

## RECORDS LIST

### **Town Clerk:**

Minutes of all Town Boards and committees  
Historical records relating to schools, highways, etc.  
Vital Statistic records (births, deaths, marriages)  
Maps (subdivisions, lot line changes, site plans)  
Highway records  
Insurance Records  
Bonds  
Contracts  
Local Laws and Ordinances  
Contracts and Agreements  
Audits and financial reports  
Bills paid  
Dog records (licenses, complaints, activities of Dog Control Officer)  
Cemetery records (monument listings, burial sites, cemetery maps)  
Burial permits  
Election records  
Budgets  
Reports (departmental)  
Environmental Impact Statements  
Licenses and Permits  
Games of chance records  
Government officials list  
Town property files (re acquisition, improvement, surveys, plans, sale of, etc.)  
Utilities files (sewer, water districts)  
Oaths of office  
Zoning files (requests for change of zone)

### **Receiver of Taxes:**

Tax payment records  
Lien records  
Assessment Roll  
Property owners listings

**Architecture and Community Appearance Review Council:**

Case files pertaining to ACARC cases. Files include copies of surveys, building plans, memos, reports, building permit applications.

Minutes of ACARC meetings

Resolutions of ACARC

Town Codes and ordinances

Town maps

**Police Department:**

Case files re arrests

Incident reports

Radar logs

Equipment logs

Impound reports

Vehicle and traffic tickets

Firearms reports

Accident reports

Reports re activities

Officer's work schedules

Payroll data

Uniform records

PBA records (agreement)

Purchasing records

**Maintenance Department:**

Files regarding maintenance of each town-maintained property

Equipment maintenance logs

Personnel files

Vehicle records

Purchasing records

Vendor records

Payroll files

**Building Department:**

Files for each building constructed in Town since 1936, including subsequent additions.  
Includes Health Department permits, surveys, building plans, copies of permits and certificates of occupancy, inspection records, violation notices if any.

Mileage and activity records

Purchasing records

Town laws and ordinances

Applicable State Codes (building, plumbing, etc.)

Application forms

**Assessor's Office:**

Assessment Roll

Copies of deeds

Tax Maps

Assessment record cards

Assessment change records

Records of proceedings of the Board of Assessment Review

Equalization rate records

Purchasing records

Forms

**Planning Board:**

Case files re subdivisions, lot line changes, site plans, dating from 1936. Files contain surveys, engineering plans, road layouts, memos, application forms, etc.

Minutes of Planning Board meetings

Resolutions of Planning Board

Town Codes and ordinances

Town maps

**Zoning Board of Appeals:** (same also applies for Architecture and Community Appearance Review Council)

Case files pertaining to Zoning Board of Appeals cases since ca. 1936. Files include copies of surveys, building plans, reports, memos, building permit applications.

Minutes of Zoning Board of Appeals

Resolutions of Zoning Board of Appeals

Town Codes and ordinances

Town zoning map

**Justice Court:**

Civil and Criminal case files (open and closed)  
Traffic violation records  
Fiscal records  
Court calendar

**Supervisor's Office:**

Subject files  
Personnel files  
Salary studies  
Payroll records

**Finance Office:**

Accounts payable records  
Budget records  
Payroll records  
Bank account records

**Highway Department:**

Highway files for Town-maintained roads  
Maps  
Equipment lists  
Purchasing records for equipment and materials  
Payroll data

**Parks and Recreation:**

Application forms  
Registration records for programs, events and day camp  
Payroll information  
Brochures  
Permission slips  
Team rosters  
Vendor information  
Recreation property, equipment purchase and maintenance records  
Employee records  
Purchasing records