


2019 SUBJECT MATTER LIST

AGING, COUNTY 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



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

BOARD OF ELECTIONS

Administrative Correspondence

Annual List of Enrollments

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

2019 SUBJECT MATTER LIST



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
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



2019 SUBJECT MATTER LIST

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
Capital Programs
County Compliance Program (online)
County Administrative Policy Manual (online)
County Departments and Agencies
County-owned Land
County-owned Vehicles
Criminal Justice/Alternatives to Incarceration, CJATI Meeting Agenda's and Summaries
Designation of Successor Information for Department Heads
Freedom of Information Law Records and Subject Matter List
General Administration and Management
General Correspondence
Personnel
Results Based Accountability (RBA) Data

PUBLIC INFORMATION

General - Public Information
Highlights of Tompkins County Legislature Meetings
News Releases

RISK MANAGEMENT

Accidents Involving County Property
County Contract Management
Insurance

STOP-DWI

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

COUNTY ATTORNEY

Airport



2019 SUBJECT MATTER LIST

Alcoholism Council
All County Attorneys
Assessment
Assigned Counsel Material
Bail Monies - Forfeiture
Bond Anticipation Notes and Related Material
Budget and Finance
Building and Fire Code
Business Improvement District
Cable Television
Chamber of Commerce
Charter Review Committee
Codification Project
Contract Compliance
Cooperative Extension
Cornell Lake Source Cooling Project
Cornell Tax Issue
County Attorney's Office
County Clerk
County Jury Pool
County Property Transactions
Courthouse
District Attorney
Elections
Electric Power Committee
Emergency Response/Fire & Disaster
Estates
Ethics
Foreclosure
Forms
Freedom of Information Act
Health Insurance
Highway/Public Works
Hotel and Motel Room Tax
Housing - Low-Income Projects
Human Resources Personnel Files
Human Rights Commission
Industrial Development Agency (IDA) State Environmental Quality Review Action (SEQRA)
Information Technology Services
Insurance
Jail
Juvenile Delinquency and Persons in Need of Supervision (PINS) proceedings
Kendra's Law Cases
Legislature



2019 SUBJECT MATTER LIST

Library
Local Laws
Medical Examiner
Mental Health
Miscellaneous: Memorandums, Opinions, etc.
Mutual Assistance Agreements
Office for the Aging
Oil and Gas Leases
Planning & Sustainability
Poor Person Applications/Family Court Appeals
Public Health Department
Purchasing
Recycling & Materials Management/Solid Waste
Residence Requirement – Material for Students and Employees
Smoking Policies
Social Services
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-Cortland Community College (TC3)
Tompkins Health Care Corp. (See “Reconstruction Home”)
Transit Consolidation
United States of America Patriot Act
Wastewater – Wastewater Treatment Plant (septic, sewage, etc.)
Weights & Measures
Workplace Violence
Youth Bureau

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



2019 SUBJECT MATTER LIST

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 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
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

ADMINISTRATION

911 Surcharge Information



2019 SUBJECT MATTER LIST

Accounts Payable

Budget

Emergency Response Oversight Committee (EROC); 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

Mass Notification System (Swift911)

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

FACILITIES DEPARTMENT

Applications

Asbestos & Lead Testing Reports

Budgets

Building Cost Allocation Reports

Building Drawings

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)



2019 SUBJECT MATTER LIST

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
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

HIGHWAY DEPARTMENT

Consultant Contracts
Contractor List of Sub-Contractors and Suppliers
Financial Reports
Approved Submittals and Shop Drawings
Construction Contracts
Construction Permitting Records
Daily and Final Inspection Reports
Project Correspondence
Notices of Award
Project Schedules
Consultant Letters of Interest and Requests for Proposals
Consultant Pay Rate Schedules
Design Projects Status

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



2019 SUBJECT MATTER LIST

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
 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 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
Office Administration

Website

CLIMATE CHANGE ADAPTATION AND HAZARD MITIGATION

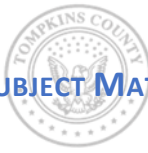
Resiliency and Recovery Plan
Hazard Mitigation and Climate Adaptation Plan
Ludlowville Flood Mitigation Project
Ludlowville Stream Stabilization
Pipeline Safety
Virgil Creek Dryden Dry Dam

COMPREHENSIVE PLAN

Comprehensive Plan Review 2019
Comprehensive Plan Update 2015
County Comprehensive Plan 2004
Comprehensive Plan Measures and 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
Finger Lakes Trail Planning and Signage
Natural Infrastructure Program
Habitat Connectivity Strategy
Hydrologically Sensitive Areas
Land Policy Administration
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
Health Department Facility
Old Library
Public Safety Communications System
SEQRA Policy
Space Needs Study (2004-2005)
Stormwater Permits
Tompkins County Space Use
Twenty Year Capital Plan

DEMOGRAPHIC DATA

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
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

Cayuga Lake Scenic Byway



2019 SUBJECT MATTER LIST

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 Advisor 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
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

HOUSING

Affordable Housing
Affordable Housing Needs Assessment 2006
Annual Housing Report
Community Housing Development Fund
Fair Housing
Healthy Homes – Community Development Block Grant
HOME Grant Information
Homeownership Program – Community Development Block Grant
Housing Needs Assessment 2016
Housing Strategy
Housing Summit 2016
HUD and NYS Community Development Block Grant Program Income/Infill Analysis
Municipal Housing Affordability Grant Program



2019 SUBJECT MATTER LIST

Surveys: In-Commuter Survey; Pre-Retirement Survey; Renter Survey
Subsidized Housing Units

LOCAL GOVERNMENT

Comprehensive Plans
Development Reviews
Local Waterfront Revitalization Program
New York State Council on the Arts Waterfront Project
Town and Village Parks and Trails Grants
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
Town of Ulysses Conservation Mapping
Town of Ulysses Zoning
Trainings for Municipal Officials
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
Conference Center
Grant System Assessment and Upgrade
Hotel Room Tax Policy Review
Partner Award Program
Priority Trails Strategy
Program Evaluation Tools
Strategic Tourism Plan
Tompkins Center for History and Culture
Tourism Grants
Tourism Marketing
Tourism Product Development
Tourism Program Communications Plan

TRANSPORTATION

Airport
Brown Road Intersection
County Highway Design Standards
Route 13 Dryden Traffic Study
Trails

BOARDS AND COMMITTEES

Community Housing Development Fund Program Oversight and Applications Review
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 Homeownership Oversight Committee
Tompkins County Planning Advisory Board
Tompkins County Planning Committee Support (2011-2013)
Tompkins County Strategic Tourism Planning Board
Tompkins County Water Resources Council

PUBLIC HEALTH DEPARTMENT

ADMINISTRATION



2019 SUBJECT MATTER LIST

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

Incident Reports – Confidential

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 Dept)

Performance Reviews - Confidential

Personnel Files – Confidential

Policies and Procedures

Public Health 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



2019 SUBJECT MATTER LIST

Program Projects
Program Records
Program Reference Files
Program Reports
Program Service Providers/Agencies Contracts
Program Surveys
Program Team Minutes
Service Provider Minutes
Software Contracts
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
Blue Cross Blue Shield Community Health Improvement Grant
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



2019 SUBJECT MATTER LIST

Program Manuals

Immunization Policy and Program Manuals

Insurance Billing Procedures

Lead Poisoning Prevention Program Grant

Maternal Child and Community Health Services Quality Improvement Policy and Program Manuals

Medicaid Obstetrical and Maternal Services (MOMS) Policy and Program Manuals

Immunization Action Program Grants

Rolodex of Local and Regional Schools, Day-Care Providers, Hospitals and Health Providers

SafeCare Program Reports

Summary Program Activity Reports

Summary Program and Quality Improvement Reports and Minutes

Summary Program Reports for Human Immunodeficiency Virus (HIV) Anonymous Counseling and 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 Contact 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 Improvement 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)



2019 SUBJECT MATTER LIST

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)
Program Participant Information
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.

HEALTH PROMOTION PROGRAM - GENERAL

Community Health Assessment (CHA) 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 Prevention Coalition, Healthy Neighborhoods Program, Tobacco Control Program
Grants: Emerging Leaders in Public Health, Healthy Neighborhoods Program, Advancing Tobacco Free Communities

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)



2019 SUBJECT MATTER LIST

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 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

Hearing Tests - Confidential

Indoor Air Quality (IAQ) Tests and Audits

Injury and Illnesses Logs for 5 Years - Confidential

Safety Data Sheets (SDS)

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)



2019 SUBJECT MATTER LIST

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

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



2019 SUBJECT MATTER LIST

Inspections

Permitted Facilities

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CHILDHOOD LEAD POISONING PREVENTION

Environmental Investigations

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, MASS GATHERINGS

Correspondence

Forms, Procedures, and Bulletins

Inspections

Permitted Facilities

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FAIRGROUNDS

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



2019 SUBJECT MATTER LIST

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 MISCGARBAGE 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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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

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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)

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LEGAL

- Correspondence
- Forms, Procedures, and Bulletins
- Hearings
- Tompkins County Sanitary Code

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MOBILE HOME PARKS

- Forms and Procedures
- Inspections
- Permitted Facilities



2019 SUBJECT MATTER LIST

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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

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.

RADIOLOGICAL HEALTH AND ENVIRONMENTAL PROTECTION

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

State Reports

Studies

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.

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



2019 SUBJECT MATTER LIST

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

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TOBACCO CONTROL AND CLEAN INDOOR AIR ACT

Complaints

Correspondence

Forms, Procedures, and Bulletins

Inspections

Permitted Facilities

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WATER

Annual Inspection and Water Analysis Reports

Cooling Towers/Legionella

Correspondence

Forms, Procedures, and Bulletins

Ground Water under Direct Influence of Surface Water (GWUDI) Information and Testing

Monthly and Quarterly Reports

Operator Qualifications


2019 SUBJECT MATTER LIST

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

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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

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WEST NILE VIRUS AND NEIGHBORHOOD NOTIFICATION LAW

Code Information

General Correspondence



2019 SUBJECT MATTER LIST

Procedural Information

Surveillance and Sampling Records

Technical Information

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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)

Family Court Adjournments in Contemplation of Dismissal

Family Court Community Service

Family Court Financial Obligations

Family Court Intake

Family Court Investigations

Family Court Supervisions



2019 SUBJECT MATTER LIST

**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

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
RecycleTompkins.org
Recycling
Recycling and Solid Waste Center
Solid Waste Annual Fee
Solid Waste Management Plan
Trash Tags



Waste Reduction

SOCIAL SERVICES, DEPARTMENT OF

LIMITED ACCESS FILES

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

Plans

Program 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.

WORKFORCE DEVELOPMENT

EMPLOYMENT AND TRAINING

Agreements/Contracts/Leases/Sub-Contracts and Funding

All Financial Reports for all Funding Sources

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



2019 SUBJECT MATTER LIST

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

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



2019 SUBJECT MATTER LIST

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