



AGING, COUNTY OFFICE OF THE

AVAILABLE TO PUBLIC:

Advisory Council Bylaws
Annual Implementation Plan
Annual Report
Budget
Consolidated Area Agency Reporting System (CAARS) Reports
Contracts
Correspondence: Memos; Letters of Support
Financial Records
Minutes: Office for the Aging Advisory Committee; Personal Emergency Response System
Advisory Committee; Long Term Care Services
Advisory Council
New York State Office for the Aging; Evaluations and Memos
News Articles
Notifications of Grant Awards (NGA's)
Older Americans Act
Policies
Program Evaluations
Reference Materials
Resolutions
Senior Circle Newsletters
Senior Citizen of the Year Award Information
Surveys

CONFIDENTIAL RECORDS:

Accident Reports
Client Files
Emergency Employee Information
Long Term Care Ombudsman Program: Cases, Records, Notes
Personnel Files
Volunteer Records

AIRPORT, ITHACA TOMPKINS REGIONAL

Airline Schedule
Airport Improvement Program
Annual Report
Boards and Committee Information
County Government Files
Federal Aviation Administration Files
Finance and Budget
General Correspondence
Personnel Files



Revenue Collected
Tenant Files

ASSESSMENT, DEPARTMENT OF

ASSESSMENT ROLLS: PRELIMINARY, TENTATIVE, FINAL, TAX CORRECTIONS

Grievances: Small Claims and Certiorari (Business)

COUNTY GOVERNMENT

Board of Assessment Review

Contracts

Dog Damage Reports

Footings

Incident Reports

Local Laws

Department of Taxation and Finance

Assessors' Reports

Department of Environmental Conservation (DEC)

Equalization Rates

New York State School Tax Relief Program (STAR)

Opinions of Council

Railroad Ceiling

Residential Assessment Ratio

Roll Section 6 Advisory

State Lands

Tax Map Certification

Utility Ceiling

TAX DISTRICT ACTIONS; SCHOOL DISTRICT AND MUNICIPALITIES REAL PROPERTY SERVICES

Assessed Value

Owner Information

Real Property Inventory

BOARD OF ELECTIONS

Administrative Correspondence

Annual List of Enrollments

Annual List of Registered Voters

Annual Reports

Application for Enrollment Correction

Applications for Absentee Ballot/Absentee List Reports

Ballots

Candidates Non-Expenditure Statements

Certificates of Acceptance or Declination



Certificates of General Election Candidates
Certificates of Preparation of Voting Machines
Certificates of Primary Election Candidates
Certificates of Statewide, City, County, Village, or Town Offices
Certificates of Vacancy
Certified Copies of County Committee Rules Amendments
Certified Copies of Proposed Constitutional Amendments
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 (2 Years after Cancellation)
Financial Disclosure Statements
Inspectors File
Inspectors' Oaths of Office
Inspectors' Time Certificates
Lists of Corrections and Cancellations of Registrations
Lists of Polling Places
Local Registration Administrative File
Mail Check Cards
Mutilated or Void Registrations
Nominating and Designating Petitions
Objections to Nominations and Designations File
Official Maps of Election Districts
Party Election Inspector Designation Lists
Payroll Records
Personnel Files
Political Advertisement and Literature Copies
Political Committee Authorization Statement
Poll Registration Records
Registration Challenge Reports
Registration Confirmations
Registration Transmittals
Rejected Voter Registration Applications
Returns of Canvass by Inspectors
Signature Reports
Special Presidential and Special Federal Voter Records
Standards for Computerized Recordkeeping Systems
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
Machine Custodians
Voter
Voting Machines

PROCEDURE MANUALS

Elections
General Office

COUNTY ADMINISTRATION

ADMINISTRATION

Annual Budgets (online) and Budget Process Records
Capital Programs
County Compliance Program (online)
County Administrative Policy Manual (online)
County Departments and Agencies
County-owned Land
County-owned Vehicles
Criminal Justice/Alternatives to Incarceration, CJATI Meeting Agenda's and Summaries
Designation of Successor Information for Department Heads
Freedom of Information Law Records and Subject Matter List
General Administration and Management
General Correspondence
Personnel
Results Based Accountability (RBA) Data

PUBLIC INFORMATION

General - Public Information
Highlights of Tompkins County Legislature Meetings
News Releases

RISK MANAGEMENT

Accidents Involving County Property
County Contract Management
Insurance

COUNTY ATTORNEY

Airport
Alcoholism Council
All County Attorneys



Assessment
Assigned Counsel Material
Bail Monies - Forfeiture
Bond Anticipation Notes and Related Material
Budget and Finance
Building and Fire Code
Business Improvement District
Cable Television
Chamber of Commerce
Charter Review Committee
Codification Project
Contract Compliance
Cooperative Extension
Cornell Lake Source Cooling Project
Cornell Tax Issue
County Attorney's Office
County Clerk
County Jury Pool
County Property Transactions
Courthouse
District Attorney
Elections
Electric Power Committee
Emergency Response/Fire & Disaster
Estates
Ethics
Foreclosure
Forms
Freedom of Information Act
Health Insurance
Highway/Public Works
Hotel and Motel Room Tax
Housing - Low-Income Projects
Human Resources Personnel Files
Human Rights Commission
Industrial Development Agency (IDA) State Environmental Quality Review Action (SEQRA)
Information Technology Services
Insurance
Jail
Juvenile Delinquency and Persons in Need of Supervision (PINS) proceedings
Kendra's Law Cases
Legislature
Library
Local Laws

Medical Examiner
Mental Health
Miscellaneous: Memorandums, Opinions, etc.
Mutual Assistance Agreements
Office for the Aging
Oil and Gas Leases
Planning & Sustainability
Poor Person Applications/Family Court Appeals
Public Health Department
Purchasing
Recycling & Materials Management/Solid Waste
Residence Requirement – Material for Students and Employees
Smoking Policies
Social Services
Society for the Prevention of Cruelty of Animals (SPCA)
Soil and Water (Tompkins County Soil and Water Conservation District)
Supreme Court Library
Taxes
Telecommunications Towers
Tompkins-Cortland Community College (TC3)
Tompkins Health Care Corp. (See “Reconstruction Home”)
Transit Consolidation
United States of America Patriot Act
Wastewater – Wastewater Treatment Plant (septic, sewage, etc.)
Weights & Measures
Workplace Violence
Youth Bureau

COUNTY CLERK

Assumed Name Business Certificates and Corporate Filings
Building and Loan Agreements
Census Records
Citizenship Ceremonies
Department of Motor Vehicle Transactions
Genealogy Materials
Liens and Judgments
Military Discharges
Notary Public Records
Oaths of Office
Passport Agent
Powers of Attorney
Real Property Records
Supreme and County Court Records

Wills Relative to Real Property

COUNTY LEGISLATURE

CLERK OF THE LEGISLATURE

Advisory Boards, Commissions, and Council Membership Records and Bylaws

Agendas Packets and Meeting Material (Legislature Meetings and its Committees)

Budgets - Towns, County, City of Ithaca

Calendar of Meetings

Code of Ethics

Correspondence

County Charter and Code

Distinguished Youth Award

Legal Notices – Copies of Legal Ads and Affidavits of Publication

Local Laws Adopted by the Tompkins County Legislature

Minutes of Legislature and its Committees

Proceedings of the Tompkins County Legislature (a.k.a. Board of Representatives, Board of Supervisors)

Reports Placed on File with the Legislature

Resolutions Adopted by the Tompkins County Legislature

Rules of the Legislature

Tompkins County Council of Governments (TCCOG) Agendas and Minutes

DISTRICT ATTORNEY

Case Database

Criminal Case Files

Investigation Files

Legal Brief File

EMERGENCY RESPONSE, DEPARTMENT OF

911/DISPATCH

Address/Phone

Alarm Records

Computer Aided Dispatch (CAD) Incident Records – Police, Fire/Emergency Medical Services **

Phone Call Records

Policy and Procedures

Radio Logs

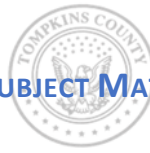
Radio Unit Records

ADMINISTRATION

911 Surcharge Information

Accounts Payable

Budget



Emergency Response Oversight Committee (EROC); Fire Disaster and EMS Advisory Board (FAB);
Tompkins County Comprehensive Emergency Management Group (CEMP) Meeting
Minutes

Emergency Management Plan plus Annexes

Grants

Local Emergency Planning Committee (LEPC) Hazardous Material Filings

New York State Training – Fire/Emergency Medical Services (EMS)/National Incident
Management Systems (NIMS)

Personnel Records

Revenue

Training Records as These Pertain to the Local Administration of State and Federal Training
Programs

Mass Notification System (Swift911)

***Computer Aided Dispatch Records and Telephone Listings are Subject to Confidential
Agreements and Confidential Medical or Criminal Investigative Prohibitions*

FACILITIES DEPARTMENT

Applications

Asbestos & Lead Testing Reports

Budgets

Building Cost Allocation Reports

Building Drawings

Building Files

Building Leases

Building Operations and Maintenance Manuals

Building Permits

Building Specifications

Capital Project Files

Certificates of Occupancy

Computerized Maintenance Management System (CMMS)

Construction Contracts

Consultant Contracts

Consultant Requests for Proposals/Qualifications

Contractor's Certified Payroll

Contracts

Energy Management System (Metasys)

Finance Reports

General Correspondence

Indoor Air Quality Files

Job Costing Reports (Timberline)

Life/Safety Reports

Master Forms/Time Sheets/ Payroll Sheets



Meeting Minutes
Notices of Award
Payroll Reports
Personnel Files
Personnel Related Forms
Personnel Time Records
Resolutions
Right-to-Know Files/Material Safety Data Sheets
Staff Meeting Minutes
Test and Inspection Records
Utility Data Files
Vehicles Usage Data
Vendor Contracts
Vendor Files

FINANCE DEPARTMENT

ACCOUNTING DIVISION

Accounts Payable Records
Audited Financial Reports
Bank Statements
Construction Project Claims
Debt Service Register
Journal Entry Documentation
New York State Financial Reports (Annual Update Document-AUD)
Payroll Reports
Payroll Tax Forms
Retirement Records from payroll
Vendor Payment Register

PURCHASING

Bids
Fixed Asset Information
Purchase Orders
Request for Proposals
Request for Quotations
Prevailing Wage Related Certified Payrolls
Vendor Lists

TREASURY

Auction Proceedings
Bail
Bankruptcy Filings for Taxes
Certificate of Residency Applications



Collateral Reports
Court and Trust Reports
Foreclosure Filings
Investment Reports
List of Delinquent Taxes
Receipt Documentation
Receipt Registers
Returned Paid Tax Bills
Returned Tax Rolls
Room Tax Collection and Reports
Unpaid Tax Inventory

HIGHWAY DEPARTMENT

Consultant Contracts
Contractor List of Sub-Contractors and Suppliers
Financial Reports
Approved Submittals and Shop Drawings
Construction Contracts
Construction Permitting Records
Daily and Final Inspection Reports
Project Correspondence
Notices of Award
Project Schedules
Consultant Letters of Interest and Requests for Proposals
Consultant Pay Rate Schedules
Design Projects Status

HUMAN RESOURCES, DEPARTMENT OF

AVAILABLE TO THE PUBLIC:

Affirmative Action Plan and Reports
Collective Bargaining Agreements – final ratified versions
Continuing Staff Education, Training, and Development Files (with confidential information redacted)
Department's Organizational Chart
Civil Service Records including:
Employee Roster Records (with confidential information redacted)
Equal Employment Opportunity Reports
Eligible List Records – including canvasses, responses, certifications and appointments
Examination Postings
Job Classification Records – classification and reclassification



Petitions to the New York State Department of Civil Service for approval of changes to the Rules or Appendices
Position Control Records
Preferred lists (with confidential information redacted)
Seniority Rosters (with confidential information redacted)
Vacant Position Postings – including requests to post.
New-hire Checklist and Attestation form (with confidential information redacted)
Payroll Certification Files (with confidential information redacted)
Position records
Salary schedules – final ratified versions and/or revised versions
Unemployment Insurance Records (with confidential information redacted)

CONFIDENTIAL RECORDS: *

Applications for employment and associated documentation
Bargaining Unit Contract Files
Civil Service Records including:
 Reports of Personnel Change forms (MSD-428a)
 Employee Transfer Records
 Employee Injury Record
 Employee Medical Records
 Health and Life Insurance Records
 Individual Personnel Files and Records
 Investigative Records and Disciplinary Proceedings
 Labor Management Meeting Records
 Public Employee Contract Negotiations Records
 Public Employee Grievance Records
 Qualifying medical, physical fitness, and agility examination reports
 Recruitment, hiring, interview and selection records

**The confidentiality of records requested is to be determined on an as-needed basis by the Commissioner of Personnel and County Attorney. Depending on information requested redacted records may be provided. The law does not require us to create or provide a record or report that does not exist.*

**HUMAN RIGHTS, OFFICE OF
ADMINISTRATIVE RECORDS**

Budget and Financial Records
Contractual Expenditures
Education and Community Service
Internship and Externship File
Office Equipment
Procedure Manuals

CONFIDENTIAL RECORDS



Human Rights Case Files/Investigations
Human Rights Intake Logs
Personnel Files

INFORMATION TECHNOLOGY SERVICES (ITS)

Budget and Annual Accounting
Computer Management and Inventory Details
Contracts
Contractual Expenditures
Correspondence: Incoming, Outgoing, Memorandums
Data Network Documentation
E-mail
Geographic Information Systems (GIS) Mapping Data
Software Maintenance Records & Project Based Files
Information Technology Services (ITS) Personnel Files
Internet Statistics
Telephone Records
Web-Sites

MENTAL HEALTH DEPARTMENT

Agendas and Minutes of: The Tompkins County Community Services Board; Tompkins County Mental Health Sub-Committee; Tompkins County Developmental Disabilities Sub-Committee; Tompkins County Alcohol/Substance Abuse Sub-Committee
Consolidated Fiscal Reports for: New York State Office of Mental Health; Office of People with Developmental Disabilities; and, the Office of Alcoholism and Substance Abuse.
Contracts with Individual Agencies
Correspondence
Plans
Policy and Procedures

PLANNING AND SUSTAINABILITY, DEPARTMENT OF

ADMINISTRATION

Annual Report
Annual Work Program
Budget Preparation
Departmental Policies
Library – Planning Department
Office Administration
Website

CLIMATE CHANGE ADAPTATION AND HAZARD MITIGATION

Resiliency and Recovery Plan
Hazard Mitigation and Climate Adaptation Plan
Ludlowville Flood Mitigation Project
Ludlowville Stream Stabilization
Pipeline Safety
Virgil Creek Dryden Dry Dam

COMPREHENSIVE PLAN

Comprehensive Plan Review 2019
Comprehensive Plan Update 2015
County Comprehensive Plan 2004
Comprehensive Plan Measures and Indicators of Success
Land Use and Preservation Tracking
Vital Communities Initiative

CONSERVATION PLANNING

Abandoned Landfills
Agricultural Districts
Agriculture and Farmland Protection Plan
Annual Monitoring of Easements and Agreements
Aquifer Study Program
Capital Reserve Fund for Natural, Scenic, and Recreational Resource Protection
Cayuga Lake Monitoring Plan Conservation Strategy
County Flood Hazard Mitigation Program
Finger Lakes Trail Planning and Signage
Natural Infrastructure Program
Habitat Connectivity Strategy
Hydrologically Sensitive Areas
Land Policy Administration
Natural Resources Inventory
New York State Open Space Plan
Priority Water Bodies List
Protected Open Space
Purchase of Agricultural Development Rights
Scenic Resources Inventory
Snowmobile Trail Grants
Stormwater Management
Stream Corridor Protection Program
Stream Corridor Public Information
Unique Natural Areas Inventory
Water Quality Monitoring
Wetlands

Wetlands Maps

COUNTY GOVERNMENT PLANNING AND SUPPORT

Addressing Policy
Airport Industrial Park
County Forest Management
County Land Inventory
Downtown Office Plan
Fleet Management
Foreclosure
Gas Drilling SEQR Review
Health Department Facility
Old Library
Public Safety Communications System
SEQRA Policy
Space Needs Study (2004-2005)
Stormwater Permits
Tompkins County Space Use
Twenty Year Capital Plan

DEMOGRAPHIC DATA

American Community Survey
Census 2000
Census 2010
City Housing Units
Proposed Housing Projects

DEVELOPMENT FOCUS AREAS

Commercial Center Revitalization
Development Focus Area Strategy
Development Focus Areas Planning Fund
Historic Preservation
New York State Department of Transportation Maintenance Facility Relocation Study
New York State Department of Transportation Maintenance Facility Site – Old Files
Northside Waterfront Circulation Plan
Route 13 Corridor Management Plan
Route 96 Corridor Management Plan
Sale or Lease of Biggs Property
Walkability Studies
Water and Sewer Study

ECONOMIC DEVELOPMENT

Cayuga Lake Scenic Byway
Economic Development Loan Program



Economic Development Revolving Loan Fund
Empire Zone
Rural Small Business Loan Program
Southern Tier Region Rural Initiative Venture Fund

ENERGY AND GREENHOUSE GAS EMISSIONS

2020 Energy Strategy
Airport Microgrid
Business Energy Advisor Program
County Energy Use
Electric Vehicles
Energy and Economic Development
Energy Focus Areas
Energy Fund
Energy Roadmap
Energy Smart Community
Energy Upgrade Financing Initiatives
Environmental Protection Agency EcoVillage at Ithaca Climate Showcase Communities
Get Your GreenBack Tompkins
Greenhouse Gas Inventories
Industrial Development Agency Tax Incentives for Energy Efficiency and Renewables
Ithaca 2030 District
Medium-Scale Wind Site Feasibility Project
Property Assessed Clean Energy (PACE)
Residential Energy Score Project
Smart Energy Policy Initiative
Solar Tompkins
West Hill District Energy

HOUSING

Affordable Housing
Affordable Housing Needs Assessment 2006
Annual Housing Report
Community Housing Development Fund
Fair Housing
Healthy Homes – Community Development Block Grant
HOME Grant Information
Homeownership Program – Community Development Block Grant
Housing Needs Assessment 2016
Housing Strategy
Housing Summit 2016
HUD and NYS Community Development Block Grant Program Income/Infill Analysis
Municipal Housing Affordability Grant Program
Surveys: In-Commuter Survey; Pre-Retirement Survey; Renter Survey



Subsidized Housing Units

LOCAL GOVERNMENT

Comprehensive Plans
Development Reviews
Local Waterfront Revitalization Program
New York State Council on the Arts Waterfront Project
Town and Village Parks and Trails Grants
Town of Caroline Comprehensive Plan Assistance
Town of Caroline Development Ordinance
Town of Caroline Natural Resource Inventory Maps
Town of Danby Comprehensive Plan
Town of Danby Comprehensive Plan Implementation
Town of Danby Mapping Project
Town of Enfield Technical Assistance
Town of Lansing Zoning Ordinance
Town of Newfield Comprehensive Plan
Town of Ulysses Comprehensive Plan
Town of Ulysses Conservation Mapping
Town of Ulysses Zoning
Trainings for Municipal Officials
Village of Dryden Zoning
Village of Lansing Comprehensive Plan
Village of Lansing Greenway Plan Update
Village of Lansing Small Area Plan
Village of Trumansburg Comprehensive Plan
Village of Trumansburg Zoning Ordinance 2008

MAPPING AND IMAGERY

Land Use Land Cover
Photos and Images
Project Map Atlas

SUSTAINABILITY

Building Energy Record Management
Clean Energy Community
Cleaner Greener Southern Tier
Climate Smart Communities
Downtown Sustainability Center
Green Building Policy
Green Fleet Program Development
Regional Sustainability Implementation Grants
Sustainability Internship Program

TOURISM

Agriculinary Tourism
Campus-Community
Cayuga Lake Blueway Trail
Conference Center
Grant System Assessment and Upgrade
Hotel Room Tax Policy Review
Partner Award Program
Priority Trails Strategy
Program Evaluation Tools
Strategic Tourism Plan
Tompkins Center for History and Culture
Tourism Grants
Tourism Marketing
Tourism Product Development
Tourism Program Communications Plan

TRANSPORTATION

Airport
Brown Road Intersection
County Highway Design Standards
Route 13 Dryden Traffic Study
Trails

BOARDS AND COMMITTEES

Community Housing Development Fund Program Oversight and Applications Review
Committees
County Sustainability Team
Housing Strategy Partners
Tompkins County Agriculture and Farmland Protection Board
Tompkins County Conservation Partners
Tompkins County Council of Governments Gas Drilling Task Force
Tompkins County Energy Task Force
Tompkins County Environmental Management Council
Tompkins County Homeownership Oversight Committee
Tompkins County Planning Advisory Board
Tompkins County Planning Committee Support (2011-2013)
Tompkins County Strategic Tourism Planning Board
Tompkins County Water Resources Council

PUBLIC HEALTH DEPARTMENT

ADMINISTRATION

Annual Reports

Answering Service Messages and Logs - Some Pieces are Confidential
Birth and Death Certificates – *Restricted access by law*
Board of Health Minutes and By-laws
Burial Transit Permits
Contracts
Correspondence
Cost Reports–Certified Home Health Agency (CHHA) Medicaid and Medicare
Financial Documents – Including Payables, Receivables, Budget, Grant Claims
Incident Reports – Confidential
Medical Examiner Death Investigations and Autopsy Reports - Confidential
New York State Codes, Rules and Regulations (Title 10)
Operating Certificates
Payroll Reports (various generated by Payroll sent to Dept)
Performance Reviews - Confidential
Personnel Files – Confidential
Policies and Procedures
Public Health Preparedness Plans - Some pieces are confidential
Public Health Law
Public Information and Education
Reference Materials
State Aid Application and Claims
Training Records
Vehicle Maintenance and Purchase Records

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.

CHILDREN WITH SPECIAL CARE NEEDS DIVISION

Advisory Council Minutes
Billing Records
Client Records - Confidential
Correspondence
Department Policies
Financial Records
Interagency Memoranda of Understanding (MOU)
Interdepartmental Memoranda of Understanding (MOU)
Medicaid/Insurance Billing Records
Performance Appraisals
Program Budgets
Program Expenses
Program Policies/Procedures
Program Projects



Program Records
 Program Reference Files
 Program Reports
 Program Service Providers/Agencies Contracts
 Program Surveys
 Program Team Minutes
 Service Provider Minutes
 Software Contracts
 Staff Meeting Minutes
 State and Federal Program Guidance Documents
 State and Federal Program Memos
 State and Federal Program Regulations
 State Claims
 Transportation Contracts

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.

DIVISION FOR COMMUNITY HEALTH

COMMUNITY HEALTH SERVICES – CONFIDENTIAL

All Client Records
 Quality Improvement Record Reviews
 Client and Clinic Satisfaction Surveys
 Client Care Coordination Correspondence
 Confidential After-Hour Contact Information for Staff, Health Providers and New York State Department of Health (NYSDOH)
 Confidential Contact, Location and Content Information in Policy Manuals
 Personnel Correspondence

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.

COMMUNITY HEALTH SERVICES - GENERAL

Bioterrorism & Emergency Preparedness Policy and Program Manuals
 Blue Cross Blue Shield Community Health Improvement Grant
 Childhood Lead Poisoning Prevention Policy and Program Manuals
 Communicable Disease Policy and Program Manuals
 Computer Billing and Clinical Documentation Manuals
 Diagnostic and Treatment Policy and Program Manuals
 Human Immunodeficiency Virus (HIV) Anonymous Counseling and Testing Policy and Program Manuals



Immunization Policy and Program Manuals
 Insurance Billing Procedures
 Lead Poisoning Prevention Program Grant
 Maternal Child and Community Health Services Quality Improvement Policy and Program Manuals
 Medicaid Obstetrical and Maternal Services (MOMS) Policy and Program Manuals
 Immunization Action Program Grants
 Rolodex of Local and Regional Schools, Day-Care Providers, Hospitals and Health Providers
 SafeCare Program Reports
 Summary Program Activity Reports
 Summary Program and Quality Improvement Reports and Minutes
 Summary Program Reports for Human Immunodeficiency Virus (HIV) Anonymous Counseling and Testing, Lead Poisoning
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.

COMMUNITY HEALTH SERVICES - CONFIDENTIAL

Bioterrorism and Emergency Preparedness Plans Containing Confidential Contact, Location and Contact Information
 Client Care Coordination Correspondence
 Computer Software Request for Proposal Correspondence
 Confidential After-Hour Contact Information for Staff, Health Providers and New York State Department of Health (NYSDOH)
 Confidential Contact, Location and Content Information in Policy Manuals
 Confidential Contractor Correspondence
 Personnel Correspondence
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.

DIVISION for COMMUNITY HEALTH - GENERAL

Blood-borne Pathogen Policy Manual
 Division Orientation Manual
 Division Policy Manual
 Division Program Calendars
 Community Health Quality Improvement Committee Minutes
 Mandatory Training Records
 Professional Advisory Committee Minutes – Certified Home Health (Agency closed 11/14/2012 – maintain records 10 yrs until 11/14/2022)
 Safety and Health Policies



State Aid Nursing Reports
State and Federal Regulation Information
Training Manuals

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.

HEALTH PROMOTION PROGRAM - CONFIDENTIAL

Confidential After-Hour Contact Information for Staff, Media Sources and New York State Department of Health (NYSDOH)
Program Participant Information
Personnel Correspondence

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.

HEALTH PROMOTION PROGRAM - GENERAL

Community Health Assessment (CHA) and Community Health Improvement Plan (CHIP)
Health Education and Emergency Preparedness Training Information
Health Promotion Program Reports and Minutes, Board of Health Reports
Municipal Public Health Services Plan
Resource Information (books, videos, etc.) on Health Promotion and Prevention
Resource Information for Community Health Assessment and CHIP
Resource Information for Public Information Officer
Summary Program Reports and Meeting Minutes for Asthma, Diabetes Prevention Coalition, Healthy Neighborhoods Program, Tobacco Control Program
Grants: Emerging Leaders in Public Health, Healthy Neighborhoods Program, Advancing Tobacco Free Communities

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.

HOME HEALTH CARE - CERTIFIED AGENCY (Agency closed 11/14/2012 – maintain records 10 yrs until 11/14/2022)

**CONFIDENTIAL**

Adverse Event Reports

Quality Improvements Record Reviews

Client Records

Outcome Based Quality Improvements (OBQI) Tally Reports

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.

GENERAL (Agency closed 11/14/2012 – maintain records 10 yrs until 11/14/2022)

Account Receivable Summary Reports

End of Month and Year Summary Reports

Home Health Care Quality Reports

Outcome Based Quality Improvement (OBQI) Summary Reports

Summary Program and Quality Improvement Reports and Minutes

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.

OCCUPATIONAL HEALTH AND SAFETY

Annual Exposure Records

Hearing Tests - Confidential

Indoor Air Quality (IAQ) Tests and Audits

Injury and Illnesses Logs for 5 Years - Confidential

Safety Data Sheets (SDS)

Occupational Safety and Health Administration (OSHA) Training Documentation

Public Employee Safety and Health (PEOSH) Consultations

Public Employee Safety and Health (PEOSH) Inspections

Respirator Fit Tests

Respirator Physical Clearance Forms - Confidential

Safety Committee Minutes

Safety Policies

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.

WOMEN INFANTS AND CHILDREN (WIC)

**GENERAL**

Local Agency Women Infants Children (WIC) Policy Manual

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.

Program Meeting Minutes

Summary Program Reports

Women Infants Children (WIC) Administrative Directives

Women Infants Children (WIC) Communiqués

Women Infants Children (WIC) Informational Notices

Women Infants Children (WIC) Policy Manuals

Women Infants Children (WIC) Program Training Manuals

Women Infants Children (WIC) Systems Training Manuals

CONFIDENTIAL

Check Records

Confidential Contact, Location and Content Information in Policy Manuals

Participant Records

Personnel Correspondence

Vendor Complaint Log

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.

DIVISION OF ENVIRONMENTAL HEALTH**AIR POLLUTION**

Correspondence

Forms, Procedures, and Bulletins

Investigations

Permits and Inspections

State and Local Laws

Surveys

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.

BATHING AND SWIMMING

Correspondence

Forms, Procedures, and Bulletins



Inspections

Permitted Facilities

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.

CHILDHOOD LEAD POISONING PREVENTION

Environmental Investigations

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.

CHILDREN'S CAMPS, CAMPGROUNDS, HOTELS/MOTELS/TEMP RESIDENCES, MASS GATHERINGS

Correspondence

Forms, Procedures, and Bulletins

Inspections

Permitted Facilities

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.

FAIRGROUNDS

Correspondence

Forms, Procedures, and Bulletins

Inspections

Permitted Facilities

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.

FIELD MEMOS, STATE ENVIRONMENTAL QUALITY REVIEW (SEQR), COMPLAINTS, MISC-FOOD

Alerts and Recalls

Complaints and Investigations

Correspondence

Forms, Procedures, and Bulletins

Inspections



Legal

Permitted and Proposed Facilities

Temporary Permits, Festivals and Events

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.

FIELD MEMOS, STATE ENVIRONMENTAL QUALITY REVIEW (SEQR), COMPLAINTS MISCGARBAGE REFUSE

Community and Private Dumps

Correspondence

Forms, Procedures, and Bulletins

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.

FIELD MEMOS, STATE ENVIRONMENTAL QUALITY REVIEW (SEQR), COMPLAINTS, MISC- GENERAL

Accident/Illness Reports

Annual Reports

Correspondence

Fees and Budgets

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.

GENERAL REFERENCE MATERIAL

Forms, Procedures, and Bulletins

Nuisances and Complaints by Township

Staff Meetings and Notices

State and Local Laws

Time Studies

Training, Operator, and Personnel

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.

**INACTIVE HAZARDOUS WASTE DISPOSAL SITES**

Environmental Audit
Forms and Procedures
Site Information
Technical Information

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.

INDUSTRIAL WASTES AND SEPTIC TANK PUMPERS

Correspondence
Forms, Procedures, and Bulletins
General and Septic Tank Pumpers

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.

INSTITUTIONS

Correspondence
Forms, Procedures, and Bulletins
Permitted Public and Private Institutions (A-Z)

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.

LEGAL

Correspondence
Forms, Procedures, and Bulletins
Hearings
Tompkins County Sanitary Code

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.

MOBILE HOME PARKS

Forms and Procedures
Inspections
Permitted Facilities



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.

RABIES

Animal Disease Correspondence and Memos

Correspondence

Dog Vaccination Program

Forms, Procedures, and Bulletins

Investigations

Rabies Exposure Reports - Confidential

Rabies Specimen History Reports

State Monthly Reports

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.

RADIOLOGICAL HEALTH AND ENVIRONMENTAL PROTECTION

Correspondence

Forms, Procedures, and Bulletins

Ground Waters Inspections

Oil and Hazardous Waste Spills Permits and General

Radiation Safety

Radioactive Materials

State and Local Law

State Pollutant Discharge Elimination System (SPDES) Permits and Notices

State Reports

Studies

Technical Information

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.

REALTY SUBDIVISIONS

Correspondence

Fee Records

Forms, Procedures, and Bulletins

Subdivisions Proposed and Approved

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.

SCHOOLS

Correspondence

Forms, Procedures, and Bulletins

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.

SEWAGE

Applications Construction Permits – Pre-and Post-Construction

Correspondence

Expired Construction

Forms, Procedures, and Bulletins

Technical Information

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.

TOBACCO CONTROL AND CLEAN INDOOR AIR ACT

Complaints

Correspondence

Forms, Procedures, and Bulletins

Inspections

Permitted Facilities

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.

WATER

Annual Inspection and Water Analysis Reports

Cooling Towers/Legionella

Correspondence

Forms, Procedures, and Bulletins

Ground Water under Direct Influence of Surface Water (GWUDI) Information and Testing

Monthly and Quarterly Reports

Operator Qualifications



Public Water Supplies

Sanitary Survey's

State and Local Law

Studies

Unclassified by Township

Violations and Notifications

Water Supply Contaminates

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.

WATER AND SEWER PROJECTS

Correspondence

Forms, Procedures, and Bulletins

Townships, Villages, and Cities

WATER AND SEWER PROJECTS

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.

WATER FLUORIDATION

Correspondence

Fluorides

Forms, Procedures, and Bulletins

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.

WATER POLLUTION

Correspondence

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.

WEST NILE VIRUS AND NEIGHBORHOOD NOTIFICATION LAW

Code Information

General Correspondence

Procedural Information
Surveillance and Sampling Records
Technical Information

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.

PROBATION AND COMMUNITY JUSTICE DEPARTMENT

Annual Budget
Annual Program Plan
Annual Report
Application for State Aid
County Compliance
Departmental Administrative Policies and Procedures
Equipment Warrantees
Incident/Accident Reports
Intern and Volunteer Name and Date of Service
Statistics: Criminal and Family Court and Annual Financial
Vehicle Maintenance and Purchase
Vendor Contracts

CLIENT RECORDS (None Public)

Criminal Court Community Service
Criminal Court Financial Obligations
Criminal Court Investigations
Criminal Court Pretrial Investigations
Criminal Court Quarterly Sex Offender Registry Act Address Verification Report
Criminal Court Release Under Supervision
Criminal Court Supervisions
Database-Master Summary Record
Diversions (ended)
Family Court Adjournments in Contemplation of Dismissal
Family Court Community Service
Family Court Financial Obligations
Family Court Intake
Family Court Investigations
Family Court Supervisions

**Client records include date and reason for case opening, date and reason for case closing; identifying numbers, if any; Name, DOB, Gender, Race, Ethnic Origin, if known;*

investigation and recommendation, if court ordered investigation; Violation of Supervision and outcome, if any; periodic summaries, initial supervision plans, risk/needs assessment, differential classification if supervision

FINANCIAL COLLECTIONS (all except press releases are non-public)

Bank Statements
Court Order
Court Summaries
Database of Restitution Fine Orders and Outcomes
Disbursements
Fee assessments
Press release for unfound beneficiaries
Receipts
Spreadsheet of Financial Judgments

MANDATED TRAINING, ET AL

Blood Born Pathogen
First Aid and CPR for staff operating Community Service program
Jail Orientation, including Prison Rape Elimination Act
Right to Know
Security Guard
Sexual Harassment Training
Work Place Violence

RECYCLING AND MATERIALS MANAGEMENT

Annual Reports
Contracts
Department of Environmental Conservation
Disposal
Education Materials
Facility Permits
Flow Control
Food Scraps Recycling
Grants
Licensed Haulers
Household Hazardous Waste (HHW)
Local Laws
Old Landfills
Out of County Transfer/Waste
RecycleTompkins.org
Recycling
Recycling and Solid Waste Center
Solid Waste Annual Fee
Solid Waste Management Plan

Trash Tags
Waste Reduction

SHERIFF'S OFFICE/JAIL

PUBLIC ACCESS

Budgets-Final: Revenues and Expenses
Plans and Proposals-Final
Program Activities
Contracts/M.O.U. s
General
Inter-Departmental, Inter-Agency

NO ACCESS- SUBJECT TO F.O.I.L.

Staff Policies-Except Those Related to Strategies for Criminal Investigations or the Safety and Security of Employees or Inmates.
Program policies
Staff Memos, Unless Related to Personnel Matters, Information Relative to an Ongoing Investigation or Officer Safety Issue
All Personnel Files of Any Employee
Any Form List, Index Ledger or Record That Could Result in an Invasion of Privacy of Any Person
Any Proposed Contract for Services
Correspondence between Employee and Subject Involving Law Enforcement Matters
Investigative Files, Case Notes, Records, Financial Payments of Records or Specific Court Records Relating to Victims, Suspects, Defendants or Persons of Interest

CORRESPONDENCE

General
Inter-Agency, Inter-Departmental
Inmate Information- As Allowed by Law
Laws, Regulations and Rules- County, State and Federal (As they pertain to our agency)
Accreditation Files
Published Reports, Projects and Reference Files
Roster Records of Employees Showing Title and Wages
Accident and Arrest Subject to Restriction, Such as; Mental Health and Juvenile

SOCIAL SERVICES, DEPARTMENT OF

LIMITED ACCESS FILES

Some of the information listed below may be released upon written authorization from the client or employees. Access to certain files/records may be limited by state or federal laws

All Personnel Files 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 and 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

OPEN ACCESS FILES

Budgets
Contracts/Memoranda of Understanding: Interdepartmental, Inter-Agency; General; Staff Memos (Unless They Are Related to Personnel Matters, Clients or Other Information Classified as Limited Access Files)
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; Fleet Reservation Log; Conference Room Reservation Log
Plans
Program Policies

VETERAN'S SERVICES AGENCY

Separation Papers/DD214s

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.

WORKFORCE DEVELOPMENT

EMPLOYMENT AND TRAINING

Agreements/Contracts/Leases/Sub-Contracts and Funding
All Financial Reports for all Funding Sources
Business and Partner Agency Information
Case Management Documentation (Confidential)
Correspondence
Employee and Participant Payroll Information
Employee Personnel Files (Confidential)
Grant Requests and Grant Awards
Local and National Job Market Information
Local Services
National Association of Workforce Board (NAWB) Conference Materials



One Stop Center Related Board Resolutions
Program Participant Files
Proposals
Regional New York Association of Trainees and Employment Professionals (NYATEP) Conference
Materials
Statistics and Research
Training Topic Files
Workforce Investment Board (WIB) Sub-Committee (Youth Employment Council) Minutes and
Records
Youth and Adult Training Records

WORKFORCE INVESTMENT BOARD

Agreements/Contracts
All Financial Reports for all Funds
Board Resolutions
Committee and Board Minutes
Correspondence
Leases
Payroll Information
Personnel Files
Proposals
Reports and Petitions
State and Contractor Monitoring Reports

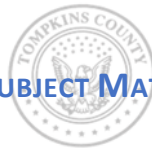
YOUTH SERVICES, DEPARTMENT OF

DEPARTMENT RECORDS

Annual Monitoring Reports for Each Funded Agency Program
Annual reports
Contracts for Each Funded Agency and Municipality
Finance Records Documenting Reimbursable Expenses of Each Funded Program and County
Payment Records
State and County Funding Levels for Agencies and Municipalities Providing Youth
Programs
Tompkins County Youth Services Board Bylaws, Minutes, Attendance Records, and Resumes
and Resource Allocation
Youth Well-being Status Indicators

FEDERALLY REQUIRED RECORDS

Community Coalition for Healthy Youth Federal Drug Prevention Notice of Grant Award, Roster
of Coalition Members and Meeting Minutes
Fiscal Record and Reports and Budget Revisions
Progress Reports
Survey Results Related to 4 Federally Required Core Measures



INTERMUNICIPAL AGREEMENT RECORDS

Bylaws, Rosters, Member Appointment Resolutions, and Meeting Minutes
Cost-Sharing Formula and Annual Contributions and Financial Records of Municipal Payments,
Provider Expenses and Payment Records
Recreation Partnership Agreements

STATE REQUIRED RECORDS

Current Integrated Children and Family Services Plan and Related Records Including Tompkins
County Youth Services Board By-Laws, Rosters with Affiliations, Attendance
Records, Evidence of Monitoring Visits of State Funded Programs, Budgets and Claim
Records for All State Funded
Programs Housed in the Department and at Finance
Office of Children and Family Services Annual Reports
Office of Children and Family Services Applications for State Aid
Office of Children and Family Services Financial Claims and Payment Records
Reports of State Monitoring Visits and Follow-Up Correspondence Related to Compliance or
Corrective Actions
Resource Allocation Plans for Office of Children and Family Services State Aid