

## **COLUMBIA COUNTY CAPITAL RESOURCE CORPORATION RECORD RETENTION POLICY**

Pursuant to the Bylaws of the Columbia County Capital Resource 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 applied to Economic/Industrial Development and Local Development Corporations (attached) and appoints the Corporation's CEO/President as Records Management Officer.

Adopted June 6, 2017

Reaffirmed February 6, 2018

## **ECONOMIC/INDUSTRIAL DEVELOPMENT**

- ◆1.[137]      **Business/industry loan case file**, including but not limited to loan application and evaluation, status reports, records of loan payments, tax abatement and exemption records, feasibility studies and correspondence:  
**RETENTION:**      Six (6) years after denial of application or six (6) years after final payment on loan.