



## **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Construction Specs, Superseded Drawings  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