

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

The Town of New Lebanon hereby adopts the following as its Electronic Records Policy. The purpose of this Policy is to ensure the Town will maintain and preserve records in accordance with all applicable requirements under State law where the Town determines to maintain electronic records as the official copy of records.

**Determination of Electronic Records as Official Copy of Records**

The Town of New Lebanon will continue to maintain the official copy of records in paper format, except where maintenance of the official copy of any record or class of records in electronic format is authorized by the Town Board of the Town of New Lebanon, in consultation with the Town's Records Management Officer.

The Town Records Management Officer shall maintain on file this Policy, along with a schedule listing each record or class of records the official copy of which has been authorized by the Town Board to be maintained in electronic format. Such schedule shall list or otherwise adequately describe the particular record or records authorized by the Town Board to be maintained in electronic format, the department or official by title responsible for maintaining the official record or records, and the date of authorization by the Town Board.

This Policy shall apply to all official records that are maintained in electronic format, whether created pursuant to digital imaging to convert existing paper records to electronic records or where the Town provides for the creation or submission of electronic records in the first instance.

**Compliance with Requirements**

The Town of New Lebanon, and each of its departments, officials, and employees, shall comply with all applicable state law requirements regarding the maintenance and preservation of official records. Without limitation, for official records maintained in electronic format, this shall include compliance with all applicable requirements under 8 NYCRR § 185.8 and adherence to the New York State Archives Retention and Disposition Schedule for New York Local Government Records (LGS-1), each as may be amended from time to time.

**Maintenance in Native Format**

To the extent permitted by State law requirements, the Town shall maintain all digitally created records in their native digital format for the legally prescribed retention period for the

record, provided that the Town may migrate such records as may be necessary, appropriate, and compliant with State law requirements.

### **Accessibility and Usability of Electronic Records**

Each electronic record shall be created and maintained in a manner that will ensure that it is accessible and usable for the entire required retention period for that record or class of records.

### **Backup of Electronic Records**

The Town will employ computer support personnel or will contract with a computer support vendor who will be responsible for maintaining a backup system that backs up all records, information systems, and software applications on the town-wide local area network on a daily and weekly backup up schedule. Daily and weekly backups will be stored offsite.

To the extent electronic records are kept or maintained by a third-party vendor, such third party vendor shall be required to maintain a backup system of such records on a daily and weekly backup schedule and for providing the Town and its computer support vendor with access to such backups.

### **Off-Site Storage of Electronic Records**

To the extent official records maintained in electronic format will be maintained and stored outside of secure facilities maintained by the Town, the Town shall obtain the necessary consent of the New York State Education Department.

Contracts with vendors for off-site storage of electronic records shall require that the Town and its computer support personnel/vendor be provided with a complete copy and/or access to all such electronic records following expiration or termination of such contracts to ensure that the Town secures possession of such electronic records. Following the termination or expiration of any contract for off-site storage, the Town and its computer support personnel/vendor shall secure possession of such electronic records.

### **File Formats**

All file formats of official records maintained in electronic format shall comply with the New York State Archives Digital Imaging Guidelines as may be in effect from time to time.<sup>1</sup>

### **Compression**

Compression of any electronic records shall comply with the New York State Archives Digital Imaging Guidelines as may be in effect from time to time.

### **Imaging Resolution**

The minimum resolution of official records maintained in electronic format shall comply with the New York State Archives Digital Imaging Guidelines as may be in effect from time to time.

### **Image Pixel Depth**

The pixel bit depth of official records maintained in electronic format shall comply with the New York State Archives Digital Imaging Guidelines as may be in effect from time to time.

### **Color Mode**

Color mode for official records maintained in electronic format shall comply with the New York State Archives Digital Imaging Guidelines as may be in effect from time to time.

### **Storage Media**

Media used to store electronic records and the environment in which such media is kept shall comply with the New York State Archives Digital Imaging Guidelines as may be in effect from time to time.

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<sup>1</sup> For reference, a copy of the New York State Archives Digital Imaging Guidelines in effect on the date of adoption of this Policy is annexed as Exhibit A. Notwithstanding the version attached hereto as Exhibit A, the Town shall comply with the most recent version of the New York State Archives Digital Imaging Guidelines as in effect from time to time. In addition, although much of the New York State Archives Digital Imaging Guidelines (as currently in effect) relate to standards and specifications concerning electronic records created by imaging and digitization, such standards and specifications also apply to records created in their first instance in electronic form or submitted to the Town in electronic form.

### **Metadata**

Metadata will be maintained for the records to which such metadata relates in accordance with the New York State Archives Digital Imaging Guidelines as may be in effect from time to time.

### **Digitization of Existing Paper Records**

Digitization of existing paper records shall comply with the New York State Archives Digital Imaging Guidelines as may be in effect from time to time.

### **Data Maintenance**

All data associated with electronic records shall be maintained in accordance with the New York State Archives Digital Guidelines as may be in effect from time to time.

### **Image Enhancement**

Image enhancement shall comply with the New York State Archives Digital Imaging Guidelines as may be in effect from time to time.

### **Indexing**

Where necessary because an electronic record does not have native intelligence within it indicating its contents, appropriate index information or metadata shall be developed in accordance with the New York State Archives Digital Imaging Guidelines as may be in effect from time to time.

### **Town Board Review of Policy**

The Town Board shall annually review this Policy and shall, as appropriate, make any amendment or changes as may be necessary to ensure the proper protection, authenticity, reliability, integrity, and usability of electronic records.



Adopted 2/14/2023

**Exhibit A**

**New York State Archives  
Digital Imaging Guidelines  
(2022)**