

Executive Order No. E-739  
December 7, 2016


THE CITY OF NEW YORK  
HUMAN RESOURCES ADMINISTRATION

**RETENTION OF COPIES OF RECORDS PROVIDED BY NEW YORK  
CITY IDENTITY CARD (IDNYC) PROGRAM APPLICANTS TO PROVE  
IDENTITY AND RESIDENCY**

---

**TO:** Martha Calhoun, General Counsel  
Maritere Arce, Chief External Affairs Officer, HRA  
Saratu Ghartey, Chief Program Accountability Officer, HRA  
Matthew Brune, Chief Operating Officer  
Colette Samman, Executive Director, IDNYC Program  
Lauren Friedland, Privacy Officer

**CC:** Nisha Agarwal, Commissioner, Mayor's Office of Immigrant Affairs  
Mindy Tarlow, Director, Mayor's Office of Operations  
Jennifer Yeaw, Chief of Staff, HRA  
Jennifer Tavis, Senior Advisor for Strategic Initiatives, HRA

**FROM:** Steven Banks, Commissioner 

---

Pursuant to New York City Administrative Code Section 3-115 and the Mayor's Executive Order No. 6 of 2014, the New York City Human Resources Administration (HRA) is designated as the administering agency of the New York City Identity Card (IDNYC) Program.

Section 3-115(e)(2) of the Administrative Code states that on or before December 31, 2016, the administering agency will make a determination regarding the continuing need to retain records provided by applicants to prove identity or residency for an IDNYC Card in order to effectively administer the IDNYC Card Program, and will make any appropriate modifications to the policy for retention of records related to the IDNYC Card Program.

Pursuant to Section 3-115(e)(2), HRA has determined that there is no need to retain copies of records provided by applicants to establish identity and residency after IDNYC either approves or denies the application.

Accordingly, beginning on the date of this Executive Order, the IDNYC program will not retain copies of records provided by applicants to establish identity and residency.