

RECORDS RETENTION AND DISPOSITION
SCHEDULE MI-1

Section 185.14, 8NYCRR (Appendix K)

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MISCELLANEOUS LOCAL GOVERNMENTS

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
New York State Archives
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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: 6 years after denial of application or 6 years after final payment on loan

- 2.[138] **Master summary record** (log or register) documenting contacts and inquiries and resulting responses and actions taken by agency personnel:
RETENTION: **PERMANENT**