

RESOLUTION TO ESTABLISH A CITY RECORDS ADVISORY COMMITTEE

Whereas, the Arts and Cultural Affairs Law, Article 57-A of the Laws of New York State, also known as the Local Government Records Law, establishes Records Management Protocols for local governments and provides oversight and guidance through the New York State Archives and

Whereas, Section 57.19 of the Local Government Records Law requires the governing body and chief executive official of each local government to promote and support a program for the orderly and efficient management of records and

Whereas, the New York State Archives encourages local governments to establish a records advisory board to guide the program and assist the Records Management Officer to build and maintain the program and elicit the support and participation of the local government officials and employees and

Whereas, the primary purpose of the records program of the City of Saratoga Springs is to ensure that records are managed pursuant to Section 57.25 of the Arts and Cultural Affairs Law and Part 185 Title 8 of the Official Compilation of Codes, Rules and Regulations of the State of New York and Chapter 182 of the Code of the City of Saratoga Springs and

Whereas, a City Records Advisory Committee would be empowered to ensure the fulfillment of the mission of the City's Records Management Program to effectively manage annual records growth, streamline and enhance information accessibility, increase the efficiency of information retrieval, augment the organization and storage conditions of City documents and improve public service through the well-organized and proficient handling of municipal records

Now therefore be it resolved that the City of Saratoga Springs forms a Records Advisory Committee with the mission and purpose stated herein; said committee to include the City's Director of Information Technology, the City Attorney, the City's Records Management Officer or official designee, the City Historian, and representatives from each City department as selected by the corresponding City Council member effective upon the council approval of this resolution

6/17/2014

AYES _____ NAYS _____

City Council of the
City of Saratoga Springs NY
By: John P. Franck, City Clerk