



New York State Archives

**New York State Archives Government Records Services
Local Government Records Correspondence Files 15745**

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Overview of the Records

Repository:	New York State Archives
Summary:	These files document the Government Records Services bureau's functions of providing advice and assistance concerning the management of local government records and developing and implementing records retention and disposition schedules. This series consists of correspondence, memorandums, field visit reports, unpublished studies and reports, records retention and disposition schedules, and examples of records management forms and procedures.
Creator:	New York State Archives. Government Records Services
Title:	Local government records correspondence files
Quantity:	52 cubic feet
Inclusive Date:	1911-2004
Series:	15745

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Arrangement

Alphabetical by name of municipality.

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Administrative History

These files document the bureau's main functions of providing advice and assistance concerning the management of local government records as well as developing and implementing records retention and disposition schedules for the use of local government officials.

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Scope and Content Note

This series consists not only of correspondence between staff of the State Archives' Government Records Services bureau and local government officials, but also internal memorandums, field visit reports, unpublished studies and reports, records retention and disposition schedules, and examples of various records management forms and procedures.

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Other Finding Aids

Available at Repository

15745-05:Container list.

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Use of Records

Access Restrictions

There are no restrictions regarding access to or use of this material.

Access Terms

- Administering local government records
- Public records--New York (State)
- New York (State)