

Jefferson County Civic Facility Development Corporation

800 Starbuck Avenue, Suite 800

Watertown, New York 13601

Telephone: (315) 782-5865 or (800) 553-4111 Facsimile (315) 782-7915

Notice of Board Meeting

Date: November 19, 2020

To: John Jennings
Robert Aliasso
W. Edward Walldroff
Paul Warneck
William Johnson
Lisa L'Huillier

From: Chairman David Converse

Re: Notice of Board of Directors Meeting

The Jefferson County Civic Facility Development Corporation will hold their board meeting on **Thursday, December 3, 2020 at 9:00 a.m.** in the board room at 146 Arsenal Street, Watertown, NY. The live stream link will be available at www.jcida.com.

Please confirm your attendance with Peggy Sampson pssampson@jcida.com at your earliest convenience.

pss

c: Donald Alexander
David Zembiec
Lyle V. Eaton
Joseph Russell, Esq.
Media

BOARD MEETING AGENDA
Thursday, December 3, 2020 - 9 a.m.
146 Arsenal Street, Watertown, NY

- I. Call to Order**
- II. Minutes – November 5, 2020**
- III. Treasurer’s Report – November 30, 2020**
- IV. Committee Reports**
 - a. Governance Committee**
 - i. Summary Results of Confidential Evaluation of Board Performance**
- V. Unfinished Business**
- VI. New Business**
 - 1. Consider Resolution No. 12.03.2020.01 to Adopt Records Management Policy and Procedures**
 - 2. Consider Resolution No. 12.03.2020.02 for Authorized Signers**
- VII. Adjournment**

Jefferson County Civic Facility Development Corporation
Board Meeting Minutes
November 5, 2020

DRAFT

The Jefferson County Civic Facility Development Corporation held their board meeting on Thursday, November 5, 2020 in the board room at 146 Arsenal Street, Watertown, NY.

Present: David Converse, Chair, W. Edward Walldroff, Paul Warneck, Lisa L’Huillier, Robert E. Aliasso, Jr., William Johnson

Excused: None

Absent: John Jennings

Also Present: Donald Alexander, David Zembiec, Lyle Eaton, Peggy Sampson, Marshall Weir, Joseph Russell, Esq.

- I. **Call to Order:** Mr. Converse called the meeting to order at 11:01 a.m.
- II. **Minutes:** Minutes of the annual meeting held October 1, 2020 were presented. A motion to approve the minutes as presented was made by Mr. Warneck, seconded by Mr. Aliasso. All in favor. Carried.
- III. **Treasurer’s Report:** Mr. Aliasso reviewed the financials for the income statement and balance sheet for the period ending October 31, 2020. A motion was made by Mr. Aliasso to accept the financial report as presented, seconded by Ms. L’Huillier. All in favor. Carried.
- IV. **Committee Reports:**
 - a. **Audit Committee** – The minutes from the October 6th meeting were included in the packet.
- V. **Unfinished Business:** None.
- VI. **New Business:**
 1. **Resolution No. 11.05.2020.01 to Adopt Retention and Disposition Schedule LGS-1** – After review and discussion, a motion was made by Ms. L’Huillier to approve the attached resolution, seconded by Mr. Aliasso. All in favor. Carried.
- VII. **Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Warneck, seconded by Mr. Aliasso. All in favor. The meeting adjourned at 11:02 a.m.

Respectfully submitted,

Peggy Sampson

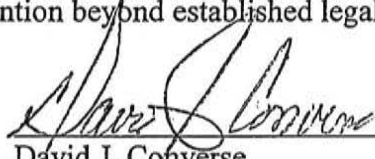
JEFFERSON COUNTY CIVIC FACILITY DEVELOPMENT CORPORATION
Resolution Number 11.05.2020.01

RESOLUTION TO ADOPT RETENTION AND DISPOSITION SCHEDULE LGS-1

RESOLVED, By the Board of Directors of the Jefferson County Civic Facility Development Corporation that *Retention and Disposition Schedule for New York Local Government Records*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

- a) Only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records* after they have met the minimum retention periods described therein;
- b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.



David J. Converse
Chairman

JEFF CO CIVIC FACILITY DEV CORP
Income Statement
For the Two Months Ending November 30, 2020

	Current Month		Year to Date	
Revenues				
Fee Income	\$ 1,500.00	100.00	\$ 1,500.00	100.00
Interest Income	0.00	0.00	0.00	0.00
Other Income	0.00	0.00	0.00	0.00
Finance Charge Income	0.00	0.00	0.00	0.00
Shipping Charges Reimbursed	0.00	0.00	0.00	0.00
Fee Discounts	0.00	0.00	0.00	0.00
	<hr/>		<hr/>	
Total Revenues	1,500.00	100.00	1,500.00	100.00
	<hr/>		<hr/>	
Cost of Sales				
Cost of Sales	0.00	0.00	0.00	0.00
Cost of Sales-Salaries and Wag	0.00	0.00	0.00	0.00
	<hr/>		<hr/>	
Total Cost of Sales	0.00	0.00	0.00	0.00
	<hr/>		<hr/>	
Gross Profit	1,500.00	100.00	1,500.00	100.00
	<hr/>		<hr/>	
Expenses				
Advertising Expense	0.00	0.00	0.00	0.00
Bad Debt Expense	0.00	0.00	0.00	0.00
Bank Charges	0.00	0.00	0.00	0.00
Depreciation Expense	0.00	0.00	0.00	0.00
Dues and Subscriptions Exp	0.00	0.00	0.00	0.00
Insurance Expense	0.00	0.00	0.00	0.00
Interest Expense	0.00	0.00	0.00	0.00
Legal and Professional Expense	0.00	0.00	0.00	0.00
Licenses Expense	0.00	0.00	0.00	0.00
Maintenance Expense	0.00	0.00	0.00	0.00
Meals and Entertainment Exp	0.00	0.00	0.00	0.00
Office Expense	0.00	0.00	0.00	0.00
Postage Expense	0.00	0.00	0.00	0.00
Rent or Lease Expense	0.00	0.00	0.00	0.00
Repairs Expense	0.00	0.00	0.00	0.00
Supplies Expense	0.00	0.00	0.00	0.00
Telephone Expense	0.00	0.00	0.00	0.00
Travel Expense	0.00	0.00	0.00	0.00
Wages Expense	0.00	0.00	0.00	0.00
Utilities Expense	0.00	0.00	0.00	0.00
Other Expense	0.00	0.00	0.00	0.00
Transfer to JCIDA	0.00	0.00	0.00	0.00
Purchase Disc-Expense Items	0.00	0.00	0.00	0.00
Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00
	<hr/>		<hr/>	
Total Expenses	0.00	0.00	0.00	0.00
	<hr/>		<hr/>	
Net Income	\$ 1,500.00	100.00	\$ 1,500.00	100.00
	<hr/> <hr/>		<hr/> <hr/>	

JEFF CO CIVIC FACILITY DEV CORP
Balance Sheet
November 30, 2020

ASSETS

Current Assets		
Regular Checking Account	\$	16,316.63
Accounts Receivable		1,500.00
		<hr/>
Total Current Assets		17,816.63
Property and Equipment		
		<hr/>
Total Property and Equipment		0.00
Other Assets		
		<hr/>
Total Other Assets		0.00
		<hr/>
Total Assets	\$	<u>17,816.63</u>

LIABILITIES AND CAPITAL

Current Liabilities		
		<hr/>
Total Current Liabilities		0.00
Long-Term Liabilities		
		<hr/>
Total Long-Term Liabilities		0.00
		<hr/>
Total Liabilities		0.00
Capital		
Retained Earnings	\$	16,316.63
Net Income		1,500.00
		<hr/>
Total Capital		17,816.63
		<hr/>
Total Liabilities & Capital	\$	<u>17,816.63</u>

**Summary Results of Confidential Evaluation of Board Performance
2019-2020**

	Criteria	Agree	Somewhat Agree	Somewhat Disagree	Disagree
1	Board members have a shared understanding of the mission and purpose of the Authority.	7			
2	The policies, practices and decisions of the Board are always consistent with this mission.	6	1		
3	Board members comprehend their role and fiduciary responsibilities and hold themselves and each other to these principles.	6	1		
4	The Board has adopted policies, by-laws, and practices for the effective governance, management and operations of the Authority and reviews these annually.	7			
5	The Board sets clear and measurable performance goals for the Authority that contribute to accomplishing its mission.	5	2		
6	The decisions made by Board members are arrived at through independent judgment and deliberation, free of political influence or self-interest.	5	2		
7	Individual Board members communicate effectively with executive staff so as to be well informed on the status of all important issues.	6	1		
8	Board members are knowledgeable about the Authority's programs, financial statements, reporting requirements, and other transactions.	5	2		
9	The Board meets to review and approve all documents and reports prior to public release and is confident that the information being presented is accurate and complete.	4	2	1	
10	The Board knows the statutory obligations of the Authority and if the Authority is in compliance with state law.	6		1	
11	Board and committee meetings facilitate open, deliberate and thorough discussion, and the active participation of members.	7			
12	Board members have sufficient opportunity to research, discuss, question and prepare before decisions are made and votes taken.	4	3		
13	Individual Board members feel empowered to delay votes, defer agenda items, or table actions if they feel additional information or discussion is required.	6		1	
14	The Board exercises appropriate oversight of the CEO and other executive staff, including setting performance expectations and reviewing performance annually.	5	1	1	
15	The Board has identified the areas of most risk to the Authority and works with management to implement risk mitigation strategies before problems occur.	6	1		
16	Board members demonstrate leadership and vision and work respectfully with each other.	7			

Name of Authority: Jefferson County Civic Facility Development Corporation

Date Completed:

DRAFT

**JEFFERSON COUNTY CIVIC FACILITY DEVELOPMENT CORPORATION
Resolution Number 12.03.2020.01**

RESOLUTION TO ADOPT RECORDS MANAGEMENT POLICY AND PROCEDURES

RESOLVED, By the Board of Directors of the Jefferson County Local Development Corporation that the *Records Management Policy and Procedures*, is hereby adopted to address the routine destruction of records, routine transfer of records to the inactive storage, retrieval and re-filing of records, and routine updates of the record database to insure ease of retrieval.

Donald Alexander
CEO

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
JEFFERSON COUNTY INDUSTRIAL DEVELOPMENT AGENCY
JEFFERSON COUNTY CIVIC FACILITY DEVELOPMENT CORPORATION**

**RECORDS MANAGEMENT
POLICY AND PROCEDURES MANUAL**

POLICY AND PROCEDURES MANUAL

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POLICY AND PROCEDURES MANUAL

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

JEFFERSON COUNTY INDUSTRIAL DEVELOPMENT AGENCY

JEFFERSON COUNTY CIVIC FACILITY DEVELOPMENT CORP.

A. INTRODUCTION - Regarding Records Management Programs

Records illustrate the evolution of government, and document policies, decisions, and community and government activities, providing continuity from the past to the future operation. Efficient records management programs assist municipalities in establishing a system for maintaining, caring for, preserving, and handling local government records to better serve the public and ensure the efficient day-to-day functioning of the municipality. In this project three entities share the same building – Industrial Development Agency, Local Development Corporation, and the Civic Facility Development Corporation. For purposes of this project they will be designated as Jefferson County Agency.

Advantages of a records management program include saving government resources and, in turn, taxpayers' money. They ensure that files and records are systematically arranged in such a way that minimal staff time is spent in costly searches for valuable information. They assist with identification, retention, and availability of permanent valuable records. Good records keeping ensures open government, which promotes more confidence in public officials and greater accountability in the use of public funds. Several goals should be given priority consideration when planning the development or enhancement of a records management program, including:

- 1) Promoting local government staff efficiency
- 2.) Improved service to the public
- 3) Use as a planning tool,
- 4) Cost efficiency, and
- 5) Preservation of significant documents.

Each of these goals, and the means which a comprehensive records management program can achieve these goals, is discussed below.

STAFF EFFICIENCY: A sound records management program should create an office environment which enables staff to utilize their time and energy in a productive manner. Local Government personnel often spend protracted periods of time searching for active records which are interspersed with inactive records and obsolete records occupying active office space. Haphazard filing systems, improper storage of inactive records, and retention of obsolete records in active space are common problems which contribute to the inefficiency of staff. A records management program, once established, will ensure the routine transfer of inactive records from

active office space to a separate storage facility, destruction of obsolete records, efficient filing systems, and where possible, automation of records locations for quick and easy records retrieval. A streamlined records management system combining these attributes will free government personnel from time-consuming searches for the elusive documents needed in performance of the day-to-day functions of their positions. It will also reduce the cramped and overcrowded environment in which many employees often find themselves situated.

IMPROVED SERVICE TO THE PUBLIC: Municipal staff working in an efficient environment and utilizing their time economically will serve the public in a time and cost-efficient manner. Since the passage of the Freedom of Information Law, local governments have been burdened with increasing requests for records from the public sector. With the five-day required response period, government employees spend increasingly elongated periods of time tracking down elusive documents to ensure compliance with FOIL, to the detriment of their daily tasks also in service to the public. A working records management program will cut retrieval time for records sufficiently to allow for completion of other public service duties while responding to FOIL requests in the prescribed time schedule.

Some municipalities have difficulty in responding to FOIL requests from the public for a variety of reasons. In addition to insufficient personnel, and confusing filing systems, some records cannot be located at all within the prescribed period. The first step in establishing a records management program is a complete inventory of all the local government's records. Once completed, the government will be aware of all records in its possession, and the precise location of all records. This will eliminate the inability to respond to public freedom of information requests.

PLANNING: A records management program can be an effective planning tool for local governments. Once the program has been established, trends in office equipment use and needs can be analyzed. Physical expansion of the government facility can be planned, rather than on the ad-hoc basis which often occurs when staff realize "We are about to run out of room". The records inventory provided by Consultants K Sickler Murphy onto an automated data base provide information to project annual accumulation of records, and growth in records production, as well as use and storage needs. Planning can be assisted by the adoption of policies and procedures established for the records management program to determine financial and staff needs for the records management component of government functions.

COST EFFICIENCY: A key component of a good records management program is development of a centralized inactive records storage area/facility under the care of a Records Management Officer. In this case it will be under the care and direction of the RMO (record management officer). Many local governments store inactive and active records together in active office space. By separating inactive and active records, municipalities can achieve savings in equipment and supplies. A good example of savings is illustrated by a municipality of New York State that established a records management program in 1984. The Town estimated that it saved \$132,000.00 in new filing cabinets simply by transferring records to boxes on shelves in the climate-controlled records center. (Times Union, June 2, 1993, Page B-5).

Another key ingredient to cost efficiency is the routine destruction of obsolete records and duplicate records. If only active and vital records are maintained in office space, and routine transfers occur, expenditures for additional filing cabinets and filing supplies can be reduced significantly. A records management program essentially "recycles" the office space, equipment and filing supplies from year-to-year.

By centralizing control and responsibility of records care to the RMO and associated staff, the need for additional staff to track and care for records for multiple departments is diminished, creating a cost-effective system.

PRESERVATION OF SIGNIFICANT RECORDS: Records are created daily by every functioning of any government. Although governments create an ever-increasing quantity of records as our society expands and grows in complexity, it is accepted that not all records are of equal value and necessity. Recognizing this, the New York State Archives has created Records Retention and Disposition Schedules for various types of governmental bodies. Jefferson County Agency must follow the LGS-1 Retention and Disposition Schedule. This schedule lists retention periods for each record series created by a municipality. Records which are vital to the functioning of the local government, and historically significant records, are to be permanently retained. These archival records require special care to ensure that they will be available for hundreds of years to come. Although at times it is difficult to think in terms of future use, it is important to remember that records created today will be historical records a hundred years from now. Therefore, proper care at the time of creation will ensure that these vital and historically significant records will always be available at any time in the future. A records management program partially functions to ensure the preservation of both vital, and historically significant documents, as well as to promote the temporary preservation of other records for the duration of their designated retention period.

The New York State Archives exists partially to assist local governments in establishing and enhancing records management programs. One program, the Local Government Records Management Improvement Fund (LGRMIF), established a fund to improve records management and archival administration in local governments. One purpose is to support grants-in-aid to local governments to improve management of their records through competitive grants.

The New York State Archives recognizes that to plan realistically, a local government should undertake to inventory all its records, identify needs, and then plan the program based on these findings. Jefferson County Agency completed the inventory of its records. Funds were awarded for a Needs Assessment, Policy and Procedures manual and staff training. The consulting firm of K Sickler-Murphy has developed and provided this policy and procedure manual which follows. This procedure manual was made possible through LGRMIF grant award of 2018-2019.

B. POLICY - RECORDS MANAGEMENT PROGRAM

1. MISSION STATEMENT

The Jefferson County Agency has taken the initial steps to develop a cost-efficient records management program. The following mission statement was developed to define the goals and objectives of this program.

- **To maintain and care for all records created by the Jefferson County Agency during the normal course of government operations for the time defined in the New York State Retention and Disposition Schedule LGS-1.**
- **To identify records containing information of historical significance to the Jefferson County Agency and its community.**
- **To preserve permanently those records deemed historically significant; including those records that document the historical development of Jefferson County Agency's infrastructure, and records that document the growth and development of the community.**
- **To enhance service to the public through improved methods for retrieval, access, and storage of public records.**
- **To ensure the routine disposition of obsolete records.**
- **To promote the use of historical documents for educational purposes.**

C. AUTHORIZATION: New York State Archives, Commissioner of Education, The RMO for Jefferson County Agency.

1. RECORDS MANAGEMENT OFFICER

The Executive Secretary is the Records Management Officer for the Jefferson County Agency. The Executive Secretary will be designated the Record Management Administrator for that entity always. The LGS-1 retention and disposition schedule has been adopted. This schedule must be used when determining the duration of a record's life.

2. INACTIVE RECORDS STORAGE - THE LIFE CYCLE OF A RECORD

Every local government creates records. Each record created is used and treated differently at various points in time. The span of time for a record's existence, from its creation through its use, storage, until its final disposition or preservation as an archival record is its life cycle. At the point of creation, the originating agency would deem the record as an official record (or a duplicate as an unofficial record). The record is deemed "active" until it is inactive or infrequently referenced. Jefferson County Agency has established a vault/record room for permanent records on the main floor of the warehouse behind the offices. Active records are held in the file room in back of the offices. The following policies will be followed regarding Records Management and storage of inactive and archival records. This policy is to be used by and for Jefferson County Agency.

POLICIES

1) Jefferson County Agency RMO will determine the end of the life cycle of a record through utilization of the LGS-1 Retention and Disposition Schedule. The RMO is responsible for the disposition of records.

2) While the RMO will assign the disposition date, the Department Heads have the option of lengthening the life span of a record. If a record is still frequently used, after it has passed its required retention period, it may remain in the department requesting prolonged retention. Department Heads cannot diminish the legal retention period of a record.

3) The current record room shall house all inactive permanent and short-term records. The file room will hold short-term and permanent active records until they are no longer held for reference. At that time (usually three years) inactive and permanent records will be transferred to the record room through the system set in place for transfers. (see procedures section of this manual).

4) When records are eligible for destruction, procedures for destruction of these obsolete records must be followed (defined in Procedures section of this manual).

5) Department Heads are responsible for the active records maintained in their offices.

6) Obsolete records will NOT be maintained in the file room or record room (see Definition of Terms 'Obsolete' in the glossary).

7) No objects, equipment or other non-record materials will be placed in these two rooms.

3. ORGANIZATION & MAINTENANCE OF THE RECORD REPOSITORIES

- 1) The record room is organized so that records will be stored by record series title and chronologically within each record series. The RMO will be responsible for tracking the retrieval and re-filing of records within this repository.
- 2) If other department personnel retrieve or re-file records, procedures cited in the Procedures section of this manual must be followed.
- 3) The file room is organized by subject file drawers
- 4) The RMO will be responsible for routine cleaning of the record repositories and monitor the environmental conditions of the rooms.
- 5) The RMO will ensure the organized maintenance of all records maintained in this facility. The RMO is responsible for the preservation and care of archival records maintained in the record room and the file room.
- 6) The RMO will be responsible for monitoring the record repositories to ensure compliance with all Procedures and Policies. The record room and file room are arranged to provide space for each department.
- 7) The Records are maintained in standard one cubic foot records storage cartons which have been labeled with Record Series Title, Date Span, Retention schedule number and destruction eligible date (if applicable).

4. DISASTER PREPAREDNESS

Currently Jefferson County Agency does not have a plan for Records Management/Business Continuity in case of disaster. A temporary measure outlined below has been established. In the case of a natural disaster and/or extreme emergency, such as fire, certain procedures should be followed. This temporary strategy should be placed in the Jefferson County Agency Disaster/Emergency Plan as soon as it has been developed and adopted. When a Plan has been developed and adopted, it will supersede the temporary measures discussed below.

In case of Fire or flood or other disaster:

- 1). The RMO will contact the New York Regional Advisory Officer: Michael P. Martin, Senator John H. Hughes Office Building, 333 E. Washington Street, Room 230, Syracuse, NY 13202, Phone number 518-474-6926, cell 518-330-7987. Email: Michael.Martin@nysed.gov.

- 2) The RMO will be responsible for designating responsible persons for relocation of the evacuated records.
- 3) Records removed during an extreme situation will be transported at the earliest possible moment (usually less than 24 hours) to another warehouse floor within the Jefferson County Agency buildings located in the compound.

5. ACCESS AND SECURITY ISSUES

- 1) The RMO will be responsible for retrieval and re-filing of records within the Record repositories.
- 2) Keys will be maintained by the RMO and assistant only.
- 3) No additional keys will be distributed.
- 4) Other personnel must obtain and return keys whenever using the record room if designated by the RMO.
- 5) This will ensure security of records.

6. DESIGNATION OF ORIGINAL AND COPIES:

- 1) It is now designated that all paper communications and/or transactions of the Jefferson County Agency will now be copies of the original.
- 2) Originals are to be filed by the RMO for retention purposes.
- 3) Copies are scheduled as 6 years after last entry.

D. PROCEDURES

1. TRANSFERS OF INACTIVE RECORDS TO THE RECORD ROOMS

a. When department heads desire to transfer records from their office:

The RMO will maintain blank transfer forms for completion with each transfer [see next page]. The RMO will initiate transfer of records by supplying the Department Heads with blank forms, or a copy printed electronically from this manual. This process will be conducted at the same time or following disposition of obsolete records, each year. The following process will be followed.

- 1) The Department Head/staff will prepare Transfer Forms for any records to be relocated to the Record repositories. Each record series will be entered on the form (forms will serve as updates to the records inventory data base).
 - 2) The Department staff will pack the records in cubic foot storage cartons supplied by the RMO. Paper clips, rubber bands and binders must be removed from all short term and archival records.
 - 3) It is essential to store records according to their retention period. Example: records with a six- year retention should be stored with other records with a six- year retention, if not enough of one record series to complete a box. Likewise, permanent records should be stored together. This will allow for the easy removal of non-permanent records at the end of their retention period. You may peruse the data base to define an existing record series where there is room left in the box (in which case you change the date span) or for record series title and retention requirement.
 - 4) The Department swill return the completed Transfer Form to the RMO for transfer to the record room with the boxed and labeled records. No records will be placed in the record room if a Transfer Form has not been completed.
 - 5) The Department staff will label each box with Record Series Title, Date Span and retention schedule number and destruction eligible date (permanent or destruction date).
 - 6) .The RMO will assign each box a location within the Record room.
 - 7) The RMO will maintain the Transfer Forms, until the inventory data base has been updated, which will serve to perpetually update the inventory.
 - 8) The RMO will update the automated index from data collected on the Transfer forms.
 - 9) The RMO will be responsible for placement of the records on the shelves in the Record room after the index database has been updated.
- b. When RMO transfers records from the front office to record room:** The RMO will follow same procedures, and/or move the box to the record room and complete transfer data entry into the record management data base.

2. RECORDS MANAGEMENT TRANSFER FORM

Prior to transfer of inactive records, the department staff must complete a Transfer Form. The blank forms are maintained by the RMO in the electronic Policy and Procedures manual. The Department head is responsible for packing the inactive records in standard records cartons that are maintained by the RMO. The RMO will be responsible for assigning each carton a location in the Record repositories. The RMO will then update the automated database index to the Record Rooms.

DEPARTMENT: _____

RECORD SERIES

TITLE _____ DATE SPAN _____ RETENTION # _____

TITLE _____ DATE SPAN _____ RETENTION # _____

TITLE _____ DATE SPAN _____ RETENTION # _____

DATE OF TRANSFER _____

RETENTION PERIOD(S) _____

DESTRUCTION ELIGIBLE DATE _____

DEPARTMENT HEAD _____

DATE _____

RMO

DATE RECEIVED _____

Date Index updated _____

By: _____

3. DISPOSITION OF OBSOLETE RECORDS

The following procedures should be followed for disposition of obsolete records.

- 1) The RMO will determine which records are eligible for disposition each year for each department according to the Retention and Disposition Schedule LGS-1 and use of the data base. This will occur at least once a year (RMO can initiate more frequently as needed).
- 2) The RMO will complete the Records Management Destruction Form, sign and have signed by department head. After destruction, the RMO will enter the destruction date onto the Record Management Data Base.
- 3) These forms may be maintained permanently as proof of compliance with the Records Management program and date of destruction. NOTE: a computer printout may be attached to the form if signatures and dates are provided on the form.
- 4) The Department Heads will sign-off on records to be destroyed.
- 5) The RMO will oversee destruction.
- 6) Destruction approval forms may be maintained in a secure location by the RMO as permanent proof these records have been destroyed according to the New York State Retention and Disposition Schedule LGS-1.

4. RECORDS MANAGEMENT DESTRUCTION FORM

Obsolete records eligible for disposition/destruction must be recorded below. Following disposition of records, the Destruction Form with Authorizing signatures may be maintained permanently by the RMO.

RECORD SERIES TITLE	DATE SPAN	VOL.	RETENTION

***** the
Destruction Certification: Signatures of RMO and Department Head indicates the date in which records were destroyed according to the routine records management procedures of Jefferson County Agency

RMO _____ **Date**

Department Head _____ **Date**

Date Records Index Updated with destruction date _____

5. RETRIEVAL OF RECORDS

- 1) Each Department will notify the RMO when records are needed. The RMO will be responsible for retrieval and re-filing of records. RMO may designate who will perform this duty.
- 2) The RMO will identify the location of the needed records through use of the automated index for the Record Repositories.
- 3) The RMO will authorize the retrieval of the records at her/his discretion.
- 4) The RMO or designee retrieving a record will be responsible for re-filing those records in the SAME box from which they were retrieved.
- 5) Each department will be responsible for records not returned.
- 6) The RMO will use "OUT" cards marked with requesting department and date in place of removed files. These cards will be removed, and request crossed out upon return of the requested document.
- 7) If available, a copy of the original record should be made for staff/public use, and original immediately returned to the storage box. This will assist in the safety and security of each record storage box maintained in the record repositories.

6. UPDATING THE INVENTORY (data base)

The initial record inventory is a static process unless the record management data base is updated on a periodic basis. To ensure the routine updating of the inventory several steps shall be undertaken.

- 1) The RMO will complete the transfer and destruction of records at least once a year. The Transfer Forms will be maintained until the data has been entered in the automated index then destroyed as a work copy. Destruction Forms may be maintained permanently in a secure location. These two processes serve in-part to update the inventory.
- 2) As each department completes the Records Management procedures, the RMO will ascertain if any new record series have been created. If new series have been created or moved to another office or location, the RMO will update the database to reflect the existence and location of these new record series.
- 3) A 'record series' is a group of records under the same title, such as minutes, vouchers, correspondence, etc. Record series is NOT a title of a designated document. See definition of Terms (glossary).

DRAFT

JEFFERSON COUNTY CIVIC FACILITY DEVELOPMENT CORPORATION
Resolution Number 12.03.2020.02
For Authorized Signers

WHEREAS, the following Officers and individuals were recommended to be authorized signers for all Accounts at Watertown Savings Bank effective January 1, 2021:

Chairman	David J. Converse
Treasurer	Robert E. Aliasso, Jr.
CEO	David J. Zembiec
Deputy CEO	Frank M. Weir, and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Jefferson County Civic Facility Development Corporation that it herein approved the authorized signers as set forth in this Resolution, and be it further,

RESOLVED, that the Chairman, Vice Chairman, Secretary, and/or Chief Executive Officer are authorized and directed to execute any and all documents necessary to carry out the purposes of this Resolution.

This resolution shall take effect immediately.

David J. Converse
Chairman

Jefferson County Civic Facility Develop. Corp.
 800 Starbuck Avenue, Suite 800
 Watertown, NY 13601
 (315-782-5865)

2020-2021 Board Attendance

Name	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun*	Jul*	Aug	Sep
Aliasso, Robert	P	P										
Converse, David	P	P										
Jennings, John	P	A										
Johnson, William	P	P										
L'Huillier, Lisa	P	P										
Walldroff, W. Edward	P	P										
Warneck, Paul	P	P										
Totals:	7	6										
P - Present												
E - Excused												
A - Absent												