



City of Cortland
City Hall
25 Court Street, Cortland, NY 13045
Mayor Brian Tobin
Telephone – (607) 758-8374 Fax – (607) 756-4644
Mayor@cortland.org www.cortland.org

PROCLAMATION

50th Anniversary of Community Action and 40th Anniversary of Cortland County Community Action Program, Inc. (CAPCO)

- WHEREAS,** Community Action Agencies were created when the Economic Opportunity Act of 1964 was signed into law; and
- WHEREAS,** Community Action Agencies have a 50-year history of promoting self-sufficiency for those with limited income; and
- WHEREAS,** Community Action Agencies have made an essential contribution to individuals and families in New York by providing them with innovative and cost-effective programs; and
- WHEREAS,** Community Action Agencies are needed as major participants in the reform of the welfare system as we know it; and
- WHEREAS,** welfare reform in New York has benefited from the state's partnership with community action agencies; and
- WHEREAS,** those with limited income continue to need opportunities to improve their lives and their living conditions, thus ensuring that all citizens are able to live in dignity; and
- WHEREAS,** New York, Cortland County and the entire United States must continue to promote economic security by providing support and opportunities for all citizens in need of assistance; and
- WHEREAS,** Cortland County Community Action Program (CAPCO) has been dedicated to providing and advocating for community-wide actions and programs that increase individuals' dignity and self-reliance and improve community conditions, engaging all sectors of the community in Cortland County's fight against poverty since 1974; and
- WHEREAS,** CAPCO is committed to continuing the fight against poverty in Cortland County;



City of Cortland
City Hall
25 Court Street, Cortland, NY 13045
Mayor Brian Tobin
Telephone – (607) 758-8374 Fax – (607) 756-4644
Mayor@cortland.org www.cortland.org

In honor of the 50th Anniversary of Community Action and the 40th Anniversary of Cortland County Community Action Program, Inc.,

THEREFORE, I Brian Tobin, Mayor of Cortland, New York, do hereby proclaim May 2014 as **COMMUNITY ACTION MONTH** in Cortland, New York in recognition of the hard work and dedication of Community Action agencies.

IN WITNESS WHEREOF, I have hereunto set my hand this 6th day of May, in the year of our Lord, two thousand fourteen, and of the Cortland New York.

Brian Tobin
Mayor of Cortland, New York



City of Cortland
City Hall – Mayor’s Office
Brian Tobin
Mayor
25 Court Street, Cortland, New York 13045
Website: www.cortland.org

Phone: 607-758-8374

Fax: 607-756-4644

PROCLAMATION

National Kids to Parks Day: Saturday, May 17, 2014

- WHEREAS,** May 17th, 2014 is the fourth National Kids to Parks Day organized and launched by the National Park Trust; and
- WHEREAS,** National Kids to Parks Day empowers kids and encourages families to get outdoors and visit America’s parks; and
- WHEREAS,** It is important to introduce a new generation to our nation’s parks because of the decline in Park attendance over the last decades; and
- WHEREAS,** we should encourage children to lead a more active lifestyle to combat the issues of childhood obesity, diabetes mellitus, hypertension and hypercholesterolemia; and
- WHEREAS,** National Kids to Parks Day is open to all children and adults across the country to encourage a large and diverse group of participants; and
- WHEREAS,** National Kids to Parks Day will broaden children’s appreciation for nature and the outdoors; and

In the City of Cortland, and I do hereby proclaim to participate in National Kids to Parks Day. I urge residents of Cortland to make time on May 17th, 2014 to take the children in their lives to a neighborhood, state or national park.

Dated this 6th day of May in the year 2014.

Brian Tobin
Mayor of Cortland, New York



City of Cortland
City Hall
25 Court Street, Cortland, NY 13045
Mayor Brian Tobin
Telephone – (607) 758-8374 Fax – (607) 756-4644
Mayor@cortland.org www.cortland.org

PROCLAMATION

- WHEREAS,** mental health is essential to everyone’s overall health and well-being; and
- WHEREAS;** all American’s experience times of difficulty and stress in their lives; and
- WHEREAS;** prevention is an effective way to reduce the burden of mental health conditions; and
- WHEREAS;** there is a strong body of research that supports specific tools that all Americans can use to better handle challenges, and protect their health and well-being; and
- WHEREAS;** mental health conditions are real and prevalent in our nation; and
- WHEREAS;** with effective treatment, those individuals with mental health conditions can recover and lead full, productive lives; and
- WHEREAS;** each business, school, government agency, healthcare provider, organization and citizen shares the burden of mental health problems and has a responsibility to promote mental wellness and support prevention efforts.
- THEREFORE,** I Brian Tobin, Mayor of Cortland, by virtue of the authority vested in me by the Constitution and laws of Cortland and New York do hereby proclaim May 2014 as Mental Health Month.

I also call upon the citizens, government agencies, public and private institutions, businesses and schools in Cortland to recommit our community to increasing awareness and understanding of mental health, the steps our citizens can take to protect their mental health, and the need for appropriate and accessible services for all people with mental health conditions.

Mental Health Month 2014 “Mind Your Health”

IN WITNESS WHEREOF, I have hereunto set my hand this 6th day of May, in the year of our Lord, two thousand fourteen, and of the Cortland New York.

Brian Tobin, Mayor of Cortland, New York

**City of Cortland
Fire Department**



Charles S. Glover
Fire Chief

21 Court Street
Cortland, New York 13045

Phone: 607.756.5613

Fax: 607.758.8385

Email: cglover@cortland.org

2014 National Arson Awareness Week Proclamation Request Letter

The Honorable Brian Tobin
Mayor of City of Cortland
25 Court Street
Cortland New York 13045

Dear Mayor Tobin:

On behalf of the U.S. Fire Administration, I am contacting you for your support in proclaiming May 4-10, 2014, as "Arson Awareness Week."
The theme for this year's Arson Awareness Week is "Vehicle Arson — A Combustible Crime."

According to the U.S. Fire Administration, from 2008-2010, 14 percent of all fires were vehicle fires. Of these fires, 7 percent were intentionally set. The Federal Bureau of Investigation's Uniform Crime Reporting Program indicates that over the last 10 years (2003-2012) there has been an average of 14,737 vehicle arsons reported, accounting for 26.5 percent of total arsons annually.

The goal for this year's Arson Awareness Week is to focus on the importance of a collaborative effort with fire and emergency service departments, law enforcement, insurance companies and the justice system to help reduce the unscrupulous crime of vehicle arson. Please join with the many states that have already proclaimed this week as "Arson Awareness Week."

If you have any further questions regarding this endeavor, please contact me at 607-756-5613 or Timothy Patrick O'Dowd, USFA Liaison, at Tim.ODowd@fema.dhs.gov.

Respectfully yours,

A handwritten signature in black ink that reads "Charles S. Glover".

Charles S. Glover, Fire Chief



City of Cortland
City Hall
25 Court Street, Cortland, NY 13045
Mayor Brian Tobin
Telephone – (607) 758-8374 Fax – (607) 756-4644
Mayor@cortland.org www.cortland.org

PROCLAMATION

- WHEREAS,** The theme for 2014 Arson Awareness Week is Vehicle Arson – A combustible Crime; and
- WHEREAS;** According to the U.S. Fire Administration, from 2008-2010, 14 percent of all fires were vehicle fires. Of these fires, 7 percent were intentionally set; and
- WHEREAS;** The Federal Bureau of Investigation reported that over the last 10 years (2003-2012) there has been an average of 14,737 vehicle arsons reported, accounting for 26.5 percent of total arsons annually; and
- WHEREAS;** We will use the week of May 4-10 to focus on the importance of a collaborative effort with fire and emergency service departments, law enforcement, insurance companies and the justice system to help reduce the unscrupulous crime of vehicle arson; and
- THEREFORE,** Be it proclaimed, that the International Association of Arson Investigators, Inc. Board of Directors meeting in Executive Session on November 1, 1985, in Atlanta, Georgia, hereby proclaims the week, beginning on May 4, 21986, as National Arson Awareness Week, and the first full week of May shall be so designated each year hereafter.

2014 NATIONAL ARSON AWARENESS WEEK

IN WITNESS WHEREOF, I have hereunto set my hand this 6th day of May, in the year of our Lord, two thousand fourteen, and of the Cortland New York.

Brian Tobin, Mayor of Cortland, New York



City of Cortland
City Hall
25 Court Street, Cortland, NY 13045
Mayor Brian Tobin
Telephone – (607) 758-8374 Fax – (607) 756-4644
Mayor@cortland.org www.cortland.org

PROCLAMATION

- WHEREAS,** Our City of Cortland’s continuing effort to address the critical issues of safety, energy efficiency, and resilience in the build environment that affect our citizens, both in everyday life and in times of natural disaster, give us confidence that our structures are safe and sound, and;
- WHEREAS,** our confidence is achieved through the devotion of vigilant guardians-building safety and fire prevention officials, architects, engineers, builders, trades people, laborers and others in the construction industry-who work year-round to ensure the safe construction of buildings, and;
- WHEREAS,** these guardians-dedicated members of the International Code Council-use governmental consensus process that brings together local, state and federal officials with expertise in the built environment to create and implement the highest-quality codes to protect Americans in the buildings where we live, learn, work, worship, plan, and;
- WHEREAS,** Cortland has adopted New York State & International Codes, the most widely adopted building safety, energy and fire prevention codes in the nation, which are used by most U.S. Cities, counties and states; these modern building codes also include safeguards to protect the public from natural disasters such as hurricanes, snowstorms, tornadoes, wildland fires and earthquakes, and;
- WHEREAS,** Building Safety Month is sponsored by the International Code Council, to remind the public about the critical role of our communities’ largely unknown guardians of public safety-our local code officials -who assure us of safe, efficient and livable buildings, and;
- WHEREAS,** Building Safety: Maximizing Resilience, Minimizing Risks” the theme for Building Safety Month 2014, encourages all Americans to raise awareness of the importance of building safe and resilient construction; fire prevention; disaster mitigation, backyard safety; energy efficiency and new technologies in the construction industry. Building Safety Month 2014 encourages appropriate steps everyone can take to ensure that the places where we live, learn, work, workshop and play are safe and sustainable, and recognizes that countless lives have been saved due to the implementation of safety codes by local and state agencies, and;



City of Cortland
City Hall
25 Court Street, Cortland, NY 13045
Mayor Brian Tobin
Telephone – (607) 758-8374 Fax – (607) 756-4644
Mayor@cortland.org www.cortland.org

WHEREAS, Each year, in observance of building Safety Month, Americans are asked to consider projects to improve building safety and sustainability at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments, fire prevention bureaus and federal agencies in protecting lives and property.

THEREFORE, I Brian Tobin, Mayor of Cortland, by virtue of the authority vested in me by the Constitution and laws of Cortland and New York do hereby proclaim May 2014 as Building Safety Month. Accordingly, I encourage our citizens to join with their communities in participation in Building Safety Month activities.

BUILDING SAFETY MONTH – MAY 2014

IN WITNESS WHEREOF, I have hereunto set my hand this 1st day of March, in the year of our Lord, two thousand fourteen, and of the Cortland New York.

Brian Tobin
Mayor of Cortland, New York

**BUILDING SAFETY:
Maximizing Resilience, Minimizing Risks**



— INTERNATIONAL CODE COUNCIL —



City of Cortland
City Hall
25 Court Street, Cortland, NY 13045
Mayor Brian Tobin
Telephone – (607) 758-8374 Fax – (607) 756-4644
Mayor@cortland.org www.cortland.org

PROCLAMATION

- WHEREAS,** The congress and President of the United States have designated May 15th as Peace Officer Memorial Day, and the week in which May 15th falls as National Police Week; and
- WHEREAS;** the members of the law enforcement agency of the City of Cortland plan an essential role in safeguarding the rights and freedoms of Cortland; and
- WHEREAS;** it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting their innocent against deception and the weak against oppression; and
- WHEREAS;** the men and women of the law enforcement agency of the City of Cortland unceasingly provide a vital public service; and
- THEREFORE,** I, Mayor Brian Tobin, Mayor of Cortland, call upon all citizens of the City of Cortland and upon all patriotic, civic and educational organizations to observe the week of May 11-17, 2014 as Police Week with appropriate ceremonies and observances in which all of our people may join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

I further call upon all citizens of the City of Cortland to observe Thursday, May 15, 2014 as Peace Officers' Memorial Day in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognized and pay respect to the survivors of our fallen heroes.

PEACE OFFICERS' MEMORIAL DAY & POLICE WEEK 2014

IN WITNESS WHEREOF, I have hereunto set my hand this 6th day of May, in the year of our Lord, two thousand fourteen, and of the Cortland New York.

Brian Tobin, Mayor of Cortland, New York



City of Cortland
City Hall
25 Court Street, Cortland, NY 13045
Mayor Brian Tobin
Telephone – (607) 758-8374 Fax – (607) 756-4644
Mayor@cortland.org www.cortland.org

PROCLAMATION

- WHEREAS,** the Muscular Dystrophy Association/Cortland Professional Fire Fighters IAFF Local 2737 is promoting a Boot Drive Day on May 17, 2014; and
- WHEREAS;** the Muscular Dystrophy Association has requested that May 17, 2014 be proclaimed as “MDA/IAFF Local 2737 Boot Drive Day”; and
- WHEREAS;** the International Association of Fire Fighters has been the Muscular Dystrophy Association’s largest sponsor for over fifty years raising more than 26 million dollars in the year two thousand and thirteen; and
- WHEREAS;** the Muscular Dystrophy Association is the leading health agency providing scientific, medical and emotional support for individuals and families affected by neuromuscular disease; and
- THEREFORE,** I, Brian Tobin, Mayor of Cortland, by virtue of the authority vested in me by the Constitution and laws of Cortland and New York do hereby proclaim the day May 17, 2014 as

MDA/IAFF LOCAL 2737 BOOT DRIVE DAY

In the City of Cortland, and I urge citizens to learn more about Muscular Dystrophy through news media coverage or by calling their local MDA office for more information.

IN WITNESS WHEREOF, I have hereunto set my hand this 6th day of May, in the year of our Lord, two thousand fourteen, and of the Cortland New York.

Brian Tobin, Mayor of Cortland, New York



CITY OF CORTLAND
OFFICE OF COMMUNITY DEVELOPMENT
THOMA DEVELOPMENT CONSULTANTS

25 Court Street, Cortland, New York 13045 Ph. 607.753.1433 Ex. 607.753.6818
www.cortland.org

MEM

0

TO: Mayor Brian Tobin and Common Council Members

FROM: Ann Hotchkin
Program Manager

DATE: April 16, 2014

SUBJECT: Conflict of Interest

Our office has received a Sidewalk Program application from James Reeners, a principal in the LLC, Cornerstone Properties Cortland II. The LLC has applied for sidewalk funds. Mr. Reeners is a member of the City's Planning Board and Housing Committee. If any person with ties to the City (see attached form) wishes to participate in the sidewalk program, and in the interest of transparency in government, our office would forward a Conflict of Interest form and a memo so that the Council can publically announce said person's interest in participating in the program at a Council meeting. The City should also request an Opinion of Counsel from the City Corporation Counsel to assure his participation does not violate City or State law.

Please accept this memo and the attached application form as written documentation of James Reener's interest in participating in the Sidewalk Program. If anyone has any questions related to this matter, please contact me at 753-1433 or via email at ann@thomadevelopment.com.

Attachment

CONFLICT OF INTEREST DISCLOSURE

Under certain circumstances, an applicant for the City of Cortland Sidewalk Program may have what is known as a "conflict of interest". For example, a Conflict of Interest may be present if the applicant is an employee, officer, or elected official of the City of Cortland.

DISCLOSURE

Please circle YES or NO to the questions listed below so that we may make a determination of whether any conflicts may be applicable to your project. Answer for all property owners.

YES NO 1. Are you now, or have you ever been an employee, agent, consultant, an officer, or or an elected or appointed official of the City? If so, please explain below:

PLANNING COMMISSION & HOUSING COMMITTEE

YES NO 2. Are you related to an employee of the City, an agent of the City, a consultant working for the City, an officer of the City, or an elected or appointed official of the City? (i.e., are you related to the Mayor, or the City Clerk, or any Department Head, or someone that works in the Department of Public Works/Highway Department, etc.) If so please indicate to whom you are related and explain the relationship below:

I/we, the undersigned, certify that the above information is true to the best of my/our knowledge:

Signed: James R. Keene

Date: 4/11/14

Signed: _____

Date: _____

For office use only

There is no conflict of interest
A potential conflict of interest is disclosed

City of Cortland
Fire Department

Charles S. Glover
Fire Chief

21 Court Street
Cortland, New York 13045

Phone: 607.756.5613

Fax: 607.758.8385

Email: cglover@cortland.org

TO: Brian Tobin, Mayor
Common Council Members

FROM: Chief Glover

DATE: April 9, 2014

RE: Mutual Aid participation

In review of our records we have been bringing this approval to the Common Council for authorization and entering into the participation agreement every two years. We last brought this before the Common Council in March of 2012 and the previous time in July of 2010.

There has been some question with the Cortland County Fire Advisory Board and the Cortland County Fire Chiefs Association as to the frequency of the need for approval from the respective Authority Having Jurisdiction amongst the variety of legislative differences of the towns, villages, and fire districts etc.

The general thought was that if nothing in the agreement had substantially changed then why the need. Therefore, past practice has been to send respective fire department certifications that are required on an annual basis and approvals from legislative bodies every other year.

In the end, I advised the Board and Association that regardless of any decision to change the frequency that the Cortland Fire Department will be taking this to the Common Council on an annual basis going into the future.

Ultimately the Association opined that indeed they will require annual approval as well. They have revised their policy and now require annual approvals of the AHJ of the respective county fire departments in the Mutual Aid Plan.

I am requesting this be placed on the Agenda for the May 6, 2014 Common Council agenda.

I have attached the documents that will need to be utilized as reference for a resolution of the Common Council and the certification to be signed by the Mayor should the Common Council authorize our continued participation. I am making recommendation as being overall in our overall best interest at this point in time to continue with our participation.

Please advise if you have questions or concerns in this regard.

RESOLUTION BY THE COMMON COUNCIL OF THE CITY OF CORTLAND
AUTHORIZING PARTICIPATION IN THE CORTLAND COUNTY FIRE MUTUAL
AID PLAN:

Councilperson _____ offered the following resolution and moved its adoption for the Mayor of the City of Cortland and the Fire Chief of the City of Cortland Fire Department to continue participation of the Cortland Fire Department in the Cortland County Mutual Aid Plan as now in force and as amended from time to time and certifies to the Cortland County Legislature through the Cortland County Fire Coordinator that no restriction exists against "outside service" by such fire department or fire company within the meaning of Section 200 of the General Municipal Law which would affect the power of such fire department or fire company to participate in such plan.

And be it further resolved that a copy of this resolution be filed with the Cortland County Fire Coordinator.

_____ seconded the resolution.

Voted: In favor _____ Opposed _____

Authority Having Jurisdiction Representative Signature:

Signed: _____

By: Brian Tobin

Title: MAYOR

Date: _____

Fire Department Signature:

Signed: _____

By: Charles S. Glover

Title: FIRE CHIEF

Date: _____

Note:

Villages: The Board of Fire Commissioners, if any should adopt the resolution; if there is not a Board of Fire Commissioners, and then the resolution should be adopted by the full Village Board.

Towns: The Town Board should adopt the resolution when the fire department has their headquarters outside villages and or Fire Districts are located in Fire Protection or Fire Alarm Districts.

Fire Districts: The Board of Fire Commissioners should adopt the resolution.



City of Cortland
City Hall – Administration and Finance
25 Court Street, Cortland, New York 13045
Website: www.cortland.org

Phone: 607-758-8374

Fax: 607-756-4644

Mayor and Members of Common Council,

The City's Environmental Advisory Committee (EAC) desires to place on Council's May 6th agenda the following item for consideration: **RESOLUTION TO ADOPT THE CITY'S CLIMATED ACTION PLAN DOCUMENT DATED APRIL 24, 2014**

WHEREAS; the City's of Cortland Climate Action Plan Document has been prepared for the City by the Central New York Regional Planning and Development Board, a public agency established under the provisions of Article 12B of the New York State General Municipal Law,

WHEREAS; the City's Climate Action Plan Document was prepared under the auspices of the United States Environmental Protection Agency's Climate Showcase Communities Program and the New York State Climate Smart Communities Program,

WHEREAS; the purpose of the City's Climate Action Plan document is to (1) gather information on emission reduction projects and programs already being undertaken in the City; (2) give public officials, community leaders, and residents the information and support that is needed to advance sustainable programs in their communities; (3) identify opportunities for new emission reduction programs and initiatives; and, (4) engage and encourage local participation in greenhouse gas emission reduction strategies,

WHEREAS; the City's Climate Action Plan document is not intended to provide precise information about the potential emission reductions that might be achieved by specific recommendations and therefore is not intended to be used as a substitute for thorough project or program planning,

WHEREAS; the City's Climate Action Plan document has value to public officials, community leaders, and residents to aid in decisions as to which actions may be worthwhile for the City to pursue in future years.

THEREFORE BE IT RESOLVED that the City's Climate Action Plan document dated April 24, 2014 is hereby adopted by the City of Cortland Common Council this 6th day of May, 2014. **Therefore, be it further resolved** that the Climate Action Plan Document shall be effective upon approval of this resolution.

Please find attached for your review the Climate Action Plan dated April 24, 2014 reflecting and incorporating therein comments made and discussion had at the properly notice Public Hearing held on April 22 at City Hall at 6:00 PM.

Respectfully submitted, Mack

City of Cortland Records Management Policies and Procedures



Adopted:

I – Introduction

I.1 *Purpose of this Records Management Manual*

The purpose of this manual is to provide records management policies and procedures for the City of Cortland.

This policy has been approved by the City of Cortland Common Council. A copy of this manual will be provided to each city department head and serves as the legally adopted City Records Management Policy.

I.2 *What is Records Management?*

Records management, in formal terms, is the systematic creation, organization, maintenance, use and periodic legal disposition of records. Properly managing the flow of records cuts costs while increasing government efficiency.

It is also important to manage these records because they are public documents. Public records protect the interests and rights of the city taxpayers. A strong records management program:

- A. Provides a clear legal basis for actions pertaining to records and a clear definition of who is responsible for the varying aspects of the record management program.
- B. Prevents the creation of unnecessary records, thus saving space, time and money.
- C. Provides for retention of archival records for historical and research purposes.
- D. Provides information quickly and easily when needed internally or by the general public.
- E. Provides guidance for the proper disposal of city records.

I.3 *What is a Record?*

The definition of record, published by New York State Archives is as follows:

- A. Informal definition: recorded information, in any format, that is created by an organization or received in the formal operation of its responsibilities.
- B. Legal definition for local governments in New York State: any book, paper, map, photograph, microphotograph or any other information storage device regardless of physical form or characteristic which is the property of the state or any state agency, department, division, board, bureau, commission, county, city, town, village, district or any subdivision thereof by whatever name designated in or on which any entry has been made or is required to be made by law, or which any officer or employee of any said bodies has received or is required to receive for filing.

I.4 *City of Cortland Records Management Officer*

The City of Cortland will name a Records Management Officer. This RMO will make recommendations, additions, corrections or other changes to this manual, as well as performing other records management duties required. This manual will be reviewed on an annual basis.

I.5 *Records Management Program Responsibility*

The Records Management Officer will act as a records consultant to department heads, which are ultimately responsible for the records in their respective offices.

The Records Management Officer will serve as an advisor for the management of records in all departments.

I.6 *Records Access*

Each department head will assign a Records Access Officer (RAO). A list of Records Access Officers will be provided to the RMO. This person will be responsible for maintaining the records management program for that office. In addition to regular records management policies and procedures, each RAO will:

- A. Provide the RMO with a list of records routinely created, retained and stored by that department.
- B. Work with the department head to fulfill any Freedom of Information (FOIL) requests from the public.
- C. Work with the RMO to ensure smooth and documented transactions of records to and from the Cortland Records Center.
- D. Work with other departments to determine and designate official records, and duplicate copies.

II – Creation and ownership of records

II.1 *Definition of “Official Copy”*

Each records series in the city is either:

- A. The official copy (sometimes called the record copy) that needs to be retained for the required and determined retention period, or
- B. A duplicate copy that may be destroyed whenever the office no longer needs the record.

II.2 *Designation of Records as Official Copies*

It is important that each record series in the city be designated as an official copy or a duplicate copy. The RAO of each department must know what records are the official records, and which are duplicate copies. The city will use the following criteria to determine the Official or Record Copy:

- A. Any record officially filed with the City Clerk will be the official copy for that record.
- B. Any unique copy of a record will be the official copy.
- C. In any other cases, the original copy will always serve as the official copy.

II.3 *Custody of Records*

All departments and staff must understand that the records they use in their daily work are not their personal records. The records belong to the City of Cortland, maintained by the department for the benefit of the public.

All active records of the City of Cortland will be governed by the department that originally created the records. Active records should be safely stored within the department responsible for them.

All inactive records that have a retention period of six years or more may be sent and stored at the Cortland Records Center. Legal custody of these records remains with the city and the department that sent them.

Court Records are officially records of New York State, under the oversight of the Unified Court System.

II. 4 *Retention of Records*

The City of Cortland has adopted the MU-1 Records Retention and Disposition Schedule 2003. Every department should have a copy of this schedule for reference. If your office does not have one, contact the RMO.

If you feel that certain records in your department must follow a different retention schedule, please contact the RMO to determine the appropriate schedule and retention period.

II.5 *Microfilm or Digital as Official Copy*

The city may legally make microfilm or digital copies of any permanent city record and replace the original with this copy, upon approval of the RMO. If the

city has replaced paper records with a microfilm or digital copy, the microfilm or digital copy will serve as the official record.

Once microfilm or digital copy has been created and verified, upon approval by the RMO, departments are encouraged to dispose of paper copies, thus eliminating duplicate copies.

Prior to disposition, the microfilm or digital copy must be verified to ascertain that all paper records have been properly duplicated. Only permanent or archival records should be microfilmed or digitized.

II.6 *Litigation Support*

Litigation support includes all those activities that protect the interests of the city and its citizens in legal disputes. In all cases where a lawsuit has been brought against the city, officials must immediately contact Corporation Council's Office and take no other action without further consultation.

III – Retention and Disposition of Records

III.1 *Retention Schedules*

City of Cortland has officially adopted the MU-1 New York State Archives' Records Retention and Disposition Schedule. Each department should have a copy of this schedule. If you do not, contact your RMO.

A department, upon approval of the RMO, may extend the minimum retention periods for a certain record series.

III.2 *Exceptions to General Retention Rules*

In some situations, the regular rules concerning retention of records do not apply. Departments must keep in mind the following exceptions:

- A. Records created before 1910 cannot be disposed of without authorization from the New York State Archives.
- B. During legal proceedings, the city must retain the corresponding records, even if their retention has passed. This includes FOIL requests, subpoenas notices of claim and more. These records must be retained until all litigation is resolved.
- C. If the record is not covered in the MU-1 schedule, the city must retain the records until a retention period has been established by the RMO.

III.3 *Records Disposition*

Every department that disposes of records must document the record series, the signature of the department head, the date the record covers, the appropriate section of the Records Retention Schedule and the date of the disposition. These steps will ensure:

- A. The department head has approved the disposition.
- B. The documentation of disposition for future research or litigation.
- C. Proof that the records were actually disposed of in accordance with records retention requirements.

Proper Records Disposition Sheets may be obtained by contacting the RMO.

When the legal minimum retention period has expired, the Records Access Officer for that department, will complete the Records Disposition Form, and will oversee the proper destruction of the records.

III.4 *Disposition of Court Records*

All court records will be retained and disposed of in accordance with the Records Retention and Disposition Schedules established by the New York State Office of Court Administration. Prior to destruction or disposal, permission must be requested and granted by the OCA Office of Records Management.

Court records include the individual files and all financial records maintained by court clerks.

Disposition schedules as well as disposition request forms may be accessed and printed from the Office of Records Management web page at www.nycourts.gov/admin/recordsmanagement

III.5 *Appraisal for Archival and Historic Records*

The City of Cortland may decide to keep permanent records that have a minimum retention period, but have historical value. In such circumstances, the department head will coordinate an appraisal of these records with the RMO and the City Historian.

Once found to have historic or archival value, all permanent records will be housed at the Cortland Records Center.

IV – Storage of Records

IV.1 *Storage supplies and equipment*

Records that will be stored at the Cortland Records Center shall be stored in double-walled, cubic-foot records storage boxes measuring 10 inches by 12 inches by 15 inches. Boxes must fit these requirements. If you have materials that do not fit these requirements, contact the Cortland Records Center.

The city will not store any master microfilm in its own facilities. Because of the various types and uses for microfilm, the city will decide upon proper storage equipment and cabinets for microfilm, upon approval of the RMO.

For records stored in your facility:

All records must be kept in a cool, dry environment to ensure their safety.

Boxes should be stored at least three inches off the floor to allow for protection of water or flood damage.

A shelving unit can provide for maximum storage space, however boxes should not be stacked more than two high on a shelf, or any other surface.

IV.2 *Map Storage*

Maps should be stored either:

- A. Flat in cabinets with drawers 2 inches deep and capable of holding maps or plans measuring 30 inches by 42 inches, or
- B. Hung vertically enclosed in vinyl sleeves in cabinets designed exclusively for this purpose.

IV.3 *Storage and Preservation of Electronic Records*

Email is considered an electronic record and should be treated as such. Any public official, officer or employee that uses email to do public business must retain email as correspondence according to the MU-1 schedule.

Other types of electronic records include: electronic software, voicemail, geographic information system (GIS), text messages, web pages, video and audio files, etc. All of these types of media are under constant threat from technological obsolescence due to the rapid advancement of computer technology that can render records inaccessible due to lack of planning.

Electronic records shall be maintained in a standard or non-proprietary format. Contact the RMO for more information.

IV.4 *Cortland Records Center*

The Cortland Records Center is located at 35 Port Watson Street and is open on Wednesdays from 1 pm to 3 pm. All records transferred, housed or removed from the records center must follow the Records Center transfer policy.

There is limited access allowed to the Cortland Records Center. The exterior of the office is accessible to the Records Center Administrator, the County RMO, County Coroners, as well as buildings and grounds and maintenance crews.

The rear half of the building is the records room and is restricted access. Only the County Historian and the RMO are allowed access, through a magnetic security key. A temperature controlled room houses all records, with a sprinkler system that is tested annually.

Records Management Officer:

Shelley A. Knickerbocker
25 Court Street
Cortland NY 13045
607-753-1741