

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

BILL #48-2026

SUBJECT: Digital Recordkeeping Policy

FOR AGENDA: 3/9/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 3/3/2026

Resolution to adopt a Digital Recordkeeping Policy

MOVED BY: Ryan SECONDED BY: scollin

VOTE ON ROLL CALL:

MAYOR WILLIAMS yes

TRUSTEE BRUNETTE yes

TRUSTEE RYAN yes

TRUSTEE SCOLLIN yes

TRUSTEE WHITE yes

**RESOLUTION ADOPTING DIGITAL-ONLY RECORDKEEPING POLICY
FOR THE VILLAGE OF SARANAC LAKE**

WHEREAS, the Village of Saranac Lake has prepared a Draft Policy for Digital Recordkeeping to establish standards for maintaining official records in electronic format in compliance with New York State law and retention requirements, and

WHEREAS, the proposed policy provides procedures for scanning, storage, retention, destruction, access, security, and departmental responsibilities related to electronic records; and
WHEREAS, the Village Board of Trustees has reviewed the proposed policy.

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of Trustees hereby adopts the Draft Procedure/Policy for Digital-Only Recordkeeping as presented.

BE IT FURTHER RESOLVED, that all Village departments, boards, and officers shall comply with the adopted policy.

BE IT FURTHER RESOLVED, that the Village Clerk, as Records Management Officer, is authorized to implement and oversee compliance with this policy in accordance with the New York State Archives Retention Schedule (LGS-1) and applicable law.

BE IT FURTHER RESOLVED, that this policy shall take effect immediately upon adoption.

Village of Saranac Lake

Draft Procedure/Policy for Digital-Only Recordkeeping

1. Purpose

This procedure establishes the Village's process for maintaining official records in electronic format without paper copies, while ensuring compliance with New York State record retention, public access, and legal admissibility requirements.

2. Legal Authority (New York State)

The Village may maintain records electronically pursuant to:

- Arts and Cultural Affairs Law §57.25 – Authorizes local governments to reproduce records electronically and dispose of originals after proper reproduction.
- 8 NYCRR Part 185 – NYS Archives regulations governing records management.
- NYS Archives Retention Schedule (LGS-1) – Establishes mandatory retention periods regardless of format.
- State Technology Law §208 – Requires safeguards for electronic data.
- Public Officers Law (FOIL) – Requires access to records in the format maintained by the Village.
- Rules of Evidence / CPLR – Recognize properly maintained electronic records as legally admissible.

3. Scope

This procedure applies to all Village departments, boards, and officers, including but not limited to:

Clerk's Office
Treasurer
Code Enforcement
Community Development Department
Police, Fire, DPW
Boards and Committees

4. Records Eligible for Digital-Only Storage

The Village may maintain digital records as the official record if:

- The record is scanned or created electronically in a complete, accurate, and legible manner
- The digital version captures all information contained in the original

- The record is stored in a secure, searchable, and retrievable system
- The retention period under LGS-1 is met.

Note: Records required by law to be retained in original form (e.g., certain court records, historical artifacts, or documents with intrinsic value) must continue to be preserved physically unless otherwise authorized by the NYS Archives.

5. Scanning and Conversion Standards

When converting paper records to digital format, the Village shall:

- Scan at a resolution sufficient for readability and reproduction
- Save files in non-proprietary or widely accepted formats (PDF/A preferred)
- Verify scans for completeness and accuracy before destruction of paper
- Apply consistent file naming and indexing conventions
- Maintain metadata sufficient to identify record type, date, and department.

6. Destruction of Paper Originals

Paper originals may be destroyed only after:

1. Successful scanning and verification;
2. Confirmation that the record is not required to be retained in original form;
3. Confirmation that the record has met minimum retention requirements;
4. Destruction is documented in accordance with NYS Archives guidance.

**Destruction shall be performed in a secure manner (e.g., shredding).

7. Record Retention and Disposition

- All records, regardless of format, shall be retained in accordance with LGS-1.
- Retention periods begin from the date defined in LGS-1, not the scan date.
- No record shall be deleted or destroyed prior to the expiration of its retention period.
- A records disposition log shall be maintained.

8. Access, FOIL, and Legal Holds

- Digital records are subject to FOIL in the same manner as paper records.
- Records shall be retrievable in a reasonable time and in the format maintained.
- Records subject to litigation, audit, or FOIL requests must not be altered or deleted, regardless of retention schedules (legal hold).

9. Security and Data Protection

The Village shall implement safeguards to protect electronic records, including:

- User access controls
- Regular backups (on-site and/or cloud-based)
- Protection against unauthorized alteration or deletion
- Disaster recovery procedures
- Compliance with State Technology Law §208.

10. Roles and Responsibilities

- Village Clerk / Records Management Officer: Oversight of compliance with LGS-1 and NYS Archives guidance.
- Department Heads: Proper creation, indexing, and maintenance of digital records.
- Village Board: Adoption of policy and authorization of digital-only recordkeeping.

11. Policy Adoption

This procedure shall be adopted by resolution of the Village Board of Trustees and reviewed periodically to ensure continued compliance with New York State law and guidance.