

RESOLUTION NO. ____ OF 2007

Resolution introduced by Supervisors Kenny, Belden, Sheehan, Bentley and O'Connor

AMENDING RESOLUTION NO. 456 OF 1990, WHICH AUTHORIZED CREATION OF RECORDS MANAGEMENT PROGRAM FOR WARREN COUNTY - COUNTY CLERK

WHEREAS, Resolution No. 456 of 1990 established and operated a County Records Storage Center for placement of temporary, non-current and permanent records, which adhered to a New York State mandate by appointing Records Management Officer and adopting appropriate Records Retention and Disposition Schedules, and

WHEREAS, it has been recommended that the Records Management Program be revised to include current members of the Warren County Records Advisory Board and remove Section 3(C), now, therefore, be it

RESOLVED, that the Records Management Program of Warren County be revised to include the current members of the Warren County Records Advisory Board and remove Section 3(C), and be it further

RESOLVED, that pursuant to the recommendations of the Chairman of the Board of Supervisors, the following persons be, and hereby are, appointed and reappointed as members of the Warren County Records Advisory Board to serve at the pleasure of the Board for the ensuing year:

NAME/ADDRESS

Pamela Vogel
29 Garfield Street
Glens Falls, NY 12801

DEPARTMENT

Warren County Clerk

Thomas Lynch
222 Nelson Avenue
Saratoga Springs, NY 12866

Records Manager

Hal G. Payne
5 Parkview Avenue
Queensbury, NY 12804

Commissioner, Administrative
and Fiscal Services

John Austin
47 E. Sunnyside Road
Queensbury, NY 12804

Warren County Historian

Frank Morehouse
51 Fairview Avenue
North Creek, NY 12853

Superintendent of Buildings

Denis Meadows
9 Herber Avenue
Delmar, NY 12054

New York State Regional
Advisory Officer

Robert Metthe
1443 Charlie Hill Rd.
Schroon Lake, NY 12870

Director of Warren County
Information Technology Dept.

RESOLVED, that Resolution No. 456 of 1990 be, and hereby is, amended accordingly as to the form and content set forth in annexed Schedule "A", and be it further

RESOLVED, that all other terms and provisions of Resolution No. 456 of 1990 remain in full force and effect.

SCHEDULE "A"

RECORDS MANAGEMENT PROGRAM FOR WARREN COUNTY

Be it enacted, by Warren County, as follows:

Section 1. Department, Office.

There shall be a Records Management Program established under the supervision and direction of the Warren County Clerk and implemented by the Records Management Officer (RMO). The RMO will be responsible for administering the non-current and archival public records and storage areas for Warren County in accordance with local, state and federal laws and guidelines.

Section 2. Powers and Duties.

The RMO shall have all the necessary powers to carry out the efficient administration, determination of value, use, servicing, preservation, storage, security and disposition of the non-current and archival public records kept, made, filed or received by the offices and departments of Warren County and participating agencies. The RMO shall:

- (A) Continually survey and examine public records to determine whether the records may be classified as:
 - (1) Obsolete and unnecessary records according to the New York State Records Retention and Disposition Schedules thereby subject to disposition; or
 - (2) Containing information of administrative, legal, fiscal, research, historical or educational value which warrants their permanent retention; or
 - (3) Records not subject to disposition according to New York State law; and
 - (4) Determine the most suitable methods for maintaining, storing and servicing records.
- (B) Establish, in accordance with local, state and federal laws and guidelines, appropriate records management guidelines for Warren County departments and participating agencies.
- (C) Report annually to the Chairman of the Board of Supervisors and the governing body on the powers and duties herein mentioned

including, but not limited to, the cost/benefit ratio of programs effectuated by the department.

- (D) The RMO shall operate a records management center, also known as a records storage center, for the storage, processing and servicing of all non-current and archival records for all Warren County departments and participating agencies.
- (E) The RMO shall designate an area for a Warren County archives and perform the following functions:
 - (1) Advise and assist Warren County departments in reviewing and selecting material to be transferred to the County archives for preservation.
 - (2) Continually survey and examine public records to determine the most suitable methods to be used for the creating, maintaining, storing and servicing of archival materials.
 - (3) Establish and maintain an adequate repository for the proper storage, conservation, processing and servicing of archival records.
 - (4) Promulgate rules governing public access to and use of records in the archives, subject to the approval of the Records Advisory Board.
 - (5) Develop a confidentiality policy for archival records designated confidential, providing such policy does not conflict with any federal or state statutes.
 - (6) Provide information services to other Warren County offices.
 - (7) Collect archival materials which are not official County government records but which have associational value to Warren County or a close relationship to the existing archival collection. Such collecting shall be subject to archive space, staff and cost limitations and to the potential endangerment of such materials if they are not collected by the archives.
 - (8) Develop a procedure whereby historically important records are to be identified at the point of generation.

Section 3. Records Advisory Board.

There shall be a Records Advisory Board consisting of not less than ~~eight (8)~~ seven (7) nor more than twelve (12) members appointed by the Chairman of the Board

of Supervisors to work closely with and provide advice to the RMO. The Board shall consist of the following Warren County officers and employees, and such additional County employees as determined by the Chairman of the Board of Supervisors. and individuals appropriate to the field of Records Management, Historical Records and Archival Records:

- (1) Warren County Clerk/RMO
- (2) ~~Records Management Technician~~ Records Manager
- (3) ~~Chairman of the Board of Supervisors~~ Representative
~~Clerk of the Board of Supervisors~~
~~County Budget Officer~~
- (4) Warren County Historian
- (5) ~~Building Superintendent~~ Superintendent of Buildings
- (6) Local Historian/Historical Association Officer/or RAO (State Archives)
- (7) Information Technology Representative
- (8) Others appropriate to Record Management Program

The Board shall meet periodically and have the following duties:

- (A) Provide advice to the RMO on the development of the Records Management Program;
- (B) Review the performance of the program on an ongoing basis and propose changes and improvements;
- ~~(C) Review retention periods proposed by the RMO for records not covered by New York State Archives' schedules;~~
- ~~(C)~~ ~~(D)~~ Provide advice on the appraisal of records for archival value and to be the final sign-off entity as to what is or is not archival.

Section 4. Custody.

- (A) Each Warren County department is the legal custodian of its records and shall retain custody of records deposited in the Records Center. Records transferred to or acquired by the archives shall be under the custody and control of the archives rather than the department which created or held them immediately prior to be transferred to the archives.
- (B) Records shall be transferred to the archives upon the recommendation of the RMO, with the approval of the head of the department which has custody of the records and the approval of

the Records Advisory Board.

- (C) Records may be permanently removed from the archives at the request of the RMO or the head of the department which had custody of the records immediately prior to the transfer of those records to the archives, subject to the approval of the Records Advisory Board.

Section 5. Disposal of Records.

No records shall be destroyed or otherwise disposed of by a department of Warren County unless approval has been obtained from the RMO. No records shall be destroyed or otherwise disposed of by the RMO without the express written consent of the department head having authority.

Section 6. Definitions.

- (A) "Archives" means those official records which have been determined by the RMO and Advisory Committee to have sufficient historical or other value to warrant their continued preservation by the local government. Also, designated area for such records.
- (B) "Records" means any document, books, papers, photographs, sound recordings, microforms or any other materials, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official Warren County Government business.
- (C) "Records Management" means the planning, controlling, directing, organizing training, promotion and other managerial use and records disposition, including records preservation, records disposal and record centers or other storage facilities.
- (D) "Records Disposition" means:
 - (1) The removal by Warren County, in accordance with approved records control schedules, of records no longer necessary for the conduct of business by such agency through removal methods which may include:
 - (i) the disposal of temporary records by destruction or donation; or
 - (ii) the transfer of records to the Records

Center/Archives for temporary storage of inactive records and permanent storage of records determined to have historical or other sufficient value warranting continued preservation; and

- (2) The transfer of records from one local government agency to any other local government agency.
- (E) “Records Center” means an establishment maintained by Warren County primarily for the storage, servicing, security and processing of records which must be preserved for varying periods of time and need not be retained in active office equipment or space.
- (F) “Servicing” means making information in records available to a Warren County department or agency for official use or to the public [in accordance with local, state, federal access policy or law].
- (G) “Retention Period” means the minimum length of that must elapse before a record is eligible for disposition.
- (H) “Records Retention and Disposition Schedule” means a published listing, issued by New York State Archives, that indicates the legal minimum retention periods for local government records.

Section 7. Effective Date.

This resolution shall take effect immediately upon adoption.