Town of Hempstead IDA
Records Retention and Disposition Committee
Meeting AGENDA
Old Courtroom, 2nd floor
350 Front Street, Hempstead
November 17, 2026 – 8:50 a.m.

- A livestream of the meeting may also be viewed at www.tohida.org . Select "Meeting Information" and then "YouTube – Live Streams and Recorded Meetings".
- The Minutes of this meeting will be posted when available on IDA website: www.tohida.org.

Members:
Jill Mollitor, Chair
Robert Bedford
Fred Parola
Edie Longo
Mike Lodato
Arlyn Eames
John Ryan

Agenda:

- Consideration and Adoption of the Records Retention and Disposition Policy
- Re-appointment of the Records Management Officer

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TOWN OF HEMPSTEAD
INDUSTRIAL DEVELOPMENT AGENCY

Records Retention and Disposition Policy

WHEREAS, the Town of Hempstead Industrial Development Agency ("the Agency") intends to establish a uniform policy for the retention and disposal of records; and

WHEREAS, the Agency intends to follow the guidance of the Town of Hempstead and New York State authorities regarding records management; and

WHEREAS, records management is an integral function of an Industrial Development Agency as it pertains to compliance with New York State governing authorities; and

WHEREAS, an Agency "record" shall be defined as any book, paper, map, photograph, electronic file, information-recording device, regardless of physical form or characteristic, that is made, produced, executed, or received by any officer of the Agency pursuant to law or in connection with any Agency transaction; and

WHEREAS, all Agency records are considered to be the property of the Town of Hempstead Industrial Development Agency, and therefore no individual Agency employee has, by virtue of his or her position, any personal or property rights to such records, even though he or she may have created, composed, written, developed, compiled, or received them; and

WHEREAS, New York State Law (Penal Law, 175.20 and 175.25) prohibits tampering with public records and makes such offenses either a class A misdemeanor or a class D felony, and that the unauthorized destruction, removal from files, or use of government records is prohibited; and

WHEREAS, in accordance with Article 57-A of NYS Arts & Cultural Affairs Law and Part 185 of 8-CRR-NY Records of Public Corporations, the Agency shall establish procedures for the orderly and efficient management of records;

NOW THEREFORE, BE IT RESOLVED, that in accordance with New York State Law, the Agency shall designate a Records Management Officer (RMO), who will be charged with the administration of the management of current and archival records in conformity with the Laws of the State of New York, and shall furthermore be the legal custodian of the records. Appointment of the RMO shall be made by the Agency's Board of Directors; and

BE IT FURTHER RESOLVED, that access to records shall be made, pursuant to and governed by Article 6 of the Public Officers Law of the State of New York; and

BE IT FURTHER RESOLVED, that Agency Counsel is hereby designated as the appeal entity for determination of denials to access to records. The counsel shall within 10 days of receipt of an appeal fully explain in writing to the person or entity requesting access to the record, the reason for denial; and

BE IT FURTHER RESOLVED, that Agency Counsel may take any and all appropriate steps to recover agency records which have been removed from proper custody, and may, when necessary, institute any and all actions in a court of competent jurisdiction to recover such records; and

BE IT FURTHER RESOLVED that the Agency shall establish a Records Management Committee, designated to work closely with and provide advice to the RMO, and shall consist of the CEO, CFO, two members of the Board of Directors and IDA Counsel. Such appointments shall be made by the Agency Board of Directors; and

BE IT FURTHER RESOLVED, the Town of Hempstead Industrial Development Agency hereby adopts the guidance contained within the Records Retention and Disposition Schedule for New York Local Government Records (LGS-1) containing the legal minimum retention periods for municipal and governmental records; and

BE IT FURTHER RESOLVED, that:

(a) only those records that are described in the Schedule for New York Local Government Records (LGS-1) will be disposed of and/or destroyed, after they have met the minimum retention periods described therein; and
(b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond established legal minimum periods; and therefore

BE IT FURTHER RESOLVED, that the Agency will retain records for minimum of 7 years and a maximum of "Permanent", pursuant to LGS-1 Economic/Industrial Development, Items 337-338; and

NOW THEREFORE, BE IT RESOLVED, the Town of Hempstead Industrial Development Agency authorizes the implementation of the Records Retention and Disposition Policy.

Resolution Number: 058-2026
Adopted by Records Retention and Disposition Committee:
Adopted:
Ayes:
Nays:

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Thomas Grech, Acting Chairman, Vice Chairman

RESOLUTION

TOWN OF HEMPSTEAD
INDUSTRIAL DEVELOPMENT AGENCY

APPOINTMENT OF RECORDS MANAGEMENT OFFICER

WHEREAS, the Industrial Development Agency seeks to appoint a Records Management Officer in accordance with the Records Retention and Disposition Policy and;

WHEREAS, by the adoption of this resolution a Records Management Officer for the Town of Hempstead Industrial Development Agency shall be appointed;

NOW, THEREFORE, BE IT

RESOLVED, in compliance with the Agency's Records Retention and Disposition Policy, the Board of the Town of Hempstead Industrial Development Agency hereby appoints Arlyn C. Eames, Deputy Financial Officer, as the Records Management Officer for the Town of Hempstead Industrial Development Agency.

Adopted by Records Retention and Disposition Committee:
Resolution Number: 059-2026
Adopted:
Ayes:
Nays:

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Thomas Grech, Acting Chairman, Vice Chairman