

### **AGING (OFA)**

- Advisory Council membership, meeting agendas and minutes
- Annual Report and quarterly reporting data on services and expenditures
- Annual Implementation Plan
- General Office Files
- Grant Budgets, applications and claims
- Payroll, timesheets, validation and certification
- Personnel Files for agency staff
- Vouchers and other purchasing documents

### **ARENA/FORUM**

- Bank Statements
- General Ledgers
- Bank reconciliation
- Event settlements
- Event contracts
- Ticketmaster reports
- Concession settlements
- Arena Board reports
- Revenue and expenditure reports
- Preventative maintenance reports
- Work orders
- Equipment lists

### **AUDIT & CONTROL**

- Staff Payroll Records
- Payroll Certifications
- Departmental Payables Support
- Bank Account Reconciliations
- Departmental Control Self- Assessment Reports
- Internal Audit Reports
- Vendor Number Files
- Departmental Schedule of Audit Payments
- Federal 1099 Reports

### **AVIATION**

- Airport Advisory Board Minutes & Agendas
- Tenant Meeting Minutes
- Tenant Lease Agreements
- Vendor Contracts
- Airport Operation Forms and logs
- Airport Certification Manual
- Airport Master Plan Update
- Airport Correspondence

- Airport Identification Applications
- Environmental Forms and Documents
- Security Badge Activity Reports
- Capital Project reports
- Payroll Records
- Federal and State Grant Agreements
- Personnel Records
- Airport Operational Performance Reports
- Vouchers
- Invoices
- Airport Statistical Reports
- Parking Lot Register Reports
- Monthly Financial Reports
- Passenger Facility Charge Reports
- Resolutions
- Annual Operating Budgets
- Auto Mileage Log

### **BMTS**

- Membership lists
- BMTS Committee minutes and agendas
- BMTS Annual Unified Planning Work Programs
- BMTS Transportation Improvement Programs
- BMTS Completed reports
- Annual budget
- Chron files
- Personnel files
- Payroll, timesheets, etc.
- Grant reimbursement requests
- Traffic counts
- Vouchers
- Purchase orders
- Highway inventory data

### **BROOME COMMUNITY COLLEGE (BCC)**

- **Academic Records**
  - Accreditation Records
  - Advisory Board Councils
  - Course Information Records
  - Course Observation Reports
  - Curriculum Development Records
  - Grievance Records
  - Instructor's Course Syllabus
  - Outcomes Assessment Records

- Student Advising Records
- Student Learning Outcomes Assessment
- Textbook/Supplies requests for program courses
- **Accounting and Accounts Payable Records**
  - Accounts Payable Invoices
  - Bank Reconciliations
  - Capital Project Voucher
  - Financial Audits
  - Grant Financial Reports
  - Reconciliations
  - Tax Forms
  - Transaction log
- Affiliation Agreements
- Board of Trustee Records
- Bonding Records (Dorm Authority State of NY)
- Budget Records
- Campus and classroom photos and photo releases
- **Campus Operations**
  - Contracts with Utility Suppliers
  - Contracts with Utility Transporters
  - Pre-BCC Grounds Records
  - Property Records
    - Deeds
    - Surveys
    - Leases
    - Land Transfers
    - Rights of Way
  - Construction Contracts
    - Active
    - Complete
  - Underground Fuel and Waste Oil Storage records to include Decommissioning
  - Capital Construction Documents
    - Drawings
    - Specifications
  - Major Project Documents
    - Drawings
    - Specifications
  - Environmental (Hazardous Material)
    - Testing
    - Reports
    - Concluding Documentation
  - Master Plans
  - Buildings and Building Systems Manuals
  - Building and Building Systems Warranties
  - Broome County Capital Project Documentation

- SUNY/SUCF/DASNY Capital Project Documentation
- Feasibility Studies
- Off Campus potential Site Studies
- Electronic
  - AutoCAD Building Drawings
  - AutoCAD Site Database
- Copy Center Records
- Copyright Law Information
- Executive Council Minutes
- Finance & Facilities Committee of BOT Records
- Flu Shots
- Freedom of Information Requests for BCC
- Grant Records
- **Human Resources Records**
  - Affirmative Action complaint file
  - Arbitrations
  - Collective Bargaining Unit Agreement files
  - CORE – minutes and agenda
  - Correspondence files
  - General Office files
  - Grievances
  - I-9 records
  - Personnel files
  - Search files
  - Unemployment Records
  - Workers' Compensation files
- Institutional Assessment Data
- Material Safety Data Sheets
- Middle States Records
- **Office of Public Safety**
  - Annual Clery Reports (Crime Statistics)
  - Campus Safety Committee Records
  - Campus Vehicle Logs
  - Daily Activity Reports
  - Evidence Logs
  - Fire Drill Reports
  - Fire Inspections
  - Incident Reports
  - Lost and Found Records
  - Material Safety Data Sheets
  - Medical Waste Records
  - Parking Tickets
  - Peace Officer Equipment Issuance & Maintenance Reports
  - Required Safety and Environmental Inspections
  - Required Safety, Health and Training Records
  - Vehicle and Traffic Citations

- **Payroll Records**
  - Audit Material
  - Employee Information Forms
  - Faculty Contracts
  - HRS Payroll Reports
  - Payroll Audit Backup
  - Payroll Registers
  - Payroll Reports
  - Payroll Retirement Correspondence
  - Payroll Taxes, Federal & State
  - Retro Project Papers/Files
  - Student Employee Forms
  - Vacation & Sick Reports
  - W-2s
  - Year End Payroll Report
- President's Cabinet Minutes
- **Purchasing Records**
  - Contracts
  - Purchase Orders
  - Asset Control Sheet
  - Bid Documents
- Shared Governance Records
- **Student Account Records**
  - Accounts Receivable records
  - Cash Receipts/Cashier Sessions
  - County Chargeback invoices/receipts
  - Disbursement records
  - Federal Drawdown Records
  - Foundation Scholarship Requests
  - Residency Certificates
  - Third Party Scholarship Requests
  - Transaction Activity Log
- **Student Counseling Records**
  - Classroom Materials
  - General Office Files
  - Personal Counseling Student Records
  - Staff Meeting Minutes
  - Student Appointment Records
- Student Financial Aid Records
- **Student Records (Registrar)**
  - Academic Continuance Forms
  - Attendance
  - Enrollment Reports
  - Grade Change Forms
  - Grades
  - Immunizations

- Incomplete Grade Contracts
- Independent Study Contracts
- Program Change Forms
- Sports Physicals
- Student Health Records
- TAP Rosters
- Transcripts
- Veterans Affairs Records
- **Vice President for Academic Affairs**
  - Appointment and Promotion Records
  - Chairperson Records
  - Contract Records
  - Correspondence Records
  - Course Development Records
  - Curriculum and Course Records
  - Fast Forward Program Records
  - Phi Theta Kappa Records
  - Professional Development Records
  - Sabbatical Records
  - SUNY Tuition Records
  - Teaching Grant Records
- **Vice President for Student & Community Engagement**
  - Formerly incarcerated students
  - Student Disciplinary Files
  - Students referred to Student Behavioral Team

### **CENTRAL FOODS**

- Congregate, MOW, Public Safety, & Willow Point menus
- Congregate, MOW, Public Safety, & Willow Point Meal counts
- Paid vouchers
- Paid Purchase orders
- Time sheet
- Payroll Reports
- Serving Line/Temperature Comment Sheets
- OFA, Willow Point, Public Safety charge backs
- Journal entries
- Gang Prevention bills
- Revenue Transmittal Sheets
- Vacation/sick/floating holiday time off sheets
- Van delivery sheets
- Contracts
- Budgets
- Inventory (YE & weekly food inventories)
- Personnel file
- Public safety diet manual

## **CASA**

- CASA Advisory Board – notices, agendas, minutes
- Annual and Fiscal Reports
- Budgets and Ledgers
- Code of Ethics
- Correspondence files
- Committee (Full Staff, Quality Assurance, Forms) agendas and minutes
- County Charter and Code
- General Office files
- Payroll, timesheets, validation and certification for CASA
- Personnel Files
- Revenue Receipts
- Vouchers
- CASA brochures
- CASA client charts ( HIPAA protected)

## **COUNTY ATTORNEY**

- Contracts between the County and outside vendors
- Opinion files
- General Litigation files
- JD/PINs case files
- Bankruptcy case files
- County code enforcement files
- Real Property Tax foreclosure files
- FOIL appeal files
- General Office files
- Department personnel files
- Department payroll files
- Vouchers
- Department budget
- Coroners personnel and budget files
- Justice court fees file
- Poor person application files
- Legislative resolutions
- Juvenile Justice task force meeting minutes
- Juvenile officers meeting minutes
- Public Administrator estate files
- BAC agendas, meeting minutes and schedules
- General correspondence

## **COUNTY CLERK**

- **General Office Files**

- Budgets – Broome County
  - Correspondence files
  - Communications and Reports filed with the Legislature & Executive
  - General Office Files
  - Local Laws
  - Payroll, timesheets, validate and certification for the Legislature
  - Personnel Files
  - Revenue Receipts
  - Vouchers
  - Records going back to 1806 including Deeds; Mortgages; Civil Actions; Criminal Files
- **Recordings**
    - Deed Documents
    - Mortgage Documents
    - Power of Attorneys
    - Revocation of POA
    - Wills
    - Release of Estate Lien
    - Release of Judgment
    - Resolutions
    - Bar Memorials
    - Lis Pendens
    - Transfer Tax Returns
    - Misc. Real Estate Documents
    - Building & Loan Agreements
    - Notice of Lending
    - Separation Agreement
    - Design Highway
    - Certificates of Dissolution
    - Maps
    - Notary Documents
    - Passport Books & Cards
    - Miscellaneous
    - Copies, Certified Copies, Searches
- **Filings**
    - Business Certificate
    - Amended Business Name
    - Dissolution of Business
    - Religious Corporations
    - Corporations
    - Amended Corporations
    - Partnerships
    - Civil Actions

- Court Related
- Stipulations of Discontinuance
- Motions
- Third Party Actions
- Criminal Action
- Surcharges Processed
- STOP-DWI
- Sealed Files
- Matrimonial Actions
- Judgments & Related Documents
- Certificate of Disposition
- Income Executions
- Tax & Other Lien Documents
- Foreclosure Documents
- UCC
- Affidavits
- Bonds
  
- **Records Management Facility**
  - Mortgages
  - Deeds
  - Judgments
  - Liens
  - Divorces
  - Separations
  - Petitions for Naturalizations
  - Civil Actions
  - Certificates of Convictions
  - Tax Rolls/Assessments
  - Case Files
  - General Office Files (timesheets, vacation/sick records, correspondence, policy and procedures)

\*While the Clerk oversees the local DMV Offices, DMV Records are requested through NYS DMV – of course we maintain the DMV revenue & expenditure and personnel records.

### **COUNTY EXECUTIVE**

- Advisory Board Appointments
- Arena
- Audit & Control
- Broome Community College
- Brochures & Pamphlets
- Budget
- Binghamton University
- Board of Elections

- BMTS
- Citations & Proclamations
- Charities
- Constituent Services Cases
- Correspondence
- Contracts
- Criminal Justice Advisory Board
- Events
- Economic Development
- FEMA
- Flood Grants
- Hotel Motel Tax
- Huron
- IDA
- Media (Delivery/Clipped Articles)
- NYSHIP
- Office Supplies
- Public Employment Relations Board
- Payroll
- Personnel
- Purchasing
- Police Consolidation
- Reference
- Road Use
- Sales Tax
- Sign In Sheets (Open Office Hours)
- Social Services
- STEP
- Training & Procedures
- Travel Authorizations
- Transit
- Transition
- Unions
- Whistle Blower
- WPNH
- Zoo

### **DISTRICT ATTORNEY**

- **Case Files\***
  - Accusatory Instruments (i.e., felony complaints, informations, indictments, Superior Court Informations)
  - Criminal History Reports
  - Police Reports, Witness Statements, Miranda Warning Reports and Defendants' statements

- Medical and/or Autopsy Reports, Forensic Evidence Reports (including fingerprints, firearms, DNA analyses)
  - Search Warrants/Court Orders, Applications, Inventories and Returns
  - Subpoenaed Documents and Reports
  - Grand Jury Notices, Subpoenae, Minutes\*\*
  - Motions/Applications, Responses, Legal Memoranda, Decisions, Orders
  - Hearing/Trial Transcripts and Exhibits
  - Predicate Felony Offender Statements, Restitution Orders, Orders of Protection
  - Violation of Probation Petitions and Memoranda
  - Extradition/Interstate Detainer Agreement Papers
  - SORA Risk Instruments, Case Summaries, Orders
  - FOIL Requests and Responses
  - Civil Forfeiture Papers
  - Miscellaneous Memoranda and Correspondence
- **Appeal/Post-Conviction Files**
    - Notices of Appeal
    - Motions/Applications, Responses, Decisions and Orders
    - Appellate Briefs, Records on Appeal, Appendix
    - Miscellaneous Correspondence
- **Miscellaneous Files**
    - Fugitive Proceedings
    - Out-of-State SORA Proceedings
    - Violation of Probation Petitions for Transfer-In Cases
- **Administrative Files\*\*\***
    - Personnel Files (including applications, appointments, medical/personal leave, salary, benefit and pension records)
    - Budget, Expenditure, Purchasing Records
    - Miscellaneous Memoranda and Correspondence

\*Not all the listed documents and materials exist in each case file and some files, documents and materials are exempt from disclosure

\*\*Grand Jury Minutes are exempt from disclosure (unless by court order)

\*\*\*Documents and materials in Administrative Files may be exempt from disclosure

## **ELECTIONS**

- General Office files
- Registration records
- Election results

- Voter files
- Election & Legislative District maps
- NYS Board of Election Forms

### **EMERGENCY SERVICES (OES)**

- Grants
- Capital Projects
- Personnel
- Payroll
- BAC Requests
- Legislative Requests
- Financial/budget records

### **Communications Division:**

- Phone call recordings (2 years)
- Radio channel recordings (2 years)
- FOIL Requests
- Phone and Radio log requests
- Employee Training records
- Employee personnel records
- Center Policy and Procedures
- ANI/ALI discrepancy forms (1 year)
- 911 Center call statistical data (Electronic system)
- Cellular 911 Exigent forms (1 year)
- Various equipment maintenance records
- Agency Incident review request forms
- Agency Internal Investigation/complaint forms/requests

### **Fire Prevention and Control Division:**

- Fire Investigation Reports
- Fire Code Inspection Reports for County facilities
- State fire training class records maintained by Fire Coordinator
- Firefighter physical general records for county insurance plan participating agencies maintained by Fire Coordinator
- Fire Apparatus inventory
- Fire equipment/personnel inventory
- Hazardous Materials incident response/training records

### **Emergency Medical Services Division:**

Program Budget

Continuing budget requests and supporting documentation

Budget performance records and analyses

EMS Education Program Records

- Instructor applications, qualifications and certifications, contact lists, time and reimbursement records.
- NYS EMS course sponsorship applications and approvals
- EMS course sponsorship policies, procedures, and fee schedules
- EMS educational equipment inventories
- Course and Student Records
  - State application and approval paperwork
  - Student rosters\*
  - Attendance records\*
  - Course schedules and curricula
  - Instructional materials
  - Evaluations and tests\*
  - State certifying examination grade reports\*
  - Course expense records and analyses
- Clinical and field internship affiliations and contact lists
- Preceptor (field instructor) applications, approvals, and lists

#### EMS System Operations Records

- EMS Advisory Board membership lists, agendas, reports, and attendance lists
- Communications system configurations
- Public Access Defibrillation program registrations
- EMS response vehicles, including radio numbering and capabilities
- Mass casualty incident response plans and resources
- Mutual aid plans
- Statewide EMS mobilization deployment records (assistance sent and received)
- Patient care protocols, procedures, and policies
- Mass public gathering & special event permit applications, approvals, and operational plans
- Incident command system information
- Quality improvement reviews and reports\*

\*Individual student records, and any records relating to EMS system Quality Improvement are confidential, and not subject to disclosure under the Public Officers' Law.

#### **Disaster Preparedness Division:**

- Weather related notifications passed on from National Weather Service to distribution list
- Records of response and management of disasters and other emergencies involving emergency management staff
- Comprehensive Emergency Management Plan
- Response/disaster plans for other facilities filed with emergency manager
- Tier II Title 3 reports filed with emergency manager

### **EMPLOYMENT AND TRAINING (OET)**

- Contracts with training providers
- Fiscal reports and supporting documentation
- Payroll records - staff
- Personnel records-staff
- Minutes of Board meetings

### **ENERGY DEVELOPMENT (OED)**

- General Office Files
- Payroll, Time Sheets, Payroll Validation and Certification
- Personnel Files
- Accounts Payable Vouchers
- Revenue Receipts
- Journal Entries
- Budget information
- Grant Funded Project Files
- Quarterly and Annual Department Reports

### **FAMILY VIOLENCE PREVENTION COUNCIL**

- Council member appointments
- Schedule of Council meetings
- Minutes of Council and committee meetings
- Council Trust fund records
- Educational materials
- Case Materials for MDCR and SAYIT
- Annual Reports
- By-Laws
- Correspondence File
- Time Sheets

### **GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

- GIS Data and Maps:
  - Cadastral,
  - Aerial photos,
  - Boundaries/Districts,
  - Transportation,
  - Environmental/Natural Features,
  - Facilities

A lot of information is available online at [www.bcgis.com](http://www.bcgis.com)

### **HEALTH**

- Birth and Death Certificates
- Broome County Vital Statistics, Morbidity and Mortality Data

- Claims, Purchases and Appropriations
- Community Health Assessment and Community Health Improvement Plans
- Community Tobacco Survey
- Early Intervention Records
- Employee Training Files
- Environmental Health Assessments
- Environmental Health Complaints
- Environmental Health Enforcement Action
- Environmental Health Inspection Reports
- Grant Work Plans, Outcomes and Audit Reports
- Health Department Budget, Expenditures and Revenue Reports
- Lead Remediation Plans by Property
- Maternal Child Health Home Visiting Records
- Municipal Public Health Services Plan
- Municipal, Community and Public Water Supply Reports
- Patient Medical Records
- Personnel Files
- Preschool Special Education Records
- Quality Assurance
- Septic System Plans
- Student Intern Files
- WIC Participation Reports

### **INFORMATION TECHNOLOGY**

- Mobile unit listing
- Store and Forward Users
- Program database responsibility
- Print Shop Billing records
- Phone Directory
- Physical network inventory/diagram
- Computer & Peripheral asset inventory
- Active Directory/ User ID information

### **LEGISLATURE**

- Advisory boards and councils, appointments
- Agriculture and Farmland Protection Board, Meeting notices, Agendas and Minutes
- Annual and fiscal reports filed by various departments
- Budgets – Broome Community College, County and Towns
- Calendar of Meetings and Conference Rooms
- Code of Ethics
- Correspondence files

- Committee Agendas and Minutes
- Communications and Reports filed with the Legislature
- County Charter and Code
- Digital Files of Legislative Meetings and Public Hearings
- Freedom of Information Requests
- General Office Files
- Legal Notices – copies of legal ads and affidavits of publication
- Legislative Schedule, Agendas and Minutes
- Local Guide to County, City Town and Village Officials
- Local Laws
- Payroll, timesheets, validate and certification for the Legislature
- Personnel Files
- Proceedings of the Broome County Legislature
- Resolutions, adopted, withdrawn, failed
- Revenue Receipts
- Rules of Order for the Legislature
- Vouchers

### **LIBRARY/HISTORIAN**

- Copy of the Broome County Charter and Code
- Copies of County budgets
- Copy of Guide to County, City, Town & Village Officials 1940s-present
- Copies of Journal of Proceedings from the Broome County Supervisors (and later) Legislature – 1807 -2008
- General Office Files
- Library Annual Reports
- Library Disaster Plan
- Library Board of Trustees meeting minutes
- Library Payroll, timesheets, validation and certification (6 years)
- Library Policy & Procedure Manual
- Library Personnel files
- Library Revenue receipts (6 years)
- Library Vouchers (6 years)

### **MENTAL HEALTH**

- **Audit**
  - External financial, management, operational or program audits. These reports have been prepared by OMH, the Office of the State Comptroller, the Commission on Quality of Care for the Mentally Disabled, Federal Health and Human Services, etc.
- **Budget and Fiscal**

- Aid to Localities Spending Plan Allocations: Guidelines and Instructions
- Comprehensive Outpatient Billing System Manual
- Consolidated Claims Reporting Manual
- Consolidated Financial Reporting and Claiming Manual
- Finance Information System User Guide
- Medicaid Rates Promulgated by OMH for Mental Health Ambulatory Programs
- OMH Shelter Plus Care Program Management Guide
  
- **General**
  - Disaster Plan
  - New York Codes, Rules and Regulations, Title 14
  - OMH Official Policy Manual
  - OMH Quarterly
  - PAR Application Process
  
- **Human Resource Management**
  - Accident Reporting System Users Guide
  - Civil Service Attendance and Leave Manual
  - Civil Service Staffing Services Bulletins
  - Employers= Guide to Health Insurance
  - Guidelines for the Administration of Reduction in Force
  - Guidelines for the Two-year Administrative Trainee Program
  - HRMS User=s Guide
  - M/C Income Protection Plan Handbook
  - Negotiated Agreements with State Employee Organizations
  - NYS Retirement Employers= Guide
  - NYSTEP Users Guide
  - OGS General Retention and Disposition Schedule for Personnel, Payroll and Training Records
  - OMH Salary Administration Rules
  - OSC Payroll Manual and Payroll Bulletins
  - Part-time Employment: A Guide for NYS Employees
  - Part-time Employment: A Guide for NYS Supervisors
  - Physicians Extra Service Program Manual
  - Staff Sharing Statistical Reporting Manual
  - State Personnel Management Manual
  - Supervisor=s Guide to Administering Leave Benefits (GOER)
  - Supervisor=s Guide to Counseling (GOER)
  - Title and Salary Plan
  
- **Diversity Planning and Compliance**
  - OMH Affirmative Action Plan
  - All related policies
  - Procedure for Investigating Complaint of Discrimination

- Resource Guide for AAA
- **State Operations Finance Group**
  - Agent Policy and Procedure Manual
  - Central Revenue Operations Manual
  - Comprehensive Outpatient Billing System Manual
  - Finance Information System (FIS) User Guide and FIS2 Help
  - Numbered Resource Letters and Memoranda
  - Senior Agent Manual
  - Support Staff Manual
  - Senior Steno Manual
- **ISO**
  - MHARS User Guide
  - OMH Web Site Content
- **Legal**
  - Final Opinions and Orders made in adjudicatory proceedings and an index thereof
  - Final Opinions and Orders made in site selection proceedings
- **Minutes**
  - Interagency Geriatric Mental Health Planning Council Meeting Minutes
  - Mental Health Services Council minutes
  - Mental Hygiene Family Advisory minutes
  - MHPAC minutes
  - Minutes of Board of Visitors= meetings and public hearings
  - Multicultural Advisory Committee minutes
  - Recipient Advisory Committee minutes
- **Operations and Support Services**
  - ACT Institute Annual Reports
  - ACT Certification Manual
  - Administrative Support Procedure Manual
  - Annual Reports to DOH on Medical Case Management Services
  - Assertive Community Treatment (ACT) Guidelines and Training Material
  - Case Management Guidelines Manual
  - CPEP Annual Report
  - Cultural Competence FACT sheets
  - Cultural Competence Performance Measures for Managed Behavioral Healthcare Programs (1998)
  - Evidence-Based Practice (EBP) Curriculum for MSW Programs and Guidelines for EBP Field Placements
  - Geriatric Mental Health Annual Report

- Housing Development Manual NYC
- Interim and Final Reports to the Legislature on Assisted Outpatient Treatment (AOT)
- Interstate Compact Manual for Mental Health and Mental Retardation/Developmental Disabilities
- OMH Family Care Policy and Procedure Manual
- OMH Home and Community Based Services Waiver for Children
- OMH Supported Housing Guidelines (April 1990)
- OMH Bed Chart
- New Directions in Social Work Masters Education: Evidence Based Practice in Mental Health Course & Field Placement
- Personal Care Manual
- Personalized Recovery Oriented Services (PROS) Handbook
- PROS Financial Guidelines
- Psychotherapeutic Drug Manual
- Reinvestment Guidelines
- Rural Reports to the NYS Legislature
- Residential Program Indicators Report (issued quarterly)
- Uniform Case Record Manual
  
- **Planning**
  - Center for Mental Health Services Block Grant Application and Compliance Report
  - Chart book of Mental Health Information
  - Statewide Comprehensive Plan for Mental Health Services
  
- **Research and Evaluation**
  - Final reports of evaluation and research projects.
  - OMH developed survey and research instruments.
  - Patient Characteristics Survey Summary Tables
  
- **Quality Assurance**
  - ECT Guidelines
  - [Inspection of Care Survey Reports]
  - Licensing Reports (including Monitoring Outcome Report and License)
  - Prior Approval Review (PAR) Applications and Determinations
  - Tiered Certification Manuals
  
- **Binders**
  - 2001 Budget Briefing Book
  - 2002/2003 Budget Briefing Book
  - 2004 Budget Briefing Book
  - 2004 5.07 Testimony
  - 2005 Budget Briefing Book
  - 2006 Budget Briefing Book

- Briefing Involuntary River Search and Recovery Effort in Westchester Co.
- Camp Get-A-Way
- Communications Briefings
- Data book for SPEAK Campaign
- Emergency Communications Roster 2002/2003
- Emergency Communications Roster 2003/2004
- Evidence-Based Practices in Mental Health: Course and Field Placements
- Family Psycho education Implementation Resource Kit
- Family Support Services Report
- Final Audit: Training of Direct Care Staff
- Human Resources Management Briefing Material
- In Their Own Words Families in Crisis (NKI)
- Land Book
- Medicaid Institute for State Mental Health Agencies
- Mental Health Medicaid Case Management
- Mental Health Weekly Issues
- New York State Standard Multi-Hazard Mitigation Plan – Volume I
- Next Circle of Care: New York State Public School Region 10
- Nobody=s Perfect – FECS
- NYAPRS Training Collective: June 2003-October 2004 Program Report
- Open Minds
- Orange town/Rockland Citizen=s Advisory Group
- Paper Kit
- Profiles of New York State Psychiatric Centers: January 2004
- Project Liberty Regular Services Program
- Rehabilitation Support Services Briefing Book
- Saving Lives in NY
- Staten Island Mental Health Society
- Substance Abuse Letter
- Testimony - Adult Homes
- Timothy’s Law Campaign
- TRAAAY - Treatment Recommendations for the Use of Antipsychotic for Aggressive Youth
- Setting the Stage for the Surgeon General=s Report
- Shackleton’s Way
- SPEAK Kits
- SPEAK Up, Save lives pamphlets
- State Estimates of Substance Use from the 2002-2003 National Surveys
- on Drug Use and Health
- State of the State 2004
- Suicide Statistics/New York vs. Other States
- Treatment of Bipolar Disorder 2004

- Treatment of Children with Mental Disorders
- Turning Knowledge into Practice (EBP)
- Unmasked (Odyssey House Art Project)
- Using Medicaid to Support Working Age Adults with Serious Mental Illnesses in the Community: A Handbook
- The Vermont Parity Law
- Your Child=s Mental Health
  
- **Booklets**
  - [Anxiety Disorders](#)  
A booklet to help you identify the symptoms and causes of anxiety disorders. It will also explain how to obtain treatment and suggest ways to make such treatment more effective.
  - [Attention Deficit Hyperactivity Disorder](#)  
A variety of medications, behavior-changing therapies, and educational options are available to help people with ADHD focus their attention, build self-esteem, and function in new ways.
  - [Bipolar Disorder](#)  
Bipolar disorder, also know at manic-depressive illness, is a brain disorder that causes unusual shifts in a person’s mood, energy, and ability to function. Bipolar disorder can be treated, and people with this illness can lead full and productive lives.
  - [Depression](#)  
Depressive illnesses often interfere with normal functioning and cause pain and suffering not only to those who have the disorder, but also to those who care about them. There are now medications and psychosocial therapies that ease the pain of depression.
  - [Eating Disorders](#)  
Facts about eating disorders and the search for solutions.
  - [Medications](#)  
A booklet to help people with mental illness and their families understand how and why medications can be used as part of the treatment of mental health problems.
  - [Post-Traumatic Stress Disorder Information](#)  
Post-Traumatic Stress Disorder is a normal reaction to seriously disturbing events. This booklet examines the signs, symptoms and steps you can take to treat PTSD.
  - [Schizophrenia](#)  
Schizophrenia is a chronic, severe, and disabling brain disease. However, this is a time of hope for people with schizophrenia and their families. Research is gradually leading to new and safer medications and unraveling the complex causes of the disease.
  - [Treatment of Children with Mental Disorders](#)  
Children are in a state of rapid change and growth during their developmental years. Diagnosis and treatment of mental disorders must be viewed with these changes in mind.

- **Children**
  - [Bipolar Disorder In Children: Why Are The Rates Rising?](#)
  - [Children with Mental Disorders: Treatment of,](#)  
Children are in a state of rapid change and growth during their developmental years. Diagnosis and treatment of mental disorders must be viewed with these changes in mind.
  - [Children's Plan, The New York State](#) (October 2008)
  - [Clinic Plus and Early Childhood Programs](#)
  - [Clinic Plus and Schools](#)
  - [Clinic Plus Family Brochure](#)
  - [Clinic Plus For Parents of Teens](#)
  - [Clinic Plus For Parents of Young Children](#)
  - [Pan Flu Resources Information For Children](#)
  - [Preliminary Children's Mental Health Plan](#)
  - [RU Stressed?](#)
  - [The Tragic Events at Virginia Tech: Support for Children, Adolescents and Adults](#)
  - [Violence Prevention: Creating Safer Schools in New York State](#)
  - [What a parent should expect from ... Clinic Plus](#)
  
- **Disaster/Emergency Response**
  - [New York State County Disaster Mental Health Planning and Response Guide](#)
  - [The Tragic Events at Virginia Tech: Support for Children, Adolescents and Adults](#)
  - [Violence Prevention: Creating Safer Schools in New York State](#)
  
- **Financial Information**
  - [2008-2009 Executive Budget Recommendation](#)
  - [2007-2008 Executive Budget](#)
  - [2006-2007 Executive Budget](#)
  
- **Guides**
  - [Grief Counseling Resource Guide](#)  
A Field Manual. This manual has been developed as a guide for those who encounter individuals reacting to trauma related grief reactions in the course of their outreach work.
  - [Guide, New York State County Disaster Mental Health Planning and Response](#)
  - [Guidelines \(6/10/08\), Inpatient Safety Standards: Materials and Systems](#) (PDF)  
The purpose of these guidelines is to provide a selection of materials, fixtures, furniture and hardware that OMH has reviewed and supports for use within psychiatric inpatient units in order to further the agency's goal of reducing the risk of harm to individuals.

Utilization of any of these products is not mandatory. Please take a moment to read the [Introduction to Physical Plant Guidelines](#) (PDF) before using the guidelines.

- [HIPAA Privacy Rules for the Protection of Health and Mental Health Information](#)

This document provides guidance about key elements of the requirements of the Health Insurance Portability and Accountability Act (HIPAA), federal legislation passed in 1996 which requires providers of health care (including mental health care) to ensure the privacy of patient records and health information.

- [Mental Health Resources on the Web for Families](#)

A quick reference guide published by the Nathan S. Kline Institute for Psychiatric Research, a facility of the New York State Office of Mental Health.

- **Handbooks/Manuals**

- [Home and Community-Based Services Guidance Documents](#) (HCBS Waiver Manual)
- [Mental Health Resources Handbook](#)
- [PROS Provider Handbook](#)

- **Illnesses Information**

- [Anxiety Disorders](#)

A booklet to help you identify the symptoms and causes of anxiety disorders. It will also explain how to obtain treatment and suggest ways to make such treatment more effective.

- [Attention Deficit Hyperactivity Disorder](#)

A variety of medications, behavior-changing therapies, and educational options are available to help people with ADHD focus their attention, build self-esteem, and function in new ways.

- [Bipolar Disorder In Children: Why Are The Rates Rising?](#)

- [Bipolar Disorder](#)

Bipolar disorder, also known as manic-depressive illness, is a brain disorder that causes unusual shifts in a person's mood, energy, and ability to function. Bipolar disorder can be treated, and people with this illness can lead full and productive lives.

- [Children with Mental Disorders: Treatment of,](#)

Children are in a state of rapid change and growth during their developmental years. Diagnosis and treatment of mental disorders must be viewed with these changes in mind.

- [Cognitive Dysfunction, Dealing with](#)

- [Communication Needs of Persons Who Are Non-English Speaking, Deaf or Hard of Hearing](#)

- [Depression](#)

Depressive illnesses often interfere with normal functioning and cause pain and suffering not only to those who have the disorder,

but also to those who care about them. There are now medications and psychosocial therapies that ease the pain of depression.

- [Eating Disorders](#) - Facts about eating disorders and the search for solutions.
  - [Electroconvulsive Therapy Clinical Indications](#)
  - [Heat Illness \(Español\) | \(العربية\) | 中文 | РУССКИЙ\)](#)
  - [Medications](#)  
A booklet to help people with mental illness and their families understand how and why medications can be used as part of the treatment of mental health problems.
  - [Schizophrenia](#)  
Schizophrenia is a chronic, severe, and disabling brain disease. However, this is a time of hope for people with schizophrenia and their families. Research is gradually leading to new and safer medications and unraveling the complex causes of the disease.
- **Mental Health Programs**
    - [Administrative Practices Advice for Mental Health Programs](#)
    - [Medicaid Requirements for OMH-Licensed Outpatient Programs](#)
- **Military**
    - [Anxiety Disorders](#)  
A booklet to help you identify the symptoms and causes of anxiety disorders. It will also explain how to obtain treatment and suggest ways to make such treatment more effective.
    - [Attention Deficit Hyperactivity Disorder](#)  
A variety of medications, behavior-changing therapies, and educational options are available to help people with ADHD focus their attention, build self-esteem, and function in new ways.
    - [Bipolar Disorder](#)  
Bipolar disorder, also known as manic-depressive illness, is a brain disorder that causes unusual shifts in a person's mood, energy, and ability to function. Bipolar disorder can be treated, and people with this illness can lead full and productive lives.
    - [Depression](#)  
Depressive illnesses often interfere with normal functioning and cause pain and suffering not only to those who have the disorder, but also to those who care about them. There are now medications and psychosocial therapies that ease the pain of depression.
    - [Eating Disorders](#)  
Facts about eating disorders and the search for solutions.
    - [Medications](#)  
A booklet to help people with mental illness and their families understand how and why medications can be used as part of the treatment of mental health problems.

- [Post-Traumatic Stress Disorder Information](#)  
Post-Traumatic Stress Disorder is a normal reaction to seriously disturbing events. This booklet examines the signs, symptoms and steps you can take to treat PTSD.
  - [Schizophrenia](#)  
Schizophrenia is a chronic, severe, and disabling brain disease. However, this is a time of hope for people with schizophrenia and their families. Research is gradually leading to new and safer medications and unraveling the complex causes of the disease.
  - [Treatment of Children with Mental Disorders](#)  
Children are in a state of rapid change and growth during their developmental years. Diagnosis and treatment of mental disorders must be viewed with these changes in mind.
- **Reports**
    - [2000 New York State Chartbook of Mental Health Information](#)
    - Geriatric Annual Report  
The Commissioner of OMH and the Director of NYSOFA are to annually report to the Governor and Legislature a long-term plan regarding the geriatric mental health needs of the residents of the State and recommendations to address those needs. The 2006 report represents the first report since the enactment of the Geriatric Mental Health Act.  
[2007 Report](#) | [2006 Report](#)
    - [OMH Progress Report](#)
    - [An OMH Assessment of Clinical Care, Professional Workforce, Research, and Local Government Opportunities \(2007\)](#)
    - [Mental Health Outpatient Reimbursement Study](#)
    - [New York State/New York City Mental Health-Criminal Justice Panel Report and Recommendations](#)
    - [Report on the People First Coordinated Care Listening Forums](#)
    - [Report to the Governor and Legislature Pursuant to Article 10 of New York State MH Law](#)
    - [Progress Report 2001](#)
    - [Provider Reimbursement System](#)
    - [What Might a Transformed Public Mental Health System Look Like?](#)  
This publication has been assembled based on information in the Final Report of President Bush's New Freedom Commission, as well as the input of numerous individuals and stakeholders. It is a working document, and OMH welcomes your input and vision for what a transformed public mental health system will look like. Send your suggestions to Commissioner's Office, NYS OMH, 44 Holland Avenue, Albany NY 12229, or email them to [transformation@omh.state.ny.us](mailto:transformation@omh.state.ny.us)

- **Requirements/Policy Statements**
  - [Administrative Practices and Medicaid Requirements](#)
  - [Guiding Principles for the Redesign of the Office of Mental Health Housing and Community Support Policies](#)
  - [HIPAA Privacy Rules for the Protection of Health and Mental Health Information](#)  
This document provides guidance about key elements of the requirements of the Health Insurance Portability and Accountability Act (HIPAA), federal legislation passed in 1996 which requires providers of health care (including mental health care) to ensure the privacy of patient records and health information.
- **Statewide Planning Documentation**
  - [2008 October Update to the 2006–2010 Statewide Comprehensive Plan for Mental Health Services](#)
  - [2008 Interim Report](#)
  - [2007 Update and Interim Report to the 2006-2010 Statewide Comprehensive Plan for Mental Health Services.](#)
  - [2006 Interim Report](#)
  - [2006-2010 Statewide Comprehensive Plan for Mental Health Services](#)
  - [2005-2009 Statewide Comprehensive Plan for Mental Health Services](#)
  - [2005 Interim Report](#)
  - [2004-2008 Statewide Comprehensive Plan](#)
  - [2004 Interim Report](#)
  - [Preliminary Children's Mental Health Plan](#)
- **Suicide Prevention**
  - [Saving Lives Volume 1](#), [Saving Lives Volume 2](#), [Saving Lives Volume 3](#)
  - Suicide Prevention Education and Awareness Kit ([中文](#) | [English](#) | [Español](#) | [РУССКИЙ](#))
- **Treatment Information**
  - [Assertive Community Treatment](#)
  - [Kendra's Law: A Final Report on the Status of Assisted Outpatient Treatment \(2005\)](#)

## **MANAGEMENT AND BUDGET (OMB)**

- Debt Sale (All supporting documentation regarding the sale of County Debt)
- Occupancy Tax (Applications for Certificate of Authority, Quarterly Returns, Remittance informations from Hotels, Correspondences regarding this matter)

- Cash Receipts (Original Receipts, Revenue Transmittals from Depts, Supporting documentation regarding Revenue)
- Payroll (Employee deduction and tax forms, W-2s, Quarterly Payroll Reports, Vouchers and backup documentation to support garnishment and benefit payments)
- PILOTs for City & Towns
- Comprehensive Annual Financial Report (CAFR) (Audited report along with supporting documentation)
- Departmental Voucher Payments (Accounts Payable) Invoices and backup documentation to support all cash disbursements originated in OMB (previously Finance)
- Asset Management Supporting documentation for all additions, deletions, and transfers, maintain the original asset cards, maintain listing from the auction, maintain invoice information to support the acquisition of a new asset
- Sales Tax (Supporting documentation for the monthly & quarterly NYS Sales Tax Reports; supporting documentation for distribution of sales taxes to Towns/Villages)
- NYS Constitutional Tax Filing
- NYS Annual Update Document (Annual report supported to NYS)
- Student Residency Maintain the original application and a copy of the residency certificate we issue)
- College Payments (Supporting documentation for payments made to colleges for in state and in county tuition)
- Estates (For those that die with no will, Broome County acts as the Public Administrator for the Estate; we maintain all documentation as it relates to that Estate)
- Bail/Court Remittance/Payments
- Trust Accounts
- Refund/Cancellations for City/Towns/Villages/School Taxes
- State Retirement Payments (Maintain the original invoice along with any documentation to support the recording of the state retirement payment in PeopleSoft and the allocation to the departments)
- Single Audit (Circular A-133)
- NYS DOT Audit
- Budget (Maintain supporting documentation for the Proposed and Adopted Annual Budgets and CIP)
- Records/billing for Parking,
- Abandoned Property to NYS
- Monthly reconciliations of the Real Property Taxes liability accounts
- Arbitrage calculations
- COMP Hrs Balance report quarterly
- Quarterly journal entry review documentation and report
- Online banking userids including quarterly recertification of accounts
- BTASC records and bank statements

- Annual report of transfers made to the Legislature
- Occupancy tax report filed with Legislature
- MA144 annual filing with State Comptroller

### **PARKS & RECREATION**

- Monthly Attendance Sheets
- Facility Safety Inspection Sheets
- Playground Safety Checklists
- Fuel Usage Reports
- Monthly AED Checklist
- Park Managers Reports
- Incident Reports
- Contracts With Outside Vendors
- Weekly Revenue Reports
- Vehicle Inspection Sheets
- Waterfront Operation Reports
- Waterfront Daily Logs
- Boathouse Daily Logs
- Shelter and Group Reservations
- Water Testing Reports

### **PERSONNEL**

- Personnel records of local governmental employees
- Report of personnel changes (PCRs)
- PDR log (new hires, rehires, status changes, and terminations)
- Employee seniority lists
- Employee Eligibility Verification Form, I-9
- Employee assistance program records, reports and statistical compilations
- Employee medical records
- Employee time records
- Employee sick bank membership/usage logs
- Applications for civil service examination
- Civil Service Law
- Broome County Rules for the Classified Civil Service
- Civil service rules resolutions and supporting documentation
- Affirmative Action and related complaint investigation records
- Civil service examination announcements
- Civil service roster cards (employee history for active and inactive employees)
- Job specifications for civil service positions in county departments, towns, villages, school districts and special districts
- Payroll certification correspondence
- Job classification questionnaires for reclassified positions
- New position duty statements

- Requests for certification of eligible list
- Civil service eligible lists
- Requests for reinstatement
- Civil Service canvass letters
- Exam admission letters
- Waiver of veterans credit
- Veteran credit records – DD214
- Medical and physical agility tests for police and deputy sheriff candidates
- Recruitment, hiring, interview and selection records
- Annual county employee salary schedules
- Employee name change logs
- Sick and vacation benefit exception memos
- Health insurance records/plans
- Unemployment insurance records/claims
- General office/correspondence files
- Labor–management meeting records
- Investigative records and disciplinary proceedings
- Contract negotiation records
- Employee grievance records
- Employee attestation of knowledge of code of ethics
- Staff policy manual or other official policies and procedures
- Records documenting the specimen collection policies and testing process
- Tuition reimbursement records
- Vouchers

### **PLANNING & ECONOMIC DEVELOPMENT**

- General Office Files
- Payroll, Time Sheets, Payroll Validation and Certification
- Personnel Files
- Accounts Payable Vouchers
- Revenue Receipts
- Journal Entries
- Budget information
- Grant Funded Project Files
- Hotel/Motel Tax Files
- Greater Binghamton Innovation Center Files
- Flood Files
- State and Federal grants and associated contracts and work products
  - Documents related to consultant selection
  - Contracts
  - Reports
  - Payment documentation
- Environmental assessments and remediation plans for a limited number of sites

- Comprehensive Plans for various municipalities
- Studies, reports and plans on topics including but not limited to historic preservation, brownfield redevelopment, trail development, waterfront development, stormwater, wastewater, flooding and floodplains, agriculture, hazard mitigation, economic development, code enforcement, and police consolidation
- Agricultural District reports and associated environmental reviews
- Annual Reports
- Construction Reports
- GIS Data and Maps: cadastral, aerial photos, boundaries/districts, transportation, environmental/natural features, facilities, etc. More information is available online at [www.bcgis.com](http://www.bcgis.com).
- Files pertaining to the Environmental Management Council and it's committees
  - Minutes and agendas
  - Resolutions
  - Comment letters
  - Reports
- Stormwater Annual Report Documentation
- Susquehanna Heritage Area Commission and Advisory Board Meeting Minutes, Agendas, Schedules, Meeting Notices, Appointments, Resolutions, Commission Agreement and Bylaws, website (in progress)
- Historic resources of the Susquehanna Heritage Area and previous Heritage Area grant applications
- Project files reviewed pursuant to Section 239-l and -m of General Municipal Law
- Broome County Construction Data (annual reports of residential and non-residential development)
- Correspondence from the municipalities
- Municipal training files (invitations and attendance signatures)
- Files related to the Broome County Land Bank
  - Minutes and agendas
  - By-laws and certificate of incorporation
  - Grant applications

This information can also largely be found online at:

<http://gobroomecounty.com/landbank>

## **PROBATION**

- Advisory boards and councils, appointments
- Annual and fiscal reports & Budgets – This is in the County Budget
- Code of Ethics
- Committee Agendas and Minutes
- Communications and Reports filed with the Legislature
- Payroll, timesheets, validation and certification for the Legislature
- Personnel Files

- Revenue Receipts
- Vouchers

Here is our policy on FOIL Requests:

## **XII. FREEDOM OF INFORMATION LAW (FOIL)**

All FOIL requests to this department must come through the Clerk of the Legislature. No one will release any information under a FOIL request except the Director or his/her designee. Information that may not be released includes:

“Case records or portions thereof which are exempt from disclosure and not accessible include, but are not limited to pre-plea/pre-sentence/pre-dispositional reports, medical records, confidential HIV-related information, victim’s name and address, youthful offender records, juvenile delinquency adjustment records, sex offender registration information, and DCJS criminal history records”. NYS DPCA 2007

### **PUBLIC DEFENDER**

- Correspondence files
- Client Case Files
- Fiscal Accounts and Accounting Records
- Freedom of Information Requests
- General Office Files
- Grants
- Payroll, timesheets, validation and certification for the Legislature
- Personnel Files
- Policies and Procedures
- Revenue Receipts
- Vouchers

### **PUBLIC TRANSPORTATION**

- Employee Department Personnel Files
- Driver – NYS-DMV-19A Files
- Driver FTA – Drug and Alcohol Testing File
- Accident Files
- BC Country – Client List
- BC Lift – Client List
- Customer Complaint File
- Maintenance Work Orders File
- Manufacturer Equipment Manuals
- Maintenance MSDS List
- Maintenance Vehicle List
- Maintenance Country Property Inventory List
- ADA Para-Transit Eligibility Committee Files

- Accident Review Committee Files
- Safety and Security Committee Files

## **PUBLIC WORKS**

- **Buildings & Grounds Division**
  - Work orders requested
  - Work orders completed
  - Mechanical PM's
  - System PM's
- **Engineering Division**
  - County Bridge BIN folders (including biennial NYSDOT inspections, bridge flag files, and repair/construction records)
  - Summary of County Bridge Flags
  - Scour Critical Bridge records
  - County Culvert CIN folders (5'-20' spans)
  - Flood Event Records (damage assessments & photographs)
  - County ROW and/or easement maps
  - 239 reviews for projects reviewed by engineering
  - Traffic Count Reports
  - Building Permit Program Records (County Jurisdiction only)
  - Survey crew records and field notes
  - County MS4 reports / records
  - County project files (for various facilities, roads, bridges, infrastructure, parks, etc.)
  - Spill Prevention, Control & Countermeasure (SPCC) Plans
  - Petroleum Bulk Storage (PBS) program Records
  - Watershed Management & Maintenance Records (including annual inspection reports)
  - Dam Safety Program Records (including risk assessment evaluations and emergency action plans)
  - Environmental Testing and Air Monitoring Reports (where available for various facilities)
- **Fleet**
  - Work orders requested
  - Work orders completed
  - Fuel usage
  - Mileage
  - Department inventory
  - Invoice records
- **Highway Division**
  - Highway Work Permits
  - Drive Opening Permits
  - SPECIAL Hauling Permits
  - Speed Study Requests

- Highway Work Order Requests
- Vouchers
- Payroll, Timesheets, Validates and Certifications for all Divisions of Public Works and Parks
- Revenue Receipts
- Personnel Files

## **PURCHASING**

- Purchasing budget
- Calendar of meetings
- Correspondence files
- County Charter & Code
- General office files
- Copies of bids, awards and legal notice
- Engineering bids and awards
- Payroll, timesheets, validate and certification for Purchasing Dept
- Personnel files for Purchasing Dept
- Bidder's list
- Copies of purchase orders for all departments
- Purchasing Procurement Process Manual
- General Municipal Law
- Petty cash for purchasing
- List of employees with procurement cards
- Signature authorization forms for credit cards and purchase orders

## **REAL PROPERTY TAX SERVICE (RPTS)**

- Current year tax bills and payment history to March 31<sup>st</sup> for the towns we collect for Union, Dickinson, Fenton, Conklin and Kirkwood (keep hard copies for 6 years)
- Current and delinquent payment information for the City of Binghamton (keep hard copies for 6 years)
- All In- Rem Installment agreements signed through this office (keep the records for 6 years)
- 5217 on property transfers (for 6 years)
- Tax rates special districts for all towns villages and city of Binghamton for 6 years.
- Deed cards which are property record cards for all transfers in the county except for the city of Binghamton.
- Maps, current
- Foreclosure searches, mailings legal fillings

## **RISK & INSURANCE**

- Workers Comp claim files
- WC DOSH reports
- Property/Casualty claim files

- Invoices and payment records
- Contract insurance requirements
- Contractors' certificates of insurance
- Insurance policies
- Safety training records

## **SECURITY**

- Warning, vehicle and traffic, and appearance tickets
- Watershed, magnetometer, visitor, load inspection reports
- Lost and found, confiscated, disposal, and evidence property records
- Key/lock agreements, ID card, parking and access requests and records
- Work schedules, timesheets, training, equipment and employment records
- Pre employment screening reports and associated records
- Various monthly administrative, operational, investigative and dog shelter statistical reports
- Taxicab business, vehicle, and operator applications, inspections, and associated records
- Fraud complaints, referrals, program violations, applicant files, appointments, arrest dockets, clearance requests and reports
- Incident, MVA, and computer forensic analysis reports
- Dog impoundment, adoption, euthanasia, boarding, and licensing records
- Revenue, trust fund, and collection records; scholarship application and recommendation records
- Building and grounds use applications
- Policies, procedures, emergency plans

## **SHERIFF/CORRECTIONS**

- **Administration**
  - Administrative Orders
  - Outgoing correspondence for both Sheriff & Undersheriff
  - Personnel Orders
  - Peace Officer Registry
  - Police Officer Registry
- **Business & Fiscal Office**
  - Payroll/Attendance reports/207C/Retirement
  - Commissary/Inmate Disbursements/Deposits
  - Bank Reconciliations
  - Budget
  - Annual Report
  - Vouchers/Purchase Orders/Contracts/Record of Transactions
  - Grant Files and Financial Reports on such
  - Legislative/BAC Paperwork
  - Procurement Card Logs
  - Revenue Transmittal's
  - Trip/Travel Authorization

- Transport/Housing Reimbursement for Juvenile/State/Federal Inmates
- Receipts/Disbursements for Garnishments
- Garnishment Forms (Receipts & Letters)
  
- **Civil Division**
  - Citations
  - Actions for Divorce
  - Evictions
  - Income Executions
  - Information Subpoenas
  - Notice to Tenants (3-day and 30-day)
  - Order to Show Cause
  - Orders of Seizure & Attachments
  - Petitions
  - Postings (Notice of Sales)
  - Property Executions (Real & Personal)
  - Property Executions (Bank Garnishee's)
  - Real Property Sales
  - Personal Property Sales (Motor Vehicles, Boats, Equipment, Etc.)
  - Subpoenas
  - Summons with Notice/Complaints
  - Civil Arrest Warrants
  - Family Court Services (Petitions, J.D. Petitions, Support, Custody, Motions, Orders of Protection, Temporary Orders of Protection, Neglect, Adoptions, Etc.)
  - Returns
  - Collection of Money Judgments
  - Satisfactions of Money Judgments
  - Civil Reports
  
- **Correction Division**
  - Master summary records of all inmates (including records of commitments and discharges of all inmates) and population counts, including daily census of inmates
  - Inmate files, including:
    - Commitment Orders
    - Records of personal property taken from inmates upon commitment;
    - Reports of disciplinary infractions and other rules violations;
    - Visitation records (including dates of schedules and visitor identification information;
    - Package information;
    - Health records;
    - Commissary records
    - Work and inmate program reports

- Department policies and procedures
  - Materials required to be maintained by oversight agencies and accrediting groups (New York State Commission of Correction, New York State Sheriff's Association)
  - Inspection, audits, reports or studies conducted by outside agencies
  - Substitute jail orders issued by the New York State Commission of Correction
  - Fiscal and budgetary information (i.e. purchase orders and invoices)
  - Litigation records (service of process material, notices of claim, complaints, etc.)
  - Food service, health and sanitation related records
  - Employee personnel, payroll and training records
  - Contracts, collective bargaining agreements and related materials
  - Archived video materials
  - Freedom of Information Law requests and responses
- **Corrections Training Division**
    - Basic Course for Peace Officer Training Records
    - Peace Officer Training Records/Certificates
    - SERT Training Records
    - Ammunition Inventory
    - Basic Firearms Records
    - Annual Firearm Requalification Records
    - Annual In-Service Training Records
- **Identification Division**
    - Pistol Permits
    - Sheriff Identification ID Cards
    - Criminal History's/Background Checks
    - Civil Fingerprinting
    - Criminal Fingerprinting
- **Law Enforcement Division**
    - Sex Offender Registry
    - Trail/Subpoena Notice Book
    - Active/Closed Warrants and all related Documents
    - Evidence room and all associated documents pertaining to the same
    - Highway Patrol Schedule
    - Quartermaster inventory
    - Monthly Statistical Data
- **Law Enforcement Training Division**
    - Basic Course for Police Officers Training Records

- Patrol division Training Records/Certificates
- Hosted Events Training Records
- SWAT Training Records
- TASER Inventory & Deployment Records
- Weapons Inventory
- Weapons Maintenance Logs
- Ammunition Logs
- K9 Certifications/Training Logs
- **Records Office**
  - Criminal Reports and Corresponding Paperwork
  - Non Criminal Reports and Corresponding Paperwork
  - Domestic Incident Reports (DIR)
  - Death Investigative Reports
  - Motor Vehicle Accident Reports – MV104A
  - Early Notification of Fatal MVA
  - F.O.I.L. (Freedom Of Information Law) Reports
  - Money Receipt Book for funds collected for Accident Reports
  - Lost/Stolen Driver License/License Plates Forms – MV-78B
  - Alarm Permit Applications
  - Alarm Permits
  - Alarm Permit Fine Letters
  - IBR Submission Transaction Report
  - LEOKA Report (Law Enforcement Officers Killed Or Assaulted)
  - Hate Crime Incident Report
  - Original Report Request Form
  - Certification Letter
  - DWI List

### **SOCIAL SERVICES**

- Child Abuse/Neglect
- Custody/Visitation
- Voluntary Transfer of Temporary Care
- Contracts
- Personal Injury Liens
- Estates
- Protective Services for Adults
- Expungement Hearings
- Claims Against Broome County
- Information Requests
- Vouchers/Accounts Payable
- Fraud Collection Proceedings
- Landlord and Rent Inquiries

### **SOLID WASTE MANAGEMENT**

- Transaction tickets and corresponding records

- Accounts payable and corresponding records
- Accounts receivable and corresponding records
- NYSDEC 364 Waste Transporter documentation
- Payroll and corresponding records
- Safety training documentation
- Landfill siting and studies, including SEQRA documents
- Landfill Permits (all environmental permits and related documents)
- Landfill construction documents and drawings
- Annual reports
- Long Term Maintenance and Closure estimates
- Landfill monitoring and testing records
- Landfill closure documents and drawings
- Contaminated soil for alternative daily cover records
- Hazardous Waste Facility construction and operating records
- Leachate Treatment Plant construction and operating records
- Other facility buildings' as-builts
- Recycling records
- Solid Waste Management Plan
- Research, development and demonstration project records
- FAA and wildlife management records
- Grant contracts and documentation
- Colesville Landfill Superfund documents

### **STOP-DWI**

- Program Operating Files
- Program Budgets
- Chris Thater Memorial Operating Files
- Chris Thater Memorial Subsidiary Account
- STOP-DWI Holiday Classic Operating Files
- STOP-DWI Holiday Classic Subsidiary Account
- Returning Warrior Operating Files
- Returning Warrior Subsidiary Account

### **VETERANS SERVICES**

- Vouchers
- Annual and Fiscal Reports
- Annual Budget Reports
- General Office Files
- Local Guide to County, City, Town & Village Officials
- Payroll, Timesheets, Validation and Certification for Veterans Services
- Personnel Files
- Veterans Files
- Death Certificates

## **WEIGHTS & MEASURES**

- Staff Payroll Records
- Departmental Payables Support
- Records Pertaining To Inspections

## **WILLOW POINT NURSING HOME**

- 18 months of admission referrals
- 24 Hour Report
- 3 Week Menu Cycle
- 5+ years of initial admitting info
- Activities Costing Report
- Administration Complaint Forms
- Admission Log
- Admission Packet
- Admissions and Discharges
- Advertising records
- Advisory Board Minutes
- Air Quality
- AMMS work order system
- Annual Financial Statements
- Annual Medicare & Medicaid Cost Report
- Annual Report
- Appeals Rate
- Appreciation letters
- Artist's Waiver
- BAC Minutes
- Bids
- Binghamton University
- Broome County & WPNH Policies/Procedures
- Broome County CASA
- Broome County Charter
- Broome County Health Dept
- Broome County OFA
- Broome County Policies
- Broome County Resolutions
- Budget
- Building Project
- Bus (Resident bus)
- By-Laws & Regulations
- Capital Budget Plans
- Capital Projects
- Care Plans
- Cart/Pad outages and replacement
- Chargebacks

- CLIA Waiver
- CNA Recertifications
- Commercial Insurance monthly billing
- Community Mtg Minutes
- Complaints.
- Contracts
- Controlled Substance
- Corporate Compliance
- Correspondence/Memos
- Cost Report/Medicare
- Credit Card
- Daily Accidents log
- Daily Census
- Daily Staffing
- Department Head Mtgs (WPNH) Minutes
- Department of Health
- Diet Lists for each nursing unit
- Diet Manual
- Diet Office Schedule
- Dietary/Nursing Notification Forms
- Dining Room Seating Assignments
- Disaster Drills
- DNR file
- DOH Records of Investigations
- Elevator repairs and service
- Employee background checks
- Employee Evaluations
- Employee Health Records
- Employee Injury Reports
- Employee medical documents
- Employee payroll
- Employee Phone List
- Employment Applications/resumes
- Equipment Repair Documentation
- Eye glass repair
- Facility Survey Review (FSR)
- Family Council Mtg minutes
- Federal, NYS regulations
- Fire Drills
- Fixed Asset Disposal
- Fixed Assets
- Floor Supply Level and Costing
- Garbage Check Documentaiton
- General Incident Reports

- Generator log book
- Guest Trays
- HACCP Temperature Documentation
- Hiring Paperwork and Procedures
- Inventory
- Job Descriptions
- Job Specs
- Lab Work
- Legislative Issues/Reps
- Legislature-Broome County
- Lift maintenance
- List of current attending physicians
- List of Residents that require adaptive equipment
- List of residents that require staff assistance at meals
- LOA Log
- Lockout/tag out
- Maintenance MSDS
- Maintenance purchase records for 1 year.
- Maintenance Requests
- Mandatory Inservice records
- Material Safety Data Sheets
- Meal Counts
- Meal Retherm Times Log
- Med D
- Medicaid monthly billing
- Medical Records for the facility (past and present)
- Medicare Meeting Log
- Medicare Part A monthly billing
- Medicare Part B monthly billing
- Memorial Fund bank statements
- Memorial Fund canceled checks, deposit slips, backup
- Memorial Fund reconciliation spreadsheets
- Menu guide sheets
- Minutes from Rapid Response
- Miscellaneous
- Missing Item Forms
- Monthly DOH Cash Receipts assessment
- Monthly Account Bank statements
- Monthly billing/AR Activity
- Monthly Bulk Nourishments for Hydration Pass
- Monthly Cash Receipts activity
- Monthly Reports to Exec Office
- Monthly shredding of confidential data
- Monthly Unit Mtg Min

- Monthly Unit Sec. Mtg Min
- Newspaper/Magazine Articles
- Nutritional Analysis of the menu
- NYS Correspondence
- NYS Dept of Labor
- NYS Social Services
- NYSAC
- Observation Trays
- On-Call Schedule (weekly)
- Operation Certificate
- OSHA
- Pantry Rounds Checklist
- PASRR (Preadmission screen)
- Payroll documentation
- Personnel Records
- Pest control
- Pets
- PRI (Patient Review Instrument)
- Psychologist File
- Purchase Orders
- Purchases and Ordering; equipment, etc
- QA Mtg Minutes
- Quality Assurance Records
- Quotes-General
- Recipe Files
- Recipes
- Refrigeration Repair Costs and Documentation
- Regulated Medical Waste log book
- Resident attendance census
- Resident billing account files
- Resident Bus travel log and safety lists
- Resident Concerns
- Resident Council Mtg Minutes
- Resident Health Records
- Resident Incident/Accident Reports
- Resident Infection Control Records
- Resident Mtg Minutes
- Resident Nutritional Assessments
- Resident personal incidental account
- Resident recreation assessments
- Resident Recreation planning minutes
- Resident Satisfaction audits
- Resident Statistic sheets
- Residents who receive nourishments

- Risk Management
- Safety Committee
- Security Reports
- Smoker's File
- Social Service Updates
- Sprinkler inspections
- Staff mtgs Minutes
- Survey Results
- Tax Exempt Certificates
- Train the Trainer Documentation
- Union Contracts
- Visitor Incidents
- Volunteer Health Records
- Volunteer Records
- Vouchers
- Weekly CCC Mtg Min
- Weight Histories

#### **YOUTH BUREAU**

- Advisory Board - Membership, Minutes, Attendance, Agendas
- NYS Office of Children & Family Services – Manuals, Communications, Regulations, Procedures, Grants
- Budgets
- Agencies – Contracts, Reports, Communications, Claims
- Municipalities – Reports, Communications, Claims
- Vouchers
- Wire Transfers
- Payroll Certifications
- Youth Bureau History
- Personnel Files
- Correspondence