

# Records Management Policy

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A Records Management Policy is an over-arching, continuing, administrative effort that manages recorded information from initial creation to final disposition. It includes setting up filing systems, storing inactive records securely and cost efficiently, systematically disposing of obsolete records, preserving important information, and appraising records of archival value.

Records contain information, which allows the Cheektowaga Economic Development Corporation (CEDC) to function and provides directors with a basis for making decisions. Records document the purpose and functions of the corporation, and provide the public and other stakeholders with a means of monitoring corporate programs and measuring the performance of the agency. Records document policies, decisions and alternatives, and provide continuity with past operations. They illustrate the evolution of the corporation and its services. Records reflect the interaction between directors, businesses, and stakeholders. Good record keeping ensures transparency and accuracy, which promotes more public confidence in the corporation and greater accountability in the use of its funds.

The most important aspects of a successful Records Management Policy is organization and conformity. In order to effectively retrieve documents, a system must be created so that personnel can locate records and information in a timely and efficient fashion. Excellent retrieval efficiency can only be made possible through detailed organization. By following the guidelines within this manual, all records will have similar organizational techniques, resulting in better management of documents.

Conformity within records is a must. Personnel come and go, but records and information are everlasting. Therefore, a labeling system must be created so future personnel can locate needed information. In addition to

a continual system, present personnel must be able to communicate efficiently through records. Without conformity, communication is restricted due to delayed or impossible retrieval of records.

## **USING THE TOWN OF CHEEKTOWAGA RECORDS CENTER**

The CEDC has determined the most cost effective storage method for records is to utilize the Town of Cheektowaga Record's Center located at 735 Maryvale Drive. The knowledge and professionalism of Records Center staff creates a cost effective, efficient central records storage area to maintain inactive records and house records requiring long-term storage. Many inactive records, though sometimes seldom used, must be retained for a specified period of time because of legal, fiscal, administrative, or historical values. The Town Records Manager can be contacted at any time with questions or concerns at (716) 929-0459.

## **RECOMMENDATIONS FOR MANAGING YOUR RECORDS**

It is strongly recommended that records management activities occur on a daily basis. Organized records leads to easy retrieval and less personnel time spent researching required information. As office files are no longer referenced on a regular basis, they should be boxed, labeled, and scheduled for transport to the Town Records Center through the Office of Community & Economic Development. By conducting these activities on a regular basis, records will remain organized and easily retrievable when necessary.

## **LAWS AND REGULATIONS**

The federal regulations relating to CEDC records can be found beginning at 24 CFR 570.490 and a detailed summary of said requirements can be found in the "Playing by the Rules: A Handbook for Subrecipients on Administrative Systems" in Chapter 5.

## **CUSTODY OF RECORDS**

Legal custody of records transferred to the Records Center remains with the Corporation and directors shall retain constructive control and authority over all records. The Town of Cheektowaga Records Center

will have physical custody and official responsibility, but will not rearrange records or provide access to anyone not authorized. Records will not be disposed of without written approval from the corporation president.

## **RETENTION**

The retention of a document or record series is the length of time the corporation needs to retain the document or record series prior to disposition. The retention of corporation documents is regulated by the federal government. Federal regulations state that you must retain records on CDBG-funded activities for the longest of the following:

- Three years after the expiration or termination of the subrecipient agreement.
- Three years after your grantee's submission of the CAPER in which your specific activity is reported for the last time (24 CFR 570.502(a)(7)(ii)(A)).

Federal regulations also state, you must retain records for individual activities subject to the reversion of assets provisions at 24 CFR 570.503(b)(7) for as long as this provision continues to apply to the activity (24 CFR 570.502(a)(7)(2)(B)), and you must retain records for individual activities for which there are outstanding loan balances, other receivables, or contingent liabilities until such receivables or liabilities have been satisfied (24 CFR 570.502(a)(7)(ii)(C)). In addition, if any litigation, claim, audit, negotiation, or other action involving your records has started before the expiration of the 3-year period, your records must be retained until all findings involving your records have been resolved and final action is taken (2 CFR 200.334(a)).

In an effort to keep records uniform, the corporation has chosen to adopt the LGS-1, New York State Records Retention and Disposition Schedule, because the Town of Cheektowaga is mandated to utilize this schedule for its records management. Because this schedule is more restrictive than minimum federal mandates, it satisfies federal requirements.

Under this schedule, each type of record series falls under a category that instructs on the retention of the documents. Retention schedules indicate the minimum length of time records must be retained before they may be legally disposed. The schedules can be used to aid in targeting those records that are active, inactive, and ready for storage, archiving or disposition. The schedules can be used as a basis to create an office schedule specific to the corporation. The Office Schedule will be a subpart of this manual.

The full LGS-01 Retention and Disposition Schedule for New York Local Government Records can be found online at <http://www.archives.nysed.gov/records/local-government-record-schedule/lgs-1-title-page>.

For questions about the correct schedules that pertain to corporation records, the Town of Cheektowaga Community Development Director or Records Manager should be contacted.

Please note that retentions are assigned to records regardless of format. Therefore, all records (electronic, microfilm, etc.) should be treated as if they are the paper record.

### **Records Transfer**

1. Records that are no longer utilized on a daily basis or are seldom referenced, are deemed inactive, and should be transferred to the Records Center.
2. In an effort to prepare the records for transfer, the following steps should be taken:
  - a) The Office of Community & Economic Development will prepare, box, and label the records to be stored at the Records Center.
  - b) All records are to be boxed in standard (one cubic foot) record cartons, to be purchased by the Community Development Office.
    - Pack the records upright in the boxes. Letter-size materials can be packed in one direction, legal in the other.
    - Fill each box as much as possible near capacity. Do Not Overfill.
    - Keep records in the order in which they are normally filed in your office.
    - Group records according to record series as found in the appropriate retention schedules. **DO NOT MIX DIFFERENT TYPES OF RECORDS SERIES TOGETHER** with different retentions.

For Example: do not mix records from within your department together such as vouchers with contracts, etc.

*\* Mixing records series together greatly increases the possibility of destroying the wrong records and threatens file integrity, security, access and retrieval of the records.*

- c) In cases where records have a longer retention than 10 years, rubber bands will need to be removed, as well as staples, paper clips, and adhesive tape. Hanging file folders should not be put in records boxes, and all materials should be placed in manila folders.
- d) Boxes must have distinct labels attached to both the front and back of the box. See the following example.

Cheektowaga Economic Development Corporation

***Business/Industry Loan Case File***

ABC Company  
Example LLC

**2000**

**January 1 2000 - March 31 2000**

Box 1 of 1

6 Years - 2007  
LGS-1 - 337

The label should include the agency creating the record, the subject or record series found in the box, dates of the materials found in the box, a sub-part or description of the records found within the record series, demonstration of the number of boxes within the record series, the retention of the records, the disposition date (disposition date is always the year following the last year of the retention), and the retention schedule and item number where the retention is listed. The goal in labeling boxes is that no two boxes ever have the same label.

3. Community Development will prepare an inventory sheet and a comprehensive list of box contents for all records being transferred to the records center. They will then coordinate a pick-up of the records by sending an email to the Records Manager and cc'ing the General Crew Chief of the Facilities Department, and include the box inventory and

how many boxes require transport.

### **Records Retrieval**

The following are procedures to ensure the efficient retrieval of records stored in the Records Center. Records stored in the Records Center can be accessed ONLY by the department/agency that has created and/or maintained the records and the Record Manager, unless permission is obtained in writing.

1. If corporation personnel choose to refer to their records stored in the Records Center without removing them from the Records Center, they may do so by emailing the Records Manager, to schedule a day and time.
2. If the corporation prefers to remove records from the records center for viewing, the Records Manager should be contacted via email. ***Be sure to state time requirements for the information requested.*** The Records Manager will then fill out a retrieval request form, stating the information and materials requested. Once the information is located, the Records Manager will contact the requestor and the requestor will have to arrange to have the material transferred and/or picked up.
3. When the records are ready to be returned to the Records Center, contact the Records Manager. Make arrangements to have the records returned. The Records Manager will note on the Retrieval Request form that the records have been returned and will place the records back in their original location.

### **Disposition**

1. The corporation will receive a Records Disposition Form listing the records series of those records ready for destruction/disposition, stating the records series to be destroyed, the dates of the records, the volume, and the retention/disposition schedule and item number or the law pertaining to the retention of the records series for the records being disposed of by the Records Manager. Attached to the form will be a list of records being destroyed from the Records Center.
2. The Records Disposition Form must be signed by the corporation president, if agreeing to the destruction of these records. The form must then be returned to the Records Manager (either signed by the president or a note attached to the Disposition Notice and the reason for disapproval of the disposition). If the Form is not signed, and a justification letter is attached, the Records Manager will take all necessary steps to come to an agreement on the disposition of the records series with the corporation.

3. If the Form is signed by the president, the Records Manager must submit the form to the Town Records Management Officer (RMO) for authorization, the Form is then returned to the Records Manager.
4. Upon receipt of the Records Disposition Form, the Records Manager will set up a date and time for disposition. All records are disposed of by Shred-It via on site shredding, unless otherwise specified.
5. Once the records have been disposed of, the date and method of disposition with the Records Manager attesting to such is recorded on the Disposition Records Form. Again, the Records Form will also contain the title of the records series, the dates of the series, the range of recorded information, the volume of records disposed of, the office of origin, the records retention and disposition schedule and item number or law, and the total volume of records being disposed.
6. Once the form is completed, a copy, and following documentation, will be sent to the corporation and the RMO.

## *Office Schedule / Retentions*

<u>Office Title</u>	<u>LGS-1 Title</u>	<u>Office Retention</u>	<u>LGS-1 Retention</u>	<u>LGS-1 #</u>	<u>Notes</u>
Annual Audit & Financial Statements	Report of Audit of Financial Affairs	Permanent	Permanent	472a	This includes NYS Audits and Tax Returns
Bank Statements	Banking Communications	7 Years	6 Years	475	Retain 1 Additional Year at Records Center
Banking Communications	Banking Communications	7 Years	6 Years	475	This includes collateral statements * Retain 1 Additional Year at Records Center
**Board Member Evaluations	Annual, special or final report, summary, review or evaluation	PERMANENT	PERMANENT	74a	
Cash Receipts Register	Cash Transaction Record	7 Years*	6 Years	506	
Contracts – Consultants	Legal Agreement	6 Years After Expiration or Termination or 6 Years After Final Payment Under Contract, Whichever is Later	6 Years After Expiration or Termination or 6 Years After Final Payment Under Contract, Whichever is Later	32	
Correspondence	Correspondence	7 Years	6 Years	53b	Retain 1 Additional Year at Records Center
Deposit Slip	Deposit Slip	7 Years	6 Years	482	Retain 1 Additional Year at Records Center
Invoices	Invoice	7 Years*	6 Years	550	
Insurance	Employee Benefit Records	7 Years*	6 Years	645d	Documentation relating to Town insurance coverage for CEDC directors * Records title contains insurance coverage reports, investment statements, and account balances



List of Board Members, Officers, Agents, & Employees	List of Board Members, Officers, Agents, & Employees	Permanent	Permanent	239	
Loan List	Program Records	7 Years*	6 Years	241c	Listing of participants
Loan Payments	Business/Industry Loan Case File	6 Years After Final Loan Payment on Loan	6 Years After Final Loan Payment on Loan	337	
Meeting Minutes	Official Minutes & Hearing Transcripts of Governing Body or Board, Commission or Committee Thereof	Permanent	Permanent	47	
Organizational & Establishment Records	Organizational & Establishment Records	Permanent	Permanent	237	Includes Certificate of Incorporation and Bylaws
Policies	Manual of Procedures	6 Years After Superseded	6 Years After Superseded	52b	Involving routine day-to-day procedures, policies, and standards pertaining to internal administration
Project Tracker	Program Records	7 Years*	6 Years	241c	
Reports – From Bookkeeper	Daily, Weekly, Monthly, Quarterly, or Other Periodic Fiscal Report	7 Years*	6 Years	555	
Sales Tax Exemption	Tax Exemption Records	1 Year After Superseded or Obsolete	1 Year After Superseded or Obsolete	517	
Subrecipient Agreement	Legal Agreement	6 Years After Renewal or Close of Grant	6 Years After Renewal or Close of Grant	55 a & b	

Training	Employee Training History Records	6 Years After Termination of Board Member	6 Years After Termination of Board Member	640	Acknowledgment of Fiduciary Responsibilities, Independence Certification, Board Evaluations, and Training Completion Certification
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\*January 2025 - Office Retentions updated from 6 years to 7 years so all retention periods are consistent

\*\*Office Title added