



VILLAGE OF DOBBS FERRY BOARD OF TRUSTEES AGENDA

MEETING DATE: MAY 11, 2021
AGENDA ITEM SECTION: MATTERS REQUIRING ACTION
AGENDA ITEM NO. : 11
AGENDA ITEM: CONSIDER A RESOLUTION TO CLOSE THE OFFICES AT VILLAGE HALL, DEPARTMENT OF PUBLIC WORKS AND THE VILLAGE COURT ON MAY 18, 2021 AND MAY 19, 2021 FOR THE ANNUAL RECORDS MANAGEMENT
ITEM BACKUP DOCUMENTATION: <ul style="list-style-type: none">1. MEMORANDUM DATED MAY 6, 2021 FROM MS. ELIZABETH DREAPER/VILLAGE CLERK TO MAYOR ROSSILLO AND THE BOARD OF TRUSTEES2. DRAFT RESOLUTION



**VILLAGE CLERK
VILLAGE OF DOBBS FERRY**
112 Main Street
Dobbs Ferry, New York 10522

Memorandum

To: Mayor Vincent Rossillo and Village Board of Trustees
Cc: Mr. Richard Leins/Interim Village Administrator
From: Elizabeth Dreaper RMC, Village Clerk
Subject: 2021 Records Management
Date: May 6, 2021

Each year the Village offices are closed for two days for records management in order to go through records and store or shred in accordance with the records retention schedule.

We have arranged for the County shredder to come to Village Hall on May 19, 2021 for purposes of shredding any records that are due for destruction.

This request is for the Board to consider a resolution authorizing the closing of the offices at Village Hall, Department of Public Works and the Village Court on May 18, 2021 and May 19, 2021 for annual records management.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees authorizes closing the offices at Village Hall, Department of Public Works and the Village Court on May 18, 2021 and May 19, 2021 for annual records management.