

TOMPKINS COUNTY SUBJECT MATTER LIST

AGING, OFFICE OF THE**AVAILABLE TO PUBLIC**

Advisory Council Bylaws
 Annual Implementation Plan
 Annual Report
 Budget
 Consolidated Area Agency Reporting System (CAARS) Reports
 Contracts
 Correspondence: Memos; Letters of Support
 Financial Records
 Minutes: Office for the Aging Advisory Committee; Personal Emergency Response System Advisory Committee; Long Term Care Services
 Advisory Council
 New York State Office for the Aging; Evaluations and Memos
 News Articles
 Notifications of Grant Awards (NGA's)
 Older Americans Act
 Policies
 Program Evaluations
 Reference Materials
 Resolutions
 Senior Circle Newsletters
 Senior Citizen of the Year Award Information
 Surveys

CONFIDENTIAL RECORDS

Accident Reports
 Client Files
 Emergency Employee Information
 Long Term Care Ombudsman Program: Cases, Records, Notes
 Personnel Files
 Volunteer Records

AIRPORT, ITHACA TOMPKINS REGIONAL

Airline Schedule
 Airport Improvement Program
 Annual Report
 Boards and Committee Information
 County Government Files
 Federal Aviation Administration Files
 Finance and Budget
 General Correspondence
 Personnel Files

TOMPKINS COUNTY SUBJECT MATTER LIST

Revenue Collected
Tenant Files

ASSESSMENT, DEPARTMENT OF

ASSESSMENT ROLLS: PRELIMINARY, TENTATIVE, FINAL, TAX CORRECTIONS

Grievances: Small Claims and Certiorari (Business)

COUNTY GOVERNMENT

Board of Assessment Review
Contracts
Dog Damage Reports
Footings
Incident Reports
Local Laws

Department of Taxation and Finance

Assessors' Reports
Department of Environmental Conservation (DEC)
Equalization Rates
New York State School Tax Relief Program (STAR)
Opinions of Council
Railroad Ceiling
Residential Assessment Ratio
Roll Section 6 Advisory
State Lands
Tax Map Certification
Utility Ceiling

TAX DISTRICT ACTIONS; SCHOOL DISTRICT AND MUNICIPALITIES REAL PROPERTY

SERVICES

Assessed Value
Owner Information
Real Property Inventory

ASSIGNED COUNSEL

Annual Reports
Budget Information
Financial Applications for Clients
Personnel Information

BOARD OF ELECTIONS

Administrative Correspondence
Annual List of Enrollments

TOMPKINS COUNTY SUBJECT MATTER LIST

Annual List of Registered Voters
Annual Reports
Application for Enrollment Correction
Applications for Absentee Ballot/Absentee List Reports
Ballots
Candidates Non-Expenditure Statements
Certificates of Acceptance or Declination
Certificates of General Election Candidates
Certificates of Preparation of Voting Machines
Certificates of Primary Election Candidates
Certificates of Statewide, City, County, Village, or Town Offices
Certificates of Vacancy
Certified Copies of County Committee Rules Amendments
Certified Copies of Proposed Constitutional Amendments
Change of Voter Status Reports
Committee Designations of Treasurer and Depository
Computer Generated Lists of Registered Voters Including Signatures (i.e. Poll Books)
County Board Minutes
Determinations by Canvassing Board
Enrollment Forms (2 Years after Cancellation)
Financial Disclosure Statements
Inspectors File
Inspectors' Oaths of Office
Inspectors' Time Certificates
Lists of Corrections and Cancellations of Registrations
Lists of Polling Places
Local Registration Administrative File
Mail Check Cards
Mutilated or Void Registrations
Nominating and Designating Petitions
Objections to Nominations and Designations File
Official Maps of Election Districts
Party Election Inspector Designation Lists
Payroll Records
Personnel Files
Political Advertisement and Literature Copies
Political Committee Authorization Statement
Poll Registration Records
Registration Challenge Reports
Registration Confirmations
Registration Transmittals
Rejected Voter Registration Applications
Returns of Canvass by Inspectors

TOMPKINS COUNTY SUBJECT MATTER LIST

Signature Reports
 Special Presidential and Special Federal Voter Records
 Standards for Computerized Recordkeeping Systems
 Statements of Canvass by Canvassing Board
 Statements of Party Positions to be filled
 Testing of Voting Machines Records
 Transfer of Enrollment Applications
 Transfer of Registration/Enrollment Change of Address Notices
 Unofficial Tally of Election Results
 Watchers Certificate File

DATABASES

Inspectors
 Machine Custodians
 Voter
 Voting Machines

PROCEDURE MANUALS

Elections
 General Office

COUNTY ADMINISTRATION**ADMINISTRATION**

Annual Budgets (online) and budget process records
 Apprenticeship/Internship
 Capital Programs
 County Compliance Program (online)
 County Administrative Policy Manual (online)
 County Departments including: cabinets and teams; department heads meetings summaries;
 County-owned Land
 County-owned Vehicles
 Designation of Successor Information for Department Heads
 Freedom of Information Law Records
 General Administration and Management
 General Correspondence
 Personnel including: performance evaluations; Request to Fill a Vacancy records

PUBLIC INFORMATION

County Corridors-Quarterly Employee and Retiree Newsletter
 General - Public Information
 Highlights of Tompkins County Legislature Meetings
 News Releases

RISK MANAGEMENT

Accidents Involving County Property

TOMPKINS COUNTY SUBJECT MATTER LIST

County Contract Management
Insurance

STOP-DWI

Special Traffic Options Program (STOP) Driving While Intoxicated (DWI)

COUNTY ATTORNEY

All County Attorneys
Bail Monies - Forfeiture
Bond Anticipation Notes and Related Material
Building and Fire Code
Business Improvement District
Cable Television
Chamber of Commerce
Charter Review Committee
Claims Filed Against the County
Codification Project
Contract Compliance
Cornell Lake Source Cooling Project
Cornell Tax Issue
County Jury Pool
County Property Transactions
Courthouse
Electric Power Committee
Estates
Ethics
Financial/Budget Information
Foreclosure
Forms
Freedom of Information Act
Health Insurance
Hotel and Motel Room Tax
Housing - Low-Income Projects
Industrial Development Agency (IDA) State Environmental Quality Review Action (SEQRA)
Juvenile Delinquency and Persons in Need of Supervision (PINS) proceedings
Kendra's Law Cases
Local Laws
Miscellaneous: Memorandums, Opinions, etc.
Mutual Assistance Agreements
Oil and Gas Leases
Personnel Files
Poor Person Applications/Family Court Appeals
Residence Requirement – Material for Students and Employees
Smoking Policies

TOMPKINS COUNTY SUBJECT MATTER LIST

Society for the Prevention of Cruelty of Animals (SPCA)
 Soil and Water (Tompkins County Soil and Water Conservation District)
 Supreme Court Library
 Taxes
 Telecommunications Towers
 Tompkins Health Care Corp. (See "Reconstruction Home")
 United States of America Patriot Act
 Wastewater – Wastewater Treatment Plant (septage, sewage, etc.)
 Workplace Violence

COUNTY CLERK

Assumed Name Business Certificates and Corporate Filings
 Building and Loan Agreements
 Census Records
 Citizenship Ceremonies
 Department of Motor Vehicle Transactions
 Genealogy Materials
 Liens and Judgments
 Military Discharges
 Notary Public Records
 Oaths of Office
 Passport Agent
 Powers of Attorney
 Real Property Records
 Supreme and County Court Records
 Wills Relative to Real Property

COUNTY LEGISLATURE**CLERK OF THE LEGISLATURE**

Advisory boards, commissions, and council membership records and bylaws
 Agendas Packets and meeting material (Legislature meetings and its committees)
 Budgets - Towns, County, City of Ithaca
 Calendar of Meetings and Conference Rooms
 Code of Ethics
 Correspondence
 County Charter and Code
 Distinguished Youth Award
 Legal Notices – copies of legal ads and affidavits of publication
 Local Government Directory
 Local Laws adopted by the Tompkins County Legislature
 Minutes of Legislature and its committees
 Proceedings of the Tompkins County Legislature (a.k.a. Board of Representatives, Board of Supervisors)
 Reports placed on file with the Legislature

TOMPKINS COUNTY SUBJECT MATTER LIST

Resolutions adopted by the Tompkins County Legislature
 Rules of the Legislature
 Tompkins County Council of Governments (TCCOG) Agendas and Minutes

DISTRICT ATTORNEY

Case Database
 Criminal Case Files
 Investigation Files
 Legal Brief File

EMERGENCY RESPONSE, DEPARTMENT OF**911/DISPATCH**

Address/Phone
 Alarm Records
 Computer Aided Dispatch (CAD) Incident Records – Police, Fire/Emergency Medical Services
 Phone Call Records
 Policy and Procedures
 Radio Logs
 Radio Unit Records

*Computer Aided Dispatch Records and Telephone Listings are Subject to Confidential Agreements
 and Confidential Medical or Criminal Investigative Prohibitions*

ADMINISTRATION

911 Surcharge Information
 Accounts Payable
 Budget
 Emergency Communications Review and Oversight Committee (ECROC); Fire Disaster and
 EMS Advisory Board (FAB); Tompkins County Comprehensive Emergency Management Group (CEMP)
 Meeting Minutes
 Emergency Management Plan plus Annexes
 Grants
 Local Emergency Planning Committee (LEPC) Hazardous Material Filings
 New York State Training – Fire/Emergency Medical Services (EMS)/National Incident Management
 Systems (NIMS)
 Personnel Records
 Revenue
 Training Records as These Pertain to the Local Administration of State and Federal Training Programs

FACILITIES DEPARTMENT

Applications
 Asbestos & Lead Testing Reports
 Budgets
 Building Cost Allocation Reports
 Building Drawings

TOMPKINS COUNTY SUBJECT MATTER LIST

Building Files
 Building Leases
 Building Operations and Maintenance Manuals
 Building Permits
 Building Specifications
 Capital Project Files
 Certificates of Occupancy
 Computerized Maintenance Management System (CMMS)
 Construction Contracts
 Consultant Contracts
 Consultant Requests for Proposals/Qualifications
 Contractor's Certified Payroll
 Contracts
 Energy Management System (Metasys)
 Finance Reports
 General Correspondence
 Indoor Air Quality Files
 Job Costing Reports (Timberline)
 Life/Safety Reports
 Master Forms/Time Sheets/ Payroll Sheets
 Meeting Minutes
 Notices of Award
 Payroll Reports
 Personnel Files
 Personnel Related forms
 Personnel Time Records
 Resolutions
 Right-to-Know Files/Material Safety Data Sheets
 Staff Meeting Minutes
 Test and Inspection Records
 Utility Data Files
 Vehicles Usage Data
 Vendor Contracts
 Vendor Files

FINANCE DEPARTMENT**COMPTROLLER DIVISION**

Accounts Payable records
 Audited Financial Reports
 Bank Statements
 Construction Project Claims
 Contracts
 Debt Service Register

TOMPKINS COUNTY SUBJECT MATTER LIST

Journal Entry Documentation
 New York State Financial Reports (Annual Update Document-AUD)
 Payroll Reports
 Payroll tax forms
 Receipt documentation
 Receipt Registers
 Retirement Records
 Vendor Payment Register

PURCHASING

Bids
 Fixed Asset Information
 Purchase Orders
 Request for Proposals
 Request for Quotations
 Prevailing Wage Related Certified Payrolls
 Vendor Lists

TREASURY

Auction Proceedings
 Bail
 Bankruptcy Filings for Taxes
 Certificate of Residency Applications
 Court and Trust Reports
 Foreclosure Filings
 Investment Reports
 List of Delinquent Taxes
 Returned Paid Tax Bills
 Returned Tax Rolls
 Room Tax Collection and Reports
 Unpaid Tax Inventory
 Collateral Reports

PUBLIC HEALTH DEPARTMENT**ADMINISTRATION**

Annual Reports
 Answering Service Messages and Logs - Some Pieces are Confidential
 Birth and Death Certificates – *Restricted access by law*
 Board of Health Minutes and By-laws
 Burial Transit Permits
 Contracts
 Correspondence
 Cost Reports–Certified Home Health Agency (CHHA) Medicaid and Medicare
 Financial Documents – Including Payables, Receivables, Budget
 Grant Claims

TOMPKINS COUNTY SUBJECT MATTER LIST

Incident Reports
 Medical Examiner Death Investigations and Autopsy Reports - Confidential
 New York State Codes, Rules and Regulations (Title 10)
 Operating Certificates
 Payroll Reports (various generated by Payroll sent to us)
 Performance Reviews -Confidential
 Personnel Files - Confidential
 Policies and Procedures
 Preparedness Plans - Some pieces are confidential
 Public Health Law
 Public Information and Education
 Reference Materials
 State Aid Application and Claims
 Training Records
 Vehicle Maintenance and Purchase Records

Limited Access: 1) any form, list, index, ledger, or record that could result in an invasion of privacy for any individual or client. 2) Any proposed contract for services. 3) Any policy, procedure, rule, or regulation that would endanger life and safety of any employee or client or that is confidential for emergency response. 4) Federal, State and Local Laws and regulations apply in determining the ability to release any record.

CHILDREN WITH SPECIAL CARE NEEDS DIVISION

Advisory Council Minutes
 Billing Records
 Client Records - Confidential
 Correspondence
 Department Policies
 Financial Records
 Interagency Memoranda of Understanding (MOU)
 Interdepartmental Memoranda of Understanding (MOU)
 Medicaid/Insurance Billing Records
 Performance Appraisals
 Program Budgets
 Program Expenses
 Program Policies/Procedures
 Program Projects
 Program Records
 Program Reference Files
 Program Reports
 Program Service Providers/Agencies Contracts
 Program Surveys
 Program Team Minutes
 Service Provider Minutes
 Software Contracts

TOMPKINS COUNTY SUBJECT MATTER LIST

Staff Meeting Minutes
 State and Federal Program Guidance Documents
 State and Federal Program Memos
 State and Federal Program Regulations
 State Claims
 Transportation Contracts

Limited Access: 1) any form, list, index, ledger, or record that could result in an invasion of privacy for any individual or client. 2) Any proposed contract for services. 3) Any policy, procedure, rule, or regulation that would endanger life and safety of any employee or client or that is confidential for emergency response. 4) Federal, State and Local Laws and regulations apply in determining the ability to release any record.

DIVISION FOR COMMUNITY HEALTH**COMMUNITY HEALTH SERVICES - CONFIDENTIAL**

All Client Records
 Quality Improvement Record Reviews
 Client and Clinic Satisfaction Surveys
 Client Care Coordination Correspondence
 Confidential After-Hour Contact Information for Staff, Health Providers and New York State Department of Health (NYSDOH)
 Confidential Contact, Location and Content Information in Policy Manuals
 Personnel Correspondence

Limited Access: 1) any form, list, index, ledger, or record that could result in an invasion of privacy for any individual or client. 2) Any proposed contract for services. 3) Any policy, procedure, rule, or regulation that would endanger life and safety of any employee or client or that is confidential for emergency response. 4) Federal, State and Local Laws and regulations apply in determining the ability to release any record.

COMMUNITY HEALTH SERVICES - GENERAL

Bioterrorism & Emergency Preparedness Policy and Program Manuals
 Childhood Lead Poisoning Prevention Policy and Program Manuals
 Communicable Disease Policy and Program Manuals
 Computer Billing and Clinical Documentation Manuals
 Diagnostic and Treatment Policy and Program Manuals
 Human Immunodeficiency Virus (HIV) Anonymous Counseling and Testing Policy and Program Manuals
 Immunization Policy and Program Manuals
 Insurance Billing Procedures
 Maternal Child and Community Health Services Quality Improvement Policy and Program Manuals
 Medicaid Obstetrical and Maternal Services (MOMS) Policy and Program Manuals
 Immunization Registry and Immunization Action Program Grants
 Rolodex of Local and Regional Schools, Day-Care Providers, Hospitals and Health Providers
 Summary Program Activity Reports
 Summary Program and Quality Improvement Reports and Minutes
 Summary Program Reports for Human Immunodeficiency Virus (HIV) Anonymous Counseling and

TOMPKINS COUNTY SUBJECT MATTER LIST

Testing, Lead Poisoning

Limited Access: 1) any form, list, index, ledger, or record that could result in an invasion of privacy for any individual or client. 2) Any proposed contract for services. 3) Any policy, procedure, rule, or regulation that would endanger life and safety of any employee or client or that is confidential for emergency response. 4) Federal, State and Local Laws and regulations apply in determining the ability to release any record.

COMMUNITY HEALTH SERVICES - CONFIDENTIAL

Bioterrorism and Emergency Preparedness Plans Containing Confidential Contact, Location and Content Information

Client Care Coordination Correspondence

Computer Software Request for Proposal Correspondence

Confidential After-Hour Contact Information for Staff, Health Providers and New York State Department of Health (NYSDOH)

Confidential Contact, Location and Content Information in Policy Manuals

Confidential Contractor Correspondence

Personnel Correspondence

Limited Access: 1) any form, list, index, ledger, or record that could result in an invasion of privacy for any individual or client. 2) Any proposed contract for services. 3) Any policy, procedure, rule, or regulation that would endanger life and safety of any employee or client or that is confidential for emergency response. 4) Federal, State and Local Laws and regulations apply in determining the ability to release any record.

DIVISION for COMMUNITY HEALTH - GENERAL

Blood-borne Pathogen Policy Manual

Division Orientation Manual

Division Policy Manual

Division Program Calendars

Community Health Quality Assurance Committee Minutes

Mandatory Training Records

Professional Advisory Committee Minutes – Certified Home Health Agency closed 11/14/2012 – maintain records 10 yrs until 11/14/2022

Safety and Health Policies

State Aid Nursing Reports

State and Federal Regulation Information

Training Manuals

Limited Access: 1) any form, list, index, ledger, or record that could result in an invasion of privacy for any individual or client. 2) Any proposed contract for services. 3) Any policy, procedure, rule, or regulation that would endanger life and safety of any employee or client or that is confidential for emergency response. 4) Federal, State and Local Laws and regulations apply in determining the ability to release any record.

HEALTH PROMOTION PROGRAM - CONFIDENTIAL

Confidential After-Hour Contact Information for Staff, Media Sources and New York State Department of Health (NYSDOH)

TOMPKINS COUNTY SUBJECT MATTER LIST

Program Participant Information

Personnel Correspondence

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HEALTH PROMOTION PROGRAM - GENERAL

Community Health Assessment and Community Health Improvement Plan (CHIP)

Health Education and Emergency Preparedness Training Information

Health Promotion Program Reports and Minutes, Board of Health Reports

Municipal Public Health Services Plan

Resource Information (books, videos, etc) on Health Promotion and Prevention

Resource Information for Community Health Assessment and CHIP

Resource Information for Public Information Officer

Summary Program Reports and Meeting Minutes for Asthma, Diabetes Control Coalition, Healthy Living Partnership, Tobacco Control Program

Grants

Limited Access: 1) any form, list, index, ledger, or record that could result in an invasion of privacy for any individual or client. 2) Any proposed contract for services. 3) Any policy, procedure, rule, or regulation that would endanger life and safety of any employee or client or that is confidential for emergency response. 4) Federal, State and Local Laws and regulations apply in determining the ability to release any record.

HOME HEALTH CARE (CERTIFIED AGENCY) – Agency closed 11/14/2012 – maintain records 10 yrs until 11/14/2022

CONFIDENTIAL

Adverse Event Reports

Quality Improvements Record Reviews

Client Records

Outcome Based Quality Improvements (OBQI) Tally Reports

Limited Access: 1) any form, list, index, ledger, or record that could result in an invasion of privacy for any individual or client. 2) Any proposed contract for services. 3) Any policy, procedure, rule, or regulation that would endanger life and safety of any employee or client or that is confidential for emergency response. 4) Federal, State and Local Laws and regulations apply in determining the ability to release any record.

GENERAL - Agency closed 11/14/2012 – maintain records 10 yrs until 11/14/2022

Account Receivable Summary Reports

End of Month and Year Summary Reports

Home Health Care Quality Reports

Outcome Based Quality Improvement (OBQI) Summary Reports

Summary Program and Quality Improvement Reports and Minutes

Limited Access: 1) any form, list, index, ledger, or record that could result in an invasion of privacy for

TOMPKINS COUNTY SUBJECT MATTER LIST

any individual or client. 2) Any proposed contract for services. 3) Any policy, procedure, rule, or regulation that would endanger life and safety of any employee or client or that is confidential for emergency response. 4) Federal, State and Local Laws and regulations apply in determining the ability to release any record.

OCCUPATIONAL HEALTH AND SAFETY

Annual Exposure Records

Defensive Driving Documentation

Hearing Tests - Confidential

Indoor Air Quality (IAQ) Tests and Audits

Injury and Illnesses Logs for 5 Years - Confidential

Material Safety Data Sheets (MSDS)

Occupational Safety and Health Administration (OSHA) Training Documentation

Public Employee Safety and Health (PESH) Consultations

Public Employee Safety and Health (PESH) Inspections

Respirator Fit Tests

Respirator Physical Clearance Forms - Confidential

Safety Committee Minutes

Safety Policies

Limited Access: 1) any form, list, index, ledger, or record that could result in an invasion of privacy for any individual or client. 2) Any proposed contract for services. 3) Any policy, procedure, rule, or regulation that would endanger life and safety of any employee or client or that is confidential for emergency response. 4) Federal, State and Local Laws and regulations apply in determining the ability to release any record.

WOMEN INFANTS AND CHILDREN (WIC)**GENERAL**

Local Agency Women Infants Children (WIC) Policy Manual

Limited Access: 1) any form, list, index, ledger, or record that could result in an invasion of privacy for any individual or client. 2) Any proposed contract for services. 3) Any policy, procedure, rule, or regulation that would endanger life and safety of any employee or client or that is confidential for emergency response. 4) Federal, State and Local Laws and regulations apply in determining the ability to release any record.

Program Meeting Minutes

Summary Program Reports

Women Infants Children (WIC) Administrative Directives

Women Infants Children (WIC) Communiqués

Women Infants Children (WIC) Informational Notices

Women Infants Children (WIC) Policy Manuals

Women Infants Children (WIC) Program Training Manuals

Women Infants Children (WIC) Systems Training Manuals

CONFIDENTIAL

Check Records

Confidential Contact, Location and Content Information in Policy Manuals

TOMPKINS COUNTY SUBJECT MATTER LIST

Participant Records
 Personnel Correspondence
 Vendor Complaint Log

Limited Access: 1) any form, list, index, ledger, or record that could result in an invasion of privacy for any individual or client; 2) Any proposed contract for services; 3) Any policy, procedure, rule, or regulation that would endanger life and safety of any employee or client or that is confidential for emergency response; 4) Federal, State and Local Laws and regulations apply in determining the ability to release any record.

DIVISION OF ENVIRONMENTAL HEALTH**AIR POLLUTION**

Correspondence
 Forms, Procedures, and Bulletins
 Investigations
 Permits and Inspections
 State and Local Laws
 Surveys

Limited Access: 1) any form, list, index, ledger, or record that could result in an invasion of privacy for any individual or client. 2) Any proposed contract for services. 3) Any policy, procedure, rule, or regulation that would endanger life and safety of any employee or client or that is confidential for emergency response. 4) Federal, State and Local Laws and regulations apply in determining the ability to release any record.

BATHING AND SWIMMING

Correspondence
 Forms, Procedures, and Bulletins
 Inspections
 Permitted Facilities

Limited Access: 1) any form, list, index, ledger, or record that could result in an invasion of privacy for any individual or client. 2) Any proposed contract for services. 3) Any policy, procedure, rule, or regulation that would endanger life and safety of any employee or client or that is confidential for emergency response. 4) Federal, State and Local Laws and regulations apply in determining the ability to release any record.

CHILDREN'S CAMPS, CAMPGROUNDS, HOTELS/MOTELS/TEMP RESIDENCES

Correspondence
 Forms, Procedures, and Bulletins
 Inspections
 Permitted Facilities

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FAIRGROUNDS

TOMPKINS COUNTY SUBJECT MATTER LIST

- Correspondence
- Forms, Procedures, and Bulletins
- Inspections
- Permitted Facilities

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FIELD MEMOS, STATE ENVIRONMENTAL QUALITY REVIEW (SEQR), COMPLAINTS, MISC-FOOD

- Alerts and Recalls
- Complaints and Investigations
- Correspondence
- Forms, Procedures, and Bulletins
- Inspections
- Legal
- Permitted and Proposed Facilities
- Temporary Permits, Festivals and Events

Limited Access: 1) any form, list, index, ledger, or record that could result in an invasion of privacy for any individual or client. 2) Any proposed contract for services. 3) Any policy, procedure, rule, or regulation that would endanger life and safety of any employee or client or that is confidential for emergency response. 4) Federal, State and Local Laws and regulations apply in determining the ability to release any record.

FIELD MEMOS, STATE ENVIRONMENTAL QUALITY REVIEW (SEQR), COMPLAINTS, MISC-GARBAGE REFUSE

- Community and Private Dumps
- Correspondence
- Forms, Procedures, and Bulletins

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FIELD MEMOS, STATE ENVIRONMENTAL QUALITY REVIEW (SEQR), COMPLAINTS, MISC-GENERAL

- Accident/Illness Reports
- Annual Reports
- Correspondence
- Fees and Budgets

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TOMPKINS COUNTY SUBJECT MATTER LIST

GENERAL REFERENCE MATERIAL

Forms, Procedures, and Bulletins
 Nuisances and Complaints by Township
 Staff Meetings and Notices
 State and Local Laws
 Time Studies
 Training, Operator, and Personnel

Limited Access: 1) any form, list, index, ledger, or record that could result in an invasion of privacy for any individual or client. 2) Any proposed contract for services. 3) Any policy, procedure, rule, or regulation that would endanger life and safety of any employee or client or that is confidential for emergency response. 4) Federal, State and Local Laws and regulations apply in determining the ability to release any record.

INACTIVE HAZARDOUS WASTE DISPOSAL SITES

Environmental Audit
 Forms and Procedures
 Site Information
 Technical Information

Limited Access: 1) any form, list, index, ledger, or record that could result in an invasion of privacy for any individual or client. 2) Any proposed contract for services. 3) Any policy, procedure, rule, or regulation that would endanger life and safety of any employee or client or that is confidential for emergency response. 4) Federal, State and Local Laws and regulations apply in determining the ability to release any record.

INDUSTRIAL WASTES AND SEPTIC TANK PUMPERS

Correspondence
 Forms, Procedures, and Bulletins
 General and Septic Tank Pumpers

Limited Access: 1) any form, list, index, ledger, or record that could result in an invasion of privacy for any individual or client. 2) Any proposed contract for services. 3) Any policy, procedure, rule, or regulation that would endanger life and safety of any employee or client or that is confidential for emergency response. 4) Federal, State and Local Laws and regulations apply in determining the ability to release any record.

INSTITUTIONS

Correspondence
 Forms, Procedures, and Bulletins
 Permitted Public and Private Institutions (A-Z)

Limited Access: 1) any form, list, index, ledger, or record that could result in an invasion of privacy for any individual or client. 2) Any proposed contract for services. 3) Any policy, procedure, rule, or regulation that would endanger life and safety of any employee or client or that is confidential for emergency response. 4) Federal, State and Local Laws and regulations apply in determining the ability to release any record.

LEGAL

Correspondence

TOMPKINS COUNTY SUBJECT MATTER LIST

Forms, Procedures, and Bulletins

Hearings

Tompkins County Sanitary Code

Limited Access: 1) any form, list, index, ledger, or record that could result in an invasion of privacy for any individual or client. 2) Any proposed contract for services. 3) Any policy, procedure, rule, or regulation that would endanger life and safety of any employee or client or that is confidential for emergency response. 4) Federal, State and Local Laws and regulations apply in determining the ability to release any record.

MOBILE HOME PARKS

Forms and Procedures

Inspections

Permitted Facilities

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RABIES

Animal Disease Correspondence and Memos

Correspondence

Dog Vaccination Program

Forms, Procedures, and Bulletins

Investigations

Rabies Exposure Reports - Confidential

Rabies Specimen History Reports

State Monthly Reports

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RADIOLOGICAL HEALTH

Correspondence

Forms, Procedures, and Bulletins

Ground Waters

Inspections

Oil and Hazardous Waste Spills

Permits and General

Radiation Safety

Radioactive Materials

State and Local Law

State Pollutant Discharge Elimination System (SPDES) Permits and Notices

TOMPKINS COUNTY SUBJECT MATTER LIST

- State Reports
- Studies
- Technical Information
- Water Pollution

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REALTY SUBDIVISIONS

- Correspondence
- Fee Records
- Forms, Procedures, and Bulletins
- Subdivisions Proposed and Approved

Limited Access: 1) any form, list, index, ledger, or record that could result in an invasion of privacy for any individual or client. 2) Any proposed contract for services. 3) Any policy, procedure, rule, or regulation that would endanger life and safety of any employee or client or that is confidential for emergency response. 4) Federal, State and Local Laws and regulations apply in determining the ability to release any record.

SCHOOLS

- Correspondence
- Forms, Procedures, and Bulletins

Limited Access: 1) any form, list, index, ledger, or record that could result in an invasion of privacy for any individual or client. 2) Any proposed contract for services. 3) Any policy, procedure, rule, or regulation that would endanger life and safety of any employee or client or that is confidential for emergency response. 4) Federal, State and Local Laws and regulations apply in determining the ability to release any record.

SEWAGE

- Applications Construction Permits – Pre-and Post-Construction
- Correspondence
- Expired Construction
- Forms, Procedures, and Bulletins
- Technical Information

Limited Access: 1) any form, list, index, ledger, or record that could result in an invasion of privacy for any individual or client. 2) Any proposed contract for services. 3) Any policy, procedure, rule, or regulation that would endanger life and safety of any employee or client or that is confidential for emergency response. 4) Federal, State and Local Laws and regulations apply in determining the ability to release any record.

WATER

- Annual Inspection and Water Analysis Reports
- Correspondence

TOMPKINS COUNTY SUBJECT MATTER LIST

- Forms, Procedures, and Bulletins
- Ground Water under Direct Influence of Surface Water (GWUDI) Information and Testing
- Monthly and Quarterly Reports
- Operator Qualifications
- Public Water Supplies
- Sanitary Survey's
- State and Local Law
- Studies
- Unclassified by Township
- Violations and Notifications
- Water Supply Contaminates

Limited Access: 1) any form, list, index, ledger, or record that could result in an invasion of privacy for any individual or client. 2) Any proposed contract for services. 3) Any policy, procedure, rule, or regulation that would endanger life and safety of any employee or client or that is confidential for emergency response. 4) Federal, State and Local Laws and regulations apply in determining the ability to release any record.

WATER AND SEWER PROJECTS

- Correspondence
- Forms, Procedures, and Bulletins
- Townships, Villages, and Cities

WATER AND SEWER PROJECTS

Limited Access: 1) any form, list, index, ledger, or record that could result in an invasion of privacy for any individual or client. 2) Any proposed contract for services. 3) Any policy, procedure, rule, or regulation that would endanger life and safety of any employee or client or that is confidential for emergency response. 4) Federal, State and Local Laws and regulations apply in determining the ability to release any record.

WATER FLUORIDATION

- Correspondence
- Fluorides
- Forms, Procedures, and Bulletins

Limited Access: 1) any form, list, index, ledger, or record that could result in an invasion of privacy for any individual or client. 2) Any proposed contract for services. 3) Any policy, procedure, rule, or regulation that would endanger life and safety of any employee or client or that is confidential for emergency response. 4) Federal, State and Local Laws and regulations apply in determining the ability to release any record.

WATER POLLUTION

- Correspondence

Limited Access: 1) any form, list, index, ledger, or record that could result in an invasion of privacy for any individual or client. 2) Any proposed contract for services. 3) Any policy, procedure, rule, or regulation that would endanger life and safety of any employee or client or that is confidential for emergency response. 4) Federal, State and Local Laws and regulations apply in determining the ability to release any record.

TOMPKINS COUNTY SUBJECT MATTER LIST

WEST NILE VIRUS AND NEIGHBORHOOD NOTIFICATION LAW

Code Information

General Correspondence

Procedural Information

Surveillance and Sampling Records

Technical Information

Limited Access: 1) any form, list, index, ledger, or record that could result in an invasion of privacy for any individual or client. 2) Any proposed contract for services. 3) Any policy, procedure, rule, or regulation that would endanger life and safety of any employee or client or that is confidential for emergency response. 4) Federal, State and Local Laws and regulations apply in determining the ability to release any record.

HIGHWAY DEPARTMENT**ADMINISTRATION**

Annual Construction Permitting

Asbestos and Materials Testing Reports

Capital Construction Planning System (CCPS) Documentation

Computer Aided Document Data (CADD), Related Drawings of Tompkins County

Consultant Contract Reports

Contractor List of Sub-Contractors and Suppliers

Design Projects Exception

Effort Accounting Records

Estimate Breakdown Reports

Financial Reports

DIVISION OF CONSTRUCTION

Approved Submittals and Shop Drawings

Construction Contracts

Construction Permitting Records

Construction Phase Construction Correspondence

Construction Status Reports

Contractor Certified Payroll

Contractor Progress Schedules and Revisions

Daily and Final Inspection Reports

Design Phase Project Correspondence

Notices of Award

Project Schedules

DIVISION OF DESIGN

Agriculture and Environmental Documentation, Calculations, Photographs and Renderings

Construction Specification Institute (CSI) Master Specifications - New York State Department of Transportation (NYSDOT)

Consultant Letters of Interest and Requests for Proposals

Consultant Pay Rate Schedules

TOMPKINS COUNTY SUBJECT MATTER LIST

Consultant Procedure Manual (Local Design Selection Agreement-LDSA) **updates available on-line**
 Consultant Selection Reports
 Consultant Work Order Reports
 Contractual Services
 Design Projects Status
 Modified SF254 Forms
 Mylar Drawings of Tompkins County Highway Owned Infrastructure
 Topographic and Property Line Survey Maps of Tompkins County

**HUMAN RESOURCES, DEPARTMENT OF
 AVAILABLE TO THE PUBLIC**

Affirmative Action Plan and Reports
 Collective Bargaining Agreements – final ratified versions
 Continuing Staff Education, Training, and Development Files (with confidential information redacted)
 Department's Organizational Chart
 Civil Service Records including:
 Employee Roster Records (with confidential information redacted)
 Equal Employment Opportunity Reports
 Eligible List Records – including canvasses, responses, certifications and appointments
 Examination Postings
 Job Classification Records – classification and reclassification
 Petitions to the New York State Department of Civil Service for approval of changes to the Rules
 Or Appendices
 Position Control Records
 Preferred lists (with confidential information redacted)
 Seniority Rosters (with confidential information redacted)
 Vacant Position Postings – including requests to post.
 New-hire Checklist and Attestation form (with confidential information redacted)
 Payroll Certification Files (with confidential information redacted)
 Position records
 Salary schedules – final ratified versions and/or revised versions
 Unemployment Insurance Records (with confidential information redacted)

CONFIDENTIAL RECORDS: *

Applications for employment and associated documentation
 Bargaining Unit Contract Files
 Civil Service Records including
 Reports of Personnel Change forms (MSD-428a)
 Employee Transfer Records
 Employee Injury Record
 Employee Medical Records
 Health and Life Insurance Records
 Individual Personnel Files and Records

TOMPKINS COUNTY SUBJECT MATTER LIST

Investigative Records and Disciplinary Proceedings
 Labor Management Meeting Records
 Public Employee Contract Negotiations Records
 Public Employee Grievance Records
 Qualifying medical, physical fitness, and agility examination reports
 Recruitment, hiring, interview and selection records

**The confidentiality of records requested is to be determined on an as-needed basis by the Commissioner of Personnel and County Attorney. Depending on information requested, redacted records may be provided. The law does not require us to create or provide a record or report that does not exist.*

HUMAN RIGHTS, OFFICE OF**ADMINISTRATIVE RECORDS**

Budget and Financial Records
 Contractual Expenditures
 Education and Community Service
 Internship and Externship File
 Office Equipment
 Procedure Manuals

CONFIDENTIAL RECORDS

Human Rights Case Files/Investigations
 Human Rights Intake Logs
 Personnel Files

INFORMATION TECHNOLOGY SERVICES (ITS)

Budget and Annual Accounting
 Computer Management and Inventory Details
 Contracts
 Contractual Expenditures
 Correspondence: Incoming, Outgoing, Memorandums
 Data Network Documentation
 E-mail
 Geographic Information Systems (GIS) Mapping Data
 Software Maintenance Records & Project Based Files
 Information Technology Services (ITS) Personnel Files
 Internet Statistics
 Telephone Records
 Web-Sites

MENTAL HEALTH DEPARTMENT

Agendas and Minutes of: The Tompkins County Community Services Board; Tompkins County Mental Health Sub-Committee; Tompkins County Developmental Disabilities Sub-Committee; Tompkins County

TOMPKINS COUNTY SUBJECT MATTER LIST

Alcohol/Substance Abuse Sub-Committee
 Consolidated Fiscal Reports for: New York State Office of Mental Health; Office of People with Developmental Disabilities; and, the Office of Alcoholism and Substance Abuse.
 Contracts with Individual Agencies
 Correspondence
 Plans
 Policy and Procedures

PLANNING AND SUSTAINABILITY, DEPARTMENT OF

ADMINISTRATION

Annual Report
 Annual Work Program
 Budget Preparation
 Departmental Policies
 Library – Planning Department
 Newsletter
 Office Administration
 Website

CLIMATE CHANGE ADAPTATION AND HAZARD MITIGATION

Disaster Recovery Plan
 Hazard Mitigation and Climate Adaptation Plan
 Ludlowville Flood Mitigation Project
 Pipeline Safety
 Virgil Creek Dryden Dam

COMPREHENSIVE PLAN

Comprehensive Plan Update 2015
 County Comprehensive Plan 2004
 Indicators of Success
 Land Use and Preservation Tracking
 Vital Communities Initiative

CONSERVATION PLANNING

Abandoned Landfills
 Agricultural Districts
 Agriculture and Farmland Protection Plan
 Annual Monitoring of Easements and Agreements
 Aquifer Study Program
 Capital Reserve Fund for Natural, Scenic, and Recreational Resource Protection
 Cayuga Lake Monitoring Plan
 Conservation Strategy
 County Flood Hazard Mitigation Program

TOMPKINS COUNTY SUBJECT MATTER LIST

- Finger Lakes Trail Planning and Signage
- Natural Infrastructure Program
- Habitat Connectivity Strategy
- Hydrologically Sensitive Areas
- Land Policy Administration
- Natural Features Focus Areas Planning
- Natural Resources Inventory
- New York State Open Space Plan
- Priority Water Bodies List
- Protected Open Space
- Purchase of Agricultural Development Rights
- Scenic Resources Inventory
- Snowmobile Trail Grants
- Stormwater Management
- Stream Corridor Protection Program
- Stream Corridor Public Information
- Unique Natural Areas Inventory
- Water Quality Monitoring
- Wetlands
- Wetlands Maps

COUNTY GOVERNMENT PLANNING AND SUPPORT

- Addressing Policy
- Airport Industrial Park
- County Forest Management
- County Land Inventory
- Downtown Office Plan
- Fleet Management
- Foreclosure
- Gas Drilling SEQR Review
- Hazard Mitigation and Climate Adaptation Plan
- Health Department Facility
- Ludlowville Flood Mitigation Project
- Old Library
- Public Safety Communications System
- Re-Appportionment
- SEQRA Policy
- Space Needs Study (2004-2005)
- Stormwater Permits
- Tompkins County Space Use
- Twenty Year Capital Plan

DEMOGRAPHIC DATA

TOMPKINS COUNTY SUBJECT MATTER LIST

- American Community Survey
- Census 2000
- Census 2010
- City Housing Units
- Proposed Housing Projects

DEVELOPMENT FOCUS AREAS

- Commercial Center Revitalization
- Development Focus Area Strategy
- Development Focus Areas Planning Fund
- Historic Preservation
- Infill Opportunities
- New York State Department of Transportation Maintenance Facility Relocation Study
- New York State Department of Transportation Maintenance Facility Site – Old Files
- Northside Waterfront Circulation Plan
- Route 13 Corridor Management Plan
- Route 96 Corridor Management Plan
- Sale or Lease of Biggs Property
- Walkability Studies
- Water and Sewer Study

ECONOMIC DEVELOPMENT

- Agricultural Resource Focus Areas Plan
- Cayuga Lake Scenic Byway
- Economic Development Loan Program
- Economic Development Revolving Loan Fund
- Empire Zone
- Rural Small Business Loan Program
- Southern Tier Region Rural Initiative Venture Fund

ENERGY AND GREENHOUSE GAS EMISSIONS

- 2020 Energy Strategy
- Airport Microgrid
- Business Energy Navigator Program
- County Energy Use
- Electric Vehicles
- Energy and Economic Development
- Energy Focus Areas
- Energy Fund
- Energy Roadmap
- Energy Smart Community
- Energy Upgrade Financing Initiatives
- Environmental Protection Agency EcoVillage at Ithaca Climate Showcase Communities

TOMPKINS COUNTY SUBJECT MATTER LIST

Get Your GreenBack Tompkins
 Greenhouse Gas Inventories
 Industrial Development Agency Tax Incentives for Energy Efficiency and Renewables
 Ithaca 2030 District
 Medium-Scale Wind Site Feasibility Project
 Property Assessed Clean Energy (PACE)
 Residential Energy Score Project
 Smart Energy Policy Initiative
 Solar Tompkins
 West Hill District Energy
 Wind Energy

HOUSING

Affordable Housing
 Affordable Housing Needs Assessment
 Affordable Housing Strategy
 Annual Housing Report
 Community Housing Development Funfair Housing Plan
 Healthy Homes – Community Development Block Grant
 HOME Grant Information
 Homeownership Program – Community Development Block Grant
 Housing Needs Assessment 2016
 Housing Summit
 Surveys: In-Commuter Survey; Pre-Retirement Survey; Renter Survey
 Subsidized Housing Units
 United for Homes Campaign 2015

LOCAL GOVERNMENT

City of Ithaca Cayuga Inlet Dredging
 Comprehensive Plans
 Development Reviews
 Local Waterfront Revitalization Program
 New York State Council on the Arts Waterfront Project
 Town of Caroline Comprehensive Plan Assistance
 Town of Caroline Development Ordinance
 Town of Caroline Natural Resource Inventory Maps
 Town of Danby Comprehensive Plan
 Town of Danby Comprehensive Plan Implementation
 Town of Danby Mapping Project
 Town of Enfield Technical Assistance
 Town of Lansing Zoning Ordinance
 Town of Newfield Comprehensive Plan
 Town of Ulysses Comprehensive Plan

TOMPKINS COUNTY SUBJECT MATTER LIST

- Town of Ulysses Conservation Mapping
- Town of Ulysses Zoning
- Village of Dryden Zoning
- Village of Lansing Comprehensive Plan
- Village of Lansing Greenway Plan Update
- Village of Lansing Small Area Plan
- Village of Trumansburg Comprehensive Plan
- Village of Trumansburg Zoning Ordinance 2008

MAPPING AND IMAGERY

- Land Use Land Cover
- Photos and Images
- Project Map Atlas

SUSTAINABILITY

- Building Energy Record Management
- Clean Energy Community
- Cleaner Greener Southern Tier
- Climate Smart Communities
- Downtown Sustainability Center
- Green Building Policy
- Green Fleet Program Development
- Regional Sustainability Implementation Grants
- Sustainability Internship Program

TOURISM

- Agriculinary Tourism
- Campus-Community
- Cayuga Lake Blueway Trail
- Grant System Assessment and Upgrade
- Hotel Room Tax Policy Review
- Partner Award Program
- Priority Trails Strategy
- Program Evaluation Tools
- Strategic Tourism Plan
- Tourism Grants
- Tourism Marketing
- Tourism Product Development
- Tourism Program Communications Plan

TRANSPORTATION

- Airport
- Brown Road Intersection

TOMPKINS COUNTY SUBJECT MATTER LIST

County Highway Design Standards
Trails

BOARDS AND COMMITTEES

County Sustainability Team
Housing Strategy Partners
Tompkins County Agriculture and Farmland Protection Board
Tompkins County Conservation Partners
Tompkins County Council of Governments Gas Drilling Task Force
Tompkins County Energy Task Force
Tompkins County Environmental Management Council
Tompkins County Planning Advisory Board
Tompkins County Planning Committee Support (2011-2013)
Tompkins County Strategic Tourism Planning Board
Tompkins County Water Resources Council

PROBATION AND COMMUNITY JUSTICE DEPARTMENT

Annual Budget
Annual Program Plan
Annual Report
Application for State Aid
County Compliance
Departmental Administrative Policies and Procedures
Equipment Warrantees
Incident/Accident Reports
Intern and Volunteer Name and Date of Service
Jail Orientation
Prison Rape Elimination Act (PREA)
Statistics: Criminal and Family Court and Annual Financial
Vehicle Maintenance and Purchase
Vendor Contracts

CLIENT RECORDS (None Public)

Criminal Court Community Service
Criminal Court Financial Obligations
Criminal Court Investigations
Criminal Court Pretrial Investigations
Criminal Court Quarterly Sex Offender Registry Act Address Verification Report
Criminal Court Release Under Supervision
Criminal Court Supervisions

Database-Master Summary Record
Diversions (ended)

TOMPKINS COUNTY SUBJECT MATTER LIST

- Family Court Adjournments in Contemplation of Dismissal
- Family Court Community Service
- Family Court Financial Obligations
- Family Court Intake
- Family Court Investigations
- Family Court Supervisions

**Client records include date and reason for case opening, date and reason for case closing; identifying numbers, if any; Name, DOB, Gender, Race, Ethnic Origin, if known; investigation and recommendation, if court ordered investigation; Violation of Supervision and outcome, if any; periodic summaries, initial supervision plans, risk/needs assessment, differential classification if supervision*

FINANCIAL COLLECTIONS (all except press releases are non-public)

- Bank Statements
- Court Order
- Court Summaries
- Database of Restitution Fine Orders and Outcomes
- Disbursements
- Fee assessments
- Press release for unfound beneficiaries
- Receipts
- Spreadsheet of Financial Judgments

MANDATED TRAINING, ET AL

- Blood Born Pathogen
- Right to Know
- Security Guard
- Work Place Violence
- First Aid and CPR for staff operating Community Service program

SHERIFF'S OFFICE

PUBLIC ACCESS

- Budgets-Final: Revenues and Expenses
- Plans and Proposals-Final
- Program Activities
- Contracts/M.O.U. s
 - General
 - Inter-Departmental, Inter-Agency

NO ACCESS- SUBJECT TO F.O.I.L.

- Staff Policies-Except Those Related to Strategies for Criminal Investigations or the Safety and Security of Employees or Inmates.
- Program policies

TOMPKINS COUNTY SUBJECT MATTER LIST

Staff Memos, Unless Related to Personnel Matters, Information Relative to an Ongoing Investigation or Officer Safety Issue
 All Personnel Files of Any Employee
 Any Form List, Index Ledger or Record That Could Result in an Invasion of Privacy of Any Person
 Any Proposed Contract for Services
 Correspondence between Employee and Subject Involving Law Enforcement Matters
 Investigative Files, Case Notes, Records, Financial Payments of Records or Specific Court Records Relating to Victims, Suspects, Defendants or Persons of Interest
 Correspondence

- General
- Inter-Agency, Inter-Departmental

 Inmate Information- As Allowed by Law
 Laws, Regulations and Rules- County, State and Federal (As they pertain to our agency)
 Accreditation Files
 Published Reports, Projects and Reference Files
 Roster Records of Employees Showing Title and Wages
 Accident and Arrest Subject to Restriction, Such as; Mental Health and Juvenile

SOCIAL SERVICES, DEPARTMENT OF
LIMITED ACCESS FILES

Some of the information listed below may be released upon written authorization from the client or employees. Access to certain files/records may be limited by state or federal laws

All Personnel Files of Any Employee
 Any Form, List, Index, Ledger, or Record That Could Result in an Invasion of Privacy for any Individual or Client
 Any Proposed Contract for Services
 Correspondences between a Client and Individual Involving County Business, Unless All Information Relates to Public Records
 Files, notes, records, financial payments or records, petitions or specific court records pertaining to a client or child

OPEN ACCESS FILES

Budgets
 Contracts/Memoranda of Understanding: Interdepartmental, Inter-Agency; General; Staff Memos (Unless They Are Related to Personnel Matters, Clients or Other Information Classified as Limited Access files)
 Correspondences (some of which may be restricted – see Limited Access) General and Inter-agency, inter-departmental
 Directives: Program
 Expenses: Program expenses; all expenses which are subject to audit
 Logs: Telephone; Fleet Reservation Log; Conference Room Reservation Log

TOMPKINS COUNTY SUBJECT MATTER LIST

Plans
Program Polices

RECYCLING AND MATERIALS MANAGEMENT

Annual Reports
Composting
Contracts
Department of Environmental Conservation
Disposal
Education Materials and Information
Flow Control
Grants
Licensed Haulers
Household Hazardous Waste (HHW)
Illegal Dumping
Local Laws
Out of County Transfer/Waste
Recycletopkins.org
Recycling
Recycling and Solid Waste Center
Solid Waste Annual Fee
Solid Waste Management Plan
Trash Tags
Waste Reduction

WEIGHTS AND MEASURES

ADMINISTRATIVE

Budget: Accounts Payable and Receivable
Equipment List: Certifications and Accountability
Laws and Regulations

DATABASE

Annual Reports
Complaints
Devices
Establishments
Penalties
Test Results
Workload

WORKFORCE DEVELOPMENT

EMPLOYMENT AND TRAINING

Agreements/Contracts/Leases/Sub-Contracts and Funding
All Financial Reports for all Funding Sources

TOMPKINS COUNTY SUBJECT MATTER LIST

Business and Partner Agency Information
 Case Management Documentation (Confidential)
 Correspondence
 Employee and Participant Payroll Information
 Employee Personnel Files (Confidential)
 Grant Requests and Grant Awards
 Local and National Job Market Information
 Local Services
 National Association of Workforce Board (NAWB) Conference Materials
 One Stop Center Related Board Resolutions
 Program Participant Files
 Proposals
 Regional New York Association of Trainees and Employment Professionals (NYATEP) Conference Materials
 Statistics and Research
 Training Topic Files
 Workforce Investment Board (WIB) Sub-Committee (Youth Employment Council) Minutes and Records
 Youth and Adult Training Records

WORKFORCE INVESTMENT BOARD

Agreements/Contracts
 All Financial Reports for all Funds
 Board Resolutions
 Committee and Board Minutes
 Correspondence
 Leases
 Payroll Information
 Personnel Files
 Proposals
 Reports and Petitions
 State and Contractor Monitoring Reports

YOUTH SERVICES, DEPARTMENT OF**DEPARTMENT RECORDS**

Annual Monitoring Reports for Each Funded Agency Program
 Annual reports
 Contracts for Each Funded Agency and Municipality
 Finance Records Documenting Reimbursable Expenses of Each Funded Program and County Payment
 Records
 State and County Funding Levels for Agencies and Municipalities Providing Youth Programs
 Tompkins County Youth Services Board Bylaws, Minutes, Attendance Records, and Resumes and Resource
 Allocation
 Youth Well-being Status Indicators

FEDERALLY REQUIRED RECORDS

TOMPKINS COUNTY SUBJECT MATTER LIST

Community Coalition for Healthy Youth Federal Drug Prevention Notice of Grant Award, Roster of Coalition Members and Meeting Minutes
Fiscal Record and Reports and Budget Revisions
Progress Reports
Survey Results Related to 4 Federally Required Core Measures

INTERMUNICIPAL AGREEMENT RECORDS

Bylaws, Rosters, Member Appointment Resolutions, and Meeting Minutes
Cost-Sharing Formula and Annual Contributions and Financial Records of Municipal Payments, Provider Expenses and Payment Records
Recreation Partnership Agreements

STATE REQUIRED RECORDS

Current Integrated Children and Family Services Plan and Related Records Including Tompkins County Youth Services Board By-Laws, Rosters with Affiliations, Attendance Records, Evidence of Monitoring Visits of State Funded Programs, Budgets and Claim Records for All State Funded Programs Housed in the Department and at Finance
Office of Children and Family Services Annual Reports
Office of Children and Family Services Applications for State Aid
Office of Children and Family Services Financial Claims and Payment Records
Reports of State Monitoring Visits and Follow-Up Correspondence Related to Compliance or Corrective Actions
Resource Allocation Plans for Office of Children and Family Services State Aid