



**Town of Mamaroneck**  
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**MEMORANDUM**

DATE: August 15, 2019  
TO: Town Board  
FROM: Christina Battalia  
SUBJECT: Laserfiche Resolution

Town Board,

Attached is a resolution for your consideration at the August 21, Town Board Meeting.

As you know the Town has approved Laserfiche as its Electronic Document Management System and is currently maintaining multiple programs within Town Departments to convert the Town's paper records into Laserfiche. As we move through this process we need to address the future of the paper records that have been converted to electronic format in Laserfiche.

New York State allows a municipality to declare an electronic record to be the permanent record if and when it does so formally and declares its adherence to the Official Compilation of Codes, Rules and Regulations of the State of New York.

I would propose that this not be done unilaterally, but rather on a record by record basis, after consideration by the Records Management Officer.

At this time I am proposing that the Town adopt a resolution with respect to Town Budgets, and I put forth the attached resolution for your consideration.

Christina

## **RESOLUTION TO DESIGNATE LASERFICHE DOCUMENTS OF TOWN BUDGETS**

### **TO BE THE OFFICAL TOWN RECORD**

WHEREAS, the Town of Mamaroneck purchased Laserfiche in 2009 with a substantial upgrade in the Laserfiche software in 2013, and

WHEREAS, the Town Board has designated Laserfiche as the Town's official Electronic Document Management System to retain the Town's digital records; and

WHEREAS, the Town has adopted and adheres to the Records Retention and Disposition Schedule MU-1, prepared and issued by the State Archives and Records Administration (SARA), State Education Department, 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

WHEREAS, the Town's Laserfiche Repository has been structurally developed to adhere to the New York State Record Retention and Disposition Schedule MU-1; and

WHEREAS, Town of Mamaroneck is committed to ensuring the future migration of their digital records; and

WHEREAS, the security of the records and backup procedures are implemented and managed by the Information Security Officer as described in the Town's Cyber Security Policy and as defined in the *Official Compilation of Codes, Rules and Regulations of the State of New York*, and

WHEREAS, the Town's Records Management Officer/Town Clerk and IT Director have ensured that based on the *Official Compilation of Codes, Rules and Regulations of the State of New York*, have and will continue to adhere and abide by the following:

(a) A local government shall ensure that records retention requirements are incorporated into any plan and process for design, redesign, or substantial enhancement of an information system that stores electronic records

(b) A local government shall ensure that electronic records are not rendered unusable because of changing technology before their retention and preservation requirements are met. In the case of archival electronic records, a local government, in consultation with the State Archives, must determine that the records will remain usable and accessible by ensuring that the records are retained in currently available file formats and by creating adequate documentation of the records and their systems as defined in subdivision (c) of this section.

(c) A local government shall develop and maintain up-to-date documentation about all permanent or archival electronic records sufficient to:

- (1) specify all technical characteristics necessary for reading and processing the records;
- (2) identify all defined inputs and outputs for the system;
- (3) define the content of the files and records;

- (4) determine restrictions on access and use;
- (5) understand the purpose and function of the systems;
- (6) describe update cycles and /or conditions and rules for adding information to the system, changing information in the system, or deleting information; and
- (7) ensure the ongoing retention of the records by the local government,

and

WHEREAS, the Records Management Officer/Town Clerk's Office has scanned the Tentative, Preliminary, and Adopted Budgets for the Town of Mamaroneck into Laserfiche; and

WHEREAS, the Tentative, Preliminary, and Adopted Budgets scanned into Laserfiche follow all the State Requirements for preservation of electronic records, and

WHEREAS, based on the Records Retention and Disposition Schedule MU-1, the electronic images of the Tentative and Preliminary Budgets indexed as 1. [51], will be maintained for ten (10) years and the Adopted Budget indexed as 2. [54], will be maintained permanently, and

WHEREAS, the Town finds the duplication of maintaining paper copies of these digital images to be redundant, and

WHEREAS, copies of these Tentative, Preliminary, and Adopted Budgets found in other formats, including paper, shall be deemed obsolete convenience copies, and will be disposed of through the Records Management Office.

NOW THEREFORE BE IT

RESOLVED, the Mamaroneck Town Board does hereby declare of the Tentative, Preliminary, and Adopted Budgets scanned images maintained in Laserfiche to be the official record of the Town of Mamaroneck, and

BE IT FURTHER

RESOLVED, that the paper copies of the Tentative, Preliminary, and Adopted Budgets for the Town of Mamaroneck can be destroyed by the Records Management Officer in accordance with the *Official Compilation of Codes, Rules and Regulations of the State of New York*.