ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM

March 2, 2022

To: Jerome D. Schad, Chair
Peggy A. LaGree, Vice Chair
Michele M. Iannello, Treasurer

From: Terrence D. McCracken, Secretary to the Authority

Subject: Adoption of Retention and Disposition Schedule for New York Local Government Records (LGS-01)

Commissioners:

On May 3, 1990, the Erie County Water Authority adopted a Records Retention and Disposition Schedule MI-1 ("MI-1") pursuant to the Local Government Records Law Article 57-A, Arts and Cultural Affairs Law of the State of New York issued by New York State Archives ("NYSA"). Subsequently, NYSA has adopted a Retention and Disposition Schedule for New York Local Government Records (LGS-01) ("Schedule"), effective January 1, 2021, which supersedes the MI-1 Schedule. Pursuant to NYSA, before any records may be disposed of, the Board must formally adopt the Schedule by resolution.

Also, pursuant to §57.19 of the Arts and Cultural Affairs Law of the State of New York and §185.2 of the New York Codes Rules and Regulations, the Authority is required to appoint a Records Management Officer. It has been past practice that the Secretary to the Authority acts as the Records Management Officer for the Authority.

To comply with the above, there is a resolution on the agenda for March 10, 2022 authorizing the adopting of the new Schedule and appointing the Secretary to the Authority to the position of Records Management Officer. Thank you.

TDM:tg

ERIE COUNTY WATER AUTHORITY
AUTHORIZATION FORM
For Approval/Execution of Documents
(check which apply)

Contract: _____ **Project No.:** _____

Project Description: Authorization to adopt the Retention & Disposition Schedule for New York Local Government Records (LGS-01) and appointment of Records Management Officer

Item Description:

- [ ] Agreement
- [ ] Professional Service Contract
- [ ] Amendment
- [ ] Change Order
- [ ] BCD
- [ ] NYSDOT Agreement
- [ ] Contract Documents
- [ ] Addendum
- [ ] Recommendation for Award of Contract
- [ ] Recommendation to Reject Bids
- [ ] Request for Proposals
- [X] Other Adopt the Retention & Disposition Schedule for NY Local Government Records (LGS-01)

Action Requested:

- [ ] Board Authorization to Execute
- [ ] Legal Approval
- [ ] Board Authorization to Award
- [ ] Execution by the Chairman
- [ ] Board Authorization to Advertise for Bids
- [ ] Execution by the Secretary to the Authority
- [ ] Board Authorization to Solicit Request for Proposals
- [X] Other Adopt the Retention & Disposition Schedule for NY Local Government Records (LGS-01)

Approvals Needed:

APPROVED AS TO CONTENT:

- [ ] Other (if applicable) _____ Date: _____
- [ ] Chief Operating Officer _____ Date: _____
- [ ] Executive Engineer _____ Date: _____
- [ ] Director of Administration _____ Date: _____
- [ ] Risk Manager _____ Date: _____
- [ ] Chief Financial Officer _____ Date: _____
- [ ] Legal _____ Date: _____

APPROVED FOR BOARD RESOLUTION:

- [X] Secretary to the Authority _____ Date: 3/2/22

Remarks: _____

Resolution Date: _____ **Item No:** _____