Town of Hempstead Industrial Development Agency and
Local Development Corporation
Record Retention Committee Meeting
Pavilion
1 Washington St, Hempstead, NY 11550
AGENDA
November 17, 2026, 8:40 AM

A Livestream of the meeting may also be viewed at www.tohldc.org. Select "Meeting Information and then Youtube – Live Stream and Recorded Meetings."

IDA and LDC Members: Jill Mollitor, Chairwoman, Robert Bedford, Frederick Parola, Edie Longo, Mike Lodato, Arlyn Eames, and John Ryan

- Re-Adoption of the Record Retention & Disposition Policy for the LDC

- Adoption of a Resolution appointing the Record Retention Officer

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TOWN OF HEMPSTEAD
LOCAL DEVELOPMENT CORPORATION

Records Retention and Disposal Policy

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

WHEREAS, the Corporation 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 a Local Development Corporation as it pertains to compliance with New York State governing authorities; and

WHEREAS, a Corporation "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 Corporation pursuant to law or in connection with any Corporation transaction; and

WHEREAS, all Corporation records are considered to be the property of the Town of Hempstead Local Development Corporation, and therefore no individual Corporation 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 Corporation 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 Corporation 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 Corporation'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 Corporation 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 Corporation Counsel may take any and all appropriate steps to recover Corporation 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 Corporation 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 Corporation Board of Directors; and

BE IT FURTHER RESOLVED, the Town of Hempstead Local Development Corporation 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 Corporation 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 Local Development Corporation authorizes the implementation of the Records Retention and Disposition Policy.

Resolution Number: 037- 2026 LDC
Adopted: 12/15/26
Ayes:
Nays:

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Thomas Grech, Vice/Acting Chairman

RESOLUTION

TOWN OF HEMPSTEAD
LOCAL DEVELOPMENT CORPORATION

APPOINTMENT OF RECORDS MANAGEMENT OFFICER

WHEREAS, the Local Development Corporation 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 Local Development Corporation shall be appointed;

NOW, THEREFORE, BE IT

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

Resolution Number: 038-2026 LDC
Adopted: 12/15/26
Ayes:
Nays:

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Vice/Acting Chairman Thomas Grech