

SUBJECT MATTER LIST FOR THE TOWN OF SOUTHOLD
2010

ASSESSOR'S OFFICE

Agricultural land assessment records

Assessor's annual report – (sent to NYS ORPS)

Assessment Roll/ Tax Roll

Deeds – (on microfiche)

Equalization rate records – (list of equalization rates)

Property assessment record cards – (viewable by foil up to four cards per day)

Property Inventory Valuation Reports – Market Value Survey – (NYS ORPS)

Residential Assessment Ratio – (RAR – list)

Sales Records – (individually listed on RPS version 4)

Subdivision Maps – (on microfiche)

Tax Maps/Mapping Listing – (Franchised and licensed by Suffolk County not available for reproduction)

Tax exemption file - (Applications not available for public viewing/private information)

Tax Grievance (Forms available on Town website)

Tax Grievance file – (ongoing litigation not public)

All Blank Exemption Applications – (Available on Town website)

BUILDING DEPARTMENT **Compiled from Laser fiche listing*

Applications

Building Permit Numerical Index

Building Permits

Complaints

Flood Maps

Multiple Residence Blue Prints

Multiple Residence Permits

Pre-Certificate of Occupancy

Reports

Septic Permits

Street Number Directory

Violations

Updated 5/21/2010

CODE ENFORCEMENT *

No documents listed in Laser fiche

Reports of Inspections & Violations

COMMUNITY DEVELOPMENT OFFICE

**Miscellaneous: Juvenile Aid Bureau Grant
 Youth Services Program Grant
 Grants (Federal, State, County)**

Shellfish Program

Community Development Block Grant Programs

COMPTROLLER'S OFFICE

FISCAL

**Annual Financial Report
Audit background documentation
Audit review file
Payroll
Appropriation Ledger
General Ledger
Revenue Ledger
Cash Disbursements
Balance Sheets**

Updated 5/21/2010

BANKING AND INVESTMENT

Banking communications
Cancelled checks
Copy of Check or check stub
Depository agreement
Deposit book for bank accounts
Deposit Receipts

BONDS AND NOTES

Bond issuance preparation file

BUDGET

Budget preparation file
Annual budget
Budget status report
Budgetary change request

CLAIMS AND WARRANTS

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

PERSONNEL

Payroll or payroll related report
Payroll distribution breakdown record
Record of employee absences or accruals
Employee request for and/or authorization given to employees to use or donate sick, vacation, personal or other leave, or to work overtime.
Employee's voluntary payroll deduction request form
Employee's personal earnings record
Quarterly or other periodic report of wages paid for Social Security

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Personnel records of local government employees
Investigative records and disciplinary proceedings
Employee's time records
Health records
Unemployment insurance records

*Please note: Justice Court files are not subject to
foil. They are governed by the Office of Court
Administration)*

COURT

V& T's
Criminal Files
Civil Cases
Parking/Town Code Violations

DEPT OF PUBIC WORKS

Streetlights
Building, Grounds & Property Maintenance
Parks, Beaches & Open Space Stewardship
Boat Ramps
Goldsmith Dredging Projects
Traffic Control
Off Street Parking
Scavenger Waste Treatment Plant
Permits (NYSDEC, Health Department, Army Corps)

FIRE INSPECTION

Fire Inspection reports of occupancy classifications made up of the following:
Assembly, Business, Education, Factory Industrial, High-hazard, Institutional,
Mercantile, Residential, Storage, and Miscellaneous

Updated 5/21/2010

HIGHWAY DEPARTMENT

**NYS OFFICIAL BUSINESS REGISTRATION
FCC RADIO STATION RADIO LICENSE 8/31/2002-10/19/2012
NYS PESTICIDE/BUSINESS AGENCY OFFICIAL REGISTRATION
NYS PESTICIDE ANNUAL REPORTS**

**NYS DOT ANNUAL CERTIFICATION OF LOCAL HIGHWAY MILEAGE
NEW ROADS REPORTS ALL AS CERTIFIED AND FILED IN HAUPPAUGE BY SUPT' OF
HIGHWAYS
1984-2009**

**INVENTORY OF HIGHWAY TOOLS/EQUIPMENT REPORTS AS FILED EACH
SEPTEMBER 30: ORIGINALS WITH TOWN CLERK.**

**HIGHWAY PAYROLL OVERTIME SHEETS BACKUP ONLY RECORDS/
PAYROLL PAY/COMP SCHEDULES (PAYROLL ORIGINALS W/ACCOUNTING FOR
PAY/BANKED COMP)**

DEPT 201/DEPT 202

**1999
2000
2001
2002
2003
2004
2005
2006
2007
2008
2009**

**OLDER PAYROLL BACKUP FILES OF E. GRIGONIS AS SENT FOR PAYMENT TO
ACCOUNTING:**

**1971-1976
1978-1998
1999-2009**

HIGHWAY ATTENDANCE RECORDS**

DEPT 201/DEPT 202

**1999
2000
2001
2002
2003**

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2004
2005
2006
2007
2008
2009
2010

DRIVERS LICENSE FILES> DEPTS 201/202

HIGHWAY FLEET EQUIPMENT 214-280 REGISTRATION/INSURANCE NOTIFICATIONS/MV DATA: ORIGINAL PURCHASE INFORMATION ALL WITH FLEET MANAGER. NOTE: ASSET NUMBERS ASSIGNED BY FLEET MANAGER ARE DIFFERENT FROM DESIGNATED HIGHWAY, FLEET FLEET NUMBERS.

INCIDENT/ACCIDENT REPORTS.

DAILY ATTENDANCE SHEETS

TIME CARDS/SLIPS IN REFERENCE TO ABOVE WHERE DATA AVAILABLE, IF NOT REMOVED BY MR. HARRIS, TOWN ATTORNEY OR DESTROYED BY BASEMENT FLOODING, ETC.

HIGHWAY ATTENDANCE RECORDS PRIOR YEARS***

1998
1997
1996
1995
1994

**OFFICIAL PERSONNEL FILES IN PERSONNEL AFTER REVIEW BY C.KING/P.HARRIS
EMPLOYEE DRIVER LICENSE DATA**

Workers' COMP AND DISABILITY CLAIM BACKUPS (ORIGINAL WC FILINGS SENT TO PERSONNEL)

**FUEL TICKETS/REIMBURSEMENT RECORDS/BACKUP DATA
FOR FUEL USED BY OTHER DEPARTMENTS AND HIGHWAY.**

**REIMBURSEMENT VOUCHERS, ACCOUNTINGS, ORIGINALS ON
FILE W/ ACCOUNTING DEPARTMENT.**

CETA PROGRAM/NYS DEPARTMENT OF LABOR FILES FROM E. GRIGONIS ERA.

COPIES OF INVOICES PAID FOR CURENT YEAR AND YEAR IMMEDIATELY PRIOR.

COPIES OF VOUCHER/INVOICES/POS SENT FOR PAYMENT TO

ACCOUNTING. ORIGINAL INVOICES ALL TO ACCOUNTING EACH AUDIT.

**OLD MAJOR SUBDIVISION FILES. NEWER SUBDIVISION FILES WITH TOWN
ENGINEER.**

**COPIES OF PERMIT APPLICATIONS EXCAVATION/ROAD OPENINGS/ROAD
CLOSURES.**

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INFORMATION TECHNOLOGY

Back-up Schedules

Application installation and update procedures

Hardware installation and update procedures

Phone system procedures

Network diagrams

E-mail data

LAND PRESERVATION

Community Preservation Project Plan

Community Preservation Fund Audits

CPF Management & Stewardship Plans 2008 & 2009

Development Rights/Open Space Easements

Land Acquisitions/Other Agencies

Land Preservation Committee Agenda & Minutes

Recommendations for funding through 2025

Stewardship Management Plans

Year End Statistics

LAND MANAGEMENT DEPARTMENT

GIS Maps

PLANNING

Agenda – regular meetings, work sessions

Applications

Updated 5/21/2010
Architectural Review Committee Minutes
Comprehensive Plan Development files
Grants
Local Waterfront Revitalization Plan documents
LWRP Minutes
Planning action data file
Planning Board Minutes

POLICE

Arrests
Warrants Served/Warrants
Incident Reports
Accident Reports
Domestic Reports
Tow sheets
Payroll
Special Cases
Traffic Tickets
Supporting Depositions
Trial Notices
Operation Manual
Rules & Regulations
Traffic Ticket Backups
Police Budgets
Applications
Phone Message Logs
Incident & complaints
Property/Transfer/Utility Reports

PUBLIC ACCESS TO RECORDS

Subject matter list
Listing of officers or employees
Freedom of Information record request file (4 months only)

RECEIVER OF TAXES

Property Tax Roll
Property Tax Payments

Updated 5/21/2010

Year End Reports
Bank Codes
Bank Statements
Warrants
County Audit Reports

RECORDS MANAGEMENT OFFICE

**All Town Departments permanent inactive records in Vault & Storage Room
(4,244 cubic feet)
Laserfiche 2,555,261 digital images of permanent town records**

SENIOR SERVICES

Annual and multi-year comprehensive plans
Contracts
**Program and Services Reports (senior transportation, home delivered meals,
residential repair, adult day care, outreach and education, information and referral)**
Accounts Payable/Vendor Files
Expenditure/Revenue Reports
Correspondence
Participant Attendance
Menus/Nutrition Program Files
Travel Account/Transportation Logs
Vehicle Maintenance Logs
Adult Day Care Reports/Files
Individual client files
Senior volunteer files
Employee time records

SOLID WASTE DISTRICT

- Annual departmental budgets
- Bid packages and specifications for equipment and services
- DEC Grants
- DEC Inspections
- DEC permits
- Household Hazardous Waste
- Intermunicipal agreements
- Landfill monitoring and maintenance
- Program development
- Scale Data – volumes and weights of incoming/outgoing materials
- Transfer station activities
- Waste and recycling data and trends
- Waste management professional associations
- Waste reduction
- Yard waste composting

SUPERVISOR

Agendas and Minutes of TB Meetings

General Correspondence

Emergency Response Plan

Personnel Files

Project Files

TOWN ATTORNEY

Legislation

Town Board

Agreements, Contracts, Leases

Collection Files: past due Landfill and false alarm accounts and bounced checks

Covenants and Restrictions

Updated 5/21/2010

Easements

Eminent Domain

Foils

Fishers Island Files

Judgments

Labor

Litigation

Local Laws

Monthly Status Reports

Notices of Bankruptcy

Notices of Claim

Notices of Defect

Real Estate

Road Drainage

Special Counsel

TA Research

TOS Committees

Town Board

Town Code Court files re: wetlands & town code violations and parking tickets

Town Department files

Water Map

TOWN CLERK

Agenda Items

Agreements/Leases/Contracts

Bid Files

Bingo, Games of Chance

Bond Anticipation Notes,

Budget Estimates

Cash Book/Receipts/Deposits

Coastal Erosion Appeals

Code Amendments/Supplements

Complaints/Petitions

Covenants &7 Restrictions

Deeds – Town Properties

Dog Licenses

Easements

Elections, Board of

Updated 5/21/2010
Eminent Domain
Ethics Disclosure Forms
Farmers Bill of Rights
Fees
Fire Districts
Fireworks Permits
FOIL Requests
Grants
Handicapped Parking Permits
Highway Books
Highway Dedications
Highway Excavations
Home Rule Requests
Hunting Certificates
Insurance Policies
Oath of Office for Town Officials
Landbank 2%
Licenses, Permits, Applications
Local Laws
Legal Notices
Minutes, Planning Board, Town Board, Trustees, Zoning Board
Notices of Claims
Notices of Defects in town highways, sidewalks
Park District files
Recycling, Salvage & Transfer Stations
Referendums/Propositions
Reports, All Town Departments
Resumes
Road Closings
Road Improvement Districts
Sanitary Flow Credits
Scenic Easements
School District Reports
Soil Removal Permits
Special Permits
Sporting (Hunting, Fishing, Trapping) Licenses
Street Opening Permits
Studies and Reports
Subdivision Bonds
Town Board Meeting Audio Tape/Videos
Tourist Camps

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**Trailer Permits, Special Town Board
Trapper Certificates
Unsafe Buildings
Vital Records, Birth, Death, & Marriage
Waivers – Subdivision Moratorium
Wetland Permits (Town Board issued)
Zoning Changes
Zoning Maps**

TOWN ENGINEERING

**Plans & Specifications - Municipal Projects
MS4 - Storm-water Initiatives and Program Files
Highway Drainage Project Files
Flood Zone Maps
Local Waterfront Revitalization Program - Monthly Reports
Consultant Engineering Reports and Town Studies
Building Code of New York State
Subdivision Files - Engineering Reviews & Inspection Reports
Site Plan Files - Engineering Reviews & Inspection Reports
Grant Applications - Engineering Projects
Transportation Commission Documents**

TOWN HISTORIAN * *Laserfiche Listing*

Historical Records

**Anniversary Celebrations
Assessors Rolls
Books
Cemeteries
Documents
East Marion Historical Records
Hamlets
Maps
Newspapers**

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Nostalgia
Peconic Bay Shopper Historical Articles
Southold Library
World War II
Andros Patent
Assessment Book – Value
Milestone Markers

TRUSTEES, BOARD OF TOWN

Administrative Permits
Application/No/Permit
Books
Coastal Erosion Hazard Area Hazard Maps
Coastal Erosion Permits
Confidential Legal Files
Conservation Advisory Council Minutes
Emergency Permits
Grants
Inquiries
Land Grants
Letters of No Jurisdiction
Minutes
Miscellaneous/No Action
Need for Permit/Application
Quitclaims/Boundaries
Recommend-Approve/No Permit
Reports
Scallop Season
Storm Damage Permits
Violations/Investigations
Waivers/Amendments
Wetland Permits
Withdrawn/Denied
Application for Access to Town owned property
Applications/No Permit
Book, Liber J. Underwater land grants

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Book, Proceedings 1917-1951
Coastal Erosion Hazard Maps
Coastal Erosion Permits
Confidential Legal Files
Conservation Advisory Council Minutes
Emergency Permits
Grants
Inquiries
Land Grants
Letters of No Jurisdiction
Minutes
Miscellaneous/No Action
Need for Permit/Application
Quitclaims/Boundaries
Recommend-Approve/No permit
Reports
Scallop Season
Storm Damage Permits
Violations/Investigations
Waiver/Amendments
Wetland Permits
Withdrawn/Denied

ZONING BOARD OF APPEALS

Master summary record
Zoning maps
Zoning variance or special permit file
Zoning Board of Appeal Minutes
Special Use Permits
Variances
Zoning Board of Appeals/Case Files

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