



**OFFICE OF THE VILLAGE CLERK
VILLAGE OF MASTIC BEACH
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**VILLAGE-WIDE LISTING OF DOCUMENTS¹
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The following listing is based upon New York State's *Records Retention and Disposition Schedule MU-1*, last revised 2003².

GENERAL:

- Official meeting minutes – Board of Trustees
- Official meeting minutes – Zoning Board
- Official meeting minutes – Planning Board
- Recording of voice conversations, including videotape – Board of Trustees' meetings
- Legal opinions
- Local laws
- Legal agreements, including contract, lease and release
- Signature cards
- Proof of publication or posting, legal notices or certification thereof
- Manual of procedures, policies and standards
- Correspondence and supporting documentation maintained in a subject file or received by a local government
- Official copy of publication (i.e., newsletter, press release, published report, etc.)

¹ Public disclosure of these documents is subject to the provisions of *New York State Public Officers Law*.

² This listing does not, necessarily, mean that all such records are applicable to and/or exist in the Incorporated Village of Mastic Beach.

GENERAL: (Continued...)

- Special project or program files, including official copy of publications, videotapes and/or informational literature prepared for public distribution, background materials and supporting documentation
- Grant program files
- Complaints, petitions and/or requests for service
- Opinion-survey records
- Repair, installation, maintenance and/or similar records
- Internal investigation and/or non-fiscal audit records
- Internal information record
- Daily, weekly, monthly, quarterly and/or other periodic internal and/or external reports, summaries, reviews, evaluations, logs, lists, statements and/or statistics
- Annual, special and/or final reports, summaries, reviews and/or evaluations
- Program plans (annual, special and/or long range)
- Communication logs
- Telephone call logs, statements and/or equivalent records
- Postal records, including returned registered or certified mail cards and/or receipt and insurance receipts
- Accident reports and related records
- Report of incident of theft, arson, vandalism, property damage and/or similar occurrences
- Records covering photocopying and other reproduction of records, books or other materials, including usage logs and individual copying requests
- Training course information records
- Training course registration processing records
- Copyright records

ARCHIVES/RECORDS MANAGEMENT:

- Records disposition documentation
- Inventory of records
- Retrieval requests

ATTORNEY/COUNSEL:

- Legal case files

BUILDING AND PROPERTY REGULATION:

- Building/property history data file
- Street address/parcel number authority data file

BUILDING AND PROPERTY REGULATION: (Continued...)

- Lists, reports, studies, queries, searches for information, special project records and analyses

BUILDING AND CONSTRUCTION (REGULATION AND INSPECTION):

- Master summary record
- Housing maintenance and/or building inspection records
- Fire safety inspection records
- Building inspection data file
- Building permit and certificate of occupancy and certificate of existing use issuance records
- Building permit issuance data file
- Building condemnation and demolition files
- Building complaints/violations records
- Contractors' liability insurance records

PLANNING:

- Comprehensive plan development file
- Planning action data file
- Planning project or program file
- Master summary record
- Geographic reference file
- Mandatory planning review case file
- Discretionary planning review case file

ZONING:

- Master summary record
- Zoning maps and all updates
- Zoning action data file
- Change of zoning records
- Zoning variance and/or special permit file
- Notification of proposed zoning change
- Zoning ordinance violation records

ELECTION:

- Voter registration records
- Voter recording and tabulating records
- Election readiness records

ELECTION: (Continued...)

- Election officials' appointment records
- Notification and publication of notice of forthcoming election
- Referendum records
- Election officials' training and qualifications records
- Candidate designation and/or nomination records, including petitions
- Certificate of acceptance of office
- Election challenge and/or investigation records
- Records of election, financing and/or campaign receipts, contributions and campaign expenses, including attached copies of political advertisements and literature
- Informational records received from county Board of Elections

ELECTRIC AND GAS UTILITY:

- Municipal lighting records

ELECTRONIC DATA PROCESSING:

- Data processing unit subject files, correspondence, memoranda, reports, publications and related records
- Information resources management and data processing services plans
- Data processing policies
- Data processing product/vendor and state contracts reference files

SYSTEMS AND APPLICATION DEVELOPMENT:

- Application development project files
- Data systems specifications
- Data documentation
- Automated program listing/source code
- Technical program documentation
- Test database/files

COMPUTER OPERATIONS AND TECHNICAL SUPPORT:

- Data processing operating procedures
- Data processing hardware documentation
- Operating system and hardware conversion plans
- Disaster preparedness and recovery plans
- Data system specifications
- Data documentation

COMPUTER OPERATIONS AND TECHNICAL SUPPORT: (Continued...)

- Automated program listing/source code
- System backup files\System users access records
- Computer system security records
- Computer usage files
- Summary computer usage reports
- Computer run scheduling records
- Input documents
- Work./intermediate files
- Valid transaction files
- Print files
- Audit trail files
- Data processing copies of output reports
- Summary and/or extracted data files
- Finding aids (indexes) and/or tracking systems
- Automated tape library system files
- Reports on the destruction of files (“scratch reports”)\
- Tape library control records

DATA ADMINISTRATION:

- Data/database dictionary records
- Data/database dictionary reports

NETWORKDATA COMMUNICATION SERVICES:

- Network site/equipment support files
- Inventory of circuits
- Network or circuit installation and service files
- Network usage files
- Network usage reports
- Network implementation project files

INTERNET SERVICES:

- Internet services logs
- Employee Internet use logs

MISCELLANEOUS:

- Environmental disturbance permit file
- Property acquisition and/or regulation file

MISCELLANEOUS: (Continued...)

- Master summary record of applications relating to realty subdivisions, private water supply, private sewage disposal systems and/or hazardous substance (or petroleum) spill, release and/or investigation records
- Spill, release and/or investigation records
- State and local sanitary and related code violation records
- Records of minor repairs, enlargements and/or cleaning of drainage ditches
- Hazardous waste site identification records
- Informational copies of reports and studies
- Environmental restoration project records

FISCAL:

- Report of audit of financial affairs
- Audit background documentation
- Audit hearing and/or review file

BANKING AND INVESTMENT:

- Banking communications
- Canceled check (including payroll check)
- Copy of checks and check stubs
- Depository agreement
- Deposit book for checking account
- Deposit book for savings account
- Deposit slip
- Master summary record of bonds, notes or securities
- Periodic reports and similar records of yield received from or status of bonds, notes, securities and/or other obligations purchased for investment

BONDS AND NOTES:

- Bond issue preparation file
- Bond or note issue and cancellation register
- Debt-contracting power statement filed with Office of State Comptroller before the sale of bonds
- Records relating to exclusion of self-liquidating indebtedness

BUDGET:

- Budget-preparation file
- Annual budget

BUDGET: (Continued...)

- Budgetary-change request
- All other budgets, including capital

CLAIMS AND WARRANTS:

- Claim for payment
- State and/or Federal-State reimbursement claim file
- Summary record of outstanding and/or paid warrants and/or claims
- Notice of claim record and index
- Order and/or warrant to pay monies
- Outstanding warrants listing
- Assignment of claim

GENERAL ACCOUNTING AND MISCELLANEOUS:

- General ledger
- Subsidiary ledger
- Journal recording chronological entries of all fiscal transactions
- Accounting register
- Cash-transaction record
- Daily cash record
- Notice of encumbrance indicating funds encumbered and amount remaining encumbered
- Past-due account fiscal records and summaries
- Intermediary fiscal record of receipts and disbursements
- Abstract of receipts, disbursements and/or claims
- Billing records covering services provided by local governments
- Bill of sale of property owned by local government other than real property
- Sales tax records
- Tax exemption records
- Payment recoupment records
- Receipt (received) and/or copy of receipt issued other than for payment of taxes
- Grant, award or gift files
- Credit card records

PAYROLL:

- Payroll, including information on gross and net pay, base pay, taxes and other deductions

PAYROLL: (Continued...)

- Year-end payroll, including detailed information necessary for salary verification for retirement and social security purposes
- Periodical payroll
- Warrant authorizing payment of salaries based on a specific payroll, if maintained separate from payroll itself
- Preliminary draft of payroll
- Payroll or related report covering all employees and/or an individual employee, and not covered by specific item above
- Payroll distribution breakdown record
- Summary record of employee's payroll changes
- Employee time cards, sheets and/or books
- Record of employee absences and/or accruals
- Employee request for and/or authorization given to employee to use or donate sick, vacation, personal and/or other leave or to work overtime
- Record of assignments, attachments and garnishments of employee salary
- Employee voluntary payroll deduction request form
- Schedule or other notification from issuing bank showing savings bond purchased for employee
- Employee personal earnings record used to prove end-of-year total earnings, retirement and/or other deductions and taxes withheld
- Employee declaration of intention to accept or reject Social Security
- Quarterly and/or other periodic report of wages paid prepared for Social Security and report of any adjustments and/or corrections
- Copy of Federal determination of error in wage reports (FORM OAR-S30 and/or equivalent record)
- Payroll report submitted to any official pension system
- Employer's copy of Annual Federal Tax Return (Form 940), Quarterly Federal Tax Return (Form 941E) and Continuation Sheets (Form 941a), Notice of Tax Return Due (Form TY 14) and/or equivalent forms
- Employer's Copy of: U.S. Information Return for Calendar Year (Form 1099), Withholding Tax Statement (Form W-2) and/or Transmittal of Wages and Tax Statements (Form W-3) and/or equivalent forms
- Employee Withholding Exemption Certificate (Form W-4) and/or equivalent form
- Employer's copy of New York State income tax records relating to employees
- Direct deposit records

PAYROLL: (*Continued...*)

- Employee declaration of intention to decline membership and/or participation in retirement system and/or benefit plan, including copy of written notification of options provided employee by the local government

PURCHASING:

- Purchase order, purchase requisition and/or similar record
- Purchasing file
- Vendor file
- Performance guarantee and/or written warranty for products and/or similar record
- Invoice, packing slip, shipping ticket, copy of bill of lading and/or similar record used to verify delivery and/or receipt of materials and/or supplies
- Invoice register and/or similar record used to list invoices
- List and/or abstract of purchase orders, claims and/or contracts
- Standing order file
- Chargeback records

REPORTS:

- Daily, weekly, monthly, quarterly and/or other periodic fiscal reports, including and not limited to daily funds report, daily cash report, statement of monthly balances, recapitulation of disbursements and department reports
- Annual and/or final fiscal reports
- Fiscal reports from State agencies
- Fiscal report on management of course funds and of securities and/or depositories in which court funds are invested and/or deposited
- Certificate, demand and/or direction to fiscal officer to pay monies
- Verification of travel expenses, including and not limited to certificate of accuracy and receipts

INSURANCE:

- Insurance (including self insurance) case records
- Workers' compensation case records
- Master summary record of all claims
- Insurance policies
- Workers' compensation and employer's liability insurance policy
- Title insurance policy
- Certificate of insurance
- Insurance appraisal and/or survey

LICENSES AND PERMITS:

- Master summary log
- Licensing file for person to perform contracting trade
- Business and/or special event license and/or permit issuance records
- Special franchise files

MISCELLANEOUS:

- Certificate of population
- Official record of street name and/or street address changes
- Census records
- Financial and/or political interest disclosure records filed by vendor/contractor doing business with the municipality
- Minority- and women-owned business files for companies doing business with and/or in the jurisdiction of the local government\
- Record of gifts and bequests to the local government
- Local law and/or ordinance violation records not related to zoning ordinance violation
- Community service records
- Annual financial disclosure statements filed by local political party official and/or candidate for local effected office pursuant to §812.1(a) of *New York State General Municipal Law*

PERSONNEL/CIVIL SERVICE:

- Personnel records of local government employees\
- Investigative records and disciplinary proceedings
- Employee time records
- Annual and/or other financial disclosure statements, filed by local government employees and/or officials, pursuant to §812.1(a) of *New York State General Municipal Law* and/or local law
- Continuing staff education, training and development records
- Administrative organization chart and related records
- Identification card records
- Equal employment opportunity report and related records
- Health and life insurance records
- Unemployment insurance records
- Labor-management meeting records
- Public employee contract negotiations records

PERSONNEL/CIVIL SERVICE: (Continued...)

- Job action records
- Public employee grievance records
- On-site safety inspect records
- Toxic substance exposure records
- Personal surety bod
- Listing or roster of local government officials and/or employees
- Oath of office and/or record of official signature of public employee
- Log and summary of occupational injuries and illnesses
- Employee injury record
- Employee medical records
- Notification of vacancy in office and/or filling of vacant position
- Drivers' license review records for local government officials, employees and/or volunteers
- Employee attestation of knowledge of code of ethics, staff policy manual and/or other official policies and/or procedures
- Records documenting the specimen collection and testing process for alcohol and/or drug testing
- Drivers' test results and related records
- Documentation of other violations of alcohol and/or substance abuse rules
- Staff training and evaluation records for commercial motor vehicle driver alcohol and drug testing
- Copy of payroll and/or payroll report submitted to civil service office for certification and/or approval
- Official civil service employee roster card
- Established position record showing a history of each position and names and other pertinent information about persons who occupied it
- Report of personnel change
- Job classification records
- Official copy of job posting and position duties statement
- Personnel requisition made to civil service and/or personnel office requesting that vacancy be filled
- Civil service eligible list records
- Application for employment, including résumé
- Application for examination
- Seniority list ranking employees by length of service
- Local government requests to civil service commission for approval of changes in policies and/or jurisdictional classifications

PERSONNEL/CIVIL SERVICE: (Continued...)

- Recruitment, hiring, interview and selection records

PUBLIC ACCESS TO RECORDS:

- Subject matter list
- Listing of officers and/or employees
- Register and/or list of applicants seeking access to public records
- Freedom of Information records request file

PUBLIC PROPERTY AND EQUIPMENT:

- Real property acquisition and/or sale file for property owned by local government
- Master summary record (book, log and/or register) recording acquisition and/or sale of property by local government
- Capital construction and/or public improvement project file
- Official plans, maps, designs, architectural drawings and photographs for buildings and/or other facilities owned by the local government
- Maintenance, testing, service, operational and repair records for buildings and other facilities and/or their mechanical, electrical systems and/or other infrastructure
- Reports and studies relating to maintenance, testing, service, operation and repairs for buildings and other facilities and/or their mechanical, electrical systems and/or other infrastructure
- Building and/or facility security records
- Public facility use file
- Fire safety records
- Property inventory records
- Inventory of supplies
- Public property sale and/or discard records, except real property
- Maintenance, testing, service, operational and repair records for equipment and/or vehicle
- Specifications, warranty and descriptive information received from vendor for vehicles and/or equipment
- Vehicle routing, scheduling and usage records
- Consumption and dispensing records for fuel, oil and/or similar products used by publicly owned vehicles and/or equipment
- Requests for services and/or supplies
- Federal Communications Commission (F.C.C.) private radio licensing records
- Petroleum bulk storage records

PUBLIC PROPERTY AND EQUIPMENT: (Continued...)

- Asbestos files
- Building rehabilitation and reconstruction project files when asbestos is installed, removed, encapsulated, applied, distributed and/or otherwise involved
- Lead and/or copper content testing and remediation files
- Pesticide application record
- Inventory of pesticides
- Annual report of pesticides
- Application for business/agency pesticide registration
- Records relating to certification for individual certified commercial applicator
- Self-evaluation records, required under *Americans with Disabilities Act (ADA)*
- Inspection reports, reviews and audits created relative to the ADA
- Individual complaint records filed under the provisions of the ADA
- Summary record for individual case and/or master summary record of all ADA cases
- Videotape and/or other recording maintained for security purposes
- Records filed by contractor and/or sub-contractor with local government related to public works project
- Energy consumption monitoring records

PUBLIC SAFETY:

- Master street address guide (MSAG) and related records
- Telephone utility address records
- Non-emergency call receipt and response records

TAXATION AND ASSESSMENT:

- Real property history data file contained in taxation/assessment data system
- Real property current data file contained in taxation/assessment data system
- Mastery summary record of real property transfers within municipality
- Street address/parcel number authority data file
- Final assessment roll sequential master backup file (sometimes known as the “taxable status” file)
- Lists, reports, studies, special projects and analyses created from data contained in one or more data files in real property taxation/assessment system and/or subsystem

VALUATION AND ASSESSMENT:

- Assessor’s field data

VALUATION AND ASSESSMENT: (Continued...)

- Property assessment record card
- Physical inventory and property description detailed data file
- Records used in determining property valuation
- Mass reappraisal records
- Questionnaires and data mailings sent to property owners
- Equalization rate records
- Tax maps
- Tax exemption and/or abatement file
- Assessment/tax grievance file
- Copies of tax grievance and/or judicial assessment review records
- Assessor's annual report

ASSESSMENT ROLL/TAX ROLL:

- Working papers and/or intermediary records
- Assessment and tax rolls

TAX COLLECTION:

- Tax collection records
- Statement and/or list of unpaid taxes and/or taxes due
- Tax escrow account records

TAX REDEMPTIONS AND SALES:

- Master summary record of real property tax lien sales
- Real property tax lien sale records
- Master summary record of real property tax lien redemptions and/or discharges
- Real property tax lien redemption records

MISCELLANEOUS:

- Real property transfer report
- Informational listing and/or index used relating to taxation and assessment
- Records of apportionment of tax monies
- Tax search records
- Tax levy and tax rate determination records

HIGHWAY, ENGINEERING AND PUBLIC WORKS:

- Highway and/or other transportation structure maintenance and repair records
- Snow and ice removal records

HIGHWAY, ENGINEERING AND PUBLIC WORKS: (Continued...)

- Highway and/or transportation structure history file
- Project file for capital transportation improvement
- Master summary record (index, log and/or register) of transportation improvement projects
- Design file for capital transportation improvement project
- Highway, road, street and/or transportation structure management automated maintenance, repair and inspection system records
- Right-of-way records
- Property acquisition records
- Recommendation of Highway Superintendent and/or Commissioner of Public Works for the expenditure of highway and/or road fund money
- Report and/or “inventory” received from and submitted to New York State Department of Transportation on status, mileage, improvements and/or other characteristics of highways and bridges
- Complaint and/or request for service
- Transportation- and/or engineering-related reports, studies and/or data queries
- Traffic sign and/or signal erection, relocation and/or removal records
- Copies of motor vehicle accident reports received from law-enforcement and/or other government agencies
- Highway-related permit file
- Public-improvement permit file
- Inspection records for bridges, elevated railways and similar structures
- Intergovernmental agreements, contracts and/or orders relating to highway maintenance and sharing of equipment, materials and/or services
- Parking lot and/or garage usage records
- Handicapped parking permit records
- Copies of highway, street, road and/or bridge records received from other governmental jurisdiction
- Child safety seat inspection records, including and not limited to requests for inspection, inspection reports and log and/or schedule of inspections performed
- MS4 – Stormwater-management Reports

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