

STATE EDUCATION DEPARTMENT
NEW YORK STATE ARCHIVES

**Notification of Intent to Use the General Retention and Disposition Schedule for
New York State Government Records Form**

INSTRUCTIONS: Please complete this form and send it by email, mail, or fax to the New York State Archives at the address below. Keep a copy for your records.

New York State Archives
Government Records Services
Cultural Education Center, 9A34
Albany, New York 12230
E-mail: RECMGMT@nysed.gov
Fax: (518) 486-1647

[agency name]

intends to use the *General Retention and Disposition Schedule for New York State Government Records* issued by the State Archives pursuant to Arts & Cultural Affairs Law, 57.05 and 8 NYCRR Part 188.10 to dispose of records listed therein.

In adopting this schedule, I agree that no records will be destroyed until the minimum retention periods prescribed in the schedule have been met. I further agree that only those records that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established minimum retention periods will be destroyed. No records being used for audits or legal actions will be destroyed even if their minimum retention period has passed, until the audit is satisfied or the legal action ends.

Signature: _____ Date: _____
(Records Management Officer)