

Tioga County Subject Matter List

	<i>Type of Records</i>
Assigned Counsel ILS	Indigent Legal Program Administration, grant reporting, and processing of court ordered payments
Board of Elections	Absentee Ballot request list 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 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 Chain of Custody (Privacy Booths, Voting Machine Transport Manifest) 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 Early Voter List Enrollment Forms Financial Disclosure Statements independent Contractor Payroll Inspectors File Inspectors' Oaths of Office Lists of Corrections and Cancellations of Registrations Lists of Polling Places Local Registration Administrative File Mail Check Cards Mutilated or Void Registrations Nominating, Designating & Independent 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	
Board of Elections	Registration Confirmations	
	Registration Transmittals	
	Rejected Voter Registration Applications	
	Returns of Canvass by Inspectors	
	Sample Ballots	
	Seals and Tags Report	
	Signature Reports	
	Special Presidential and Special Federal Voter Records	
	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
		EMS
		Machine Custodians
		NTS Data Services
	Voter	
	Voting Machines	
PROCEDURE MANUALS:		
	Elections	
	General Office	
Coroners	Coroner's Case Investigative Files	
	Coroner's Assigned to Cases	
	Mileage Records for Each Case	
	All Other Budget Accounts Related to Office Operations	
County Attorney	General Legal Files	
	Juvenile Delinquency Files	
	PINS Files	
	Child abuse/neglect case files	
	Administrative hearing (expungement) case files	
	Family Court Intervener case files	
	Insurance Documents	
	Annual Financial Disclosures	
	Annual Ethics/Policy Review Certifications	
	Incident Report Files	
	Tioga County Asset Securitization Files	
County Clerk	Annual Reports	

**(includes Dept. of
Motor Vehicle Records)**

Article Ten Proceedings
Budget
Census Records
Civil Actions (Marital/Mental Hygiene are sealed records)
Coroner Reports (years 1931-2009 only)
Corporations
DBA
Department of Motor Vehicle Transactions (State Records)
Judgments
Liens
Lis Pendens
Maps/Survey Maps
Marriage Records (for years 1920-1928 only)
Military Discharges (sealed record)
Miscellaneous Filings
Notary Public Records
Oaths of Office
Passport Transmittal Sheets (sealed)
Payroll
Public Welfare Liens
Purchase Orders
Real Property Records (Deeds, Mortgages, Assignment, Discharges, etc.)
Tioga County Treasurer List of Delinquent Tax Lists
UCC

District Attorney

Annual Reports
Felony Criminal Case Files
Financial Reports

**Economic
Development
& Planning**

ECONOMIC DEVELOPMENT:

Workforce Investment Board Information
Completed Project Files
Site Information Files
Regional Council Documents
LDC Documents
2010 NY Main Street Program – Village of Owego
2011 Agricultural & Community Recovery Grant- Village/Town of Owego
Tioga County Empire Zone Files
Tioga County Snowmobile Clubs/NYS OPRHP
2013 NY Main Street Program – Village of Nichols
2013 Rural Area Revitalization Program - 150 Broad Street, Waverly
Tioga County Property Development Corporation (TCPDC)
SUNY Broome Owego Campus Connection
Round 5 Restore NY 358 Broad Street Waverly Revitalization Project Application
Round 5 Restore NY Village of Owego Main Street Rehabilitation Project Application
Gateway Project

Finger Lakes Wine Country Tourism Marketing Association
Tioga County Chamber of Commerce
2015 NY Main Street Program - Village of Waverly
2016 NY Main Street Program - Downtown Anchor Project, 145 Front Street, Owego
Tioga Co. Industrial Development Agency Commercial Façade Program - pending files

Economic Development & Planning (cont'd)

PLANNING:

Planning by Subject Alphabetical
Geographic Information Systems Alphabetical
Agriculture
Agriculture & Farmland Protection Plan
Organizations
Southern Tier East Regional Planning Development Board
Transportation / Binghamton Metropolitan Transportation Study
Tioga County Rural Economic Area Partnership
Tioga County Agencies
County Farm
Municipal Files
MS4 Stormwater
Water & Sewer Infrastructure
Natural Gas Drilling
Economic Development
Comprehensive Plans
Tioga County Planning Board
Tioga County Agricultural and Farmland Protection Board
Department Operations
239 Reviews
Agricultural District Reviews
Sample Codes
Flooding
Hazard Mitigation
Periodicals

Emergency Services

Normal financial records bills
Grant information (bills and PO's)

ADMINISTRATION:

Accounts Payable
Budget
County Chiefs Meeting Minutes
Fire and EMS Mutual Aid Plans
County Hazardous Materials Plan
Grants
New York State Training – Fire/Emergency Medical Services (EMS)
Personnel Records

	Revenue
	Training Programs
	Equipment Bids
	Fire Investigation Records
Health Department	Annual Reports
	Board of Health Orders & Minutes
	Client Records - Confidential
	Community Health Assessment
	Community Health Improvement Plan
	Complaints & Investigations
	Contracts & MOUs
	Correspondence
	Departmental Policies & Procedures
	Financial - Reports, Budgets, Grants, Audits, Purchase Orders, Billing
	Meeting Minutes
	Operating Certificates
	Permits & Inspections, Violations & Fees
	Program Records - Manuals, Reports, Correspondence, Workplans
	Quality Improvement/Assurance Documentation
	Rabies Exposure Reports - Confidential
	Septic/Water System Design and Documentation
	State Aid Application and Claims
	Training Records
	Tioga County Sanitary Code
	<i>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.</i>
Information Technology & Communication Services (ITCS) <i>(includes Historian and Records Management Records)</i> <i>(cont'd)</i>	Annual Reports
	Budget and Annual Accounting
	Computer Management and Inventory Records
	Contracts
	Copier Records
	Correspondence/E-mail
	Data Network Documentation
	Information Technology & Communication Services (ITCS) Personnel Training Records
	Fixed Assets Records
	Geographic Information Systems (GIS) Mapping Data
	HelpDesk Tracking Records
	Historian Records
	Information Technology & Communication Services (ITCS) Personnel Files

Information Technology and Communications Services (ITCS) and Geographic Information Systems (GIS) Project Based Files
Information Technology & Communications Services (ITCS) and Geographic Information Systems (GIS) Software Maintenance Records
Maintenance Records
Network Activity Reports
Records Management Grants
Records Management Inactive County Records
Telephone Records
Web Sites

Legislature

Accounts Payable: Credit Card Billing & Purchase Orders
Annual Reports
Certificate of Approval - Tioga County Department of Health
Chair of the Legislature Files
Correspondence
County Budgets
County Policies
Fixed Asset Records
Industrial Development Agency (IDA) Audits
Journal of Proceedings
Legislative Committee Meeting & Worksession Minutes
Legislative Financial Disclosures
Legislative Payroll
Notice of Claims
NYS Retirement Reporting Requirements
Purchase Orders
Resolutions

PROCEDURE MANUALS:

Accounts Payable
General Office
Employee Handbook
Resolutions

Mental Hygiene

Community Services Board Minutes and Agendas
Mental Health Sub-Committee Minutes and Agendas
Alcohol and Substance Abuse Sub-Committee Minutes and Agendas
People with Developmental Disabilities Sub-Committee Minutes and Agendas
Contracts with Individual Agencies
Consolidated Fiscal Reports for:
New York State Office of Mental Health
New York State Office of Alcoholism and Substance Abuse
New York State Office of People with Developmental Disabilities
Department of Mental Hygiene Policy Manual
Local Plan
Department Budget
Confidential Patient Records

	Confidential Personnel Records
	Confidential Incident Review Committee Minutes
	Confidential Corporate Compliance Committee Minutes
	CQI (Continuous Quality Initiative) minutes
	Travel Logs
	Training Logs
Personnel	Tioga County Consolidated Municipal Health Insurance Plan Billing
	Workers' Compensation claims & billing of municipalities
	Third Party Administrator records & contracts
	Personnel Files
	County Employee Medical files
	Civil Service records
	Civil Service Examination files
	Application files
	Committee Minutes
	Suggestion Program files
	Tuition Reimbursement files
	Collective Bargaining Agreements & Negotiation files
	Non-Union Salary Committee files
	Exit Interview Forms & Reports
	Exam Fee receipts
	Civil Service Rules
	Departmental records
	Discipline Files
	Grievance/Complaint Files
	Unemployment Claim Information
Probation	<i>Client records include date and reason for case opening, date and reason for case closing; identifying numbers, if any; Name, DOB, Investigation and recommendation, if court ordered investigation, violation of supervision and outcome, if any, period summaries, initial supervision plans, risk/needs assessment, differential classification if supervision.</i>
	Annual Program Plan/Community Corrections Plan
	Annual Report
	Application for State Aid
	Alternatives to Incarceration Plan and Application for State Aid
	Department Administrative Policies and Procedures
	Incident/Accident Reports
	Vendor Contracts
	ADULT CRIMINAL RECORDS:
	Criminal Court Community Service
	Criminal Court Financial Obligations
	Criminal Court Investigations
	Criminal Court Pretrial Investigations
	Criminal Court Release Under Supervision Summary of Contracts
	Criminal Court Quarterly Sex Offender Registry Act Address Verification Report
	Criminal Court Supervisions

Caseload Explorer Database
COMPAS Assessment Database
JUVENILE RECORDS:
Family Court Intake
Family Court Investigations
Family Court Financial Obligations
Family Court Community Service
Family Court Supervision
YASI Assessment Database
FINANCIAL COLLECTIONS:
Bank Statements
Court Orders
Database of Restitution Orders, Payment History and Balance Report
County Court up to 7/1/12
Disbursement Report
Victim Information
Receipts
Bank Account Reconciliation Reports

Public Defender	Annual Reports
	Budget Information
	Personnel Information
	Defendants'/Clients' Financial Application for Public Defender's representation
	Defendants'/Clients' Criminal Case Files
	Payroll Records

Public Works	Bid Documents
	Bridge Inventory
	Correspondence
	County Policy Handbook
	Manuals
	Maps
	NYSDEC Documents pertaining to Tioga County projects
	NYS DOL Documents pertaining to Tioga County projects
	NYS DOT Documents pertaining to Tioga County projects
	Payroll
	Permits
	Personnel Files
	PO's - Invoice payments
	Project Files
	Radio Licensing
	Sign Inventory
	Solid Waste Files (Recycling, Household Hazardous Waste)
	County Road Inventory
	Vehicle Registrations
	Vehicle Titles
	Visa Card Statements
	Warranty Information

	Yearly Files
Real Property	Parcel Data (includes Entire County by Municipality) on CD
	Tax Maps
	Aerial Photos
	Assessment Rolls (includes 8 Towns)
	Assessment Rolls (includes Owego)
	Equalization Rates (includes Entire County by Municipality)
	STAR Exemption Amounts
	Opinions of Council
	Railroad Ceiling set by State
	Residential Assessment Ratio determined by State
	State Lands
	Tax Map Certification
	Assessed Values
	Owner Information
	Real Property Inventory
	Assessment Rolls (includes 6 Villages)
	RP – 5217 Sales Transfers Report 2012 to present
	Town & County Tax Roll extract files
	School Tax Roll extract files for School Districts that we print bills for
	Village Tax Roll extract files
	Tax Rates for School, Town, County and Village
Safety	American with Disabilities Act Compliance Records (Facilities Compliance Plan)
	DOT Commercial Driver License Drug & Alcohol Compliance Records
	Driver Training Records (County Policy Requirement)
	NYS PESH Safety Compliance Records
Sheriff	Budget
	Annual Report
	Purchase Orders
	Vendor Invoices
	Contracts
	Inter-office Memorandums
	Staff Meeting Minutes
	Correspondence
	Grant Applications
	Grant Reports
	Resolutions
	Civil Division Report
	Arrest Files
	Civil Processes
	Personnel file
	Inmate File
	Inmate Medical File
	SOPS

Department Orders
Personnel Training Records
Criminal Case Files
Accident Reports
Traffic Ticket Reports
Use of Force Forms
Pursuit Form
Evidence/Property Record
Criminal Investigation Files
Meal Menu
Payroll Records
FOIL Requests
Wrecker file
Lawsuit Files
Archive files
Receipt Books
Commissary Requests
Grievance Forms
News Releases

LIMITED ACCESS FILES:

Social Services

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, Leave, and Payroll 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 or 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, including Child Support Collection

OPEN ACCESS FILES:

- Budgets
- Contracts/Memoranda of Understanding: Interdepartmental, Inter-Agency; General; Staff Memos (Unless They Are Related to Personnel Matters,
- 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; Photocopier meter log, Fleet Reservation & Mileage Logs; Fleet titles/registrations Conference Room Reservation Log
- Plans
- Program Policies & Regulations
- Photo ID & Access Card requests for HHS complex
- Key Control

Solid Waste	Barton Transfer Station
	Contracts
	Department of Environmental Conservation
	Disposal
	Grants
	Haulers/Hauling
	Household Hazardous Waste (HHW)
	Illegal Dumping
	Local Laws
	Recycling
	Solid Waste Management Plan
	Tire Program
STOP-DWI	Budget
	Annual Report
	Quarterly Reports
	Purchase Orders
	Vendor Invoices
	SADD Associate Contracts
	Inter-office Memorandums
	STOP DWI Plan
	Correspondence
	SADD Yearly Reports
	Resolutions
	Agreements/ Contracts/ Leases/ Sub-Contracts and Funding
Tioga Career Center	All financial reports for all funding streams and supporting documentation
	Budget records- WIOA and County
	Case Management documentation (confidential)
	Contracts - training, providers, services
	Correspondence
	Employee and participant payroll information
	Employee Personnel files (confidential)
	Inventory record
	Local, State, and National Job Market Information
	Local Services
	Monitoring / audit reports
	Notice of Obligational Authority (NOAs)
	OSOS/REOS confidentiality agreements
	OSOS/REOS security permissions
	Program Participant files
	Purchase Orders
	Time studies
	Tioga County TEC Committee meeting reports/ resolutions
	Tioga County Policies and Procedures
	Workforce Innovation and Opportunity Act regulations
Youth and Adult Training records	

ACCOUNTING:**Treasurer**

Accounting and documentation of 55 FEMA work projects and transactions

Purchase Card administration, issuance, and adherence

Audited Financial Reports

Bank Statements

Public Works Construction Project Claims

Debt Service Register

Fixed Asset Information

Journal Entry Documentation

New York State Financial Reports (Annual Update Document-AUD)

Purchase Orders and payments

Receipt Registers

TREASURY:

Issuance of 2000 residency certificates, policing college billings, and processing payments

Bail

Bankruptcy Filings for Taxes

Certificate of Residency Applications

Court & Trust Reports

Community College Chargeback Reports

Foreclosure Filings & Auction Results

Indigent Legal Program Administration, grant reporting, and processing of court ordered payments

TREASURY:

Investment Policy & Resolutions

List of Delinquent Taxes – Monthly

Returned Paid Tax Bills

Returned Tax Rolls – 1975 to Present

Petitions of Foreclosures of Tax Lien – Yearly

List of Tax Redemptions - Monthly

TREASURY:

Bank Statement Reconciliations

Mortgage Tax Report & Distribution

Occupancy Tax Collection & Reports

PAYROLL:

Yearly Salary Report, W-2

Payroll Reports

Monthly Retirement Report

Quarterly Tax Reports

Fringe Benefits Report

**Veterans'
Service
Agency**

Annual Report

Veterans' Working Files

Veterans' Deceased Files

American Legion (Accreditation, Training, Procedures, Ethics, etc.)

Budget
State Aid
End of Month Report (NYDVA)
Inventory
Payroll
Maintenance
Purchase Orders

STATE OCFS REQUIRED RECORDS:

Youth Bureau

Children and Family Services Plan and Related Records
Resource Allocation Plan (RAP) for Office of Children and Family Services
State Aid

YOUTH BOARD INFORMATION:

Board Bylaws
Application for Board Membership
Meeting Agendas
Minutes including Attendance

FUNDED PROGRAM RECORDS –

Program File for each funded program including:
State Application and Budget form
Annual Reports
Contracts for Each Funded Agency including Insurance Records
Annual Monitoring Reports for Each Funded Agency Program
Program and County Payment Records
Correspondence to and from agencies

YOUTH BUREAU RECORDS:

Weekly Hours Record
Monthly Director's Reports
Annual Budget Information
State Application Form
State Annual Report
County Annual Report
Billing Forms

PLANNING INFORMATION:

Planning Data including agency plans, surveys, annual reports
Youth Service and program guides

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