

VILLAGE OF PORT CHESTER INDUSTRIAL DEVELOPMENT AGENCY
RECORDS RETENTION AND DISPOSITION POLICY

Section 1. PURPOSE AND SCOPE

This Records Retention and Disposition Policy (the “Policy”) establishes a uniform policy for the management, retention, and disposition of records by the Village of Port Chester Industrial Development Agency (“the Agency”), in accordance with Article 57-A of the New York State Arts and Cultural Affairs Law and Part 185 of 8-CRR-NY Records of Public Corporations.

Section 2. POLICY

Agency records are the property of the Agency, and no individual Agency member, officer or employee has, by virtue of his or her position, any personal or property rights to such records. Tampering with, the unauthorized destruction of, the removal, or use of government records is prohibited by New York State Penal Law Sections 175.20 and 175.25. The Agency may take any and all appropriate steps and pursue all avenues available to it under the law to recover or restore any records which have been removed from proper custody, up to and including instituting proceedings in a court of competent jurisdiction to recover or restore such records.

The Agency will adhere to the Records Retention and Disposition Schedule for New York Local Government Records (LGS-1). In accordance with LGS-1, no records will be disposed of and/or destroyed, until and unless they have met the minimum retention periods set forth therein. Records that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond the applicable minimum retention period shall be disposed of. In all cases, the Agency will retain records for a minimum period of no less than 7 years.

Section 3. RECORDS MANAGEMENT OFFICER

The Agency shall designate a Records Management Officer (“RMO”), who will be responsible for the administration and management of the Agency’s records. Appointment of the RMO shall be made by the Agency’s Board of Directors.

Approved and Adopted this 13trh day of September, 2023