



**MONROE COUNTY
INDUSTRIAL DEVELOPMENT CORPORATION**

RECORDS RETENTION POLICY

Pursuant to the Bylaws of the Monroe County Industrial Development Corporation (the “Corporation”), the Corporation shall adopt the Records Retention and Disposition Schedule MI-1, issued by the State Archives, State Education Department, pursuant to Section 57.25 of the Arts and Cultural Affairs Law, and Part 185, Title 8 of the Official Compilation of Codes, Rules and Regulations of the State of New York as it applies to Economic/Industrial Development and Local Development Corporations (attached) and appoints the Corporation’s Executive Director as Records Management Officer.

Re-Adopted on March 13, 2018