

Tioga County Subject Matter List

Department	Type of Records
Assigned Counsel ILS	Indigent Legal Program Administration, grant reporting, and processing of court ordered payments
Board	Administrative Correspondence
of	Annual List of Enrollments
Elections	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
	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

Tioga County Subject Matter List

Department	Type of Records
Board of Elections cont.	Payroll Records
	Personnel Files
	Political Advertisement and Literature Copies
	Political Committee Authorization Statement
	Poll Registration Records
	Registration Challenge Reports
	Registration Confirmations
	Registration Transmittals
	Rejected Voter Registration Applications
	Returns of Canvass by Inspectors
	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
	General Legal Files

Tioga County Subject Matter List

Department	Type of Records
County Attorney	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 (includes Dept. of Motor Vehicle Records)	Annual Reports
	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
Felony Criminal Case Files	
Financial Reports	

Tioga County Subject Matter List

Department	Type of Records
Economic	ECONOMIC DEVELOPMENT:
Development	Workforce Investment Board Information
& Planning	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 Improvement Loan Program - pending files
	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

Tioga County Subject Matter List

Department	Type of Records
Economic	Municipal Files
Development	MS4 Stormwater
& Planning (cont'd)	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)
	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 Records As These Pertain to the Local Administration of State 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

Tioga County Subject Matter List

Department	Type of Records
Health Department cont.	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	Annual Reports
Technology & Communication Services (ITCS)	Budget and Annual Accounting
(includes Historian and Records Management)	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

Tioga County Subject Matter List

Department	Type of Records
ITCS cont.	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

Tioga County Subject Matter List

Department	Type of Records
Mental Hygiene cont.	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

Tioga County Subject Matter List

Department	Type of Records
Probation cont.	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
	Database of Fine Orders, Surcharge Orders, Court Fee Orders for Tioga County Court up to 7/1/12
	Disbursement Report
	Victim Information
	Receipts
	Bank Account Reconciliation Reports
	Annual Reports
Public Defender	Budget Information
	Personnel Information

Tioga County Subject Matter List

Department	Type of Records
Public Defender cont.	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
	NYSDOL Documents pertaining to Tioga County projects
	NYSDOT 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

Tioga County Subject Matter List

Department	Type of Records
Real Property cont.	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	

Tioga County Subject Matter List

Department	Type of Records
Sheriff cont.	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
	Social Services
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	

Tioga County Subject Matter List

Department	Type of Records
Social Services cont.	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
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 Employment Center	
	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

Tioga County Subject Matter List

Department	Type of Records	
Tioga Employment Center cont.	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		

Tioga County Subject Matter List

Department	Type of Records
Treasurer cont.	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

Tioga County Subject Matter List

Department	Type of Records
Youth Bureau cont.	Annual Reports
	Contracts for Each Funded Agency including Insurance Records
	Annual Monitoring Reports for Each Funded Agency Program
	Finance Records Documenting Reimbursable Expenses of Each Funded 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