
IN THE MATTER

Of

**ENCOURAGING DIGITAL RECORD
KEEPING AND MANAGEMENT
PERSUANT TO NYS LAW AND TOWN
POLICY**

RESOLUTION

The **TOWN BOARD OF THE TOWN OF MANLIUS**, in the County of Onondaga, State of New York, met in regular session at the Town Hall in the Town of Manlius, located at 301 Brooklea Drive in the Village of Fayetteville, County of Onondaga, State of New York, and virtually on the platform commonly referred to as Zoom, the Town Facebook page and YouTube on the ____th of _____, 2022, at 6:30 p.m.

The meeting was called to order by John T. Deer, Supervisor, and the following were present, namely:

| | |
|------------------------|------------|
| John T. Deer | Supervisor |
| Sara Bollinger | Councilor |
| Elaine Denton | Councilor |
| Alissa Italiano | Councilor |
| Katelyn Kriesel | Councilor |
| William Nicholson | Councilor |
| Heather Allison Waters | Councilor |

The following resolution was moved, seconded and adopted:

WHEREAS, under the State Education Law, the Town is required to keep and maintain digitally created records as if they were hard copy records;

WHEREAS, the Town Clerk has requested the Town Board to re-affirm and ratify previous resolutions that acknowledge and authorize the Town Clerk to keep and maintain digitally created records as prescribed by Law;

WHEREAS, to the extent possible, the Town policy is to eliminate the use of paper records as a means to achieve efficiency, taxpayer money on storage and the preservation of natural resources;

NOW, THEREFORE BE IT RESOLVED, that Town of Manlius shall maintain all digitally created records in their native digital format for the legally proscribed retention period of the record, and be it

FURTHER RESOLVED, that the Town shall maintain all digital records adhering to the guidelines set forth in the Regulations of the Commissioner of NYRCC Education Part 185.8 and be it

FURTHER RESOLVED, that Copies of records in other formats, including paper, shall be deemed convenience copies and disposed of when no longer needed for reference or other administrative purposes.

I, ALLISON WEBER, Town Clerk of the Town of Manlius, **DO HEREBY CERTIFY** that the preceding Resolution was duly adopted by the Town Board of the Town of Manlius at a regular meeting of the Board duly called and held on the ___th day of _____ 2022; that said Resolution was entered in the minutes of said meeting; that I have compared the foregoing copy with the original thereof now on file in my office; and that the same is a true and correct transcript of said Resolution and of the whole thereof.

I FURTHER CERTIFY that all members of said Board had due notice of said meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Manlius, this ____ th day of _____, 2022.

DATED: May ____, 2022
Fayetteville, New York

Allison Weber
Town Clerk of the Town of Manlius
Onondaga County, New York