

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI-MONTHLY MEETING
October 19, 2023**

Resolution No. 023-xxx

**Records Management Policies and Procedures
Manual Including the Inactive Records Procedures**

WHEREAS, the Town of Plattsburgh (“Town”) was awarded a grant through the Local Government Records Management Improvement Fund (“LGRMIF”) through the New York State Education Department; and

WHEREAS, in order to best serve the Town residents and employees, the Town wishes to adopt a Records Management Policies and Procedures Manual with a current Inactive Records Procedure to guide employees; and

WHEREAS, these documents were created with input from multiple departments in conjunction with the Records Management Officer and the vendor who was hired to complete the LGRMIF work; and

WHEREAS, this Policies and Procedures Manual applies the record retention and storage recommendations made by the New York State Archives Department utilizing the previously adopted by the Town Retention and Disposition Schedule for New York Local Government Records (LGS-1); therefore be it

RESOLVED, that the attached Town of Plattsburgh Records Management Policies and Procedures Manual which includes the Inactive Records Procedure be approved and effective immediately; and, be it further

RESOLVED, that a copy of this Resolution and the attached Records Management Policies and Procedures Manual be given to all Department Heads and added to the Town’s Policy Handbooks.

Motion:

Seconded by:

Discussion:

Yes No Absent Carried Tabled

**Thomas E. Wood
Barbara E. Hebert
Charles A. Kostyk
Dana M. Isabella
Michael S. Cashman**