

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT

To: Tom Norris

Date: July 17, 1997

From: Bob McDonnell *BM* *BN*

Subject: Attached schedule

In reply to:

Attached is a disposition schedule for the Hudson River-Black River Regulating District. I assisted Mike Cleary of the agency develop this request to implement the decisions of Dan Lorello's 1988 appraisal of the agency's records. The schedule will have the effect of approving the destruction of records after microfilming and the transfer of use copies of the film to SARA. For the most part, the records destruction has already occurred.

HBR-01, Land Acquisition Files (Paper), 1920-1950, 85 cu. ft.

This series consists of records documenting the acquisition of lands used for the Sacandaga Reservoir. Records include title searches, surveys, property descriptions, tract maps, copies of deeds, letters of transmittal and related records. The agency proposes to destroy these records after microfilming, pursuant to plans they discussed with SARA in 1988. The RDR authorizes the destruction of these original records after filming.

Recommendation: Approve.

HBR-01M, Land Acquisition Files (Microfilm), 1920-1950, 80 reels.

This series contains the 16mm microfilm of the records described in the preceding series. The agency will retain a copy of the film for its own use and transfer a use copy to the State Archives. This procedure implements Dan Lorello's appraisal recommendations (Report #88-04).

Recommendation: Approve.

HBR-02, Board Minutes (Paper), 1919-Current, 10 cu. ft.

This series includes the minutes of the regulating district and of its two predecessors - the Hudson River Regulating District and the Black River Regulating District. The agency proposes to destroy these records after microfilming, as indicated in plans they discussed with SARA in 1988.

Recommendation: Approve.

HBR-02M, Board Minutes (Microfilm), 1919-Current, 10 reels.

This series includes the film copies of the minutes described in the preceding item. The district will retain a use copy for its needs and transfer a use copy to the State Archives. The district has now filmed minutes up to the past few years and will ordinarily film future minutes and transfer a film copy at ca. 5 year intervals. This plan implements our appraisal

recommendations (Report #88-04).

Recommendation: Approve.

HBR-03, Reinterment Records (Paper), 1920-30, 5 cu. ft.

This series contains records documenting the removals of bodies from cemeteries to be flooded by the Sacandaga Reservoir and their relocation to new sites. Again, the agency proposes to destroy these records after filming.

Recommendation: Approve.

HBR-03M, Reinterment Records (Microfilm), 1920-30, 5 reels.

The agency will retain a copy of the film for its use and transfer a use copy to the State Archives. This plan was described in Appraisal Report #88-04.

Recommendation: Approve.

HBR-04, Insurance Policies, 1925-Current, 2 cu. ft.

The agency has several cubic feet of past and current insurance policies. It will retain these records until 6 years after expiration/cancellation. This ensures the availability of the records in the event of disputes over insurance coverage or payments. This retention period conforms to requirements for contract related records (CPLR 213).

Recommendation: Approve.