



## ERIE COUNTY WATER AUTHORITY INTEROFFICE MEMORANDUM

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

FROM: Terrence D. McCracken, Secretary to the Authority

DATE: March 6, 2025

SUBJECT: Digital Records

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Pursuant to §57.25 of the Arts and Cultural Affairs Law, every local officer is responsible for maintaining records to document public business and services and these records should be retained and not destroyed or otherwise disposed of without the consent of the commissioner of education. On May 10, 2022, the Authority adopted the Retention and Disposition Schedule for New York Local Government Records (“LGS-01”). On April 29, 2024, the Board appointed me as the Records Management Officer (“RMO”) pursuant to the requirements of §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.

As RMO, I have noticed occasions when it would be advantageous for the Authority to maintain digitally created records in their native digital format for the legally proscribed retention period instead of creating paper copies to retain as set forth in LGS-01. Digitally created records are still bound by the same rules and regulations of LGS-01.

I would like to request Board approval to maintain digitally created records for the legally proscribed retention period on a case-by-case basis. Retention storage will be within the Authority’s mainframe. Prior approval from me, the RMO, is necessary for the retention of digital records, as it is essential to adhere to LGS-01.

A resolution has been included for your consideration at the meeting of March 20, 2025.

Thank you.

TDM:alh

**ERIE COUNTY WATER AUTHORITY  
AUTHORIZATION FORM  
For Approval/Execution of Board Meeting Documents**

**Document Name:** \_\_\_\_\_ **Project No.:** \_\_\_\_\_

**Description:** \_\_\_\_\_

**Item Description:**

Choose one:

Other: \_\_\_\_\_

**Action Requested:**

Choose one:

Other: \_\_\_\_\_

**Approvals Required:**

**APPROVED AS TO CONTENT:**

Chief Financial Officer \_\_\_\_\_ Date: \_\_\_\_\_

Chief Operating Officer \_\_\_\_\_ Date: \_\_\_\_\_

Claims Rep. – Risk Manager \_\_\_\_\_ Date: \_\_\_\_\_

Comptroller \_\_\_\_\_ Date: \_\_\_\_\_

Director of Administration \_\_\_\_\_ Date: \_\_\_\_\_

Director of Distribution \_\_\_\_\_ Date: \_\_\_\_\_

Director of Human Resources \_\_\_\_\_ Date: \_\_\_\_\_

Director of IT \_\_\_\_\_ Date: \_\_\_\_\_

Director of Production \_\_\_\_\_ Date: \_\_\_\_\_

Director of Water Quality \_\_\_\_\_ Date: \_\_\_\_\_

Executive Engineer \_\_\_\_\_ Date: \_\_\_\_\_

General Counsel (Legal) \_\_\_\_\_ Date: \_\_\_\_\_

Other: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVED FOR BOARD RESOLUTION:**

Secretary to the Authority \_\_\_\_\_  Date: 3/10/2025

**Remarks:** \_\_\_\_\_

**Resolution Date:** \_\_\_\_\_ **Item No:** \_\_\_\_\_