

## LGS-1 Database Instructions

The New York State Archives has created a simplified database version of the Retention and Disposition Schedule for New York Local Government Records (LGS-1) to assist local governments as they manage their records. While use of this database is not necessary for managing local government records, users proficient in Microsoft Access may find it helpful to be able to sort and filter LGS-1 data and create reports specifically tailored to their government's needs, particularly as it relates to updating the retention functions of their content management systems. Microsoft Access is required to use the database, and Microsoft Excel or a similar spreadsheet application capable of opening .xls files is recommended.

The database's menus list several pre-prepared reports:

**Crosswalk- All** is a report that cross-references the LGS-1 retention schedule item numbers with the CO-2, MU-1, ED-1, and MI-1.

**Crosswalk – CO-2** is a report that cross-references the CO-2 retention schedule item numbers with the LGS-1.

**Crosswalk – MU-1** is a report that cross-references the MU-1 retention schedule item numbers with the LGS-1.

**Crosswalk – ED-1** is a report that cross-references the ED-1 retention schedule item numbers with the LGS-1.

**Crosswalk – MI-1** is a report that cross-references the MI-1 retention schedule item numbers with the LGS-1.

**New and Revised Item Listing** is a report that identifies all schedule items that are new or have been revised in the LGS-1.

**Export of Crosswalk to Excel** is a copy of the Crosswalk - All report that can be exported to and is formatted for use in Excel spreadsheets.

**Export List of New and Revised Items** is a report that identifies all of the new and revised retention schedule items and can be exported to and is formatted for use in Excel spreadsheets.

**Export LGS-1 to Excel** is a report of the complete LGS-1 retention schedule that can be exported to and is formatted for Excel.

The database is built on four tables:

- tbl\_section
- tbl\_subsection
- tbl\_series

- tbl\_subseries

Both the series and subseries tables are needed to have a complete version of the LGS-1:

- tbl\_series contains the records series data which is the bulk of the schedule item data
- tbl\_subseries contains the records subseries data or schedule item subpart (e.g., “a,” “b,” “c”)

The two are linked together through the ser\_ID field. tbl\_section and tbl\_subsection are lookup tables for the two main tables tbl\_series and tbl\_subseries. Users can manipulate the information in these tables through queries to pull out the information they need.

The database does not include the section and subsection introductory information (e.g., “notes”). (It does contain the “notes” for each individual schedule item – at the series and subseries level.) Please reference the print, HTML, or PDF copy of the LGS-1 for that information.