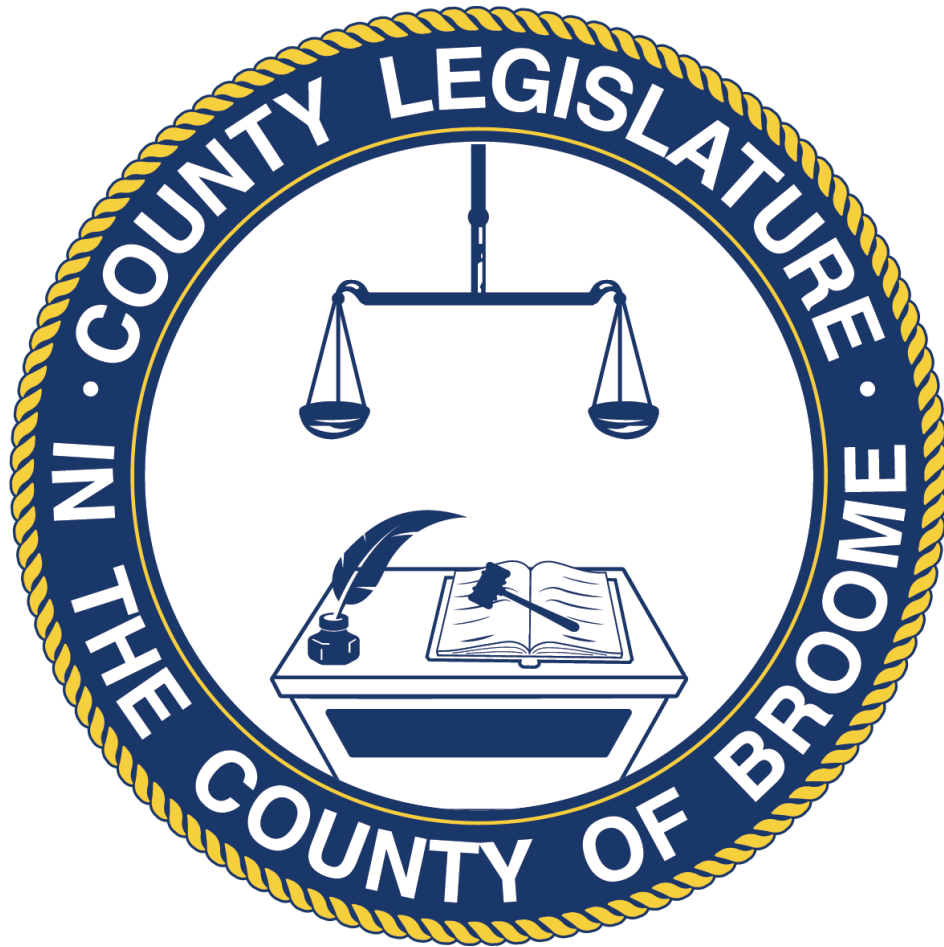


Broome County Records Maintained



Updated 2/16/24

AGING (OFA)

- Advisory Council membership, meeting agendas and minutes
- Annual Report and quarterly reporting data on services and expenditures
- Annual Implementation Plan
- General Office Files
- Grant Budgets, applications and claims
- Payroll, timesheets, validation and certification
- Personnel Files for agency staff
- Vouchers and other purchasing documents

ARENA/FORUM

- Bank Statements
- General Ledgers
- Bank reconciliation
- Event settlements
- Event contracts
- Ticketmaster reports
- Concession settlements
- Arena Board reports
- Revenue and expenditure reports
- Preventative maintenance reports
- Work orders
- Equipment lists

ASSIGNED COUNSEL

- Correspondence Files
- Fiscal Accounts and Accounting Records
- Department Personnel Files
- General Office Files
- Grants
- Payroll, timesheets, validation and certification
- Policies and Procedures
- Vouchers (Criminal, Family Court)

AUDIT & CONTROL

- Staff Payroll Records
- Payroll Certifications
- Departmental Payables Support
- Bank Account Reconciliations
- Departmental Control Self- Assessment Reports
- Internal Audit Reports
- Vendor Number Files
- Departmental Schedule of Audit Payments
- Federal 1099 Reports

AVIATION

- Airport Advisory Board Minutes & Agendas
- Tenant Meeting Minutes
- Tenant Lease Agreements
- Vendor Contracts
- Airport Operation Forms and logs
- Airport Certification Manual
- Airport Master Plan Update
- Airport Correspondence
- Airport Identification Applications
- Environmental Forms and Documents
- Security Badge Activity Reports
- Capital Project reports
- Payroll Records
- Federal and State Grant Agreements
- Personnel Records
- Airport Operational Performance Reports
- Vouchers
- Invoices
- Airport Statistical Reports
- Parking Lot Register Reports
- Monthly Financial Reports
- Passenger Facility Charge Reports
- Resolutions
- Annual Operating Budgets
- Auto Mileage Log

BMTS

- Membership lists
- BMTS Committee minutes and agendas
- BMTS Annual Unified Planning Work Programs
- BMTS Transportation Improvement Programs
- BMTS Completed reports
- Annual budget
- Personnel files
- Payroll, timesheets, etc.
- Grant reimbursement requests
- Traffic counts
- Vouchers
- Purchase orders
- Highway inventory data

BROOME COMMUNITY COLLEGE (BCC)

- **Academic Records**
 - Accreditation Records
 - Advisory Board Councils
 - Course Information Records
 - Course Observation Reports
 - Curriculum Development Records
 - Grievance Records
 - Instructor's Course Syllabus
 - Outcomes Assessment Records
 - Student Advising Records
 - Student Learning Outcomes Assessment
 - Textbook/Supplies requests for program courses
- **Accounting and Accounts Payable Records**
 - Accounts Payable Invoices
 - Bank Reconciliations
 - Capital Project Voucher
 - Financial Audits
 - Grant Financial Reports
 - Reconciliations
 - Tax Forms
 - Transaction log
- Affiliation Agreements
- Board of Trustee Records
- Bonding Records (Dorm Authority State of NY)
- Budget Records
- Campus and classroom photos and photo releases
- **Campus Operations**
 - Contracts with Utility Suppliers
 - Contracts with Utility Transporters
 - Pre-BCC Grounds Records
 - Property Records
 - Deeds
 - Surveys
 - Leases
 - Land Transfers
 - Rights of Way
 - Construction Contracts
 - Active
 - Complete
 - Underground Fuel and Waste Oil Storage records to include Decommissioning
 - Capital Construction Documents
 - Drawings
 - Specifications
 - Major Project Documents
 - Drawings

- Specifications
 - Environmental (Hazardous Material)
 - Testing
 - Reports
 - Concluding Documentation
 - Master Plans
 - Buildings and Building Systems Manuals
 - Building and Building Systems Warranties
 - Broome County Capital Project Documentation
 - SUNY/SUCF/DASNY Capital Project Documentation
 - Feasibility Studies
 - Off Campus potential Site Studies
 - Electronic
 - AutoCAD Building Drawings
 - AutoCAD Site Database
- Copy Center Records
- Copyright Law Information
- Executive Council Minutes
- Finance & Facilities Committee of BOT Records
- Flu Shots
- Freedom of Information Requests for BCC
- Grant Records
- **Human Resources Records**
 - Affirmative Action complaint file
 - Arbitrations
 - Collective Bargaining Unit Agreement files
 - CORE – minutes and agenda
 - Correspondence files
 - General Office files
 - Grievances
 - I-9 records
 - Personnel files
 - Search files
 - Unemployment Records
 - Workers' Compensation files
- Institutional Assessment Data
- Material Safety Data Sheets
- Middle States Records
- **Office of Public Safety**
 - Annual Clery Reports (Crime Statistics)
 - Campus Safety Committee Records
 - Campus Vehicle Logs
 - Daily Activity Reports
 - Evidence Logs
 - Fire Drill Reports
 - Fire Inspections

- Incident Reports
- Lost and Found Records
- Material Safety Data Sheets
- Medical Waste Records
- Parking Tickets
- Peace Officer Equipment Issuance & Maintenance Reports
- Required Safety and Environmental Inspections
- Required Safety, Health and Training Records
- Vehicle and Traffic Citations
- **Payroll Records**
 - Audit Material
 - Employee Information Forms
 - Faculty Contracts
 - HRS Payroll Reports
 - Payroll Audit Backup
 - Payroll Registers
 - Payroll Reports
 - Payroll Retirement Correspondence
 - Payroll Taxes, Federal & State
 - Retro Project Papers/Files
 - Student Employee Forms
 - Vacation & Sick Reports
 - W-2s
 - Year End Payroll Report
- President's Cabinet Minutes
- **Purchasing Records**
 - Contracts
 - Purchase Orders
 - Asset Control Sheet
 - Bid Documents
- Shared Governance Records
- **Student Account Records**
 - Accounts Receivable records
 - Cash Receipts/Cashier Sessions
 - County Chargeback invoices/receipts
 - Disbursement records
 - Federal Drawdown Records
 - Foundation Scholarship Requests
 - Residency Certificates
 - Third Party Scholarship Requests
 - Transaction Activity Log
- **Student Counseling Records**
 - Classroom Materials
 - General Office Files
 - Personal Counseling Student Records
 - Staff Meeting Minutes

- Student Appointment Records
- Student Financial Aid Records
- **Student Records (Registrar)**
 - Academic Continuance Forms
 - Attendance
 - Enrollment Reports
 - Grade Change Forms
 - Grades
 - Immunizations
 - Incomplete Grade Contracts
 - Independent Study Contracts
 - Program Change Forms
 - Sports Physicals
 - Student Health Records
 - TAP Rosters
 - Transcripts
- Veterans Affairs Records
- **Vice President for Academic Affairs**
 - Appointment and Promotion Records
 - Chairperson Records
 - Contract Records
 - Correspondence Records
 - Course Development Records
 - Curriculum and Course Records
 - Fast Forward Program Records
 - Phi Theta Kappa Records
 - Professional Development Records
 - Sabbatical Records
 - SUNY Tuition Records
 - Teaching Grant Records
- **Vice President for Student & Community Engagement**
 - Formerly incarcerated students
 - Student Disciplinary Files
 - Students referred to Student Behavioral Team

COUNTY ATTORNEY

- Contracts between the County and outside vendors
- Opinion files
- General Litigation files
- JD/PINs case files
- Bankruptcy case files
- County code enforcement files
- Real Property Tax foreclosure files
- FOIL appeal files
- General Office files

- Department personnel files
- Department payroll files
- Vouchers
- Department budget
- Coroners personnel and budget files
- Justice court fees file
- Poor person application files
- Legislative resolutions
- Juvenile Justice task force meeting minutes
- Public Administrator estate files
- BAC agendas, meeting minutes and schedules
- General correspondence
- Stop arm case files

COUNTY CLERK

- **General Office Files**
 - Budgets – Broome County
 - Correspondence files
 - Communications and Reports filed with the Legislature & Executive
 - General Office Files
 - Local Laws
 - Payroll, timesheets, validate and certification
 - Personnel Files
 - Revenue Receipts
 - Vouchers
 - Records going back to 1806 including Deeds; Mortgages; Civil Actions; Criminal Files
- **Recordings**
 - Deed Documents
 - Mortgage Documents
 - Power of Attorneys
 - Revocation of POA
 - Release of Estate Lien
 - Release of Judgment
 - Resolutions
 - Bar Memorials
 - Lis Pendens
 - Transfer Tax Returns
 - Misc. Real Estate Documents
 - Building & Loan Agreements
 - Notice of Lending
 - Separation Agreement
 - Design Highway

- Certificates of Dissolution
- Maps
- Notary Documents
- Passport Books & Cards
- Miscellaneous

- **Filings**

- Business Certificate
- Amended Business Name
- Dissolution of Business
- Religious Corporations
- Corporations
- Amended Corporations
- Partnerships
- Civil Actions
- Court Related
- Stipulations of Discontinuance
- Motions
- Third Party Actions
- Criminal Action
- Surcharges Processed
- STOP-DWI
- Sealed Files
- Matrimonial Actions
- Judgments & Related Documents
- Certificate of Disposition
- Income Executions
- Tax & Other Lien Documents
- Foreclosure Documents
- UCC
- Affidavits
- Bonds

- **Records Management Facility**

- Mortgages
- Deeds
- Judgments
- Liens
- Divorces
- Separations
- Petitions for Naturalizations
- Civil Actions
- Certificates of Convictions
- Tax Rolls/Assessments
- Case Files

- General Office Files (timesheets, vacation/sick records, correspondence, policy and procedures)

*While the Clerk oversees the local DMV Offices, DMV Records are requested through NYS DMV – of course we maintain the DMV revenue & expenditure and personnel records.

COUNTY EXECUTIVE

- Advisory Board Appointments
- Arena
- Audit & Control
- Broome Community College
- Brochures & Pamphlets
- Budget
- Binghamton University
- Board of Elections
- BMTS
- Citations & Proclamations
- Charities
- Constituent Services Cases
- Correspondence
- Contracts
- Criminal Justice Advisory Board
- Events
- Economic Development
- FEMA
- Flood Grants
- Hotel Motel Tax
- Huron
- IDA
- Media (Delivery/Clipped Articles)
- NYSHIP
- Office Supplies
- Public Employment Relations Board
- Payroll
- Personnel
- Purchasing
- Police Consolidation
- Reference
- Road Use
- Sales Tax
- Sign In Sheets (Open Office Hours)
- Social Services
- STEP

- Training & Procedures
- Travel Authorizations
- Transit
- Transition
- Unions
- Whistle Blower
- WPNH
- Zoo

DISTRICT ATTORNEY

- **Case Files***
 - Accusatory Instruments (i.e., felony complaints, informations, indictments, Superior Court Informations)
 - Criminal History Reports
 - Police Reports, Witness Statements, Miranda Warning Reports and Defendants' statements
 - Medical and/or Autopsy Reports, Forensic Evidence Reports (including fingerprints, firearms, DNA analyses)
 - Search Warrants/Court Orders, Applications, Inventories and Returns
 - Subpoenaed Documents and Reports
 - Grand Jury Notices, Subpoenae, Minutes**
 - Motions/Applications, Responses, Legal Memoranda, Decisions, Orders
 - Hearing/Trial Transcripts and Exhibits
 - Predicate Felony Offender Statements, Restitution Orders, Orders of Protection
 - Violation of Probation Petitions and Memoranda
 - Extradition/Interstate Detainer Agreement Papers
 - SORA Risk Instruments, Case Summaries, Orders
 - FOIL Requests and Responses
 - Civil Forfeiture Papers
 - Miscellaneous Memoranda and Correspondence
- **Appeal/Post-Conviction Files**
 - Notices of Appeal
 - Motions/Applications, Responses, Decisions and Orders
 - Appellate Briefs, Records on Appeal, Appendix
 - Miscellaneous Correspondence
- **Miscellaneous Files**
 - Fugitive Proceedings
 - Out-of-State SORA Proceedings
 - Violation of Probation Petitions for Transfer-In Cases
- **Administrative Files*****

- Personnel Files (including applications, appointments, medical/personal leave, salary, benefit and pension records)
- Budget, Expenditure, Purchasing Records
- Miscellaneous Memoranda and Correspondence

*Not all the listed documents and materials exist in each case file and some files, documents and materials are exempt from disclosure

**Grand Jury Minutes are exempt from disclosure (unless by court order)

***Documents and materials in Administrative Files may be exempt from disclosure

ELECTIONS

- General Office files
- Registration records
- Election results
- Voter files
- Election & Legislative District maps
- NYS Board of Election Forms

EMERGENCY SERVICES (OES)

- Grants
- Capital Projects
- Personnel
- Payroll
- BAC Requests
- Legislative Requests
- Financial/budget records

Communications Division:

- Phone call recordings (2 years)
- Radio channel recordings (2 years)
- FOIL Requests
- Phone and Radio log requests
- Employee Training records
- Employee personnel records
- Center Policy and Procedures
- ANI/ALI discrepancy forms (1 year)
- 911 Center call statistical data (Electronic system)
- Cellular 911 Exigent forms (1 year)
- Various equipment maintenance records
- Agency Incident review request forms
- Agency Internal Investigation/complaint forms/requests

Fire Prevention and Control Division:

- Fire Investigation Reports

Emergency Medical Services Division:

Program Budget

Continuing budget requests and supporting documentation

Budget performance records and analyses

EMS Education Program Records

- Instructor applications, qualifications and certifications, contact lists, time and reimbursement records.
- NYS EMS course sponsorship applications and approvals
- EMS course sponsorship policies, procedures, and fee schedules
- EMS educational equipment inventories
- Course and Student Records
 - State application and approval paperwork
 - Student rosters*
 - Attendance records*
 - Course schedules and curricula
 - Instructional materials
 - Evaluations and tests*
 - State certifying examination grade reports*
 - Course expense records and analyses
- Clinical and field internship affiliations and contact lists
- Preceptor (field instructor) applications, approvals, and lists

EMS System Operations Records

- EMS Advisory Board membership lists, agendas, reports, and attendance lists
- Communications system configurations
- Public Access Defibrillation program registrations
- EMS response vehicles, including radio numbering and capabilities
- Mass casualty incident response plans and resources
- Mutual aid plans
- Statewide EMS mobilization deployment records (assistance sent and received)
- Patient care protocols, procedures, and policies
- Mass public gathering & special event permit applications, approvals, and operational plans
- Incident command system information
- Quality improvement reviews and reports*

*Individual student records, and any records relating to EMS system Quality Improvement are confidential, and not subject to disclosure under the Public Officers' Law.

Disaster Preparedness Division:

- Weather related notifications passed on from National Weather Service to distribution list
- Records of response and management of disasters and other emergencies involving emergency management staff
- Comprehensive Emergency Management Plan
- Response/disaster plans for other facilities filed with emergency manager
- Tier II Title 3 reports filed with emergency manager

STOP-DWI

- Program Operating Files
- Program Budgets
- Chris Thater Memorial Operating Files
- Chris Thater Memorial Subsidiary Account
- STOP-DWI Holiday Classic Operating Files
- STOP-DWI Holiday Classic Subsidiary Account
- Returning Warrior Operating Files
- Returning Warrior Subsidiary Account

EMPLOYMENT AND TRAINING (OET)

- Contracts with training providers
- Fiscal reports and supporting documentation
- Payroll records - staff
- Personnel records-staff
- Minutes of Board meetings

FAMILY VIOLENCE PREVENTION COUNCIL

- Council member appointments
- Schedule of Council meetings
- Minutes of Council and committee meetings
- Council Trust fund records
- Educational materials
- Case Materials for MDCR and SAYIT
- Annual Reports
- By-Laws
- Correspondence File
- Time Sheets

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

- GIS Data and Maps:
 - Cadastral,
 - Aerial photos,
 - Boundaries/Districts,
 - Transportation,

- Environmental/Natural Features,
- Facilities

A lot of information is available online at www.bcgis.com

HEALTH

- Broome County Vital Statistics, Morbidity and Mortality Data
- Claims, Purchases and Appropriations
- Community Health Assessment and Community Health Improvement Plans
- Community Tobacco Survey
- Early Intervention Records
- Employee Training Files
- Environmental Health Assessments
- Environmental Health Complaints
- Environmental Health Enforcement Action
- Environmental Health Inspection Reports
- Grant Work Plans, Outcomes and Audit Reports
- Health Department Budget, Expenditures and Revenue Reports
- Lead Remediation Plans by Property
- Maternal Child Health Home Visiting Records
- Municipal Public Health Services Plan
- Municipal, Community and Public Water Supply Reports
- Patient Medical Records
- Personnel Files
- Preschool Special Education Records
- Quality Assurance
- Septic System Plans
- Student Intern Files
- WIC Participation Reports

INFORMATION TECHNOLOGY

- Employee Listing plus IT Staff and Printshop Titles
- Print Shop Billing Items
- Phone Directory

LEGISLATURE

- Advisory boards and councils, appointments
- Agriculture and Farmland Protection Board, Meeting notices, Agendas and Minutes
- Annual and fiscal reports filed by various departments
- Budgets – Broome Community College, County and Towns
- Calendar of Meetings and Conference Rooms
- Code of Ethics

- Correspondence files
- Committee Agendas and Minutes
- Communications and Reports filed with the Legislature
- County Charter and Code
- Digital Files of Legislative Meetings and Public Hearings
- Freedom of Information Requests
- General Office Files
- Legal Notices – copies of legal ads and affidavits of publication
- Legislative Schedule, Agendas and Minutes
- Local Guide to County, City Town and Village Officials
- Local Laws
- Payroll, timesheets, validate and certification for the Legislature
- Personnel Files
- Proceedings of the Broome County Legislature
- Resolutions, adopted, withdrawn, failed
- Revenue Receipts
- Rules of Order for the Legislature
- Vouchers

LIBRARY/HISTORIAN

- Agendas
- Board Reports
- Catalog of materials
- Checkouts
- Copy of the Broome County Charter and Code
- Copies of County budgets
- Copy of Guide to County, City, Town & Village Officials 1940s-present
- Copies of Journal of Proceedings from the Broome County Supervisors (and later) Legislature – 1807 -2008
- General Office Files
- Library Annual Reports
- Library Disaster Plan
- Library Board of Trustees meeting minutes
- Library Payroll, timesheets, validation and certification (6 years)
- Library Policy & Procedure Manual
- Library Personnel files
- Library Revenue receipts (6 years)
- Library Vouchers (6 years)
- Money Owed

MENTAL HEALTH

- Meeting Minutes – Community Services Board and its Subcommittees: Alcohol and Substance Abuse (ASA), Mental Health (MH), and People with Developmental Disabilities (PWDD).
- Local Services Plan (LSP)

MANAGEMENT AND BUDGET (OMB)

- Debt Sale (All supporting documentation regarding the sale of County Debt)
- Occupancy Tax (Applications for Certificate of Authority, Quarterly Returns, Remittance information from Hotels, Correspondences regarding this matter)
- Cash Receipts (Original Receipts, Revenue Transmittals from Depts, Supporting documentation regarding Revenue)
- Payroll (Employee deduction and tax forms, W-2s, Quarterly Payroll Reports, Vouchers and backup documentation to support garnishment and benefit payments)
- PILOTs for City & Towns
- Annual Comprehensive Financial Report (ACFR) (Audited report along with supporting documentation)
- Departmental Voucher Payments (Accounts Payable) Invoices and backup documentation to support all cash disbursements originated in OMB (previously Finance)
- Asset Management Supporting documentation for all additions, deletions, and transfers, maintain the original asset cards, maintain listing from the auction, maintain invoice information to support the acquisition of a new asset
- Sales Tax (Supporting documentation for the monthly & quarterly NYS Sales Tax Reports; supporting documentation for distribution of sales taxes to Towns/Villages)
- NYS Constitutional Tax Filing
- Annual Financial Report (Annual report supported to NYS)
- Student Residency Maintain the original application and a copy of the residency certificate we issue)
- College Payments (Supporting documentation for payments made to colleges for in state and in county tuition)
- Estates (For those that die with no will, Broome County acts as the Public Administrator for the Estate; we maintain all documentation as it relates to that Estate)
- Bail/Court Remittance/Payments
- Trust Accounts
- Refund/Cancellations for City/Towns/Villages/School Taxes
- State Retirement Payments (Maintain the original invoice along with any documentation to support the recording of the state retirement payment in PeopleSoft and the allocation to the departments)
- Single Audit (Circular A-133)

- NYS DOT Audit
- Budget (Maintain supporting documentation for the Proposed and Adopted Annual Budgets and CIP)
- Records/billing for Parking,
- Abandoned Property to NYS
- Monthly reconciliations of the Real Property Taxes liability accounts
- Arbitrage calculations
- COMP Hrs Balance report quarterly
- Quarterly journal entry review documentation and report
- Online banking userids including quarterly recertification of accounts
- BTASC records and bank statements
- Annual report of transfers made to the Legislature
- Occupancy tax report filed with Legislature
- MA144 annual filing with State Comptroller

PARKS & RECREATION

- Monthly Attendance Sheets
- Facility Safety Inspection Sheets
- Playground Safety Checklists
- Fuel Usage Reports
- Monthly AED Checklist
- Park Managers Reports
- Incident Reports
- Contracts With Outside Vendors
- Weekly Revenue Reports
- Vehicle Inspection Sheets
- Waterfront Operation Reports
- Waterfront Daily Logs
- Boathouse Daily Logs
- Shelter and Group Reservations
- Water Testing Reports

PERSONNEL

- Personnel records of local governmental employees
- Report of personnel changes (PCRs)
- PDR log (new hires, rehires, status changes, and terminations)
- Employee seniority lists
- Employee Eligibility Verification Form, I-9
- Employee assistance program records, reports and statistical compilations
- Employee medical records
- Employee time records
- Employee sick bank membership/usage logs
- Applications for civil service examination
- Civil Service Law

- Broome County Rules for the Classified Civil Service
- Civil service rules resolutions and supporting documentation
- Affirmative Action and related complaint investigation records
- Civil service examination announcements
- Civil service roster cards (employee history for active and inactive employees)
- Job specifications for civil service positions in county departments, towns, villages, school districts and special districts
- Payroll certification correspondence
- Job classification questionnaires for reclassified positions
- New position duty statements
- Requests for certification of eligible list
- Civil service eligible lists
- Requests for reinstatement
- Civil Service canvass letters
- Exam admission letters
- Waiver of veterans credit
- Veteran credit records – DD214
- Medical and physical agility tests for police and deputy sheriff candidates
- Recruitment, hiring, interview and selection records
- Annual county employee salary schedules
- Employee name change logs
- Sick and vacation benefit exception memos
- Health insurance records/plans
- Unemployment insurance records/claims
- General office/correspondence files
- Investigative records and disciplinary proceedings
- Contract negotiation records
- Employee grievance records
- Employee attestation of knowledge of code of ethics
- Staff policy manual or other official policies and procedures
- Records documenting the specimen collection policies and testing process
- Tuition reimbursement records
- Vouchers

PLANNING & ECONOMIC DEVELOPMENT

- General Office Files
- Payroll, Time Sheets, Payroll Validation and Certification
- Personnel Files
- Accounts Payable Vouchers
- Revenue Receipts
- Journal Entries
- Budget information
- Grant Funded Project Files

- Hotel/Motel Tax Files
- Greater Binghamton Innovation Center Files
- Flood Files
- State and Federal grants and associated contracts and work products
 - Documents related to consultant selection
 - Contracts
 - Reports
 - Payment documentation
- Environmental assessments and remediation plans for a limited number of sites
- Comprehensive Plans for various municipalities
- Studies, reports and plans on topics including but not limited to historic preservation, brownfield redevelopment, trail development, waterfront development, stormwater, wastewater, flooding and floodplains, agriculture, hazard mitigation, economic development, code enforcement, and police consolidation
- Agricultural District reports and associated environmental reviews
- Annual Reports
- Construction Reports
- GIS Data and Maps: cadastral, aerial photos, boundaries/districts, transportation, environmental/natural features, facilities, etc. More information is available online at www.bcgis.com.
- Files pertaining to the Environmental Management Council and it's committees
 - Minutes and agendas
 - Resolutions
 - Comment letters
 - Reports
- Stormwater Annual Report Documentation
- Susquehanna Heritage Area Commission and Advisory Board Meeting Minutes, Agendas, Schedules, Meeting Notices, Appointments, Resolutions, Commission Agreement and Bylaws, website (in progress)
- Historic resources of the Susquehanna Heritage Area and previous Heritage Area grant applications
- Project files reviewed pursuant to Section 239-l and -m of General Municipal Law
- Broome County Construction Data (annual reports of residential and non-residential development)
- Correspondence from the municipalities
- Municipal training files (invitations and attendance signatures)
- Files related to the Broome County Land Bank
 - Minutes and agendas
 - By-laws and certificate of incorporation
 - Grant applications

This information can also largely be found online at:
<http://gobroomecounty.com/landbank>

PROBATION

- Advisory boards and councils, appointments
- Annual and fiscal reports & Budgets – This is in the County Budget
- Client case files
- Code of Ethics
- Committee Agendas and Minutes
- Communications and Reports filed with the Legislature
- Grant funded projects
- Payroll, timesheets, validation and certification
- Personnel Files
- Revenue Receipts
- State annual reports
- Vouchers

Here is our policy on FOIL Requests:

XII. FREEDOM OF INFORMATION LAW (FOIL)

All FOIL requests to this department must come through the Clerk of the Legislature. No one will release any information under a FOIL request except the Director or his/her designee. Information that may not be released includes:

“Case records or portions thereof which are exempt from disclosure and not accessible include, but are not limited to pre-plea/pre-sentence/pre-dispositional reports, medical records, confidential HIV-related information, victim’s name and address, youthful offender records, juvenile delinquency adjustment records, sex offender registration information, and DCJS criminal history records”. NYS DPCA 2007

PUBLIC DEFENDER

- Correspondence files
- Client Case Files
- Fiscal Accounts and Accounting Records
- Freedom of Information Requests
- General Office Files
- Grants
- Payroll, timesheets, validation and certification
- Personnel Files
- Policies and Procedures
- Revenue Receipts
- Vouchers

PUBLIC TRANSPORTATION

- Employee Department Personnel Files
- Driver – NYS-DMV-19A Files
- Driver FTA – Drug and Alcohol Testing File
- Accident Files
- BC Country – Client List
- BC Lift – Client List
- Customer Complaint File
- Maintenance Work Orders File
- Manufacturer Equipment Manuals
- Maintenance MSDS List
- Maintenance Vehicle List
- Maintenance County Property Inventory List
- ADA Para-Transit Eligibility Committee Files
- Accident Review Committee Files
- Safety and Security Committee Files
- Payroll Records
- Deposit Records
- Check Receipt Log
- Transit Procurement Manual
- Transit Maintenance Policies (both facilities and vehicles)
- Safety Plan
- Title XI Plan
- DBE Plan
- Vouchers
- Federal and State Claims
- Capital Project Files

PUBLIC WORKS

- **Buildings & Grounds Division**
 - Work orders requested
 - Work orders completed
 - Mechanical PM's
 - System PM's
- **Engineering Division**
 - County Bridge BIN folders (including biennial NYSDOT inspections, bridge flag files, and repair/construction records)
 - Summary of County Bridge Flags
 - Scour Critical Bridge records
 - County Culvert CIN folders (5'-20' spans)
 - Flood Event Records (damage assessments & photographs)
 - County ROW and/or easement maps
 - 239 reviews for projects reviewed by engineering

- Traffic Count Reports
- Building Permit Program Records (County Jurisdiction only)
- Survey crew records and field notes
- County MS4 reports / records
- County project files (for various facilities, roads, bridges, infrastructure, parks, etc.)
- Spill Prevention, Control & Countermeasure (SPCC) Plans
- Petroleum Bulk Storage (PBS) program Records
- Watershed Management & Maintenance Records (including annual inspection reports)
- Dam Safety Program Records (including risk assessment evaluations and emergency action plans)
- Environmental Testing and Air Monitoring Reports (where available for various facilities)
- **Fleet**
 - Work orders requested
 - Work orders completed
 - Fuel usage
 - Mileage
 - Department inventory
 - Invoice records
- **Highway Division**
 - Highway Work Permits
 - Drive Opening Permits
 - SPECIAL Hauling Permits
 - Speed Study Requests
 - Highway Work Order Requests
 - Vouchers
 - Payroll, Timesheets, Validates and Certifications for all Divisions of Public Works and Parks
 - Revenue Receipts
 - Personnel Files

PURCHASING

- Purchasing budget
- Calendar of meetings
- Correspondence files
- General office files
- Copies of bids, awards and legal notice
- Engineering bids and awards
- Payroll, timesheets, validate and certification for Purchasing Dept
- Copies of purchase orders for all departments
- Petty cash for purchasing
- List of employees with procurement cards
- Signature authorization forms for credit cards and purchase orders

REAL PROPERTY TAX SERVICE (RPTS)

- Current year property tax bills and payment history to March 31st for the towns Real Property collects taxes for including: Binghamton, Chenango, Conklin, Dickinson, Fenton, Kirkwood, Nanticoke and Union (keep hard copies for 6 years)
- Current and delinquent tax bills and payment history for the City of Binghamton including property tax bills and school tax bills along with Sunrise Terrace school district located in the Town of Dickinson (keep hard copies for 6 years)
- Current year school tax bills and payment history to October 31st for the school districts Real Property collects for including: Chenango Forks, Chenango Valley, Deposit, Harpursville, Johnson City, Maine-Endwell, Susquehanna Valley, Union-Endicott and Whitney Point (keep hard copies for 6 years)
- All In-Rem installment agreements including payment history (keep records for 6 years)
- RP-5217 – New York State Real Property Transfer Report documenting conveyance of properties within Broome County (keep records for 6 years)
- Tax rates including special districts for all Towns, Villages and the City of Binghamton (keep records 6 years)
- Deed cards – records of property transfers for all properties in Broome County, with the exception of the City of Binghamton
- Property Tax Maps
- All records pertaining to tax foreclosure including: title searches, legal mailings, proof of service and all properties sold at public auction or otherwise disposed of once foreclosed upon for delinquent taxes.

RISK & INSURANCE

- Workers Comp claim files
- WC DOSH reports
- Property/Casualty claim files
- Invoices and payment records
- Contract insurance requirements
- Contractors' certificates of insurance
- Insurance policies
- Safety training records

SECURITY

- Warning, vehicle and traffic, and appearance tickets
- Watershed, magnetometer, visitor, load inspection reports
- Lost and found, confiscated, disposal, and evidence property records
- Key/lock agreements, ID card, parking and access requests and records
- Work schedules, timesheets, training, equipment and employment records

- Pre employment screening reports and associated records
- Various monthly administrative, operational, investigative and dog shelter statistical reports
- Taxicab business, vehicle, and operator applications, inspections, and associated records
- Fraud complaints, referrals, program violations, applicant files, appointments, arrest dockets, clearance requests and reports
- Incident, MVA, and computer forensic analysis reports
- Dog impoundment, adoption, euthanasia, boarding, and licensing records
- Revenue, trust fund, and collection records; scholarship application and recommendation records
- Building and grounds use applications
- Policies, procedures, emergency plans

SHERIFF/CORRECTIONS

- **Administration**
 - Administrative Orders
 - Outgoing correspondence for both Sheriff & Undersheriff
 - Personnel Orders
 - Peace Officer Registry
 - Police Officer Registry
- **Business & Fiscal Office**
 - Payroll/Attendance reports/207C/Retirement
 - Commissary/Inmate Disbursements/Deposits
 - Bank Reconciliations
 - Budget
 - Annual Report
 - Vouchers/Purchase Orders/Contracts/Record of Transactions
 - Grant Files and Financial Reports on such
 - Legislative/BAC Paperwork
 - Procurement Card Logs
 - Revenue Transmittal's
 - Trip/Travel Authorization
 - Transport/Housing Reimbursement for Juvenile/State/Federal Inmates
 - Receipts/Disbursements for Garnishments
 - Garnishment Forms (Receipts & Letters)
- **Civil Division**
 - Citations
 - Actions for Divorce
 - Evictions
 - Income Executions
 - Information Subpoenas
 - Notice to Tenants (14, 30, 60, 90-day)
 - Order to Show Cause

- Orders of Seizure & Attachments
 - Petitions
 - Postings (Notice of Sales)
 - Property Executions (Real & Personal)
 - Property Executions (Bank Garnishee's)
 - Real Property Sales
 - Personal Property Sales (Motor Vehicles, Boats, Equipment, Etc.)
 - Subpoenas
 - Summons with Notice/Complaints
 - Civil Arrest Warrants
 - Family Court Services (Petitions, J.D. Petitions, Support, Custody, Motions, Neglect, Adoptions, Etc.)
 - Returns
 - Collection of Money Judgments
 - Satisfactions of Money Judgments
 - Civil Reports
 - Writ of Habeas Corpus (Contempt order)
 - Notice of Appeal
 - Orders of Protections (Temporary, Extreme Risk, Temporary Extreme Risk)
- **Correction Division**
 - Master summary records of all inmates (including records of commitments and discharges of all inmates) and population counts, including daily census of inmates
 - Inmate files, including:
 - Commitment Orders
 - Records of personal property taken from inmates upon commitment;
 - Reports of disciplinary infractions and other rules violations;
 - Visitation records (including dates of schedules and visitor identification information;
 - Package information;
 - Health records;
 - Commissary records
 - Work and inmate program reports
 - Department policies and procedures
 - Materials required to be maintained by oversight agencies and accrediting groups (New York State Commission of Correction, New York State Sheriff's Association)
 - Inspection, audits, reports or studies conducted by outside agencies
 - Substitute jail orders issued by the New York State Commission of Correction
 - Fiscal and budgetary information (i.e. purchase orders and invoices)

- Litigation records (service of process material, notices of claim, complaints, etc.)
 - Food service, health and sanitation related records
 - Employee personnel, payroll and training records
 - Contracts, collective bargaining agreements and related materials
 - Archived video materials
 - Freedom of Information Law requests and responses
- **Corrections Training Division**
 - Basic Course for Peace Officer Training Records
 - Peace Officer Training Records/Certificates
 - SERT Training Records
 - Ammunition Inventory
 - Basic Firearms Records
 - Annual Firearm Requalification Records
 - Annual In-Service Training Records
- **Identification Division**
 - Pistol Permits
 - Sheriff Identification ID Cards
 - Criminal History's/Background Checks
 - Civil Fingerprinting
 - Criminal Fingerprinting
- **Law Enforcement Division**
 - Sex Offender Registry
 - Trail/Subpoena Notice Book
 - Active/Closed Warrants and all related Documents
 - Evidence room and all associated documents pertaining to the same
 - Highway Patrol Schedule
 - Quartermaster inventory
 - Monthly Statistical Data
- **Law Enforcement Training Division**
 - Basic Course for Police Officers Training Records
 - Patrol division Training Records/Certificates
 - Hosted Events Training Records
 - SWAT Training Records
 - TASER Inventory & Deployment Records
 - Weapons Inventory
 - Weapons Maintenance Logs
 - Ammunition Logs
 - K9 Certifications/Training Logs
- **Records Office**

- Criminal Reports and Corresponding Paperwork
- Non Criminal Reports and Corresponding Paperwork
- Domestic Incident Reports (DIR)
- Death Investigative Reports
- Motor Vehicle Accident Reports – MV104A
- Early Notification of Fatal MVA
- F.O.I.L. (Freedom Of Information Law) Reports
- Money Receipt Book for funds collected for Accident Reports
- Lost/Stolen Driver License/License Plates Forms – MV-78B
- Alarm Permit Applications
- Alarm Permits
- Alarm Permit Fine Letters
- IBR Submission Transaction Report
- LEOKA Report (Law Enforcement Officers Killed Or Assaulted)
- Hate Crime Incident Report
- Original Report Request Form
- Certification Letter
- DWI List

SOCIAL SERVICES

- Child Abuse/Neglect
- Custody/Visitation
- Voluntary Transfer of Temporary Care
- Contracts
- Personal Injury Liens
- Estates
- Protective Services for Adults
- Expungement Hearings
- Claims Against Broome County
- Information Requests
- Vouchers/Accounts Payable
- Fraud Collection Proceedings
- Landlord and Rent Inquiries

SOLID WASTE MANAGEMENT

- Transaction tickets and corresponding records
- Accounts payable and corresponding records
- Accounts receivable and corresponding records
- NYSDEC 364 Waste Transporter documentation
- Payroll and corresponding records
- Safety training documentation
- Landfill siting and studies, including SEQRA documents
- Landfill Permits (all environmental permits and related documents)
- Landfill construction documents and drawings
- Annual reports

- Long Term Maintenance and Closure estimates
- Landfill monitoring and testing records
- Landfill closure documents and drawings
- Contaminated soil for alternative daily cover records
- Hazardous Waste Facility construction and operating records
- Leachate Treatment Plant construction and operating records
- Other facility buildings' as-builts
- Recycling records
- Solid Waste Management Plan
- Research, development and demonstration project records
- FAA and wildlife management records
- Grant contracts and documentation
- Colesville Landfill Superfund documents

VETERANS SERVICES

- Vouchers
- Annual and Fiscal Reports
- Annual Budget Reports
- General Office Files
- Local Guide to County, City, Town & Village Officials
- Payroll, Timesheets, Validation and Certification for Veterans Services
- Personnel Files
- Veterans Files
- Death Certificates

WEIGHTS & MEASURES

- Records Pertaining to Inspections

WILLOW POINT NURSING HOME

- 18 months of admission referrals
- 24 Hour Report
- 3 Week Menu Cycle
- 5+ years of initial admitting info
- Activities Costing Report
- Administration Complaint Forms
- Admission Log
- Admission Packet
- Admissions and Discharges
- Advertising records
- Advisory Board Minutes
- Air Quality
- AMMS work order system
- Annual Financial Statements

- Annual Medicare & Medicaid Cost Report
- Annual Report
- Appeals Rate
- Appreciation letters
- Artist's Waiver
- BAC Minutes
- Bids
- Binghamton University
- Broome County & WPNH Policies/Procedures
- Broome County CASA
- Broome County Charter
- Broome County Health Dept
- Broome County OFA
- Broome County Policies
- Broome County Resolutions
- Budget
- Building Project
- Bus (Resident bus)
- By-Laws & Regulations
- Capital Budget Plans
- Capital Projects
- Care Plans
- Cart/Pad outages and replacement
- Chargebacks
- CLIA Waiver
- CNA Recertifications
- Commercial Insurance monthly billing
- Community Mtg Minutes
- Complaints.
- Contracts
- Controlled Substance
- Corporate Compliance
- Correspondence/Memos
- Cost Report/Medicare
- Credit Card
- Daily Accidents log
- Daily Census
- Daily Staffing
- Department Head Mtgs (WPNH) Minutes
- Department of Health
- Diet Lists for each nursing unit
- Diet Manual
- Diet Office Schedule
- Dietary/Nursing Notification Forms

- Dining Room Seating Assignments
- Disaster Drills
- DNR file
- DOH Records of Investigations
- Elevator repairs and service
- Employee background checks
- Employee Evaluations
- Employee Health Records
- Employee Injury Reports
- Employee medical documents
- Employee payroll
- Employee Phone List
- Employment Applications/resumes
- Equipment Repair Documentation
- Eye glass repair
- Facility Survey Review (FSR)
- Family Council Mtg minutes
- Federal, NYS regulations
- Fire Drills
- Fixed Asset Disposal
- Fixed Assets
- Floor Supply Level and Costing
- Garbage Check Documentaiton
- General Incident Reports
- Generator log book
- Guest Trays
- HACCP Temperature Documentation
- Hiring Paperwork and Procedures
- Inventory
- Job Descriptions
- Job Specs
- Lab Work
- Legislative Issues/Reps
- Legislature-Broome County
- Lift maintenance
- List of current attending physicians
- List of Residents that require adaptive equipment
- List of residents that require staff assistance at meals
- LOA Log
- Lockout/tag out
- Maintenance MSDS
- Maintenance purchase records for 1 year.
- Maintenance Requests
- Mandatory Inservice records

- Material Safety Data Sheets
- Meal Counts
- Meal Retherm Times Log
- Med D
- Medicaid monthly billing
- Medical Records for the facility (past and present)
- Medicare Meeting Log
- Medicare Part A monthly billing
- Medicare Part B monthly billing
- Memorial Fund bank statements
- Memorial Fund canceled checks, deposit slips, backup
- Memorial Fund reconciliation spreadsheets
- Menu guide sheets
- Minutes from Rapid Response
- Miscellaneous
- Missing Item Forms
- Monthly DOH Cash Receipts assessment
- Monthly Account Bank statements
- Monthly billing/AR Activity
- Monthly Bulk Nourishments for Hydration Pass
- Monthly Cash Receipts activity
- Monthly Reports to Exec Office
- Monthly shredding of confidential data
- Monthly Unit Mtg Min
- Monthly Unit Sec. Mtg Min
- Newspaper/Magazine Articles
- Nutritional Analysis of the menu
- NYS Correspondence
- NYS Dept of Labor
- NYS Social Services
- NYSAC
- Observation Trays
- On-Call Schedule (weekly)
- Operation Certificate
- OSHA
- Pantry Rounds Checklist
- PASRR (Preadmission screen)
- Payroll documentation
- Personnel Records
- Pest control
- Pets
- PRI (Patient Review Instrument)
- Psychologist File
- Purchase Orders

- Purchases and Ordering; equipment, etc
- QA Mtg Minutes
- Quality Assurance Records
- Quotes-General
- Recipe Files
- Recipes
- Refrigeration Repair Costs and Documentation
- Regulated Medical Waste log book
- Resident attendance census
- Resident billing account files
- Resident Bus travel log and safety lists
- Resident Concerns
- Resident Council Mtg Minutes
- Resident Health Records
- Resident Incident/Accident Reports
- Resident Infection Control Records
- Resident Mtg Minutes
- Resident Nutritional Assessments
- Resident personal incidental account
- Resident recreation assessments
- Resident Recreation planning minutes
- Resident Satisfaction audits
- Resident Statistic sheets
- Residents who receive nourishments
- Risk Management
- Safety Committee
- Security Reports
- Smoker's File
- Social Service Updates
- Sprinkler inspections
- Staff mtgs Minutes
- Survey Results
- Tax Exempt Certificates
- Train the Trainer Documentation
- Union Contracts
- Visitor Incidents
- Volunteer Health Records
- Volunteer Records
- Vouchers
- Weekly CCC Mtg Min
- Weight Histories

YOUTH BUREAU

- Advisory Board - Membership, Minutes, Attendance, Agendas

- NYS Office of Children & Family Services – Manuals, Communications, Regulations, Procedures, Grants
- Budgets
- Agencies – Contracts, Reports, Communications, Claims
- Municipalities – Reports, Communications, Claims
- Vouchers
- Wire Transfers
- Youth Bureau History
- Correspondence