4-4-2025 Village of Brockport Resolution

RESOLUTION ADOPTING DIGITALLY FORMATTED RECORDS AS ACCEPTABLE OFFICIAL RECORDS FOR THE RECORDS RETENTION AND DISPOSITION SCHEDULE (LGS-01) ISSUED BY THE NEW YORK STATE ARCHIVES AND RECORDS ADMINISTRATION

WHEREAS, the Village of Brockport Records Management Officer has a long established practice of consistently following the Records Retention and Disposition Schedule LGS-01 issued by the New York State Archives and Records Administration pursuant to Arts and Cultural Affairs Law Section 57.05.11; and;

WHEREAS, the Village of Brockport previously adopted the LGS-01 Schedule in a resolution dated December 21, 2020;

Now, therefore, be it RESOLVED, that the Village of Brockport Records Management Officer hereby affirms the long-standing practices of the Village of Brockport relative to preserving records in digital formats issued by the State Archives of Records Administration for continued use by the Village of Brockport in legally maintaining digital records listed therein;

Now, therefore be it RESOLVED, that the Village of Brockport Records Management Officer shall maintain any digitally created records in their native digital format for the legally proscribed retention period of the record;

Be it further RESOLVED, that the Village of Brockport Records Management Officer shall maintain all digital records adhering to the guidelines set forth in Part 185.8 of the regulations of the Commissioner of Education;

Be it further RESOLVED, that the Village of Brockport Records Management Officer will continue the practice of only destroying an original record after a digital record is made pursuant to Part 185.8 of the regulations of the Commissioner of Education when it is clear:

A) the digital record will be preserved in lieu of the original;
B) the digital record has been examined and found to be a true and clear photographic copy of the original from which a legible facsimile or a legible certified copy can be made;
C) the record meets the minimum quality standards advised by the Digital Imaging Guidelines advised in NYS Archives publication #00
D) the record is stored in an appropriately secure repository as an archival document type, such as .TIF (.TIFF) or PDF/a

And be it further, RESOLVED, that copies of records in other formats, including paper, shall be deemed convenience copies and disposed of when no longer needed for reference or other administrative purposes.