



ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM

September 23, 2021

To: Jerome D. Schad, Chair
Peggy 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 Article 57-A of the 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") 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. There is a resolution on the agenda for September 30, 2021 authorizing the adopting of the new Schedule. Thank you.


TDM:tg

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

Contract: _____	Project No.: _____
Project Description: <u>Authorization to adopt the Retention & Disposition Schedule for New York Local Government Records (LGS-01)</u>	

Item Description:			
<input type="checkbox"/> Agreement	<input type="checkbox"/> Professional Service Contract	<input type="checkbox"/> Amendment	<input type="checkbox"/> Change Order
<input type="checkbox"/> BCD	<input type="checkbox"/> NYSDOT Agreement	<input type="checkbox"/> Contract Documents	<input type="checkbox"/> Addendum
<input type="checkbox"/> Recommendation for Award of Contract	<input type="checkbox"/> Recommendation to Reject Bids		
<input type="checkbox"/> Request for Proposals			
<input checked="" type="checkbox"/> Other <u>Adopt the Retention & Disposition Schedule for NY Local Government Records (LGS-01)</u>			

Action Requested:	
<input type="checkbox"/> Board Authorization to Execute	<input type="checkbox"/> Legal Approval
<input type="checkbox"/> Board Authorization to Award	<input type="checkbox"/> Execution by the Chairman
<input type="checkbox"/> Board Authorization to Advertise for Bids	<input type="checkbox"/> Execution by the Secretary to the Authority
<input type="checkbox"/> Board Authorization to Solicit Request for Proposals	
<input checked="" type="checkbox"/> Other <u>Adopt the Retention & Disposition Schedule for NY Local Government Records (LGS-01)</u>	

Approvals Needed:	
APPROVED AS TO CONTENT:	
<input type="checkbox"/> Other (if applicable) _____	Date: _____
<input type="checkbox"/> Chief Operating Officer _____	Date: _____
<input type="checkbox"/> Executive Engineer _____	Date: _____
<input type="checkbox"/> Director of Administration _____	Date: _____
<input type="checkbox"/> Risk Manager _____	Date: _____
<input type="checkbox"/> Chief Financial Officer _____	Date: _____
<input type="checkbox"/> Legal _____	Date: _____
APPROVED FOR BOARD RESOLUTION:	
<input checked="" type="checkbox"/> Secretary to the Authority <u></u>	Date: <u>09/23/21</u>

Remarks: _____

Resolution Date: _____	Item No: _____
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