CHAPTER 58

PUBLIC RECORDS MANAGEMENT PROGRAM

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[HISTORY: Adopted by the Common Council of the City of Dunkirk on 2-18-1993. Amendments noted where applicable.]

§ 58-1. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

CITY - The City of Dunkirk.

RECORDS - As defined in Section 58.17(4) of the Arts and Cultural Affairs Law.

RETENTION PERIOD - As defined in Section 58.17(5) of the Arts and Cultural Affairs Law.

RECORDS RETENTION and DISPOSITION SCHEDULE - As defined in Section 58.17(6) of the Arts and Cultural Affairs Law.

RECORDS MANAGEMENT OFFICER - Dunkirk City Clerk.

RECORDS ADVISORY BOARD - Board which advised the records management officer on the legal, fiscal, administrative or historical value of records.

§ 58-2. Program Statement.

Records management is a continuing administration function of City government. It is the responsibility of all City employees to contribute to the accomplishment of the program objectives listed in Section 58-3, infra.

§ 58-3. Program Objectives.

The objectives of the records management program are to:

- A. facilitate the creation of usable records containing accurate and complete information;
- B. save tax dollars through efficient administration of information resources:
- C. prevent the creation of unnecessary records;
- make recorded information available and readily accessible when needed, thereby minimizing time spent searching for files and documents;
- E. ensure the systematic legal disposition of obsolete records;
- F. encourage the lasting survival of archival records those identified as having sufficient legal, administrative, fiscal or historical value to warrant their permanent retention.

§ 58-4. Program Responsibility.

The City Clerk is the local official designated as the records management officer, and as such, is responsible for implementation of the records management program.

§ 58-5. Program Elements.

The following constitute the elements of the City's records management program:

- A. Surveying existing records to determine which ones may be transferred to inactive storage.
 - Inactive storage is for those records no longer required for the conduct of current business, but whose retention periods have not expired.
 - (ii) A survey will determine which records are worthy of permanent retention as well as those obsolete records which may be disposed of.
 - (iii) Guidelines and procedures governing the disposition of records are listed in State Archives' Records Retention and Disposition Schedules.

- (iv) The records program will adhere strictly to the Archives' Schedules developed in accordance with Section 58.25 of the Arts and Cultural Affairs Law.
- B. Planning for the use of modern technology, including computers and microfilm, taking into account the size and financial situation of the City.
- C. Organizing files and records so that pertinent information can be readily retrieved by officials or the public. Information should be indexed, described and accessible.
- D. Developing procedures regarding records management and archival practices. An internal procedures manual for use by all office personnel has been developed to provide guidelines for the handling of records, including how they are filed, where they are located, whether or not indices exist, and when inactive records may be removed for them office.

§ 58-6. Records Management Officer.

- A. The Records Management Officer is responsible for working with other local officials at all levels in the development and maintenance of the records management program.
- B. The Records Management Officer is responsible for the implementation of Article 58-A of the NYS Arts and Cultural Affairs Law for the City.

§ 58-7. Records Advisory Board.

- A. The Records Advisory Board shall consist of the City Historian, City Attorney, Fiscal Affairs Officer, Mayor and the Councilperson-at-large.
- B. The Records Advisory Board shall have the following responsibilities:
 - (1) provide advice, guidance and support to the records program:
 - (2) work with local government officials and their professional associations:
 - (3) promote public awareness;
 - (4) advise the Records Management Officer;

- (5) provide advice on archival records;
- (6) review requests for the disposition of records;
- (7) Work with the NYS Archives and Records Administration.