



ATTACHMENT #2

INCORPORATED VILLAGE OF MASTIC BEACH
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PROCEDURES FOR VILLAGE USE OF LEXIS NEXIS SERVICES

Subject to the terms and conditions of the contract between the Incorporated Village of Mastic Beach and LexisNexis for government-authorized (non-police/law enforcement) searches under applicable law, the following procedures shall govern the Village's use of Lexis Nexis search services.

The employee designated to conduct said searches shall be the Public-Safety Supervisor. He/She shall be responsible for maintaining an accurate, timely, detailed and complete log of each search to include the following information:

- Date/time of search
- Purpose of search¹
- Specific information searched (i.e., name, license plate, address, etc.)

The employee designated to conduct said searches, and any other employee with whom this information is shared on a business-need-to-know basis, shall maintain appropriate confidentiality of said information in accord with applicable law and Village policy. Additionally, the employee designated to conduct said searches shall assure that the aforementioned log book is maintained in a locked filing cabinet, as well as any reports generated as a result of said searches. Moreover, the retention of these documents (log books, reports, etc.) shall be maintained in accord with applicable law and the Village's records-retention policy. In order to protect confidentiality, any electronic storage of actual search reports shall be maintained on the private drive (only accessible to the Public-Safety Supervisor after accessing her/his computer via a unique password).

In order to provide for appropriate internal control of the Village's resources, the Mayor shall obtain from LexisNexis on a monthly basis, a subject listing (not the actual search reports themselves) of the searches that were conducted. This will enable the Mayor designee to undertake periodic audits to assure compliance with the foregoing procedures and to help assure all searches are appropriate under applicable law and related to official Village business and operations. Additionally, the Mayor will provide these monthly reports to the Board of Trustees at its public-session meeting.

Board Adopted: May 17, 2016

¹ Must be an appropriate search under applicable law for a non-police, governmental entity.