



**Resolution**  
**Board of Supervisors**  
**County of Columbia**  
**New York**

**RESOLUTION NO.: 441 -2012**

**DATE: December 12, 2012**

**BY SUPERVISOR \_\_\_\_\_**  
**COUNTY GOVERNMENT COMMITTEE**  
**CHAIRMAN: KEVIN MCDONALD**

**AUTHORIZATION TO APPROVE THE COLUMBIA COUNTY RECORDS  
MANAGEMENT PROGRAM INFORMATION GUIDE AND POLICY FOR  
DEPARTMENTS FOR THE COUNTY INACTIVE RECORDS CENTER**

**UPON, recommendation of the County Government Committee at a meeting held on the 27<sup>th</sup> day of November 2012, and the Finance Committee at a meeting held on the 4<sup>th</sup> day of December 2012;**

**WHEREAS, a centralized records storage center for County Departments was authorized via Resolution No. 254-2007 with the Columbia County Clerk as the County records Management office having authority to oversee the placement and direction of said records centers, and**

**WHEREAS, an information guide and policy will ensure that the program operates in the most efficient manner;**

**NOW THEREFORE BE IT**

**RESOLVED, that authorization is given to approve the Columbia County Records Management Program information guide and policy for departments for the County Inactive Records Center; and be it further**

**RESOLVED, that this policy has been reviewed and approved by the County Attorney's office; and be it further**

**RESOLVED, that certified copies of this resolution be forwarded to the Columbia County Human Resources Department, the County Clerk, all County Department Heads, the Columbia County Attorney, and the Columbia County Treasurer.**

Approved:

\_\_\_\_\_  
County Attorney

**Resolution  
Committee**

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