



ADMINISTRATIVE SERVICES COMMITTEE

COUNTY CLERK AGENDA

May 3, 2022

10:30 am

- APPROVAL OF MINUTES April 5, 2022
- FINANCIAL
Year to Date budget reports
- OLD BUSINESS
None
- NEW BUSINESS
Status of Clerk's Office and DMV
DRAFT – Records Management Policy and Procedures
- PERSONNEL
None
- RESOLUTIONS
Semi-Annual Mortgage Tax Distribution
- PROCLAMATIONS
None
- ADJOURNMENT

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
April 5, 2022**

ATTENDANCE

Legislators: Committee Chair Legislator R. Ciotoli, Legislator J. Brown, Legislator E. Hollenbeck, Legislator W. Standinger

Staff: Andrea Klett, County Clerk

Guests: Martha Sauerbrey, Legislative Chair; Cathy Haskell, Legislative Clerk

APPROVAL OF MINUTES

Motion by Legislator Standinger to accept March's minutes as presented, seconded by Legislator Hollenbeck, all in favor, carried.

FINANCIAL

The monthly financial reports were accepted as presented.

OLD BUSINESS

None

NEW BUSINESS

The Clerk updated the Committee on the status of the Clerk's Office and the DMV. The Clerk's Office continues to see a higher than usual number of deeds and mortgages being recorded. The Clerk also reported that one of her Recording Clerks will be leaving the office to take a job in the Board of Elections. The Recording Clerk opening has been posted by the Personnel Office.

The DMV is also seeing more business because the New York State DMV started a new registration renewal program where Tioga County residents receive their registration renewals with the Owego Office's address pre-printed as the return address rather than the address in Utica. The March DMV production report shows that customers are consistently opting for the Enhanced Driver's License over the Real ID even though the Real ID is free. This is good for the DMV revenue stream. The Clerk also reported that an offer of provisional employment in the DMV has been extended to one of the candidates that took the civil service exam for Motor Vehicle License Clerk. There is another interview scheduled for Wednesday afternoon and the Clerk hopes to make a decision shortly after that.

**ADMINISTRATIVE SERVICES COMMITTEE MINUTES
COUNTY CLERK
April 5, 2022**

PERSONNEL

None

RESOLUTIONS/PROCLAMATIONS

None

EXECUTIVE SESSION

None

ADJOURNMENT – 11:14 am

**Respectfully submitted,
Andrea Klett
Tioga County Clerk**

DRAFT

	2021 Mar	% of Annual Budget	This month 2020	Monthly Year to Year	Total Budget YTD 2021	Total YTD % of Budget	YTD 2020	YTD Year to Year	2022 Annual Budget
Clerk									
Revenue									
Fees (general)	\$36,165.73		\$45,259.40	(9,093.67)	\$106,605.31		\$118,216.54	(\$11,611.23)	
Interest, Mgt. Tax & Trans. Tax	\$12,236.89		\$11,771.13	465.76	\$36,710.15		\$35,290.21	\$1,419.94	
Corp and Notary fees from State	\$0.00		\$548.00		\$120.00		\$548.00		
	\$48,402.62	9.13%	\$57,578.53		\$143,315.46	27.04%	\$154,054.75		\$530,000.00
					\$143,435.46				
Expenses									
Salaries (w/o Fringe)	\$34,879.93	11.41%	\$20,166.40		\$70,628.38	23.10%	\$51,423.78		\$305,692.00
Office supplies	\$35.58	1.05%	\$37.92		\$441.51	12.99%	\$210.14		\$3,400.00
DMV									
Revenue									
Fees	\$31,475.62		38,819.02	(7,343.40)	\$76,224.89		\$84,330.31	(\$8,105.42)	
Sales Tax Retention	\$543.00		814.50	(271.50)	\$1,317.00		\$1,526.00	(\$209.00)	
	\$32,018.62	8.77%	\$39,633.52		\$77,541.89	21.24%	\$85,856.31		\$365,000.00
Auto Use Fee	\$29,798.48	8.39%	41,387.42	(11,588.94)	\$73,393.14	20.67%	\$92,033.10	(\$18,639.96)	\$355,000.00
COPRS	\$0.00		\$0.00		\$0.00		\$0.00		
Expenses									
Salaries (w/o Fringe)	\$23,540.68	9.36%	12,949.95		\$48,391.47	19.24%	\$35,412.44		\$251,462.00
Office supplies	\$43.09	4.79%	75.05		\$517.59	57.51%	\$146.68		\$900.00

Tioga County Archives and Records Center Records Management Policy and Procedures

[date approved by Legislature]

1. INTRODUCTION

Records created by local governments in New York State must be safeguarded throughout their lifecycle for purposes of accessibility, security, preservation, and lawful destruction. The management of records provides a foundation for an open and transparent government and is essential to Tioga County's successful operation. Additional advantages of properly managed records include: upholding general public trust; saving taxpayer dollars by eliminating waste associated with the storage of disorganized or obsolete records; and preserving the institutional memory of Tioga County by maintaining records of enduring value. The records management program falls under the jurisdiction of the Tioga County Clerk, and the Director of Assets and Records Management is responsible for the program's administration.

1.1 PURPOSE

This policy is designed to provide a framework of rules and guidelines for the systematic management of all Tioga County records in accordance with New York State's Local Government Records Law and Tioga County Resolution 96-90 mandating a comprehensive records management program.

1.2 SCOPE

This policy applies to all Tioga County records, regardless of format, and all persons responsible for creating, using, accessing, storing, retaining, and disposing of Tioga County records. Some departments may have additional guidelines that supplement, but do not supplant, this policy.

1.3 LEGISLATION AND OTHER KEY MANDATES

On August 5, 1988, New York State passed the New York Local Government Records Law, which mandated improved management of local government records. Beginning in 1989, Tioga County passed a series of resolutions to develop and enhance the County's records management program.

1.4 DEFINITION OF TERMS

Archival records: records of enduring value that are worthy of permanent retention and special management because of the importance of the information they contain for continuing administrative, legal, or fiscal purposes or for historical or other research. These records will be available for public inspection, photocopying, and general research use subject to those constraints that may apply by virtue of statute, regulation, County policy, or guideline.

Confidential records: records that have the highest level of confidentiality attached to them and that may only be used by a limited number of people in the originating office.

Custody: the control of, and responsibility for, records owned by the County, regardless of their location.

Disposition: the authorized destruction of a record.

Electronic records: records stored on electronic media that can be read or processed only by means of a computer.

Inactive records: records that have temporary value and, in consequence, may be destroyed at the conclusion of their retention period.

Inventory control number: unique identifier used to mark boxes transferred to the Tioga County Archives and Records Center that consists of [year accessioned]-[sequential box number of year accessioned]-[department number]. Example: 2022-00005-3 (fifth box accessioned for the Historian's department in 2022).

Official records: records that are available to County staff members but that are not made available to the public.

Public records: publicly-distributed information that is available to anyone.

Record: information, in any format, that is created or received by an organization in the formal operation of its responsibilities. Any book, paper, map, plan, memoranda, correspondence, file, photograph, etc. that is made, produced, executed, or received by any County department or officer in connection with the transaction of public business is a record. Records illustrate how business is conducted, how decisions are made, and how work is carried out.

Record series: any group of related records that are normally used and filed as a unit and that permit evaluation as a unit for disposition purposes.

Restricted records: records that have a high level of confidentiality attached to them and where access is limited to the staffs of a small number of offices.

Retention period: the period of time that must elapse before records are disposed.

Retention schedule: a list indicating the length of time records must be retained.

1.5 ROLES AND RESPONSIBILITIES

Director of Assets and Records Management:

- develops and maintains a comprehensive inactive and archival records management program in cooperation with local government officials and in accordance with local, state, and federal laws and guidelines;
- coordinates the continuous legal destruction of obsolete records through adoption and use of the *Retention and Disposition Schedule for New York Local Government Records (LGS-1)* and other applicable retention schedules of County departments;
- establishes standards for proper records management;

- ensures the sound management and preservation of archival records and their availability for research;
- provides guidance to Records Stewards and County departments on the fundamentals of records management;
- manages grants received from state, federal, and other agencies;
- consults with state agencies involved with the supervision of records;
- prepares informational releases relevant to the records management program;
- performs reference services for County departments and the public;
- prepares reports on the records management program as requested;
- recommends changes to program procedures when appropriate.

Records Stewards:

Each County department or agency serviced by the Tioga County records management program shall designate a specific staff person as Records Steward to function as its department's liaison in all transactions and records management-related activities. Responsibilities include:

- act as authorization figure when general public or other County staff asks to access records belonging to the department;
- arrange the transfer of inactive records from the department to the Tioga County Records Center assuring all records management program procedures are followed;
- co-authorize destruction of records together with Department Head and Director of Assets and Records Management;
- notify the Director of Assets and Records Management whenever new record series are created or when record series become obsolete;
- review department's records periodically to assure that they are properly coded, filed, and protected, and that all vital records are so classified;
- conduct survey/inventory of the department's records with guidance from the Director of Assets and Records Management as required;
- attend records management workshops given by the Director of Assets and Records Management.

2. CREATION AND CUSTODY OF RECORDS

2.1 Official copy

Each record made, produced, executed, or received is either the official copy or a duplicate copy. If it is the only copy you have, it is automatically the official copy. If duplicate copies exist, an official copy must be designated as such and retained throughout the duration of its retention period. Duplicate copies can and should be destroyed whenever they are no longer needed. The format of the official copy can be paper or digital.

2.1.1 Email

Internal email: official copy shall be the sender's copy. In cases of extended email conversation, the official copy shall be the concluding message that includes all of the related threads of the email exchange. If and when this is difficult to determine, all copies of emails relating to certain critical issues may be saved.

External email: official copy shall be the recipient's copy.

2.2 Custody of records

All records created or received in the ordinary course of business are the property of Tioga County and must be maintained, destroyed, or preserved in accordance with this policy. All active records shall be governed by and securely stored within their custodial department. All inactive records may be transferred to the Tioga County Archives and Records Center for physical storage and eventual disposition, if applicable, though legal custody shall remain with the department of origin.

3. INACTIVE STORAGE

3.1 Transferring inactive records to the Tioga County Archives and Records Center

Arrangements for the transfer of inactive or permanent records to the Tioga County Archives and Records Center located at 1062 State Route 38 may be made at any time. If the transfer is particularly large or heavy, the Buildings and Grounds department may assist.

Preparing records for transfer:

To transfer records, the following guidelines must be followed:

1. All records must be placed by the custodial department in standard (one cubic foot) records storage boxes and labeled with department-assigned box number in upper left corner. Other markings should not be made on the box.
2. Paper records must be removed from binders, hanging file folders, or other cumbersome containers and placed in properly identified manila folders.
3. A single box should contain a single record series. When this is not practical, a single box may hold more than one records series, but all records contained within must possess the same disposition date.
4. Materials unsuitable for inactive storage include: catalogs, magazines, pamphlets, or other promotional material not considered an official County record; duplicate copies of official records; blank forms; and records insufficiently identified as "miscellaneous".
5. A completed and signed *Records Transfer Form* must be sent in advance of the arrival of the records or be included with the transfer (see Appendix A). Records will not be accessioned without all required information.

3.2 Accessioning inactive records

Once records have been received at the Tioga County Archives and Records Center, an inventory control number (see definition in *Definition of Terms* section above) and shelf location will be assigned to each box by the Director of Assets and Records Management, who will also fill out and sign an *Accession Record* form (see Appendix B). The completed *Accession Record* form will be sent to the custodial department for signature(s); after signing, the custodial department shall return the white copy of the form to the Tioga County Archives and Records Center and keep the yellow copy for their own records. When requesting access to these records in the future, please use the inventory control number(s) supplied (see Section 7).

3.3 Storage of inactive records

Records that require extended periods of storage should be protected from fire, water, pests, and theft.

The records storage spaces at 1062 State Route 38 and 56 Main Street conform to all applicable fire codes and are equipped with working fire alarms, which are tied into an emergency response system. These spaces must also be locked against unauthorized entry at all times.

Ideally, both storage areas will also include temperature, humidity, and light controls to keep the space cool, dry, dark, and stable. Temperatures should range between 60 and 70 degrees Fahrenheit; humidity levels should range between 40 and 55%; and light levels should range between 10 and 50 lux. Records must be stored within boxes that are not over-packed, and the boxes should be stored on metal shelving raised several inches above floor level.

3.4 Maintaining intellectual control of inactive records

An up-to-date records management database is imperative to achieving and maintaining intellectual control of inactive records. This database, maintained in a Sharepoint file (to be developed in 2022) includes the inventory control number, custodial department, record series title, description, inclusive dates, location, LGS-1 code, retention period, and date eligible for disposal for each box held by the Tioga County Archives and Records Center. New records shall be added to the records management database and obsolete, destroyed records shall be removed from the records management database continually.

Every three years, a complete inventory will take place of all inactive records stored at 1062 State Route 38 as well as inactive records stored at 56 Main Street. The inventory will record the same information found in the records management database and will be cross-checked against the database to ensure the database is up-to-date and accurate.

4. RETENTION AND DISPOSITION OF RECORDS

4.1 Retention schedules

Tioga County adopted the *Retention and Disposition Schedule for New York Local Government Records (LGS-1)* on November 10, 2020, which superseded the previously used *Records Retention and Disposition Schedule CO-2*. A department may elect to extend the LGS-1 minimum retention period of any designated record series but may not reduce it. If a department wishes to extend the retention period, the Department Head or Records Steward must explicitly communicate that to the Director of Assets and Records Management.

For any record series not explicitly listed on the LGS-1, or for one with no suitable equivalent, the Director of Assets and Records Management will contact the New York State Archives to establish a legal minimum retention period; the record series in question must be retained until an addendum or revised edition of the LGS-1 is issued.

Certain records have additional stipulations:

Records created before 1910 require specific written approval from the New York State Archives, as required by Section 185.6 (c) of 8NYCRR of the Regulations of the Commissioner of Education. Often these records have continuing historical or research value and should be kept permanently.

Birth, death, and marriage records are considered state government records even though they are generated by or filed in local government offices. Disposition of state government records is governed by the provisions of Section 57.05 (11) of the Arts and Cultural Affairs Law.

Canceled obligations (including bonds and notes) are disposable according to Section 63.10 of the Local Finance Law and Part 55 of Title 2 of the Official Compilation of Codes, Rules and Regulations of the State of New York.

County Board of Elections records are disposable according to the State Board of Elections. It is the responsibility of the County Board of Elections to adhere to these additional stipulations.

County court records are disposable according to New York State's Office of Court Administration. It is the responsibility of the County Clerk's office and other applicable departments to adhere to these additional stipulations.

County District Attorney records are disposable according to Section 89.2 of the Judiciary Law. It is the responsibility of the County District Attorney's office to adhere to these additional stipulations.

County motor vehicle records found in the County Clerk's office are state government records and are governed by the provisions of Section 57.05 (11) of the Arts and Cultural Affairs Law. It is the responsibility of the County Clerk's office to adhere to these additional stipulations.

Housing authority records are disposable according to Section 59 of the Public Housing Law.

4.2 Exceptions to applying retention periods indicated on the LGS-1

Legal actions: some records may be needed to defend the County in legal actions. Records that are being used in such actions must be retained for the entire period of the action even if their retention period has passed. If the retention period has expired by the time the legal action ends, the record must be retained for at least one additional year to resolve any need for the record in an appeal. If the retention period has not expired, the record must be retained for the remainder of the retention period, but not less than one year after the legal action ends. Prior to disposing of records, consultation with the County Attorney is encouraged to verify that no legal actions have been initiated which would require longer retention of the records.

Audits: program and fiscal audits and other needs of state and federal agencies are taken into account when retention periods are established by the New York State Archives. However, in some instances agencies with audit responsibility and authority may formally request that certain records be kept beyond the retention periods. If such a request is made, these records must be retained beyond the retention periods until the County receives the audit report or until the need is satisfied.

4.3 Records disposition

When the legal minimum retention period of records in inactive storage has expired, the Director of Assets and Records Management will notify the custodial department via email for unofficial consent to destroy the records. At that point, the Director of Assets and Records Management shall complete and sign a *Certificate of Records Disposal/Destruction* form (see Appendix C) and send to the custodial department's Records Steward for required signatures. No record shall be destroyed without the signed authorization of the Department Head, Records Steward (if different), and Director of Assets and Records Management.

Once the signed *Certificate of Records Disposal/Destruction* form has been received back from the custodial department, the Director of Assets and Records Management will oversee the proper destruction of the records. *Certificate of Records Disposal/Destruction* forms shall be kept permanently for documentation of disposition for future research or litigation.

The forms can be requested directly from the Director of Assets and Records Management.

5. ELECTRONIC RECORDS

Electronic records are records made, produced, executed, received, stored, generated, or sent in a format only a computer can process. Electronic records are often more convenient for users to manage than their paper counterparts, but they present a unique set of challenges as well.

5.1 Retention schedules

The *Retention and Disposition Schedule for New York Local Government Records* (LGS-1) is format-neutral; thus, the same rules generally apply to all records regardless of format. Exceptions may be found in the Building and Property Regulation, Environmental Health, Information Technology, Public Health, Public Safety, Taxation and Assessment, and Transportation and Engineering sections. For questions specific to electronic record retention and disposition, see Section 185.8 of the 8NYCRR of the Regulations of the Commissioner of Education.

5.2 Records disposition

The disposition of electronic records is coordinated by the Information Technology and Communications Services (ITCS) department, usually by enlisting the services of a certified third-party vendor. The Public Works department may also be utilized for electronic records destruction. Documentation of the disposition of electronic records is managed by the ITCS department.

5.3 Email

Email communications are considered to be records. As such, email is subject to all statutory and legal compliance, particularly in reference to the *Retention and Disposition Schedule for New York Local Government Records* (LGS-1). Email that qualifies as the official copy (see Section 2.1.1) should be stored in a permanent archive or other appropriate medium for the duration of its retention period (see Section 5.1), at which time it may be deleted, purged, or destroyed provided that it is not being used for legal action or audit. Email that is not considered to be the official copy can and should be deleted as soon as it is no longer needed.

5.4 Unique challenges of managing electronic records

Just like a paper record, an electronic record must be maintained throughout the duration of its retention period. However, while paper is generally a reliable and stable format, maintaining the authenticity and reliability of electronic records often presents challenges with new and ever-changing technologies that could potentially render an electronic record inaccessible. Thus, as hardware and software migrations and upgrades take place, electronic records must continue to remain accessible throughout their retention periods.

File naming is another unique challenge of managing electronic records. Often, electronic files are loosely named and maintained locally. Whenever possible, County-wide or department-specific file naming conventions should remain in place to facilitate access.

6. IMAGING RECORDS

Digital document imaging is the conversion, storage, and distribution of information displayed but not directly modified by a computer.

6.1 Microfilming records

Microfilming is the process of recording images on photographic film and is still a practical and cost-effective method for preserving permanent records. Prior to the destruction of the paper originals (with the exception of those created before 1910, which must be retained permanently unless granted permission from the New York State Archives), all records must be verified to ensure all images have been properly captured. Microfilm should be placed inside archival-quality reel boxes and securely stored in metal microfilm storage cabinets.

6.2 Scanning records

Scanning is the process of converting pictures, text, or sound into a digital form that can be processed by a computer. Prior to the destruction of the paper originals (with the exception of those created before 1910, which must be retained permanently unless granted permission from the New York State Archives), all records must be verified to ensure all images have been properly captured and converted. Records should be scanned at a minimum of 300 dpi and retained in an accessible format for optimum long-term preservation.

7. ACCESSING INACTIVE RECORDS

7.1 Access to inactive records by Tioga County staff

Individuals listed on the *Tioga County Archives and Records Center Authorization Card* (see Appendix D) may request and pick up records under their department's custody by completing a *Records Request Form* (see Appendix E).

Upon receipt of the *Records Request Form*, the Director of Assets and Records Management will pull the record (or box) and put a properly documented out card in its place including name of authorized individual, date, and description of record (if single file is removed) or inventory control number (if entire box is removed). Upon pickup, the authorized individual will sign and date the *Records Request Form*, which will be held in the Tioga County Archives and Records Center until the record (or box) is returned. Upon return of the record (or box), the Director of Assets and Records Management will sign the form documenting its return, return the record (or box) to its proper location, and pull the out card. *Records Request Forms* shall be retained for at least three (3) years to comply with LGS-1 schedule item 91.

7.2 Access to inactive records by researchers and community members

Public access to unrestricted inactive records held at the Tioga County Archives and Records Center is welcome.

7.3 Freedom of Information Law (FOIL) requests

FOIL requests are not managed by the Tioga County Archives and Records Center. Instead, FOIL requests are managed by Tioga County's two records access officers: the County Attorney (for email and all non-Sheriff's records) and the Sheriff's Office.

8. POLICY REVIEW

This policy will be reviewed annually by the Director of Assets and Records Management. Revisions will be proposed when:

- The policy is no longer adequate.
- Professional standards have changed or new ones have been incorporated.
- The mission of the Tioga County Archives and Records Center changes.
- New policy issues are needed to address new programs or needs.

APPENDIX A

Please note this form is for reference purposes only. You can obtain *Records Transfer Forms* by emailing SavardT@tiogacountyny.gov.

Tioga County Archives & Records Center Records Transfer Form					
Department:			Date:		
Box #	Records Series Title	Inclusive dates	LGS-1 code	Retention Period	Disposition Date
Example: 3	Retrieval requests	2020-2021	91	3 years	2024
Records Steward:			Records Steward Signature:		
Records Received by:			Records Manager Signature:		

APPENDIX B

Please note this form is for reference purposes only. You can obtain *Accession Record* forms by emailing SavardT@tiogacountyny.gov.

ACCESSION RECORD	
BOX # 1)	DATE:
BOX # 2)	
BOX # 3)	
BOX # 4)	
DEPARTMENT	DEPT.#
RECORDS SERIES	
DESCRIPTION 1)	
2)	
3)	
4)	
START DATE	END DATE
CO-2 RETENTION SCHEDULE #	
CO-2 MIN. RETENTION (YRS)	
TC RETENTION (YRS)	DESTRUCTION DATE
STORAGE LOCATION	VOLUME
RECORDS STEWARD	DATE
DEPARTMENT HEAD	DATE
PROCESSED BY:	DATE

APPENDIX C

Please note this form is for reference purposes only. You can obtain *Certificate of Records Disposal/Destruction Forms* by emailing SavardT@tiogacountyny.gov.

**TIOGA COUNTY ARCHIVES & RECORDS CENTER
CERTIFICATE OF RECORDS DISPOSAL/DESTRUCTION**

AGENCY/DEPARTMENT:

LOCATION:

DEPARTMENT HEAD/RECORDS STEWARD:

DATE:

BOX NUMBER	INCLUSIVE DATES	VOLUME	LOCATION	ACTION TAKEN

AUTHORIZED SIGNATURES

RECORDS STEWARD: DATE:

DEPARTMENT HEAD: DATE:

RECORDS COORDINATOR: DATE:

RECORDS Mgmt. OFFICER: DATE:

APPENDIX D

Please note this form is for reference purposes only. You can obtain an *Authorization Card* by emailing SavardT@tiogacountyny.gov.

TIOGA COUNTY ARCHIVES AND RECORDS CENTER		
AUTHORIZATION CARD		
DEPARTMENT/AGENCY:		DATE:
DEPARTMENT HEAD:		
Name	Title	
SIGNATURE:		
RECORDS STEWARD:		
Name	Title	
SIGNATURE:		
AUTHORIZED SIGNATURES:		
Name	Title	Signature
Name	Title	Signature
Name	Title	Signature

APPENDIX E

Please note this form is for reference purposes only. You can obtain *Records Requests Forms* by emailing SavardT@tiogacountyny.gov.

Tioga County Archives & Records Center Records Request Form		
<i>Section I : to be completed by requesting department</i>		
Records Steward	Department	Date:
Accession/Box Number:	Description:	
<i>Check one</i> <input type="checkbox"/> Complete box <input type="checkbox"/> Folder only Identifying folder information _____ Location of box: _____		
<i>Section II : to be completed by Records Department</i>		
<input type="checkbox"/> Records found <input type="checkbox"/> Additional information required to identify requested records <input type="checkbox"/> Records not in Records Department custody <input type="checkbox"/> Wrong accession/box number - please recheck <input type="checkbox"/> Missing (neither records nor outcard found in container specified) <input type="checkbox"/> Records destroyed (month/day/year) _____ after retention period satisfied <input type="checkbox"/> Records previously charged to (name, department, date) _____		
Name of Records Staff:	Signature of Records Staff:	Date:
<i>Section III : to be completed by requesting department at time of records receipt</i>		
Name of Authorized Recipient:	Signature of Authorized Recipient:	Date of Records Receipt:
<i>Section IV : to be completed by Records Department upon return of requested records</i>		
Name of Records Staff:	Signature of Records Staff:	Date of Returned Records:

REFERRED TO: ADMINISTRATIVE SERVICES

RESOLUTION NO: 2022-E05 MORTGAGE TAX DISTRIBUTION

RESOLVED: That the mortgage tax report for the period October 1, 2021 to March 31, 2022 be and it hereby is accepted; further

RESOLVED: That the County Treasurer be authorized and directed to pay to the Supervisors of the several Towns and the Treasurers of the several Villages the amounts apportioned to them as follows:

Barton (Town)	\$ 32,036.18
Berkshire (Town)	8,261.14
Candor (Town)	23,609.77
Candor (Village)	6,394.82
Newark Valley (Town)	22,829.22
Newark Valley (Village)	5,888.45
Nichols (Town)	10,680.63
Nichols (Village)	2,119.07
Owego (Town)	150,596.65
Owego (Village)	18,107.88
Richford (Town)	8,730.79
Spencer (Town)	18,082.95
Spencer (Village)	4,111.77
Tioga (Town)	31,593.94
Waverly (Village)	<u>27,330.60</u>
	\$370,373.86