# Town of New Lebanon

**Resolution #13, 2023**

**Adoption of Town of New Lebanon Electronic Records Policy**

**February 14, 2023**

At a regular meeting of the New Lebanon Town Board, held at the New Lebanon Town Hall, 14755 NYS Route 22, New Lebanon, New York, duly called and held on the 14th day of February 14, 2023, the following Resolution was proposed and seconded:

Resolution by Supervisor Houghtling

Seconded by Councilmember Buckenroth

***ADOPTION OF ELECTRONIC RECORDS POLICY***

WHEREAS, the Town Board of the Town of New Lebanon deems it to be in the public interest to begin maintaining official Town records in electronic format where deemed appropriate by the Town Board in consultation with the Town Clerk as Records Management Officer, and in connection therewith, to set forth a written policy to ensure compliance with State law requirements governing the use of electronic records as the official copy of Town records where authorized by the Town Board;

NOW, THEREFORE, BE IT RESOLVED, the Town Board of the Town of New Lebanon hereby approves and adopts the Town of New Lebanon Electronic Records Policy, a copy of which is annexed hereto; and

BE IT FURTHER RESOLVED, that the Town of New Lebanon Electronic Records Policy adopted herein shall govern the creation, digitization, formatting, accessibility, usability, backing up, storage, file specifications, and indexing, among other things, associated with maintaining official Town records in electronic format, and shall provide for annual review of such Policy by the Town Board.

Upon the question of the foregoing Resolution, the following Town Board Members voted “Aye” or “Nay” for said Resolution:

Roll Call Vote:

Councilmember Marianna Anthonisen Aye

Councilmember Britt Buckenroth Aye

Councilmember Deborah Gordon Aye

Councilmember John Trainor Aye

Supervisor Tistrya Houghtling Aye

The Resolution, having been approved by a majority vote of the Town Board, was declared duly adopted by the Supervisor of the Town of New Lebanon.

Dated: February 14, 2023

Marcie Robertson

Town Clerk

Town of New Lebanon