PUTNAM COUNTY IDA
INDUSTRIAL DEVELOPMENT AGENCY

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Putnam County Industrial Development Agency
RECORDS RETENTION & DISPOSITION POLICY

This **Records Retention and Disposition Policy** (the "Policy") establishes a uniform policy for the management, retention, and disposition of records by the Putnam County Industrial Development Agency ("the Agency"), in accordance with Article 57-A of the New York State Local Government Records Law, Arts and Cultural Affairs (ACA) CHAPTER 11-C, TITLE U and pursuant to 8 NYCRR Part 185. The Agency, by definition, is classified as a miscellaneous local government entity for purposes of the regulatory Records Retention and Disposition Schedules.

The Agency has approved the adoption of the Records Retention and Disposition Schedule LGS-1 issued pursuant to Article 57-A of the New York State Arts and Cultural Law, containing legal minimum retention periods of records.

The full schedule can be viewed by using the link below: https://www.archives.nysed.gov/sites/archives/files/lgs-1-2022.pdf

Adopted October 20, 2026
Resolution No. 2026-10-20