
**VILLAGE OF AVOCA
RESOLUTION 2023-04**

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE VILLAGE OF AVOCA, establishing a Policy and Procedure for the Retention of Records produced and retained during the normal course of business, and the audio recording and retention of the monthly Board of Trustee's meetings.

WHEREAS, on the 9th day of November, 2023 the Board of Trustees has hereby adopted the Village of Avoca Policy #32 – Recorded Retention and Audio Recording of Board Meetings Policy, and;

WHEREAS, in an effort to accurately document and later permanently record in writing the actions and discussions of the Board of Trustees during the monthly Board of Trustee's meeting, said meetings shall be audio recorded, except those sections of any meeting outlined by law, and except when not technologically practicable, as determined by the Mayor, and;

WHEREAS, as prescribed by law, the audio recordings of the monthly Board of Trustees meeting shall be retained for a minimum of (4) months in length from the date of the meeting, and;

WHEREAS, the audio recordings will not be published in any manner in any public forum, but shall be retained on record at the Village Hall located at 3 Chase Street in the Village of Avoca and available under the provisions as outlined under the Freedom of Information Act (FOIL); and;

WHEREAS, under the outlined provisions, the Village of Avoca hereby resolves the following.

NOW, THEREFORE BE IT RESOLVED BY THE Board of the Village of Avoca, Steuben County, New York, as follows:

RESOLVED:

The Board of Trustees of the Village of Avoca, hereby adopts the 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, and said Schedule is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED:

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.

The motion having been duly seconded, it was adopted and the following votes were cast:

| <u>Name</u> | <u>AYE</u> | <u>NAY</u> | <u>Absent/ Abstain</u> |
|---------------------------|------------|------------|------------------------|
| Mayor Eric R. Tyner | <u>LRT</u> | _____ | _____ |
| Trustee Andrew Hubbard | <u>AJH</u> | _____ | _____ |
| Trustee Lannie Gay | <u>LJG</u> | _____ | _____ |
| Trustee Donald Rodbourn | <u>DR</u> | _____ | _____ |
| Trustee Marcia Rowe-Smalt | _____ | _____ | <u>LRT</u> |

Dated: November 9, 2023

By order of the Board of Trustees of the Village of Avoca, Steuben County, New York.

IN WITNESS WHEREOF, the Village of Avoca caused this Resolution to be signed by its Village Clerk, and its corporate seal to be hereunto affixed and attested by its own Village Clerk and to be dated as of the 9th day of November, 2023.

VILLAGE OF AVOCA

SEAL

By: Christine Haar
Christine Haar, Village Clerk

ATTEST: Christine Haar
Christine Haar, Village Clerk