SUBJECT MATTER LIST

PUBLIC OFFICERS LAW

Section 87(3)(c) "a reasonably detailed current list by subject matter, of all records in the possession of the agency, whether or not available under this article."

RECORDS SERIES TITLE

- Access Permit Records (Great Sacandaga Lake)
- Accident Reports
- Accounts Payable Related Print-Outs and Listings
- Advertising
- Agreement Files
- All Employee Payment Records
- All Payroll Deduction Forms
- District Budget Preparation Work Papers
- Annual Occupational Injuries & Illness Surveys
- Video/Audiotapes of Board Meetings
- Audit Reports (Fiscal)
- Authority/Corporation Annual Reports
- Automated System Files Backup
- Bank Account Files
- Bank Correspondence
- Billing Documents (Assessments)
- Biographies (Board Members, Executive Staff)
- Bi-weekly Payroll Processing Records
- Board Meeting Minutes
- Bonds
- Cancelled Checks and Bank Statements
- Cancelled Payroll Checks
- Capital Budget Files
- Capital Project Files
- Cash Account Investment Records
- Cemetery Records (Great Sacandaga Lake)
- Confidential Personnel & Labor Relations Files
- Consultant Files
- Consultant Project Files (Copies)
- Contract Drawings
- Contract Files
- Contract Negotiation Files
- Contract Purchasing Files
- Contracts/Agreements
- Creation of Regulating District

- Credit Card Records
- Dam Safety Reports
- Data Documentation
- Dam Inspections
- Deeds, Titles (Permit Areas)
- Deferred Compensation Records
- Department of Motor Vehicle (DMV) Records
- Disaster Preparedness and Recovery Plans
- Disaster Response and Recovery Records
- Disciplines
- Disposal of Surplus Items
- Diving Report Files
- Drug and Alcohol Education and Training Records
- Educational Materials and Brochures
- E-Mail Messages
- Employee Benefits Records
- Employee Files
- Employee Internet Use Logs
- Employee Occupational Injury Incident Logs and Records
- Employee Summary Service Records
- Employee Time and Attendance Records
- Employee Training
- Employee Travel Payment Files
- Employee Uniform Orders
- Engineering Plans of Dams, Roads, Bridges
- Engineering Records & Reports
- Equipment and Furniture Inventories
- Equipment Reference Books
- Equipment, Tool and Furniture Inventories
- Ethics
- Ethics Filing
- Executive Director's documents on disk
- External Publications, Brochures and Pamphlets
- E-ZPass Statements
- Financial History
- Fire Safety Education and Training Records
- Fire Safety Program Records
- Forms Inventory Records
- Freedom of Information (FOIL) Requests and Appeals
- Garnishments, Tax Levies, Support Records
- General Administrative Files
- General Correspondence and Subject Files
- General Correspondence
- General Ledger Summary Listings
- General Plan
- GIS Maps, Documents, and Records

- GIS Residency Sheet Map
- Green Thumb Files
- Grievances
- Health Insurance Files
- Historic Information
- Incidents/Accident Reports
- Input Documents (Data)
- Inspection Contracts (Dam)
- Internal Audit Reports and Responses
- Internal Control Audit Reports
- Internal Control Audit Work Papers
- Internal Control Policies and Directives
- Internal Control Program Subject Files
- Internal Control Reports and Work Papers
- Investment Records
- Job Applications and Resumes
- Job Postings
- Journal Vouchers and Backup
- Judgments
- Labor Relations Arbitrations
- Land Transactions
- Legal Contracts Files
- Legislation
- Litigation files/Claims
- Maintenance & Operations Records
- Maintenance Contract and/or Agreement Files
- Maps, Drawings, Blueprints, Microfilm
- Minutes, Agendas, Meeting Files and Recordings of Regulating District Board
- Monthly and Routine Work Production Reports
- Monthly Financial Report Preparation
- Negotiations Materials
- News Clippings
- Office Equipment Maintenance Records
- Payroll Processing Records
- Payroll Processing Reports
- PERB (Public Employees Relations Board) Cases
- Personal History Files
- Personnel Transactions
- Petty Cash/Check Records
- Policies and Procedures
- Precipitation Reports/Data
- Preliminary Plans for Reservoirs
- Press Releases
- Procurement Files
- Property Encroachment Files
- Purchases

- Real Property
- Record Storage Files
- Records Disposal Files
- Request For Proposal (RFP) Files
- Request for Qualifications (SF 136a)
- Retention Schedules
- Rules and Regulations
- Safety Awards
- Safety Publications
- Safety Reports
- SEQRA- State Environmental Quality Review Act
- Structure Inspection Files
- Summary Computer Usage Report
- Surplus Property Disposition Records
- Tax Parcel Maps
- Telephone Bills and Credits
- Telephone System Documentation
- Tract Maps (Permit System)
- Transaction History (Permit System)
- Validated Deposit Slip Errors Memoranda
- Vehicle and Equipment Incident/Accident Records
- Vehicle Incident Records
- Vehicle Trips Miles Reports
- Work Permit Files
- Workers' Compensation Files