' training records must be retained for at least 8 years

TRANSPORTATION

- Added subitem to cover records relating to training BOCES provides for school bus drivers who are not BOCES employees

- Added new item to cover school bus photo violation monitoring system records

RECAP

- There are major changes to all sections of the schedule
- Not just new items, but updated retention periods
- LGS-1 (Local Government Schedule -1) must be adopted by January 1, 2021.

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IN CLOSING

- The revised retention schedule is a good thing

- You're not alone

- Implementing the update is important, but will take time

QUESTIONS?

Thank you!