

**CORTLAND COUNTY INDUSTRIAL DEVELOPMENT AGENCY
RECORD RETENTION and DISASTER RECOVERY PRACTICES
APPROVED DECEMBER 2015**

Information Technology:

It is the practice of the Board of Directors of the Cortland County Business Development Corporation and the Cortland County Industrial Development Agency, to make ongoing investments in technology as much as financially feasible.

The Business Development Corporation provides record retention and disaster recovery administrative services for the Cortland County Industrial Development Agency.

The Business Development Corporation retains an external vendor to periodically assess its IT capabilities, recommend upgrades, and manage installation and service of the IT system. The BDC retains the services of external vendors to maintain and update its web site and to administer various internet functions. The Business Development Corporation's electronic database is stored on an external server.

The Business Development Corporation operates on a Windows system, and software is updated on a scheduled basis. It currently owns three PC's, one lap top computer and two LCD projectors. It replaces each PC every three to five years in order to upgrade capacity and technology improvements. Office PC's and laptops are protected by an anti-virus program with a yearly subscription service that provides for continual virus protection updates. New anti-virus subscriptions are purchased annually.

The BDC financial administrator updated to new Peachtree accounting software in 2012. Financial data is maintained both electronically and manually. Financial records are backed up on a regular basis, and duplicate files are kept off site.

While the Business Development Corporation does not have a formal IT disaster recovery plan, it has taken some general precautions. The Business Development Corporation has purchased an external backup drive and all computer files are backed up daily to the drive.

The Business Development Corporation/Industrial Development Agency moved into a county-owned building in September 2004 and it is now on the county's system, hosted on a separate server managed by the County's IT officer. This gives the Business Development Corporation additional capacity in terms of technical support, while maintaining security and confidentiality of information.

Print Materials:

The Business Development Corporation-Industrial Development Agency conducts record reviews to assure compliance with the Records Retention and Disposition Schedule for use by Counties (State Education Department /Government Records

Services). The Business Development Corporation worked with a Records Retention Specialist from the County Clerk's office to do a complete assessment of records in late 2002, at which time, the records specialist moved many files to permanent long-term storage with Cortland County. Cortland County now has responsibility for maintaining these permanent files.

All agency files prior to 2004 are housed with the Cortland County Record Center, managed by the Cortland County Historian who serves as Cortland County's designated Records Management Officer (RMO) under the auspices of the Cortland County Clerk's office. These files were transferred to county records in mid-September 2004 when the Business Development Corporation moved to new offices at 37 Church Street. Transfer of all files prior to 2004 to the county's RMO was made in accordance with Local Government Records Law (Article 57-A, Arts & Cultural Affairs Law), which addresses the management of local government records and is administered by the New York State Department of Education).

The Business Development Corporation –Industrial Development Agency maintains a copy of a Cortland Record Center Signature Card sent to the County Historian/Records Management Officer.

