



Chautauqua, Cattaraugus, Allegany & Steuben Counties
Southern Tier Extension Railroad Authority
Center for Regional Excellence, 4039 Route 219, Suite 200, Salamanca, New York 14779
TEL (716) 945-5301 FAX (716) 945-5550 TDD (716) 945-5301

"This institution is an equal opportunity organization"

Terry Everetts, Chairman
Richard Zink, Chief Executive Officer

RECORDS MANAGEMENT PROGRAM

The Southern Tier Extension Railroad Authority (STERA) Records Management Program is intended to comply with the requirements of New York State Law and with New York State Authority Budget Office Policy Guidance 10-03.

The STERA Records Management Program is intended to promote efficient administration and management of the STERA's records. This involves maintenance, retention, and storage of official records based on their legal and administrative value to STERA.

The STERA Records Management Program includes:

1. STERA Records Retention and Disposition Policy

STERA's Records Retention and Disposition Policy is as follows:

- A. STERA has adopted *Records Retention and Disposition Schedule MI-1*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law. Schedule MI-1 contains legal minimum retention periods for local government records for use by all officers in legally disposing of valueless records listed therein.
- B. In accordance with Article 57-A of the Arts and Cultural Affairs Law, STERA only will dispose of those records that are described in *Records Retention and Disposition Schedule MI-1* after they have met the minimum retention periods described therein;
- C. In accordance with Article 57-A of the Arts and Cultural Affairs Law, STERA only will dispose of those records that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

2. STERA Board oversight of compliance by all corporate officers and staff to ensure that STERA's records are maintained and disposed in compliance with regulations and to identify, protect, and preserve archival records

The STERA Board of Directors will oversee all corporate officers and staff to insure that they comply with the STERA's Records Retention and Disposition Policy, so as to ensure that STERA's records are maintained and disposed in compliance with regulations and to identify, protect, and preserve archival records. However, individual Board members are not required to be involved in performing the functions relating to records management; rather, their role is limited to oversight of STERA's record management system to ensure compliance with required regulations. The STERA Board will discharge its oversight responsibility through a review of the report presented annually by the Records Management Officer to the STERA Board, which details all records management activities during the reporting period.

3. Annual review and update of the records management plan

The STERA Board of Directors will annually review and update the records management plan as appropriate.

4. Designation and duties of a Records Management Officer

The CEO / Executive Director of STERA is designated as Records Management Officer (RMO). The Records Management Officer's responsibilities include (a) ensuring that STERA's records are maintained and disposed in compliance with regulations and preparing, (b) identifying, protecting, and preserving archival records, and (c) presenting a report annually to the STERA Board detailing all records management activities during the reporting period. The Board's review of this report will constitute the Board's oversight function over the STERA's records management program.

**Adopted by the STERA
Board of Directors on
March 8, 2011**

Thomas M. Barnes

**Thomas M. Barnes
STERA Corporate Secretary**

March 9, 2015
Date