

## **Assigned Counsel**

Affidavit/Application For Assigned Counsel (Town/Village)  
Auburn City Court Order of Eligibility  
Vouchers For Professional Services

## **Board of Elections**

Certificate or notice of appointment of Commissioner of Elections; Copy of certificate to County Board of Elections stating each county officer to be voted for at general election; Return of canvass as to the vote for assemblyman, senator or representative in Congress, filed by inspectors of election

Voter Registration Forms  
Absentee Voter Applications  
Transmittal forms

Annual Voter lists  
Annual voter statistics  
Election results  
Ballots cast for given elections  
Supporting documents for each election

Payroll logs  
Personnel files  
Election Inspectors- Custodians Service Reports  
Compensation Plan  
All Resolutions passed by Legislature directly dealing with this office.

Bills and purchase orders

Election Law books  
NTS user guide books  
NYS Board of Elections guide on running election office

Party Bylaws  
Party Calls  
Town /City referendum/proposal request to be put on ballot

NYS and Federal Grant information dealing with this office  
Copies of the contracts  
Copies reimbursement requests  
Copies reimbursement payments

Receipts of all revue generated by this office  
Copies of all checks for town reimbursement for election services

## **Buildings**

History records of County owned buildings assigned to the Buildings and Grounds Department for informational and reference purposes, including building renovations, asbestos removal, maintenance, work logs, time logs, Purchasing for the department, hazardous materials disposal, and other records for County owned building under the responsibility of the Buildings and Grounds Department.

## **CEMO, Fire & EMS**

### **EMO**

Local, State and Federal Emergency and Disaster Response and Recovery Records (sensitive)  
Town, Village, County, State Emergency Plans (sensitive)  
Local Industry, Infrastructure, Health Care Facility, Skilled Nursing Home Facility Emergency Plans (sensitive)  
School District Emergency Plans (sensitive)  
Commodities / Resource Locations and Availability (Water, Fuel, Pharmaceuticals, Food) for Disaster (sensitive)  
Shelter Information and Resources (sensitive)  
Local and County Disaster Damage Assessment records  
Emergency Operations Center records covering maintenance, and use  
First Responder Preparedness / Disaster Response Training Records  
Local, County, State Capability assessments and records (sensitive)  
Financial Records  
Grant Contracts  
Grant Management Records  
Local, County, Regional, State Emergency Association Meeting records  
Department Payroll Records  
Vendor Files  
Tier II Hazardous Materials Reporting Records (sensitive)  
Hazard Vulnerability Assessments / Analysis (sensitive)  
EMO Employee / Staff Training Records  
Custodial responsibility for any records kept or maintained in Back-Up 911 Center

### **Fire**

Local & State Fire Training Records for Local First Responders ("protected information" included in some records)  
Back-up database records of personal and private contact information for area first responders, public figures, local, County, State, & Federal Representatives, Vendors and others  
Fire Investigation Records / Reports, including those that are potentially involving criminal investigations)  
First responder identification / credentialing records which may have "protected information"

## EMS

Training records – Emergency Medical Services training courses taught through NYS Dept. of Health, Bureau of EMS, Course Sponsorship. These records include:

Student Personal information – Contact information (address, phone, date of birth)–Social Security numbers – Medical information (protected by HIPPA Laws) – Student Performance / Grade information  
Course curriculum records – course handouts, exams and instructional materials

Note: Per NYS Course Sponsor Agreement, the above Student and Course records are mandated to be kept for a period of six years. Periodically, NYS Dept. of Health performs an audit to verify compliance. Cayuga County Course Sponsorship was last audited in July 2009.

Inventory records – equipment purchases, warranties, assignments, location

Financial records – Budget information, Accounts Payable, Accounts Receivable, Vendor Listings

Contractor records – Contracts include personal information such as contact information (address, phone) and Social Security numbers for Emergency Medical Services contracted instructors.

## **Clerk to the Legislature & Chairman's Office**

Public Officer's Law

Agency Annual Reports (Outside)

Agency Budget Request (Outside)

Certified Resolutions

Contracts

Local Laws

Legislator's reimbursement for phone, mileage and travel (meals)

Meeting Agendas

Meeting Minutes

Vehicle Titles – County Owned Vehicles, Boats, Trailers

Correspondence

Billings

Pension Reporting Information (Legislative/Elected & Appointed)

## **Coroner**

LIST OF DOCUMENTS MAINTAINED ON FILE

RE: CORONER CASES

**Accession Log:** Creates a case file number. Contains Decedent's name and address, date, disposition of body, (Onondaga County Medical Examiner) (Funeral Home).

**Coroner's Investigation Forms #1 & #2:** Decedent information history (name, address, date of birth,) etc. Scene investigation

**Certificate of Identification:** Person's signed declaration to positively identify the body.

**Copies of:** Preliminary Autopsy reports, Final Autopsy Reports

These are copies of the original/final report kept at the Onondaga Medical Examiner's Office

**Copies of:** Final Toxicology reports pertinent to each case

These are copies of the original/final report kept at the Onondaga Medical Examiner's Office

Reports not generated by the Coroner's Office but kept with the case file that are pertinent to the decedent's case. (Emergency Room Reports, EMS reports and Law Enforcement reports)

Case files are kept in a secure file cabinet and locked room.

### **County Administrator**

County Administrator's office files, including but not limited to correspondence, memoranda, reports, studies, publicity items.

- Purchasing

Purchase order, purchase requisition, or similar record, used to obtain materials, supplies, or services; Purchasing file, including but not limited to bid (successful, unsuccessful), contract, specifications, and related records for purchase of materials, supplies and services; Vendor file, including but not limited to list of vendors doing business with the local government, vendor evaluation forms, price lists or other information received from vendors; Performance guarantee or written warranty for products or similar record; List or abstract of purchase orders, claims or contracts; Standing order file, used for purchase of materials and supplies which are received on a regular basis; Chargeback records, showing specific fund to be charged for in-house expenditure; Canceled bids file, including purchase requisitions, vendor solicitations,;

- Accounts Payable

Invoice, packing slip, shipping ticket, copy of bill of lading or similar record used to verify delivery and/or receipt of materials or supplies; Invoice register, or similar record used to list invoices;

Claim for payment (approved or disallowed), including claim, vendor's voucher and bill. State or federal-state reimbursement claim file (federal revenue sharing), including but not limited to summary and detail of claim, worksheets and other supporting documents

- Auditor

Report of audit of financial affairs; Audit background documentation; Audit hearing or review file; Audit filed pursuant to Section 35, General Municipal Law, conducted by New York State Comptroller's Office or by New York City Comptroller or by an outside auditing firm; Other external audits; Internal audits, conducted by local government officials; Audit background documentation, including summaries, posting records, and related records created by an auditing office as part of the auditing procedure; Audit hearing or review file

## County Attorney

Case files; JD files; CPS files; County Contracts; Department Travel records; Department Purchasing records; Accounts Receivable and Payable; Correspondence; FOIL requests & responses; draft orders & petitions; copies of summons documents.

## County Clerk

### - DMV

Those files that are related to the NYS DMV Record Retention Requirements are as follows:

- \*Commercial Drivers License Test Results
- \*Failed Permit Tests Taken
- \*Banking Records (Monthly Bank Statements/Daily Deposits)
- \*Cash Audit Reports
- \*Staff Signatures
- \*Plate Inventory Reports
- \*Document Inventory Reports
- \*Sticker Inventory Reports
- \*Drinking and Driving Program Monthly Enrollment Rosters
- \*Failure to attend Drinking and Driving Program Rosters
- \*Daily/Monthly Sales Tax Reports
- \*Batch/Cashier Transaction Audits Conducted with Results
- \*Cashier Station Audits Conducted with Results

The records/files that are office specific are as follows:

- \*Staff Meeting Notes
- \*Customer Correspondence
- \*Payroll Registers
- \*Budget Information
- \*Training Schedules
- \*Invoices Payable/Reports
- \*State Correspondences (called Mailbags)

## **CAYUGA COUNTY CLERKS OFFICE COMPILATION & LOCATION OF RECORDS LIST Updated DECEMBER 2010**

### **ADOPTION RECORDS (SEALED FROM THE PUBLIC EXCEPT UNDER COURT ORDER)**

MISCELLANEOUS BOOKS A (1821)-U (1966): BOOK V (1967-1971) @ COUNTER #26  
BOOK W TO III FILES: 1878-1915 @ RECORDS SB 0577  
1915 -1984 COULD BE @ SURROGATES COURT OR RECORDS RETENTION

1984 - PRESENT

**APPOINTMENTS**

LETTERS: 1998-PRESENT  
BOOK: 12/1984-12/2007  
BOOK: 1/2008-PRESENT

**APPROPRIATION MAPS**

1ST IN SERIES: @ RECORDS SB 1295  
BALANCE OF MAPS FILED IN MAP DRAWERS  
COMPLETE LIST & LOCATION OF APPROPRIATION MAPS IN CLERKS DATABASE

**BONDS (SEE "UNDERTAKINGS") / STATE CRIMINAL SURETY BONDS**

BK: 1937-1999 & BEYOND STATE CRIMINAL SURETY BOND BK

**BUILDING & LOAN AGREEMENTS**

BK 1: 11/1/1910-1974  
BK 2: 1975-PRESENT  
FILES: 1956-2001 @ RECORDS RETENTION  
FILES: 2002-2004  
FILES: 2005-PRESENT

**CAYUGA COUNTY TAX LIENS (EFFECTIVE JUNE 2008 LIENS LISTED ALPABETICALLY ONLY)**

BK: 1996-PRESENT (TREASURER'S OFFICE HAS MOST UPDATED SEARCH)

**CAYUGA COUNTY TOWN/VILLAGE MISCELLANEOUS DOCUMENTS**

LETTERS: 1998-PRESENT  
ELECTED BK: 1/1951-PRESENT

**CAYUGA COUNTY WATER/SEWER FILES**

FILES

**CENSUS**

BKS: 1850-1925 -- (NOT ALL BOOKS AVAILABLE)

**CIVIL COURT FILES**

BKS: CIVIL ACTION 7/1915-12/1987 (INCLUDES DIVORCE & NAME CHANGE)  
ALL FILES THROUGH 2005 @ RECORDS RETENTION  
TYPICALLY THE CLERKS OFFICE HAS 5 YEARS OF CURRENT CIVIL RECORDS IN THE OFFICE

**COMMISSIONER OF DEEDS**

LETTERS: 2002-PRESENT  
NOTARY BK: 1/1970-PRESENT

**CONDITIONAL SALE CONTRACTS**

INDEX BK #5: 7/1/1959  
INDEX BK #6: 7/1/1963

## **CORONER'S RECORDS**

FILES: 1929-2004 @ RECORDS

## **CORPORATIONS**

INDEX BK 1: 7/1918-12/1984

INDEX BK 2: 1/1985-7/17/2000

1/1985-PRESENT IN CLERKS DATABASE

FILES: 1804-1967 @ RECORDS (SEARCH BY: "CERTIFICATE OF INCORPORATION")

FILES: 1968-2001

FILES: 2002-PRESENT

## **DBA'S**

BK 1: 9/5/1900-1910

BK 2: 1911-1940

BK 3: 1941-1972

BK 4: 1973-1981

COMPUTERS 1980-PRESENT (SOME 1980-1982 NOT ON COMPUTER; CHECK BOOKS)

FILES: 1918-1967 @ RECORDS

FILES: 1968-2005

FILES: 2006-PRESENT

## **DECLARATION OF INTENT (SEE ALSO NATURALIZATION)**

BKS: DECLARATIONS OF INTENT UNDER GENESEE STREET WINDOW

VOLUME 2 (#101-300 DATED 1908-1912)

VOLUME 3 (#401-900 DATED 1912-1915)

VOLUME 4 (#901-1400 DATED 1915-1917)

VOLUME 6 (#1901-2400)

VOLUME 7 (#2401-2900)

VOLUME 8 (#2901-3336)

VOLUME 9 (#3337-3700)

VOLUME 11 (#3701-4100)

VOLUME 12 (#4101-4405)

BKS: NATURALIZATION

VOLUMES 1-5 (DATED 1879-1906)

BKS: ALIENS DECLARATION

#1: 1/1879-3/1902

#2: 4/27/1902-6/21/1917

#3: 6/22/1917-11/20/1919

BKS: PETITION AND RECORD

VOLUMES 1-18 (#1-1799 DATED 1904-1927)

BKS: PETITION FOR CITIZENSHIP

VOLUME 23 (2220-2300) STARTING IN 1930

VOLUME 24 (2301-2400)

VOLUME 25 (2401-2500)

VOLUME 26 (2501-2600)

VOLUME 27 (2601-2700)  
VOLUME 28 (2701-2800)  
VOLUME 29 (2801-2900)  
VOLUME 30 (2901-3000)  
VOLUME 31 (3001-3100)  
VOLUME 32 (3100-3200)  
VOLUME 33 (3201-3300)  
VOLUME 34 (3301-3400)  
VOLUME 35 (3401-3500)  
VOLUME 36 (3501-3600)  
VOLUME 37 (3601-3700)  
VOLUME 38 (3701-3800)  
VOLUME 39 (3801-3900)  
VOLUME 40 (3901-4110)  
VOLUME 41 (4111-4349)  
VOLUME 42 (4350-4565) ENDING IN 1972

**FOLDED DECLARATIONS OF INTENT & BOOK AA @ RECORDS RETENTION CENTER:**

1838-1852 & 1806  
1858-1862  
1863-1893  
1894-1914  
1915-1918, 1927, 1928, 1929, 1967-1972  
1919-1926

**DEEDS**

**ONONDAGA DEED BOOKS**

A: 5/5/1794-6/9/1795  
B: 6/9/1795-12/11/1795  
C: 12/17/1795-4/14/1796  
D: 4/15/1796-8/22/1796  
E: 8/23/1796-2/27/1797  
F: 2/27/1797-11/14/1797  
G: 11/14/1797-3/15/1799

HA: MISC RECORDS ONONDAGA BOOK 1794-1803

CAYUGA COUNTY CLERK "FILED DEEDS"; BOOKS A & C

"MISC RECORDS"; BOOKS A, C & D (INCLUDES RESERVATION DEEDS)

"RESERVATION DEEDS"; BOOKS E (1808) TO GG (1916) WITH INDEX

CAYUGA CO DEEDS; BOOKS A (1799) TO ZZ (1836)

"CITY DEEDS"; BOOKS @ COUNTERS #7 & 17 WITH INDEX (NO BOOKS FOR MISSING NUMBERS)

#117: 01/02/1864-11/22/1869

#121, 125, 129, 132, 136, 139, 140, 143, 147, 150, 153, 159, 162: 11/16/1867 TO 06/30/1883

#16 TO #102: 07/02/1883 TO 11/20/1959

CAYUGA CO DEEDS; BOOKS 53 (6/25/1836) TO 1120 (12/31/02)

GRANTOR/GRANTEE INDEX: 1836 TO 2002 (INCLUDING CORPORATION DEEDS)

1972 TO PRESENT ON COMPUTER ACS SYSTEM

**DIVORCES** (SEALED: AVAILABLE ONLY TO ASSIGNED ATTY, PLAINTIFF/DEFENDANT OR BY COURT ORDER)

1939 TO 1968 @ RECORDS RETENTION CENTER (DIVORCE RECORDS MIXED WITH CIVIL RECORDS)

1997 TO 1999 @ RECORDS RETENTION CENTER  
2000 TO PRESENT IN MAIL ROOM

**ENTREPRENEURS PLACE IN EARLY AMERICA / AUBURN NY 1783-1880**

**FEDERAL TAX LIENS (RELEASES ATTACHED TO ORIGINAL FILING)**

1960-1989  
1990- CURRENT

**HARRIET TUBMAN**

Folder of Information @ COUNTER #32

**HOSPITAL LIENS**

1936 - 1953 (SB0957)  
1954 - 1960 (SB0382) @ RECORDS RETENTION  
1968 - 1976 (SB1950) @ RECORDS RETENTION  
1993 - 2001 @ COUNTER #37 (NO LIENS MADE AFTER 2001)

**INDIAN LAND CLAIMS COUNTER #32**

**INDICTMENTS (SEX OFFENDER, YOUTHFUL OFFENDER CASES ARE SEALED FROM THE PUBLIC)**

NO ACCESS TO COMPUTERIZED INDEX; INDICTMENT # FROM SUPREME COURT- LOOK UP INDEX #

**JUDGMENTS**

1982-1989 INDEX IN BOOKS  
1990-PRESENT INDEX IN ACS COMPUTER SYSTEM  
JUSTICE 1953-1979 @ RECORDS RETENTION  
JUSTICE 1979-2007  
JUSTICE 2008 TO PRESENT  
FOREIGN 1933-1979 @ RECORDS RETENTION  
FOREIGN 1979-2007  
FOREIGN 2008 TO PRESENT  
SATISFACTION 1927-1992 @ RECORDS RETENTION  
SATISFACTIONS 1992-2007  
SATISFACTIONS 2008 TO PRESENT

**LIS PENDENS**

1823 - 1971 BOOKS 1, 2, A-S  
1971 - PRESENT BOOKS T-GGG

**LOCAL LAWS**

1998 TO PRESENT

**MECHANICS LIEN**

1871 - 1904 MECHANICS LIENS @ RECORDS RETENTION  
1905 - 1908 ?  
1909 - 1925 MECHANICS LIENS @ RECORDS RETENTION  
1873 - 1921 DISCHARGE @ RECORDS RETENTION  
1921 - ? DISCHARGE  
1952 - 1963 ON FILM @ RECORDS RETENTION

1975 – 1994 INDEX BOOK  
1995 - PRESENT

### **MILITARY DISCHARGES**

WW1 SECTION 1 & 2 BOOKS  
1943 - PRESENT BOOKS 1-31  
Spanish-American War Volumes #1-3 in Vault in Clerks Office

### **MISCELLANEOUS DRAWER (YEARLY)**

CAYUGA NATION PAPERWORK  
BANKRUPTCY DOCUMENTS  
STATE OF EMERGENCY DOCUMENTS  
COMMERCIAL TRADE NAME NOTICES  
PRENUPTIAL AGREEMENTS

### **MISCELLANEOUS RECORDS**

1970-CURRENT BOOK  
CAYUGA COUNTY SEWER DISTRICT NO 2  
CAYUGA COUNTY WATER DISTRICT NO 1 & NO 2  
DAYS SERVED (MILES TRAVELED ONE WAY)  
JUVENILE DETENTION FACILITIES IN NYS DIRECTORY  
FEB 1, 1986  
JUNE 1, 1987  
OWASCO RIVER PLANNING  
TUBMAN, HARRIET DEEDS  
INDIAN LAND CLAIMS

### **MORTGAGES**

JULY 1825-CURRENT IN RESEARCH AREA (WHITE COMPACT BOOKS)  
(LAST PRINTED BOOK # 1765)

### **MORTGAGE ASSIGNMENTS**

OCT 1878-CURRENT (LAST PRINTED BOOK # 97)

### **MORTGAGE DISCHARGES**

JULY 1, 1924 - CURRENT (LAST PRINTED BOOK # 297)

### **MORTGAGE RELEASES**

JULY 2 1883-CURRENT BOOKS (LAST PRINTED BOOK # 41)

### **NAME CHANGES**

1939 - 1951 LAST PAGES IN RED CIVIL ACTION BOOKS  
1951 - 1960 LAST PAGES IN RED CIVIL ACTION BOOKS  
1960 - 1966 LAST PAGES IN RED CIVIL ACTION BOOKS  
1967 - 1971 LAST PAGES IN RED CIVIL ACTION BOOKS  
1971 - 1973 LAST PAGES IN RED CIVIL ACTION BOOKS  
1974 - 1976 LAST PAGES IN RED CIVIL ACTION BOOKS  
1977 - 1979 LAST PAGES IN RED CIVIL ACTION BOOKS  
1980 - 1983 LAST PAGES IN RED CIVIL ACTION BOOKS  
1984 - 1999 CIVIL ACTION FOLDERS @ RECORDS CENTER  
2000 – PRESENT

**NATURALIZATION (SEE ALSO DECLARATION OF INTENT)**

INDEX CARD CABINET A – Z

CLERKS RECORDS (TREE) BY LAST NAME

1796-1878 & 1899 IN BOX AT RECORDS RETENTION

1922-1978 FACTS FOR NATURALIZATION CERTIFICATE STUBS IN BOX @ RECORDS RETENTION

**NEW CENTURY ATLAS**

1904 MAPS OF CAYUGA COUNTY (TOWNS & VILLAGES)

**NOTARY –1924 to present**

THESE RECORDS ARE NOT AVAILABLE TO THE PUBLIC.

OLDER RECORDS MUST BE KEPT AND ARE AT RECORDS RETENTION CENTER

**NOTICE OF LENDING**

1975 - 1994 (TOGETHER WITH MECHANICS LIENS)

1995 – 2004 (TOGETHER WITH MECHANICS LIENS)

2005- PRESENT FILED SEPARATELY

INDEX IN BOOK ON COUNTER

**OFFICIAL OATHS**

1984- CURRENT APPOINTED

1951- CURRENT ELECTED

1970- CURRENT NOTARY

1923- 1934

1942-1951

**OWASCO RIVER PLANNING @ COUNTER #32**

**PARTNERSHIPS**

BK 1 1939-1977- BEFORE DATABASE SETUP IN 1978, YOU MUST CHECK BOOKS

COMPUTERS COMMENCING 1/1/1978 TO PRESENT IN CLERKS DATABASE

1939 – 1967 @ RECORDS RETENTION

1968 – 1980

1981 - PRESENT

**SCARS PETITIONS**

1989 – 1995 @ RECORDS RETENTION SB 0495

1996 – 2007

CURRENT YEAR KEPT IN OFFICE

**SEPARATION AGREEMENTS**

1993-2005 @ RECORDS RETENTION

2006 – PRESENT

**SHERIFFS CERT OF SALE**

INDEX 1857-1956

BOOK @ COUNTER #33

## **STATUTORY FORECLOSURES**

1883 - JUNES 1943 AT COUNTER # 33  
NOTICES PUBLISHED IN PAPER ARE IN OFFICE SAFE

## **SUPREME COURT MINUTES**

OCTOBER 1912-1947 (CIVIL)

## **SURVEY MAPS**

BACK OF OFFICE IN WOODEN CABINET: 1906-1921  
BACK OF OFFICE IN WOODEN PULL OUT DRAWERS: 1906 THROUGH 1921  
1984 -1 THROUGH CURRENT  
BKS V-Z & BKS AA-JJ @ RECORDS RETENTION  
ATLAS OF CITY OF AUBURN, NY  
INSURANCE MAPS OF AUBURN, NY

## **TREASURERS SURPLUS MONIES @ COUNTER #38**

## **UCC'S**

1964 - CURRENT (INDEXED IN CLERKS DATA BASE)  
TERMINATIONS  
LAPSED, TERMINATED (1973-1989), & EXPIRED (ON OR AS OF 1/1985) SHREDDED 11/6/1998

## **UNDERTAKINGS**

1800'S BOOK  
BK 1 1923-1978  
BK 2 1979-PRESENT  
FILES 1848-1932 @ RECORDS RETENTION  
FILES 1933-2000 ?  
FILES: 2001-PRESENT

## **US DEPOSIT FUND MTGS**

BK 1 1837-1851 BACK (WEST) WALL #33  
BK 2 1851-1910 BACK (WEST) WALL #33

## **WELFARE LIENS**

1948 - 1988 "WELFARE PUBLICATIONS"  
1964 - 1993 LIENS  
1994 - PRESENT  
INDEX BOOK

## Historical Records

1800-1930 Federal Census (microfilm) Some indexed in card files or notebooks  
1855-1925 New York State Census (microfilm) Some town indexes in notebooks  
1790-1957 Index of Cayuga County (microfilm) Some deed copies on microfilm  
1799-1971 Index of probated wills (microfilm)  
1811-1813, 1816-present: Newspapers (microfilm) Holdings not complete for all years  
Some newspaper abstracts (card file)

D.A.R. cemetery records by town (notebook)

Local Histories and reference books:

Storkes' County History  
Monroe City History  
Auburn City Directories  
Cayuga County Revolutionary Soldiers  
Various printed genealogies  
Cayuga County Town Histories  
Tree Talks (CNYGS)  
WWII Service Records (Cayuga County)  
Photo & slide albums  
Biographical Review  
Allen's History of Auburn  
French's 1860 Gazetteer  
Civil War Reference Books  
Family Histories  
Genealogical Helper  
Genealogy magazines  
Snow's County History  
Hall's History of Auburn  
Revolutionary War Reference Books  
Cayuga County Civil War Soldiers  
"How to" Genealogy books  
A.I.S. Census Indexes for NY State  
Some architectural files/materials

**DISTRICT ATTORNEY**

**CRIMINAL FILE SUBJECT MATTER LIST**

**Police Reports**

Arrest Reports  
Supplemental Reports  
Investigative / Incident Reports  
Domestic Incident Reports

**Miscellaneous Reports**

Witness(es) Statements / Affidavits  
Pleadings  
Photographs  
Laboratory Reports  
Accusatory Instruments  
Pretrial Notices  
Exhibits  
Evidence  
Grand Jury Materials

Criminal History Sheets  
Court Orders

## **Employment & Training**

Annual and multi-year comprehensive plans, compliance reports and fiscal audits relating to Workforce Investment programs; case files for participants enrolled in training programs, including but not limited to registration forms, eligibility reviews, time sheets for classroom training attendance, evaluations and follow-up reports; logs of payments made to individuals sponsored in training activities; fixed asset records; department's copies of payroll and attendance records; financial records required by Federal Workforce Investment Act; contracts with subagents; worksite agreements with Summer Youth Employment supervisors; contracts with Department of HHS for JOBS and Food Stamp Employment programs; Cost Reimbursement Agreements under the Workforce Investment Act; One-Stop Operator Agreements; WIB/CEO Agreements; Lease agreement with Cayuga Community College and sub-lease agreements with partner agencies at Cayuga Works Career Center.

## **Health & Human Services**

### **Health Department**

Official minutes of meetings: other than medical 6 years

BOH minutes: Permanent

Professional Advisory minutes: Permanent

Utilization Review minutes: Permanent

Quality Assurance Plans: permanent

#### **Certified Home Health Agency (CHHA):**

Patient Records are maintained for 6 years after time of discharge.

If the patient minor: until patient is 21 or 6 years whichever is longer

Personnel records: permanent

Surveys: permanent

**Certificates of licensures: 7 years**

(CHHA, D&T, LHCSA)

#### **Community Health Services (general public health)**

Patient records: maintain 6 years or until minor is 21 years old, whichever is longer  
(MOMS/ MCH, Lead, Immunization, Communicable Disease)

Syphilis: 40 years

Death from TB: maintain 3 years

TB diagnosed maintain 20 years

Survey: permanent

**Early Intervention/ Preschool Special Ed/ Child Find:**

Patient/child records: kept for 6 years or until child is 21, whichever is longer

Specific Communicable Disease: Syphilis records maintained 40 years

If diagnosis has been changed from TB to non-tubercular: 6 years

**Accounting:**

Audit Reports: 6 years

Paid bills: 6 years

Payroll: 6 years

Ledgers: 6 years

Personnel files: 6 years

Contracts: 6 years

State Aid Reports: permanent

Grant Fiscal information: permanent

**Environmental:**

Rabies records:

Investigations: been keeping them indefinitely, mandate states all patient/child records are kept for 6 years or until child is 21, whichever is longer

Realty subdivisions:

- Applications for realty subdivisions, private water supply, private sewage disposal systems: permanent
- Subdivision approvals: permanent
- Drafts of related subdivision information where County approval needed: 20 years
- Documentation of realty subdivisions approvals not undertaken: 20 years

State and Local Sanitary Code and related code violation records:

- Violation: 3 year after violation abated
- Alleged violations: 1 year
- Summary of complaints, violations and inspections: 3 years

Permits: related to water supply and wastewater disposal systems

- Wastewater disposal system approvals not part of a subdivision: 20 years after completion of 6 years after denial of application
- Permit for septic tank cleaner: 6 years
- Private water systems surveys: 10 years

- Public water or wastewater permits: 6 years after connection no longer used or denial of application
- Public Water surveillance: 3 years
- Reports on public water systems: : 3 years
- Water violations: 6 years
- Public Health Hazard notification: 6 years

#### Community Sanitation and Food Permits

- Facility information: camps, hotels, pools, beaches, food service establishments: 6 years after facility no longer used
- Operation permits pool, beach, camp, temporary residence, mass gathering: 3 years
- Sanitation reports operation and inspection: 21 years
- Violation records :  
No minor involved: 6 years  
If minor involved: until minor is 21 or 6 years whichever is longer

#### Food Service permits and approvals:

- Construction/ alteration : 3 years
- Operational permit including suspension or closure: 3 years
- Temporary permits: 2 years
- Frozen dessert permits: 2 years

#### Food Investigations:

- Inspection report: 3 years
- Complaint investigation: 6 years
- Food Water outbreak investigation: 21 years

#### Capital Construction or Public Improvements for Water Treatment plants or public water supplies:

- Feasibility studies : permanent
- Draft plans, supplemental information: 6 years after project completion
- Project approved but not undertaken: 6 years
- Permits for operation, plans, approvals, disapproval: permanent
- Routine correspondence over drafts plans: 6 years
- Sketches, inspection and maintenance records: 6 years
- Operator Qualifications: 6 years
- Public Water permits: 6 years
- Disinfection waiver or variance: 5 years
- Special device permits on systems: 6 years
- Annual Reports: permanent
- Monthly operational reports: 5 years
- Water quality violations: 5 years
- Microbiological reports: 5 years

- Surface water reports: 10 years
- Bulk water reports: 3 years
- Privately small system reports: 10 years
- Water emergency plans: 5 years

## **Human Services**

### **Child Support**

Closed files are kept in the Child Support Unit for 2 years and then sent to Records Retention. Closed files are purged after 6 years.

### **Temporary Assistance/HEAP/Employment**

Audit clerk keeps an Access database for TA records. These include any investigations done by Case Integrity Unit. Closed files are sent to Records Retention. Closed cases are kept for 6 years and then purged. Cases where there has been an overpayment or an intentional program violation (IPV) are kept indefinitely. HEAP records are maintained in the HEAP unit and are purged every 3 years. Employment records are maintained in the Employment Unit and are purged every 6 years. All 3 program areas electronically store records in IEDR since 2009.

### **Food Stamps/Medicaid**

Audit clerk keeps an Access database with FS and MA records. These include any investigations done by Case Integrity Unit. Closed files are sent to Records Retention. Closed cases are kept for 6 years and then purged. Cases where there has been an overpayment or an intentional program violation are kept indefinitely. FSMA electronically stores documents in IEDR since 2009.

### **Long Term Care**

Typist maintains an Access database that includes Patient Review Instrument (PRI), home assessments, Personal Care Program, private duty nursing, and Long Term Home Health Care Program cases. Closed cases are sent to Records Retention and purged every 7-10 years.

## **Services**

### **Adult Services/Daycare:**

Closed Adult Protective cases are kept for 6 years by regulation. NYSEG disconnects and custody investigations are also kept for 6 years. Closed cases are sent to Records Retention. They track time frames and notify us when it is time to purge. Karen keeps a copy of the spreadsheet on her computer. Closed daycare cases, provider information, copies of paystubs (for Audit), monthly audits, some miscellaneous information is also sent to Records Retention. Supervisor keeps spreadsheet of what has been sent to Records Retention. Daycare records are electronically stored in Kindertrack and the Child Care Time & Attendance System.

### CPS:

In CPS, all SCR reports are electronically stored in Connections. Skinny files are stored in CPS unit or in the room by the 4<sup>th</sup> floor elevator. Indicated reports must be kept until the youngest child on the report is 28 years old. Unfounded reports must be kept for 10 years from receipt of the report. FAR cases also must be kept for 10 years. (like an unfounded). New York State Central Registry notifies what files can be purged and when. Secretary then purges. No records are sent to Records Retention.

### Foster Care/Preventive:

Preventive cases include preventive, PINS, JSS, JSI, Partnership, and B2H cases. When a case is closed, preventive cases are stored in the filing cabinets located in the room of Team 3 and foster care cases are stored in the room of Team I.

When these cabinets become full, a purge is initiated. For the preventive cases, all cases closed 6 years since the closing date are boxed and sent to storage. As PINS cases seem to multiply at a faster rate and only contain eligibility information, Jamie recently pulled and boxed for storage all PINS cases that had been closed over 2 years (past the chance of being pulled for an audit). Foster care cases where the youngest active child on the case is currently over 18 years of age, are also pulled, boxed, and sent to records storage. At this time, open and closed foster care eligibility and Medicaid cases are still stored in the eligibility unit.

### Adoption:

When a child is adopted, their records are "sealed". Adoption supervisor keeps a card file to track. Cases are stored in locked file cabinets located on the second floor of the COB. These records are never purged.

CM 9/7/11

## **Highway Dept & Motor Pool**

Highway or other transportation structure maintenance and repair records covering routine maintenance and repair activities and pavement marking; Snow and ice removal records, including log or report of weather conditions; Highway or transportation structure history file containing summary information on highways, roads, streets, bridges, overpasses, underpasses, culverts, and other structures, except records covering routine maintenance and repair activities; Project file for capital transportation improvement covering highways, roads, streets, bridges, other structures, and parking lots; Master summary record (index, log or register) of transportation improvement projects; Official maps, plans, diagrams, drawings, photographs, surveys, engineering and survey notes, detailed specifications, profiles or cross-sections of highways, roads, streets, bridges, or other structures including indices or finding aid; Design file for capital transportation improvement project, including plans, maps, designs, sketches, designs, architectural drawings, and photographs for highways and other transportation structures maintained by local government; Highway, road, street or transportation structure management automated maintenance, repair and inspection system records, also containing information such as on motor vehicle accidents, highway safety, highway-related permits, complaints and requests for service; Right-of-way records, including legal description of right-of-way, copies of deeds, maps and photographs; Property acquisition records, documenting acquisition of real property obtained through eminent domain proceedings for transportation-related project, including record of public hearing, findings and determination, appraisal information, copy of court proceedings and correspondence; Recommendation of Highway Superintendent or Commissioner of Public Works for

expenditure of highway or road fund money; Report or "inventory" received from and submitted to New York State Department of Transportation on status, mileage, improvements, or other characteristics of highways and bridges; Complaint or request for service, including notification (including communication log and telephone call log) of unsafe, dangerous or defective condition of highway, street, road, bridge, sidewalk, or other capital improvement, including but not limited to inspection report and record of abatement of condition; Transportation- or engineering-related reports, studies or data queries, including their supporting documentation, covering subjects such as traffic congestion studies, traffic safety studies, traffic sign or signal survey, speed limit change request, including but not limited to information gathering forms; copies of accident reports and court records; copies of maps, plans and surveys; and correspondence; Traffic sign or signal erection, relocation, or removal records; Copies of motor vehicle accident reports received from law-enforcement or other government agency; Highway related permit file covering handling of oversized vehicles or equipment, or temporary barricading, obstruction, closing, excavation, construction or encroachment; Public improvement permit file covering construction work which improves facilities benefiting the public; Inspection records for bridges, elevated railways and similar structures; Intergovernmental agreements, contracts or orders relative to highway maintenance, and sharing of equipment, materials or services; Engineer's reference files, usually arranged by topic, name or number of road, or name of municipality or other government agency; Copies of highway, street, road or bridge records received from other governmental jurisdiction; Fuel tank records, including tank maintenance, repair and inspection reports, tank measurement paperwork, permit records, and fuel delivery paperwork.

## **Human Resources & Civil Service**

- Personnel files for civil service employees for all Cayuga County jurisdictions:
  - County Departments
  - Cayuga-Onondaga BOCES
  - Cayuga Community College
  - Seymour Library
  - Soil & Water Conservation District
  - Water & Sewer Authority
  - Schools (6)
  - Towns (23)
  - Villages (9)
- Personnel change forms submitted to our office for all jurisdictions listed above
- Certified payroll reports
- Preferred eligible lists for laid-off employees in the competitive class (4 years) for the jurisdictions listed above
- Position control records for all positions in Cayuga County Civil Service jurisdictions
- Employee roster records showing all personnel changes of employees
- Employee orientation materials

- Commission meeting minutes
- Commission meeting agendas
- New Position Duties Statements
- Resolutions and justifications submitted to and received by NYS
- Job classification surveys
- Office inventory
- Job specifications
- Exempt positions that were reviewed by Commission
- Commission meeting correspondence
- General correspondence files
- Compensation Plan
- Employee medical folders
- Civil service exam files (includes exam announcements, canvasses, certifications, candidates' applications)
- Eligible lists for civil service exams given
- Workplace Violence training materials and records of attendance
- Civil Service Rules, Regulations, and Appendices

### **Information Technologies**

General correspondence files; IT Department Support request history; IT Systems implementation, support and maintenance files; Employee resource provisioning files; Employee Internet use history.

### **Mental Health**

Patient files for many years  
Community Services Board minutes  
Consolidated Fiscal Reports for 7 years

## **Nursing Home**

We have patient records, accounts payable, accounts receivable, resident personal accounts, payroll, social work files, general ledger records, Yearend financials as well as yearend Medicaid and Medicare reports.

## **Office for the Aging**

Annual and multi-year comprehensive plans; State aid claims & documentation; Compliance reports and non-fiscal audits relating to aging services; Contracts for services provided by subcontractors; Individual client file, including but not limited to applications, evaluations, and follow-up report; Timesheets; Accounts Payable records, including but not limited to invoices, packing slips, receipts; Committee minutes.

## **Parks & Trails**

Contracts – (Bookings of Pavilion, Shelters, Trails, Emerson Park); Maps, Land Purchases, Appraisals and Survey's; Admission, permits, daily logs, boat slip and vehicle logs; Copies of deposits, purchase orders and any other paid bills; employee records (applications, payroll, insurance, etc.); budget resolutions and agenda's; beach records (attendance, testing, etc.) special event information (contracts and bookings); Participation, attendance, or enrollment records for park, recreational facility,; Summary record or report; of original entry, including worksheets, used admission tickets and ticket stubs; Statement of disposition of unused tickets, when a fee is charged; Park, recreational facility, marina, permits, granted to individual or family, including but not limited to application, affidavit, and copy of stub or license; Permit records; Lease or rental agreement for marina slip; Records of dispensing of fuel; Planning and development records covering such topics as facility construction, improvement and usage; Special event file, including but not limited to official copy of any program or promotional literature, or photographs of events or performances, background materials and supporting documentation; copies of contracts, certificates of insurance, driver information, daily logs or other reports, and copies of applicable rules and regulations; Routine reports, including analysis of pool or beach water samples; Records for Cayuga County Park Commission including Agendas and minutes; Snowmobile Club Grant records; Park Grant Records.

## **Museum**

Exhibit file documenting planning, construction, and use of exhibit, including but not limited to installation photographs, sketches, worksheets, publicity, brochures, exhibit catalogs, inventory lists, loan agreements and visitor surveys: Brochures, exhibit catalogs, installation photographs and inventory lists; Collections records documenting acquisition, accession, de-accession, loan, conservation, and use of materials, including but not limited to accession register, loan agreement, inventory of collection: Routine records, including but not limited to notes and internal memoranda; Records for Cayuga County Agricultural Museum Commission including agendas and minutes.

# Planning Department

- **Local Planning Assistance**
  - 239 l&m Review –applications, any pertinent material associated and required to accompany them, final committee decision and minutes
  - CCPB (Cayuga County Planning Board) –Meeting minutes
  - Training- Materials used for CCPB public trainings and attendance records
  - Community Development-county and various town/village comprehensive plans, local laws, zoning ordinances and subdivision regulations
  
- **Economic Development**
- **Business Assistance**
  - CDBG (Community Development Block Grant) loan program requirements, minutes, records and case files
  - NYS Main Street and CDBG applications and project files
  - CCDC (Cayuga County Development Corporation) – board reports, policies, resolutions and minutes
  - CCIDA (Cayuga County Industrial Development Agency) – board policies, resolutions, appointments, minutes, accepted applications and accepted project files
  - CCPUSA (Cayuga County Public Utility Service Agency) – bylaws, minutes
  
- **Environmental Protection**
  - WQMA (Water Quality Management Association)-Meeting minutes,
  - grant files including financial information, permits, final products and closeouts.
  - Flooding –FEMA and other maps
  - Hazard Mitigation – Grant files including financial information, permits, final products and closeouts.
  - HHW (Household Hazard Waste) – Grant application, work plan, final reports and closeout.
  - OLWMC (Owasco Lake Watershed Management Council) – Incorporation papers, organizational minutes and resolutions
  
- **Agricultural & Farmland Protection**
  - PDR(Purchase of Development Rights) - Files associated with each project
  - Ag District review information and maps
  
- **Geographic Information Systems**
  - Maps and other communication products prepared using an integrated database containing records from date items relating to; Public Safety, Public Administration, Infrastructure, Real Property & Environment

## Probation

- 1) Probation Department Case Files:
  - a) Presentence or Pre-dispositional Investigation Reports; Quarterly Supervision Reports, including Initial Supervision Plan and Termination Reports, *except* for adults and juveniles whose cases were adjudicated or diverted by the Family Courts in lieu of adjudication. *Retention: 10 years after case closed.*
  - b) All case record material, other than Presentence Investigation Reports or Pre-dispositional Reports, Quarterly Supervisory Reports and Termination Reports. *Retention: 6 years after closed.*
  - c) All case record material pertaining to adults and juveniles whose cases were adjudicated or diverted by the Family Courts in lieu of adjudication. *Retention: 6 years after case closed.*

Note: Although the above records have a less than permanent retention period, the State Archives urge County Probation Agencies to retain Presentence or Pre-dispositional Investigation Reports, Quarterly Supervision Reports and Termination Reports permanently. These reports contain information not available elsewhere, and document the local government's role in the probation process.
- 2) Master Summery Record: (Index) containing summary info on each case. *Retention: PERMANENT.*
- 3) Certificate of Relief from Disabilities: Issued to Probationer. *Retention: 1 year.*
- 4) Probation Dept. Case Assignment Register: Showing assignment of cases. *Retention: 1 year after all cases listed are closed.*
- 5) Restitution Records: Including but not limited to Payment Change Order, Cash Book showing Receipts and Disbursements of Funds, Ledger Card or Book and Records of Collection Attempts. *Retention: 6 years after last payment*
- 6) List of Persons in Arrears in Restitution Payments: *Retention: 6 years after list is issued or last entry, whichever is shorter.*
- 7) Conditional Release Case File: Covering Inmate in County Correctional Facility, created pursuant to Article 12, Correctional Law. *Retention: 6 years after date of most recent entry in record.*

## Real Property

### Records We Maintain/Retain:

#### **Current Tax Maps:**

maintained as .dwg AutoCadr2000 files as sheet maps 737 total maps  
Converted to .dwf, .dxf, .pdf, and .shp  
County wide .shp file for use in GIS online application  
Paper map prints in scale

**Archived Tax maps:**

From 2003 to present in .dwg and .dxf formats

From 1991 to 2002 as scanned .tif format

From 1978 to 1990 as microfilm cards

**Assessment Database (RPS data):**

daily backups of rpsv4 from inception (April 2004)

NOTE: data is updated by the city, towns and the county concurrently

paper card copies of each parcel detail maintained for tax mapping purposes (ownership)

**Final Assessment Roll:**

10 years (current year copy in office and online); prior 9 years offsite

Municipalities (city/towns) should have permanent records

**Tentative Assessment Roll:**

5 years (current year copy in office and online); prior 4 years offsite

Municipalities (city/towns) should have permanent records

**Tax Roll:**

4 years available electronically/digitally;

permanent record required but maintained by the County Treasurer's Office

**Assessors Annual Reports:**

10 years total; 4 years in office, prior year's offsite

**Tax Escrow Account changes:**

1 year, hard copy retained

**Real Property Transfer Reports:**

6 years total; 3 years in office, 3 years offsite

**Assessment Grievance Documents:**

6 years total, all in office

**Tax Foreclosure Auction Documents:**

Current and 1 prior year in office; historical are offsite

**Board of Assessment Review Member and Training Information**

6 years, all in office

**Records we have (duplicate of County Clerk):**

**Deeds:**

paper and .tif copies filed under town and tax map #, most parcels have deeds reflecting ownership from mid 1970's to present ownership

**Survey Maps:**

paper and digital copies filed under filed map #

**Records which we assist in maintaining:**

Building Floor Plans for County owned/staffed buildings  
Assorted GIS mapping of Emerson Park construction  
Town of Fleming Water Lines mapping

**Records Retention**

Bills & Invoices	2003 – 2011
Records Retention Center - Original Blueprints; Additional Drawings and Blueprints for Document Storage (4 rolls)	1959 - 1997
SARA Grant Applications & Materials	1991 - 2008
County Department Database Maintenance	2000 - Present

**Sheriff's Dept**

- **911**

911 maintains the following records for three (3) years.

1. Call for Service Reports
2. Audio Recordings of all calls made to and from the 911 Center
3. Call Statistics for all calls made to and from the 911 Center

- **Law Enforcement**

All arrests, complaints, tickets, motor vehicle accidents, accident requests by insurance companies; CID cases, Orders of Protection, Pistol Permits, Evidence, Record Checks, Sex Offender Registry, Juvenile reports (separate from all other cases). STOP DWI Files, Traffic Safety Files.

- **Custody Division**

File of each inmate. Booking process, which includes fingerprints, photo, suicide packet. Medical file is kept separate.

- **Payroll**

Keeps a file on every employee at PSB

- **Billing**

Files on all bills paid, files on vendors used by Jail and Sheriff's Office

**Treasurer's**

Report of audit of financial affairs; Audit background documentation; Audit hearing or review file; Banking communications, including but not limited to bank statement, reconciliation, notification of voiding or return of check, cancellation of payment, or other notice for checking or savings account; Canceled check (including payroll check), or other instrument of payment, such as bank check, warrant check, order check, or order to fiscal officer to pay when used as a negotiable instrument, including voided check; Copy of check or check stub; Depository agreement, including designation of depository, bond or surety, or other record relating to deposition of local government funds; Deposit book for checking account; Deposit book for savings account; Deposit slip; Master summary record of bonds, notes, or securities purchased by the government for investment, identifying the security, the fund for which held, the place where kept, and listing the date of sale and the amount realized; Periodic reports and similar records of yield received from or status of bonds, notes, securities or other obligations purchased for investment; Bond issue preparation file, covering bonds issued by local governments; Bond or note issue and cancellation register, including information on the type, amount, number of obligations in issue, rate of interest, date of maturity, holders, cancellation of the bond or note, and other pertinent information; Debt-contracting power statement filed with Office of the State Comptroller before sale of bonds; Records relating to exclusion of self-liquidating indebtedness by a local government, including copy of application filed with Office of State Comptroller, notice and proof of publication, and State Comptroller's written certificate; Budget preparation file for budget request or estimate submitted by department head, including but not limited to the preliminary or tentative budget, budget appropriation and staffing requests, estimates of revenues or expenditures, narrative of services, budget message, budget hearing and review files, and related records; Annual budget; Special budget filed with state or federal agency; Budget status report on allocation, receipts, expenditures, encumbrances, and unencumbered funds; Budgetary change request, (if not included in minutes) including approval or denial for change in approved budget and including but not limited to transfer of funds from one budget item to another, overtime authorization, or request for supplemental funds; Copies of municipal, special district or other budgets, received and maintained for informational purposes; Claim for payment (approved or disallowed), including claim, vendor's voucher and bill; State or federal-state reimbursement claim file (federal revenue sharing), including but not limited to summary and detail of claim, worksheets and other supporting documents; Summary record of outstanding or paid warrants or claims; Notice of claim record and index as required by Section 50-f of the General Municipal Law; Order or warrant to pay monies; Outstanding warrants listing, including adding machine tapes; Assignment of claim; General ledger showing summary receipts and disbursements from all funds and accounts; Subsidiary ledger providing details of the general ledger accounts; Journal recording chronological entries of all fiscal transactions; Accounting register, including but not limited to check register, transfer of funds register, encumbrance register, and register of claims presented for payment and paid claims; Cash transaction record showing cash received from collection of various fees and petty cash disbursed; Tolls or fares collection record, including but not limited to record of receipts and log of operations; Daily cash record, including adding machine tapes, cashier's slips showing daily cash receipts and analysis of cash receipts; Notice of encumbrance indicating funds encumbered and amount remaining unencumbered; Past due account fiscal records and summaries; Intermediary fiscal record of receipts and disbursements, including but not limited to detail record, analysis, proof sheet or trial balance worksheet, and adding machine tapes; Abstract of receipts, disbursements, or claims; Billing records covering services provided by local government; Bill of sale of property

owned by local government other than real property; Sales tax records, covering sales tax collected by local governments and transmitted to State Department of Taxation and Finance; Tax exemption records, showing that local government is exempt from paying sales, use or other taxes; Payment recoupment records, documenting the process of recovering monies paid erroneously by local government to employee, vendor or other payee; Receipt (received) or copy of receipt (issued) other than for payment of taxes; Grant, award or gift files, covering grants, awards and gifts given by local governments to other local governments, not-for-profit corporations, businesses or individuals; Credit card records documenting payments received by credit cards or electronic transactions, including credit card payment receipts, and statements showing amounts of payments received and fees deducted; Estate settlement fiscal records, including but not limited to records of receipt of estate or transfer tax, copies of Surrogate's decrees and Surrogate's orders fixing tax, transmittals between Surrogate Court and county financial officer and estate appraisal records;

- ***Data Processing***

Data/database dictionary reports, periodic printouts from a data/database dictionary system including data element attribute reports, database schema, and related records used for reference purposes

- ***Payroll***

Payroll, including information on gross and net pay, base pay, taxes, and other deductions; Payroll or related report covering all employees or an individual employee; Payroll distribution breakdown record used to distribute or classify labor costs; Summary record of employee's payroll changes; Employee's time cards, sheets, or books; Record of employee absences or accruals; Employee request for and/or authorization given to employee to use or donate sick, vacation, personal or other leave, or to work overtime; Record of assignments, attachments, and garnishments of employee's salary; Employee's voluntary payroll deduction request form; Schedule or other notification from issuing bank showing savings bond purchased for employee; Employee's personal earnings record used to prove end-of-year total earnings, retirement or other deductions and taxes withheld; Employee's declaration of intention to accept or reject Social Security; Quarterly or other periodic report of wages paid prepared for Social Security, and report of any adjustments or corrections; Copy of federal determination of error in wage report; Payroll report submitted to New York State Employee's Retirement System, Policemen's and Firemen's Retirement System, or any other official pension system; Employer's copy of Annual Federal Tax Return (Form 940), Quarterly Federal Tax Return (Form 941E) and Continuation Sheets (Form 941a), Notice of Tax Return Due (Form TY 14), or equivalent forms; Employer's copy of U.S. Information Return for Calendar Year (Form 1099), Withholding Tax Statement (Form W-2) or Transmittal of Wages and Tax Statements (Form W-3), or equivalent forms; Employee's Withholding Exemption Certificate (Form W-4), or equivalent form; Employer's copy of New York State income tax records relating to employees; Direct deposit records, covering direct deposit of employee's salary, including but not limited to application to begin or terminate direct deposit, and transaction log or similar reports; Employee's declaration of intention to decline membership or participation in retirement system or benefit plan, including copy of written notification of options provided employee by local government.

## **Veterans**

Client counseling file, including but not limited to basic data form, interview and counseling records, copies of state and federal veterans' benefit forms, Compensation and Pension Claims, and any correspondence from the VA to the Veteran. Service records, Service Medical Records, Private Medical Records, Marriage Certificate, Birth certificate, Divorce Decree; Millage and maintenance records for Veterans Van; Payroll registers and time sheets for employees; Log or register showing summary information on all client contacts; Monthly statistical report submitted to New York State Division of Veterans' Affairs.

## **Weights & Measures**

Bulk Milk Tank Charts  
Bulk Tank History by Year  
Number of Tanks Checked/Calibrated by Year  
Actual Milk Tank Checks by Farm  
Actual Milk Tank Calibrations by Farm  
Commodity-Labeling-Price Checks by Year  
Commodity Checks by Business  
Item Pricing Accuracy Checks by Business  
WimWam Full Commodity-Price Checks  
Inspection Date History by Year  
Inspection Reports by Business  
Fees Charged by Year  
Petroleum Quality Gas Sampling Date History by Year  
Petroleum Quality Reports by Business  
Petroleum Quality SGS Reports  
Petroleum Quality Gas Sampling Pass/Fail Reports  
Petroleum Quality Reimbursement Ledger  
Invoices to NYS for Reimbursement for PQ Testing  
Equipment Calibration Record by Year  
Inventories by Year  
Trip Log Sheets  
Workload Records for Yearly Report  
Monthly Reports  
Monthly Budget Reports  
Annual Yearly State Report

## **Youth Bureau**

Municipal applications for state aid  
Not-For-Profit applications for state aid  
Agency project performance evaluations  
Program self monitoring reports  
Municipal/Not-for-profit voucher reports

3/12/12