



Town of Henrietta Subject Matter List

Pursuant to §87 of the New York State Public Officer's Law, below is a list of the Town of Henrietta records by subject matter, compiled on September 22, 2016

ASSESSOR'S OFFICE

Abstract of Tax Roll
Assessment Roll
Board of Assessment Review Minutes
Certiorari / Assessment Claims
Change of Address Records
COMIDA / PILOT Agreements
Deeds
Easements/Agreements
Field Notes
Maps - Resubdivision
Maps - Survey/Tape/Plot/Area
Property Photos
Property Record Card
Real Property Transfer Report
Tax Exemption Files
Tax Maps
Valuation Folders

BUILDING & FIRE PREVENTION DEPARTMENT

Amusement Licenses
Annual Report
Building / House Plans
Building Inspection Reports
Building Permit Records
Certificate of Compliance
Certificate of Insurance
Certificate of Occupancy
Chargeback Records
Code Violation Records
Fire Safety Inspection Reports
Handicapped Parking Permit Records
Housing Development Summary Files
Monthly Revenue Reports

Permit Application Books
Plan Review
Planning Board Case Files
Plumbing License
Plumbing Permits
Sewer Connections
Special Event License
Town Facility Plans and Maps
Zoning Board & Special Permit Case Files

DEPARTMENT OF PUBLIC WORKS

Assignment Sheets
Callout Sheets
CHIPS Paperwork
Consumption and Dispensing Records
Daily Fuel Tickets
Disaster Response Files
Dispatch Log Books
Drainage District File
Employee Injury Records
Highway Work Orders
Insurance Case Records
Insurance Certificates
Monroe County Agreements - DPW
MSDS Sheets
Non-Employee Injury Records
NYS Agreements - DPW
Park District Files
RPZ Backflow Preventer Records
Safety Inspection Records
Safety Training Records
Sewer Billing Program File
Sewer Inspection Tapes
Snow & Ice Removal Records
Street Files - Highway Related Permit File

Street Files - Traffic Sign or Signal
Street Sweeping Records
Temporary Road Closure Records
Training Information
Trip Tickets
Utility Log Books
Vactor Permits
Vehicle Work Orders
Workers' Compensation

ENGINEERING DEPARTMENT

Comprehensive Land Use Plan
Construction Specs, Superseded Drawings
Deeds / Property Acquisition Records
DOT Project File for Capital Transportation Improvement
DOT Records
Drainage / Stormwater Plans and Correspondence
Easements
Fill Permits
Flood Plain
Highway Permit Files
Informal Consultation Records
Inspection Reports
Monthly Revenue Reports
NYS DEC Freshwater Wetland Permit (Informational Copy)
Rezoning Applications
Sanitary Sewer
SEQR Documentation
Subdivision and Site Plan Applications and Drawings
Town Districts
Town Facility Plans and Maps
Transportation Studies
Water Main Files
Wetland / DEC Permits

FINANCE DEPARTMENT

Accounts Payable
Annual Budget
Annual Fiscal Reports
Audit
Bank Statements and Reconciliations
Bonds and Notes
Budget Preparation File
Check Registers
Comptroller Audit
Finance Department Files
Finance Reports
General Ledger
Grants
Inventory Lists and Cards
Invoices
Monthly Revenue Reports
Purchase Orders
Receipts
Vendor Activity Report
Vouchers

IT

Computer System Security Records
Technical Program Documentation

PAYROLL / PERSONNEL

Bank Statements and Reconciliations
Budget Preparation File
Canceled Check
Certification of Eligible List
Check Stubs
Civil Service Title Records
Deposit Slip
Disability Records (DBL)
Employee Earning Records
Equal Employment Opportunity Report
Grievance Records
Health and Life Insurance Coverage Reports

Health and Life Insurance Declination Statement
Inactive Personnel File
Labor Distribution
Monthly Revenue Reports
Payroll Deduction Request
Policies and Procedures
Request for Leave Slips
Resumes / Applications
Time Cards
Union Contracts and Correspondence
W-2, 1099, Financial Disclosures
Workers' Compensation
Year-End Payroll

RECREATION DEPARTMENT

Building Use Requests
Bus Request Forms
Facility Rentals
Recreation Program Receipts
Summer Camp Waiver Forms

TOWN CLERK'S OFFICE

Agricultural Lease
Annual Budget
Annual Report
Appointment / Reappointment Letters
Audio Recordings of Board Meetings
Bank Code Removal Requests
Bank Statements and Reconciliations
BINGO / Games of Chance Licenses and Reports
Board Attendance List
Budget Preparation File
Cash Register Tapes
Claims
Comprehensive Land Use Plan
Contracts and Agreements
Daily Revenue Paperwork & Monthly Reports

DEC Reports
Delinquent Property List
Dog Licenses and Replacement Tags
Dog Park Permits
Election Information
Election Results
Escrow Account Add, Change, Delete Forms
Financial Audit
FOIL Request Files
Going Out of Business License
Grant Records
Henrietta Happenings Newsletter
Historic Site Records
Legal Notices
Letter of Credit
Liquor Licenses
Listing of Officers or Employees
Local Laws
Marriage Records
Meeting Minutes
Meeting Notes
Monthly Revenue Reports
Oath of Office
Petitions
PILOT Bills (COMIDA)
Planning Board Case Files
Proclamation of Local State of Emergency
Public Surveys
Records Disposition Documentation
Records Transfer Lists
Refuse Collection Licenses
Sewer Billing Records
Successful and Unsuccessful Bids
Tax Collection Records
Town Facility Plans and Maps
Town Owned Real Estate Documents
Zoning Board & Special Permit Case Files