

**PENNY A. BISHOP, FREEDOM OF INFORMATION OFFICER
111 MAIN STREET, SUITE 1
DELHI, NY 13753**

**FREEDOM OF INFORMATION LAW DOCUMENT LIST
JANUARY 11, 2023**

GENERAL

Correspondence
Official Publications

BOARD OF SUPERVISORS/CLERK OF THE BOARD

Official Minutes
Local Laws
Annual Reports
Accident Reports
Claims for Payment
Warrants for Payment of Claim
County Insurance Policies
Tax Rate and Levy Information
Adopted Budget

BOARD OF ELECTIONS

New York State Election Laws
Local Town Laws
Local Village Laws
Voter Records
Budget
Annual Report
Ballots, Election Materials, etc.
Voting Machines
Petitions
Election Results
Inspector and Poll Site Information
Enrollment Reports

BUILDINGS & GROUNDS

MSDS Information
FEMA claims
Equipment and tool manuals
Building plans
Building Spec manuals

CODE ENFORCEMENT

County owned buildings construction permits
Fire code violations

COUNTY CLERK

Certificates of Appointment
Oaths of Office
Chattel mortgages and conditional sales
Financing statements and related records
Various lien records
Assumed business name certificates
Veterans discharge papers
Census records
Private business, not-for-profit, religious or other corporation or partnership records
Deeds
Passport transmittal records
Power of attorney records
Mortgage tax documents
Records and index documenting the official acquisition, sale, transfer or mortgage of public or private real property
Official maps, surveys and reports on boundaries of real property
Real estate transfer tax reports
Commitment of land to agricultural production
Supreme & County court records
Various other official records
Commitment of land (Forestry)480A
Domestic Partnerships

ECONOMIC DEVELOPMENT

Outreach
Local Projects
NYS Empire Zones Program
Friends of the Upper Delaware River Study
Southern Tier Regional Economic Council
Southern Tier East Economic Development Council
Southern Tier East Regional Planning and Development Board

EMERGENCY SERVICES

Disaster preparedness records
Disaster response files
911 Database information
Fire investigation files

INFORMATION TECHNOLOGY

Computer Information
Software Inventory
Work Order Information
Purchase Information

MENTAL HEALTH/ALCOHOL & DRUG ABUSE

Community Services Board Agenda and Minutes
Community Services Board Subcommittees Agenda and Minutes
Consolidated Fiscal Reports for New York State
Consolidated Budget Report for Office of Addiction and Support Services
Contracts with Individual Agencies
County Mental Health/Addiction Sub-Committee Agenda and Minutes
Local Services Plans

OFFICE FOR THE AGING

OFA Annual Implementation Plan for funding applications
Miscellaneous funding applications
Grant Applications
Annual Public Hearing & Abstract
Budgets
Public Information (Brochures and newsletters/newspaper) prepared by the agency
Annual Audits/Evaluations
Procedures Manual

PERSONNEL

Collective Bargaining Agreements
Civil service records
Health insurance records
Grievance records
New York State Retirement records
Disability Insurance records
Deferred Compensation records

PLANNING

Planning projects
Planning reviews
Flood plain maps
DC Ag. Farmland Protection Board minutes, documents, records
DC County Planning Board minutes, documents, records
County Plans and Planning Documents (i.e., All Hazard Mitigation Plan, Farmland Protection Plan, Comprehensive Emergency Management Plan)
All Hazard Mitigation Projects
Flood Buyouts
Stream Corridor Management projects
NYC DEP Flood Mitigation Projects
Agricultural Districts
GIS Projects/Data
Highway Management Planning/Data
Landscape Design Projects
Renewable Energy Projects
State Historic Preservation Reviews/Listings

Historic Railroad Projects

PROBATION

Adult Probation Supervision Cases (open and closed)
Court Ordered Restitution Cases (open and closed)
Community Service Cases (open and closed)
Ignition Interlock Device Ordered Cases (open and closed)
Annual State Reports

PUBLIC HEALTH SERVICES

Financial records
Communicable disease reports
Certification, licensing and accreditation records
Survey, evaluation, and inspection records
Annual expenditure report or budget
Medicare, Medicaid or insurance carrier claim records
Insurance and reimbursement related reports
Facility committee records
Quality assurance records
Medical waste disposal records
Patient Case Records and Related Materials - LHCSA
Early Intervention program records
Special Education Preschool program records
Immunization records
Rabies records
Anti-rabies protection certificate animals
Animal bite reports/investigation records for contact with potentially rabid animal
Child Safety Seat Inspection Records

PUBLIC WORKS DEPARTMENT

Highway and transportation structure maintenance records
Record drawings for new highway and bridge construction
Official maps and updates
Right of way records
Inventories of equipment
Equipment maintenance records
Road sign records
Guiderail records
Flood recovery records
Highway related permit files
Inspection records for bridges and large culverts
Timecards and time sheet records
Department training records
CDL Drug and Alcohol testing records
Annual Material Bid records
Engineering records

County DPW Building Information
Salt Shed construction and record plans
Emergency Services tower project records
Traffic Counts
Town Culvert Data (for culverts having spans of from 5 to 20 feet)
Highway Mileage Inventory data
Abandonment Info for Town Roads
Solid Waste quantity records
Regulation compliance records
Groundwater and compost sampling and analysis
Solid Waste facility construction record drawings
Solid Waste Annual reports

REAL PROPERTY TAX SERVICES

Tax Maps including updates and revisions
Aerial photographs
Various assessor reports
Property record cards and files

RECORDS MANAGEMENT

Archival Records
Guide to archival records

SEALER OF WEIGHTS AND MEASURES

Sealer's inspection report
Log of inspections performed
Violation files

SHERIFF

Complaint records
Law enforcement reports
Missing persons records
Civil action case records
Jail Records
Pistol registrations

SOCIAL SERVICES

Annual Reports
Employee lists & titles & organizational chart
Departmental Policy & Procedure Manual
Departmental Inventory lists; autos, computers; copiers, fax machines, phones
Accounting records
Payment authorizations & forms
State & Federal claiming forms
Administrative audit
Travel authorizations
Monthly appropriation & revenue reports

Claims & Adjustment lists

STOP-DWI

Arrests by police department
Court conviction data
ADA conviction data
School based functions/activities
Victim Impact Panel data
Invoices
Annual state reports

TREASURER

Real property tax rolls
Delinquent tax records
Tax foreclosures
Certificates of Residency
Audited Financial Reports
Bank Statements
Payroll Records
Vendor Payment Information
Bail
Accounts Payable/Receivable Information
Payroll Reports
Journal Entry Documentation
Court and Trust Reports

VETERAN SERVICES

Annual Reports
Vehicle trouble reports
Budgets
Graves Registration
State Aid applications/award letters from OGS
Veteran Claim files

WATERSHED AFFAIRS

Alternative Energy
Coalition of Watershed Towns
Delaware County Action Plan
Delaware River Basin Commission
Delaware River Flexible Flow Management Plan
East Branch of Delaware River Flood Commission/NYC watershed
Filtration Avoidance Determination
Flood Mitigation Negotiations
Lennox Forest
Natural Gas Drilling/Fracking
Natural Gas Pipelines

NYC Watershed Land Acquisitions
NYC Watershed Rules and Regulations
NYS DEC Water Supply Permit/DEP Land Acquisition
Susquehanna River Basin Commission
Susquehanna River Basin Work
Upper Delaware River Tailwaters Coalition
Watershed Agricultural Council Easements
West Branch of Delaware River Walton Flood Commission

Appeals to denials of Freedom of Information Requests are to be directed to:

Tina B. Molé, Chairman
Delaware County Board of Supervisors
Senator Charles D. Cook County Office Building
111 Main Street, Suite 1
Delhi, NY 13753