

SUBJECT MATTER LIST FOR THE TOWN OF GUILDERLAND
2009

ASSESSOR'S OFFICE

Assessor's Field Data, including Field book and automated Field assessment data file
Informal Hearings
Property assessment record card
Stuyvesant Plaza Impact Notices
Physical inventory and property description detailed data file
Telephone Logs
Records used in determining property valuation
Agreements, Leases and indentures
File Content Sheet
Mass reappraisal records
911 Changes
Questionnaire and data mailings sent to property owners
RR & Special Franchises
Comp Property Values
Sales Records
Residential Ration of Assessment
Railroad veiling and special franchise assessment determination records
Equalization rate records
Tax Maps/Mappers Listing
Tax determination records for State owned lands subject to taxation
Town and County Tax Rates
Tax exemption or abatement file
Unpaid Water List
Unpaid Tax List
Assessment/tax grievance file
Quarterly Listing of Sales data file
Residential Ratios of Assessment
Property Inventory Valuation Reports – Market Value Survey
Copies of tax grievance or judicial assessment review records
Field Review Comparison Sheets
Agricultural land assessment records
Assessor's annual report

Assessment Roll/Tax Roll
Working papers or other intermediary records

BUILDING DEPARTMENT

Building/Property history file contained in building/property history system
Street address/parcel number authority data file
Master summary record
Housing maintenance or building inspection records
Fire safety inspection records
Building inspection data file
Building permit and certificate of occupancy issuance records
Building permit issuance data file
Building Permit application and plans
Building condemnation and demolition files
Contractors' liability insurance records
Building complaints/violation records
Building Permit Ledgers
Zoning Board of Appeal Minutes
Inspection reports
Sign Permits
Special Use Permits
Variances
Zoning Board of Appeals Case Files

COMPTROLLER'S OFFICE/SUPERVISOR

FISCAL

Report of audit and financial affairs
Audit background documentation
Audit Hearing or review file
Annual Financial Report
Payroll
Appropriation Ledger
General Ledger
Industrial Appraisal
Revenue Ledger

Cash Disbursements

BANKING AND INVESTMENT

Banking communications
Canceled checks (including payroll checks)
Copy of Check or check stub
Depository agreement
Deposit book for checking account
Deposit book for savings account
Deposit Slip
Fund Bank/Cash Trial Balance
Balance Sheets
Cash Subsidiary Ledger
Master summary record of bonds, notes or securities
Periodic reports and similar records of yield

BONDS AND NOTES

Bond issuance preparation file
Bond or note issue and cancellation register
Debt-contracting power statement
Records relating to exclusion of self-liquidating indebtedness
Section 8 Housing
Master summary record of bonds, notes or securities

BUDGET

Budget preparation file
Annual budget
Annual Financial Report
Special budget filed with State or Federal Agency
Budget status report
Budgetary change request

CLAIMS AND WARRANTS

Claim for payment
State or Federal-State reimbursement claim file
Summary record of outstanding or paid warrants or claims
Notice of claim record and index
Order or warrant to pay monies
Outstanding warrants listing
Assignment of claim

COURT

V& T's
Criminal Files
Civil Cases

EMS

Payroll/RMA's
Ex Personnel Files
Patient Care Reports
Invoices/Claim Forms
EMT Classes
EMT/CPR Papers
ALS/BLS/PCR

FIRE PREVENTION

Building and Old School Inspections
Fire Prevention Master Summary Record
Fireplace Inspections
Fire Investigation Reports
Employee's time records
Annual or other financial disclosure statements
Health and life insurance records
Unemployment insurance records

PLANNING

Comprehensive plan development file
Planning action data file
Planning project or program file

Master summary record
Geographic reference file
Mandatory planning review case file
Discretionary planning review file
Minutes

POLICE

Arrests
Warrants Served/Warrants
Incident Reports
Accident Reports
Domestic Reports
Tow Sheets
Payroll
Special Cases
Traffic Tickets
Supporting Depositions
Trial Notices
Pistol Permits
Traffic Ticket Backups
Police Budgets
Applications
Phone Message Logs
Incident & Complaints
Property/ Transfer/Utility Reports

PUBLIC ACCESS TO RECORDS

Subject matter list
Listing of officers or employees
Freedom of Information record request file

RECEIVER OF TAXES

Property Tax Roll
School Tax Roll
Property Tax Batches
School Tax Batches

Water Rent daily Journals
Year End Reports
Bank Codes
Chase Long/Short Batches
Billing Journal Cycles
Water/Sewer Permits
953's/954's
Escrow

SENIOR SERVICES

Annual and multi-year comprehensive plans
Log or index
Individual client file
Senior volunteer file
WRAP Applications/Contracts/Reports
HEAP
Flu Clinic
Heat Assistance
Attendance
Lunch
Travel Account

SENIOR TRANSPORTATION

Senior Vehicles/Transportation
Mow Luncheons
Payroll Claims

SUPERVISOR/PERSONNEL

Payroll or payroll related report
Payroll distribution breakdown record
Employee's time cards, sheets, or books
Record of employee absences or accruals
Employee request for and/or authorization given to employees to use or donate sick, vacation, personal or other leave, or to work overtime.
Employee's voluntary payroll deduction request form
Employee's personal earnings record

**Employee's declaration of intention to accept or reject Social Security
Quarterly or other periodic report of wages paid for Social Security
Personnel records of local government employees
Investigative records and disciplinary proceedings
Employee's time records
Annual or other financial disclosure statements
Health and life insurance records
Unemployment insurance records**

TOWN CLERK

**The Spotlight/Enterprise
Garbage Pass
Agenda Items
Town Attorney Files
Successful Bid Specs
Water Treatment Plant Upgrade Maps
Oath of Office for Town Officials
FOIL Requests
Legal Notices
Town Board Meeting Audio Tape/Videos
Town Board Minutes
Cash Books/Receipts
IDA Bonds
Cancelled Bonds
Licenses, Permits, Applications
Handicapped Parking Permit
Street Opening Permit
Dog Licenses
Sporting Licenses
Bingo, Games of Chance
Ethics Disclosure Forms
Certified Mail Receipts/Postal Meter Files
Reports
Minutes**

WATER

6011 State Farm Rd. Water Offices

- 1. Water and Sewer inspection records.**
- 2. SCADA logs (electronic data).**

- 3. Incident Reports.**
- 4. Disaster plan.**
- 5. Billing logs, (generated six times per year).**
- 6. Highway Work Permits/Perm 17 (yearly).**
- 7. City Of Albany Landfill Permit Applications (yearly).**
- 8. Correspondence.**
- 9. OSHA records.**
- 10. Personnel records; certification and training information.**
- 11. Water District Extension information (copies only).**
- 12. Maps, blueprints, plans, easements.**
- 13. Contracts (copies).**
- 14. Bidding documents (copies).**

NEIP Water --List Reports/information produced and kept at Water Treatment Plant

- 1. Bacteriological reports from distribution, finished and raw water samples.**
- 2. Total Organic Carbon reports on raw and finished water.**
- 3. Synthetic Organic, Volatile Organic, Inorganic, Group Metals, Radiological and other required laboratory analysis of water sources.**
- 4. Spill Prevention report and required logs and certifications.**
- 5. EPA Chlorine Vulnerability Assessment and required logs, inspection and maintenance reports.**
- 6. Customer complaint sample log and associated lab data.**
- 7. Bulk Storage logs and monthly reports and inspection results and permits.**
- 8. Monthly Report to Albany County Department of Health.**
- 9. Numerous daily operational logs.**
- 10. Annual Chlorine maintenance log.**
- 11. Daily SCADA report on filter and finished Turbidity.**
- 12. NY State Water and Distribution Operator Certification Certificates.**
- 13. Plant construction and upgrade data and reports.**
- 14. Annual inspection results by Albany County Dept of Health.**
- 15. Annual inspection results by Liability Insurance Company.**
- 16. SPEDES permit and required reports and laboratory analyses.**
- 17. Annual boiler inspection results by NY State Inspection.**
- 18. Annual OSHA report results.**

19. Employee training records.

NEIP Sewer (Park Guilderland Wastewater Facility)

- 1. Maintain Log of Daily Flows/Operational Changes.**
- 2. Maintain digital chart of Process/GPM/GPD are stored to 3 ½ floppy discs.**
- 3. File state inspection reports annually or bi-annually as per NYS DEC.**
- 4. File contact hours and courses attended by plant operator/and certificate renewal/expiration date/as per NYS DEC.**
- 5. Physical alarms are maintained through chart recorder/mainly power outage or RAS GPM.**
- 6. Permit for facility is filed on Operator's office, and is updated through NYS DEC.**
- 7. Daily Lab reports are completed daily by operator/with process/flow/maintenance adjustments recorded.**
- 8. Maintenance records are kept on computer and maintenance sheets as completed/as per manufacturer direction.**
- 9. MSDS library/Y2K procedures/emergency planning.**

Nott Rd. Wastewater Treatment Plant

- 1. Copy of SPEDES Permit.**
- 2. Copies of Operator Certification.**
- 3. Daily operational & maintenance logs.**
- 4. Daily Laboratory and process control logs.**
- 5. All sludge records including amounts, chemical usage and laboratory reports.**
- 6. All EPA and DEC inspection reports.**
- 7. Annual EPA 503 Biosolids reports.**
- 8. Monthly DMR (Discharge Monitoring Report) and NYSDEC operational reports.**

Inspection Sheets

Billing Journal

Permit or registration files for construction

Operation and maintenance of environmental facility

Automated operating system records (SCADA)

Logs

Charts, graphs, and similar records of pumpage, flow, pressure emissions, temperature, levels of chemicals and related information
Operator qualification records
Water systems periodic operations reports
Water supply emergency plan

ZONING

Master summary record
Zoning maps and all updates
Zoning action data file
Change of zoning records
Zoning variance or special permit file
Notification of proposed zoning change
Zoning ordinance violation records
Minutes