

## Subject Matter List

### Assessor

- Assessor's Field Data
- Assessment Roll
- Property Assessment and Grievance Records
- Small Claims
- Tax Exemption and Abatement Records

### Building

- Applications and Plans
- Building History Files
- Certificates
- Condemnation and Demolition Records
- Inspection Records
- Letters of Correction
- Licenses (House Rental and Accessory Apartment)
- Permits
- Violations/Complaints
- Surveys

### Board of Zoning Appeals

- Applications and Plans
- Decisions
- Minutes/Meeting Records
- Testimony Books
- Variances

### Economic Development

- Annual Reports
- Industrial Development Agency Project Files

### Ethics Board

- Financial Disclosures
- Minutes
- Opinions
- Rules and Regulations

### General Services

- Animal Shelter Records
- Animal Control Officer Records
- Calabro Airport Records
- Capital Project Records
- Accident Reports
- Equipment and Maintenance Records
- Vehicle and Equipment Auction Records
- Bids/Contracts
- Purchase Orders
- Request for Proposals/Request for Quotations
- Daily Cash Records
- Work Orders
- Posting Orders
- Parking Violations
- Abandoned Vehicle Information
- Towing Company Records
- Capital Construction Files

### Fire Prevention

- Alarm Records
- Business Registrations
- Certificates
- Fire Hydrant Records
- Fire Reports
- Inspection Reports
- Incident Reports
- Posting Orders
- Permits
- Site Plans and Surveys
- Woodburning Stove Records
- Sprinkler Reports

**Finance**

- Annual Reports
- Audits
- Accounting and Banking Records
- Bonds
- Budgets
- Claims and Warrants
- Grant Documents
- Receipts
- Deposit Books
- General Ledger
- Payroll
- Employee Direct Deposit Records
- Capital Project Records

**Highway**

- Abandonments
- Conveyance Books
- Dedication Books
- Drainage Records
- Encroachments
- Notice of Defect
- Maps and Site Plans
- Permits
- Road Openings
- Snow Vouchers
- Work Permits
- Health Insurance Ledger
- Records of Payment
- Payroll
- Workers Comp. Records
- Contract Negotiations
- Grievance Records

**Housing, Human Services & Community Development**

- Agency Vouchers
- Community Development Case Files
- Direct Benefit/Assistance Case Files
- Grant Records
- Inspection/Enforcement Records
- Lower Income Housing Rental Assistance Records
- Program Records

**Law**

- Applications and Permits
- Citations
- Collection Records
- Complaints
- Condemnation Records
- Default Judgements
- District Court Records
- Employee Complaints
- Freedom of Information Requests
- Investigation Records
- Labor Relations Files
- Litigation Records
- Notices of Claims
- Open Space Records
- Property Acquisition Records
- Property Maintenance/Unsafe Premises Records
- Subpoenas
- Tax Certioraris Records
- Town Attorney Files
- Arrest/Bench Warrants

**Parks and Recreation**

- Citations
- Employee Certification Records
- Fee Schedules
- Machinery and Equipment Records
- Permits and Applications
- Recreational Facilities and Parks Records
- Work Orders and Daily Log Books
- Invoices
- Purchasing Files
- Marina Records

**Payroll/Personnel**

- Applications
- Arbitration and Grievances Records
- Benefit Records
- Certification of Eligibility Lists
- Civil Service Records
- Employee Assistance Program Records
- Employee Personnel Files
- Employee Safety Records
- Employee Timesheets
- Health Insurance Records
- Job Posting Notices
- New York State Retirement System Records
- Payroll records
- Schedule of Positions
- Workers Compensation Records
- Labor Regulations
- OSHA Records
- COBRA Compliance Records
- Employee Substance Records
- Medicare Records

**Planning Board**

- Minutes
- Decisions

**Planning, Engineering and Environmental Protection**

- Declarations and Covenants Records
- Historic District Advisory Committee Records
- Land Use Applications
- Site Plans, Maps and Surveys
- Special District Files
- Subdivision Records
- Traffic Studies
- Violations
- Wetland Records
- Natural Resources Management Plan
- Road Improvements

**Public Safety**

- Appearance Tickets
- Complaints

- Daily Log Sheets
- Incident and Accident Reports
- Impound Records
- Officer Assignment Sheets

**Town Clerk**

- Boat Berth Leases and Waiting List Applications
- Birth, Death and Marriage Certificates
- Vital Record Request Applications
- Burial Permits
- Charitable Gaming Licenses and Financial Records
- Contracts, Agreement and Leases
- Dangerous Dog Records
- Deeds
- Destruction Records
- Election Records
- Historic Records
- Oaths of Office
- Ordinance and Local Law Records
- Permits and Licenses
- Special District Files
- Town Board Land Use Application Files
- Town Board Minutes & Meeting Records
- Uniform Traffic Code & Amendments
- Vacant Building Registry Records
- Mortgage-In-Default Registry Records
- Village Incorporation/Annexation Records
- Proof of Publication Records
- Zoning Decisions
- Correspondence
- Notices of Claims & Litigation
- Subdivision Records
- Wetlands Files
- Drainage/Property Acquisition Files
- Audits
- Bank Records
- Marina Records
- Road Name Change Records
- Home Rule
- Permissive Referendums

- Unsafe Premises

### **Waste Management**

- Brush Reports
- Carter Records
- Complaints
- DEC Records
- Groundwater Leachate Sampling Data
- Landfill Log Books
- Landfill Reports
- Monthly and Annual Reports
- Recycling Center Data
- Scale Tickets
- Solids Sampling Data
- Waste Collection Reports
- Waste Oil Records
- Waste Yard Composting Facility Records
- Environmental Facility Permit Files
- Annual Facility Summary Reports
- Hazardous Waste Records
- Ash Records

### **Village of Mastic Beach**

- Audits
- Building Records
- Dissolution Records
- Election Records
- Financial Records
- Fire Prevention Records
- Grant Records
- Investigation Records
- Litigation
- Personnel Records
- Petitions
- Stick Dock Records
- Village Board Minutes
- Village Court Records