

[New York State Archives](#), a Free Resource for Fire District Records.

The State Archives helps fire districts implement records management programs required by the Arts and Cultural Affairs Law, Article 57-A, known as the [Local Government Records Law](#), and manage district records following requirements and guidance in the [Regulations of the Commissioner of Education, part 185](#).

The law requires fire districts to:

- support a program for managing records,
- designate a Records Management Officer (RMO), who is always the Fire District Secretary, to coordinate the program with cooperation from all staff, and
- adopt the [Retention and Disposition Schedule for New York Local Government Records \(LGS-1\)](#) by resolution for legal disposition of records, including destruction of obsolete records

The regulations:

- describe the duties of the RMO,
- identify the appropriate records retention schedule to adopt,
- require special approvals for destruction of records before 1910, damaged records, records not in the schedule, and disciplinary records, and
- list requirements for the creation, retention, and preservation of electronic records

The State Archives provides free resources to help fire districts manage records effectively:

- Training – onsite or virtually, created to meet the needs of your district.
- Webinars – [live](#) and [recorded](#) on dozens of records management topics.
- Web content and publications – [Records Management](#) resources from a general [Introduction For Records Managers](#) to focused topics like the [Digital Imaging Guidelines](#), for scanning records.
- Grants – [Local Government Records Management Improvement Fund \(LGRMIF\)](#) grants to assist fire districts with records management issues.
- Records Management News – [sign up](#) for the free Local Government News e-newsletter.

If you have any questions, want to schedule a site visit, or need to know where to begin, please contact State Archives Records Advisor for Fire Districts, Maria McCashion, email maria.mccashion@nysed.gov or phone 518-486-4823.