

**Business of the Village Board
Village of Saranac Lake**

SUBJECT: Records management Officer

DATE: 2-12-2024

DEPT OF ORIGIN: Village Manager

BILL # 24-2024

DATE SUBMITTED: 2-6-2024

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED

AMOUNT
BUDGETED

APPROPRIATION
REQUIRED:

Designate Village Clerk as Records Management Officer

MOVED BY: Catillaz SECONDED BY: Shapiro

VOTE ON ROLL CALL:

| | |
|------------------|------------|
| MAYOR WILLIAMS | <u>yes</u> |
| TRUSTEE BRUNETTE | <u>yes</u> |
| TRUSTEE CATILLAZ | <u>yes</u> |
| TRUSTEE SCOLLIN | <u>yes</u> |
| TRUSTEE SHAPIRO | <u>yes</u> |

RESOLUTION DESIGNATING THE VILLAGE CLERK AS THE RECORDS MANAGEMENT OFFICER

WHEREAS, each local government is required to appoint a records management officer who is responsible for the retention, coordination, creation, use, and disposition of official Village records,

WHEREAS, the last appointment of records management officer was on April 7, 2014.

THEREFORE, BE IT RESOLVED, the Village of Saranac Lake Board of Trustees appoints Amanda Hopf, Village Clerk, as Records Management Officer.