

**BUFFALO FISCAL STABILITY AUTHORITY**  
**RESOLUTION NO. 25-15**  
**ADOPTION OF RECORDS RETENTION SCHEDULE AND APPOINTMENT OF**  
**RECORDS MANAGEMENT OFFICER**

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WHEREAS, Chapter 122 of the Laws of 2003, as amended, created the Buffalo Fiscal Stability Authority (BFSA) to provide financial oversight and budgetary control over the City of Buffalo and other Covered Organizations; and

WHEREAS, as a public authority, the BFSA is subject to Article 57-A of the New York State Arts and Cultural Affairs (ACA) Law of which Section 57.19 requires local governments to promote the management of records and requires that each local government designate a records management officer to coordinate the development of a records management program and oversee such program and shall coordinate legal disposition, including destruction of obsolete records; and

WHEREAS, effective August 1, 2020, the Archives Office of the New York State Department of Education issued the “Retention and Disposition Schedule for New York Local Government Records”, which was subsequently revised in 2022; and

WHEREAS, it is the BFSA’s desire to adopt the aforementioned records management schedule as provided by the New York State Department of Education.

NOW THEREFORE BE IT RESOLVED by the Board of Directors of the Buffalo Fiscal Stability Authority that the “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 the records management officer of the BFSA in legally disposing of valueless records listed therein; and

BE IT FURTHER RESOLVED, the BFSA Board of Directors appoints either the Senior Analyst/Senior Analyst II or the Administrative Assistant/Executive Administrative Assistant, at the discretion of the Executive Director, as the records management officer of the BFSA to develop and coordinate a records management program that is consistent with the New York State ACA Law; 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 for New York Local Government Records” after they have met the minimum retention periods described 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 legal minimum periods.

This resolution shall take effect immediately.

August 12, 2025

/S/Frederick G. Floss

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Frederick G. Floss,  
Secretary