

RESOLUTION

DESIGNATE ALL DIGITALLY CREATED OR DIGITALLY CONVERTED RECORDS AS THE OFFICIAL COPY OF THE RECORD

On motion of TRUSTEE DIDDEN, seconded by TRUSTEE MARINO, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

WHEREAS, the Village of Port Chester currently stores hard-copy of all documents; and

WHEREAS, as a result of such practice, the Village not only has significant storage limitations but also hinders ready retrieval to such records; and

WHEREAS, the Village has been in the process of converting hard-copy or microfilm records department-wide into a digital format; and

WHEREAS, State Law authorizes the Village to designate digitally created or converted records as the official copy of such records; and

WHEREAS, in exercising such authority, the Village shall maintain all digital records adhering to the guidelines set forth in the Regulations of the Commissioner of Education, Part 185.8, section 57.29 of the Arts and Cultural Affairs Laws and all related standards and guidelines set by the Commissioner of Education; and

WHEREAS, with such designation, copies of records in other formats, shall be deemed convenience copies and disposed of when no longer needed for reference or other administrative purposes.

WHEREAS, the Village Clerk, in his capacity as Records Management Officer for the Village of Port Chester, has recommended that the Board of Trustees to make such designation. Now, therefore, be it

RESOLVED, that the Village of Port Chester shall designate all digitally created or digitally converted records as the official copy of the record and maintain such records in digital format for the legally prescribed retention period of the record.

Approved as to Form:



Anthony M. Cerreto, Village Attorney

ROLL CALL

AYES: Trustees Didden, Brakewood, Ferrara, Adams, Marino and Mayor Falanka.

NOES: None.

RECUSE: None.

ABSENT: None.

DATE: January 7, 2019.