

BUFFALO FISCAL STABILITY AUTHORITY

RESOLUTION NO. 04 - 49

APPOINTMENT OF RECORDS MANAGEMENT OFFICER AND ADOPTION OF RECORDS
RETENTION SCHEDULE

WHEREAS, Chapter 122 of the Laws of 2003 that created the Buffalo Fiscal Stability Authority (“BFSA”) provides that the directors shall appoint officers and agents as it may require; and

WHEREAS, the BFSA is a local government under Article 57-A of the Arts and Cultural Affairs Law (“A&CAL”) and Section 57.19 of the A&CAL requires local governments to promote the management of records and requires that each local government designate a records management officer (“RMO”) to coordinate the development of its own records management program; and

WHEREAS, the New York State Archives Office has advised the BFSA that it will be eligible for grants and other records management services upon the appointment of an RMO and the adoption of a records retention and disposition schedule; and

WHEREAS, the BFSA employs Robert M. Tocker, Associate Analyst, who deals directly with the BFSA’s records storage material and manages office operations; and

WHEREAS, the Archives Office has provided the BFSA with its latest records retention and disposition schedule to consider for adoption;

NOW THEREFORE BE IT RESOLVED, that Robert M. Tocker is hereby designated as the Records Management Officer for the Buffalo Fiscal Stability Authority until such time as his resignation, removal or death; and

BE IT FURTHER RESOLVED, that Records Retention and Disposition Schedule MI-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; 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 MI-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.

This Resolution shall take effect immediately.

Approved April 21, 2004

/S/ Richard Tobe
Secretary