

OFFICE OF THE WARREN COUNTY CLERK  
PAMELA J. VOGEL, COUNTY CLERK

**Warren County Support Services Committee Meeting: County Clerk/DMV  
Nov. 23, 2020**

Committee Members: Supervisor Magowan, Leggett, Wild, Bruno, Driscoll, Hogan, and Shepler.

- I. Committee Meeting Called to Order by Chair
- II. Approval of minutes of prior Committee Meeting.
- III. Action Agenda/New Business:

**Request:** To adopt the newly revised local government records retention schedule by resolution in accordance with Article 57A of the Arts and Cultural Affairs Law (effective date: Jan.1, 2021). Resolution adopting LGS-1 for the County of Warren is attached.

**Rationale:** The NYS Dept. of Education is responsible for establishing the retention and disposition schedules for all government records – state, county, municipal, and miscellaneous. Schedules are administered under the NYS Archives, Local Government Records unit. All schedules are required to be adopted by the local government. Schedules have recently undergone a major revision and consolidation into one schedule applicable to county, city, town, village and school districts. The new **LGS-1** pursuant to Article 57A of the Arts and Cultural Affairs Law, containing the minimum retention periods for local government records must be adopted as of January 1, 2021. All disposition requires the signature of the Warren County Clerk/Records Management Officer (RMO).

IV: Discussion Items: None

V.: Referrals/Pending Items: None

VI.: Privilege of the Floor and public comment (please allow 15 second delay on live stream meetings)

V.: Motion to Adjourn

Attachments:

1. Resolution – LGS-1 Retention & Disposition Schedule

# **RESOLUTION REQUEST FORM NO. 20**

## **MISCELLANEOUS**

*\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.*

**DEPARTMENT NAME:** Warren County Clerk

**DATE:** 10/28/2020

(a) Purpose of Request:

**To approve adoption of the newly-revised NYS Retention and Disposition Schedule for county government records LGS-1 in accordance with Article 57A Arts & Culture Law; effective date Jan. 1, 2021.**

(b) Details:

**The NYS Education Dept is responsible for establishing retention and disposition schedules in accordance with Article 57A Arts & Culture Laws; LGS-1 reflects the newly revised version, amending the original resolution 67 of 1987 and 208 of 1990.**

(c) Previous Resolution Number:

**67 of 1987 and 208 of 1990**

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

**N/A**

**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS

April 12, 1990

## RESOLUTION NO. 206 OF 1990

Resolution introduced by Supervisors Demboski, Martin, Dagles, Murphy, E. Baker, Borgos and Tessier

ESTABLISHING CAPITAL RESERVE PROJECT NO. H.9551 29 280  
(HR890-129) - BACK TO SODOM ROAD OVER CHATIEMAC BROOK  
AND AMENDING WARREN COUNTY BUDGET FOR 1990

RESOLVED, that the Board of Supervisors of the County of Warren does hereby establish Capital Reserve Project No. H.9551 29 280 (HR890-129) - Back to Sodom Road Over Chatiemac Brook, as follows:

1. Capital Reserve Project No. H.9551 29 280 (HR890-129) - Back to Sodom Road Over Chatiemac Brook, is hereby established.
2. The estimated total cost of such Capital Reserve Project is the amount of Seventy Thousand Dollars (\$70,000.00).
3. The proposed method of financing such Capital Reserve Project consists of the following:

a. The sum of Seventy Thousand Dollars (\$70,000.00) shall be provided by a transfer of funds from Capital Reserve Fund - Bridge Replacement and Repair pursuant to Resolution No. 480 of 1989, and be it further

RESOLVED, that the Warren County Treasurer be, and he hereby is, authorized and directed to transfer such Capital Reserve Funds into Capital Reserve Project No. H.9551 29 280 (HR890-129) Back to Sodom Road Over Chatiemac Brook, and be it further

RESOLVED, that the Warren County Budget for 1990 is hereby amended accordingly.

Roll Call Vote:

Ayes: 880

Noes: 0

Absent: 118 Supervisors Grant and Barton

Adopted.

## RESOLUTION NO. 207 OF 1990

Resolution introduced by Supervisors Demboski, Martin, Dagles, Murphy, E. Baker, Borgos and Tessier

ESTABLISHING CAPITAL RESERVE PROJECT NO. H.9551 30 280  
(HR890-130) - FIBERGLASS TANKS - WARREN COUNTY FISH  
HATCHERY AND AMENDING WARREN COUNTY BUDGET FOR 1990

RESOLVED, that the Board of Supervisors of the County of Warren does hereby establish Capital Reserve Project No. H.9551 30 280 (HR890-130) - Fiberglass Fish Tanks - Warren County Fish Hatchery, as follows:

1. Capital Reserve Project No. H.9551 30 280 (HR890-130) - Fiberglass Tanks - Warren County Fish Hatchery, is hereby established.
2. The estimated total cost of such Capital Reserve Project is the amount of Seven Thousand Dollars (\$7,000.00).
3. The proposed method of financing such Capital Reserve Project consists of the following:

a. The sum of Seven Thousand Dollars (\$7,000.00) shall be provided by a transfer of funds from Capital Reserve Fund - Fiberglass Tanks at Warren County Fish Hatchery pursuant to Resolution No. 484 of 1989,

April 12, 1990

Sample

RESOLVED, that the Warren County Treasurer be, and he hereby is, authorized and directed to transfer such Capital Reserve Funds into Capital Reserve Project No. H.9551 30 280 (HR890-130) - Fiberglass Tanks - Warren County Fish Hatchery, and be it further

RESOLVED, that the Warren County Budget for 1990 is hereby amended accordingly.

Roll Call Vote:

Ayes: 880

Noes: 0

Absent: 118 Supervisors Grant and Barton

Adopted.

## RESOLUTION NO. 208 OF 1990

Resolution introduced by Chairman Bolton

ADOPTING NEW SCHEDULE CO-2 - AUTHORIZING DISPOSITION OF COUNTY GOVERNMENT  
RECORDS BY COUNTY OFFICIALS AND AMENDING RESOLUTION NO. 67 OF 1987

RESOLVED, by the Warren County Board of Supervisors of the County of Warren, that Records Retention and Disposition Schedule CO-2, issued pursuant to Article 57-A of the Arts & Cultural Affairs Law, and containing legal minimum retention periods for county government records, is hereby adopted for use by all county officers in disposing of county government records listed therein, and be it further

RESOLVED, that in accordance with Article 57-A:

(a) only those records will be disposed of that are described in Records Retention and Disposition Schedule CO-2 after they have met the minimum retention period prescribed therein; and

(b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond established time periods,

and be it further

RESOLVED, that Resolution No. 67 of 1987 be, and hereby is, amended accordingly.

Adopted by unanimous vote.

## RESOLUTION NO. 209 OF 1990

Resolution introduced by Supervisors Hogan, E. Baker, Borgos, Martin, Tessier, Dagles and Demboski

APPROVING THE OFFICIAL BOND OR UNDERTAKING OF THE  
WARREN COUNTY SHERIFF IN THE AMOUNT OF \$100,000.00

WHEREAS, the official bond of the Warren County Sheriff in the amount of One Hundred Thousand Dollars (\$100,000.00) has been reviewed and approved by the County Attorney as to its form and content, now, therefore, be it

RESOLVED, that the official bond or undertaking of the Warren County Sheriff in the amount of One Hundred Thousand Dollars (\$100,000.00) is hereby approved, a copy of which has been placed on file with the Clerk of the Board of Supervisors.

Adopted by unanimous vote.

## ***MODEL RESOLUTION***

**RESOLVED**, By the \_\_\_\_\_ [title of governing body] of \_\_\_\_\_ [local government name] that *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, 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 (LGS-1)*, 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.