

RESOLUTION 1:9 – 19 OF 2017

RESOLUTION CLOSING TOWN OFFICES TO PUBLIC IN ORDER TO CONDUCT PUBLIC RECORDS INVENTORY

WHEREAS, records are a basic tool of government administration that provide information for planning and decision making, form the foundation for government accountability, and are often subject to specific legal requirements; and

WHEREAS, records are essential for effective and efficient administration, but if poorly managed they can become a liability, hampering operations and draining resources; and management program to get the most out of its records and limit the costs and risks that can come with poorly managed records; and

WHEREAS, an important step in creating an effective records management program is to conduct a town-wide record inventory; and

WHEREAS, it is necessary to close Town Offices to the public to properly conduct the records inventory.

BE IT RESOLVED, that the Town Board of the Town of Hyde Park does hereby adopt the New York State Archives Records Retention and Disposition Schedule MU-1 as its official document retention policy; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Hyde Park directs that the Town Court shall be closed for public business on January 25, 2017 and Town Offices shall be closed for public business on March 28, 2017 so that record inventories can be conducted, excepting that the Police Department shall be opened to accept calls from the public.

MOTION: Councilman Marrine

SECOND: Councilman Schneider

VOICE VOTE: 5 – 0 CARRIED