

DRAFT RESOLUTION NO. 2026-10-20

**RESOLUTION OF THE PUTNAM COUNTY INDUSTRIAL DEVELOPMENT AGENCY
ADOPTING THE NEW YORK STATE LGS-1 RETENTION SCHEDULE AND
APPOINTING A RECORDS MANAGEMENT OFFICER**

WHEREAS, the New York State Archives, a unit of the New York State Education Department, has consolidated and updated the local government records retention and disposition schedules into a single comprehensive schedule known as the "Retention and Disposition Schedule for New York Local Government Records" (LGS-1); and

WHEREAS, pursuant to Article 57-A of the New York State Arts and Cultural Affairs Law, the Putnam County Industrial Development Agency (the "Agency") is required to maintain, retain, and legally dispose of public records in accordance with the minimum retention periods established by the State; and

WHEREAS, 8 NYCRR § 185.2 mandates that the governing body of each local public entity formally designate, by resolution, a Records Management Officer (RMO) responsible for coordinating the systematic retention and disposition of the agency's records;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE PUTNAM COUNTY INDUSTRIAL DEVELOPMENT AGENCY AS FOLLOWS:

SECTION 1. ADOPTION OF LGS-1. The Board hereby officially adopts the "Retention and Disposition Schedule for New York Local Government Records" (LGS-1), including any subsequent updates or amendments issued by the New York State Archives, as the official schedule for the legal disposition of the Agency's public records. See Schedule A.

SECTION 2. APPOINTMENT OF RMO. Pursuant to Arts and Cultural Affairs Law § 57.19, the Executive Director of the Agency is hereby officially designated and appointed as the Records Management Officer (RMO) of the Putnam County Industrial Development Agency.

SECTION 3. DUTIES. The designated RMO shall possess all powers and duties set forth under 8 NYCRR § 185.2, including but not limited to orchestrating the review, inventory, storage, and lawful annual destruction of eligible records, ensuring that no records are destroyed before meeting the legal minimums outlined in the LGS-1 schedule.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

Resolution No. 2026-10-20

Resolution: Governance

October 20, 2026

Moved by: _____; **Second:** _____

Vote on Resolution:

Board Member	Aye	Nay	Abstain	Absent
S. Carey				
E. Cooke				
J. Downey				
M. Karlsson				
W. Nulk				
A. O'Brien				
J. Hartford				

Results:

Ayes: _____ Nays: _____ Abstain: _____ Absent: _____ Result: _____

I hereby certify that this is a true and accurate copy of the resolution adopted by the Board of the Putnam County Industrial Development Agency on this 20th day of October, 2026.

_____ Board Secretary / Authorized Signatory

SCHEDULE A

Putnam County Industrial Development Agency
DRAFT 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