



Subject Matter List Pursuant to POL § 87 (FOIL)

The following list describes the records maintained by Ontario County and is current as of March 7, 2019. This list does not imply that all records are available to the public. All government records are subject to the exemptions stipulated in the Freedom of Information Law.

For more information about the FOI Law visit the Committee on Open Government website hosted by the New York State Department of State: <http://www.dos.ny.gov/coog/>

BOARD OF ELECTIONS

Public Records

- Original Voter Registration forms
- Duplicate Voter Registration forms
- Voter change of address of transfer forms
- Voter enrolment change request forms
- Records of challenges to voter registrations
- Campaign financial disclosure statement filings
- Candidate ballot access petitions
- Candidate ballot access caucus certifications
- Record of voters requesting to view caucus certifications or petitions
- Constituted committee by laws
- Elections district maps
- Official canvass of results of past elections
- Absentee applications Record of Court proceedings form previous elections
- Payroll certification sheets
- Invoices, purchases orders and sales receipts
- Copies of contracts for database services
- State and federal grant applications
- Quarterly reports of assets purchased with Federal and State Grant Funds
- Annual report of assets purchased with Federal and State Grant Funds
- Copies of contracts for State and Federal Grants
- Absentee Ballots form previous elections voted, blank or spoiled (2 years)
- Affidavit Ballots from previous elections voted blank or spoiled (2 years)
- Emergency ballots from previous elections voted blank or spoiled (2 Years)
- Court ordered ballots from previous elections voted blank or spoiled (2 Years)
- Mail check cards

BOARD OF SUPERVISORS

Public and Confidential Documents

- Materials pertaining to:
 - Sewer Districts and Extensions
 - Agricultural Districts
 - Capital Improvement Program
 - Local Laws
 - Annual Reports
- Committee Minutes
- Board Resolutions
- Board Proceedings
- Board Correspondence
- Office Procedures Manual
- Agreements/Contracts
- Leases
- Proposals
- Reports, Petitions
- Easements
- Insurance Policies
- Personnel Files

CONFLICT DEFENDER'S OFFICE

Subject	Description	Type
Attorneys	Attorney communications	confidential
Case Information	Case closing forms	confidential
Case Information	Open cases detail summary	confidential
Case Information	Closed cases detail summary	confidential
Case Information	Quarterly Caseload Report – ILS	confidential
Client Information	Confidential Eligibility Form for Family Court and Criminal Court Clients	confidential
Client Information	Court files for individual clients	confidential
Client Information	Ineligible applications	confidential
Client Information	Appeals	confidential
Financial	Audit Claims for assigned attorneys	confidential
Office	Office files: books/subscriptions, Conference/Travel, Payroll, Fax, Memberships, mileage	confidential
Case Information	Open cases type summary	public
Case Information	Closed cases type summary	public
Attorneys	List of attorneys on assigned counsel panel	public
Contracts	Short term and Long term contracts with investigators, court reporters, experts, interpreters	public
Case Information	Annual NYS UCS Report	public
Financial	Attorney Claims Report	public

COUNTY ADMINISTRATOR OFFICE

Public records:

- Budget files
- Service Excellence files
- Committee Minutes/Agenda
- Special Projects/ Capital Projects
- Subject Files
- Department Files
- Campbell Commission
- Shared Services Plan

Confidential Records:

- Confidential marked files
- Grievance files
- Personnel files

COUNTY ATTORNEY'S OFFICE

Confidentiality of records is to be determined as needed in accordance with Section 87 of the Public Officers Law

- Individual case files
- Opinion files
- Opinion File Card Index
- Administrative Files
 - Library
 - Office of Equipment
 - Budget
 - Other contractual expenditures
- Attorney and Paralegal time records
- Databases
 - Case Management System
 - Matter File
 - Time File
 - Tort Claims
 - Contracts
- Procedure Manuals

DEPARTMENT OF SOCIAL SERVICES

Public Access Records:

- Staff Policies
- Program Policy
- Minutes:
 - Legislative committee minutes
 - Staff meeting minutes
 - Any other meeting excluding those involving personnel matters relating to an employee of the county
- Budgets-Final
- Plans and Proposals- Final
- Correspondence (the following may be restricted –see limited access)
 - General
 - Inter-agency, inter-departmental
- Contracts/ Memorandums of Understanding
 - Interdepartmental, interagency
 - General
 - Program activities
 - Staff memos, unless same are related to personnel matters, clients or other information classified as Limited Access
- Expenses
 - Program expenses
 - All expenses which are audited
- Logs
 - Telephone
 - Visitors
 - Travel
- Laws-County, State, Federal
- Rules and Regulations –county, State, Federal
- Directives
 - Staff
 - Program
- Other
 - Roster records of all employees showing job title and gross salary/wage
 - Any records showing a final vote of any member of an advisory body/committee to an office or department
 - Published reports, maps, projects and reference files

Listing of Limited Access Files

- Correspondence between a client or individual involving county business, unless all information relates to public records
- Counseling files, case, notes, records, financial payments or records, petitions or specific court records relating to client
- All personnel files of any employee
- Any form, list, index, ledger or records that could result in an invasion of privacy for any individual or client
- Any proposed contract for services
- Any policy, procedure, rule or regulation that would endanger life and safety of any employee or client

DEPARTMENT OF SOCIAL SERVICES, continued

Statistical Tabulation: means a collection or orderly presentation of numerical data logically arranged in columns and rows or graphically

Factual Tabulation: means a collection of statements of objective information logically arranged and reflecting objective reality actual existence or actual occurrence. NOTE: Opinions, policy options and recommendations do not constitute statistical or factual tabulations.

COUNTY CLERK'S OFFICE

Public Records

- Deed and Mortgage Documents
- City Tax Certificates
- Supremes and County Court
 - Judgments
 - Civil Actions
 - Criminal Files(matrimonial confidential)
 - Criminal files (except sealed files)
 - Orders
 - Separation Agreements(Confidential)
 - Monies paid to Court
 - Lis Pendens
- Lower Court Judgment Transcripts
- Incompetent Proceedings
- Autopsy reports (confidential)
- Liens:
 - Hospital
 - Crime Victim
 - Mechanics
 - Public Welfare
- Federal Tax
- Common Charges
- Building Loan
- Environmental
- Uniform Commercial Code (UCC)
- Notary Public Records (confidential)
- Oaths of Office
- Certificates of Incorporation
- Assumed Business Names (DBA)
- Miscellaneous Records
- Pistol Permits (confidential)
- Conservation Sporting Licenses
- Freshwater Wetland Maps
- Survey, Sub-division and Appropriation Maps
- Small Claims Assessment Review
- Wage Assignments
- Veterans Discharge

General Office Records

- Departmental Financial Reports
 - Budget worksheets/reports
 - Expense/revenue reports
 - Documentation of purchases
- Internal/external correspondence
- Internal work flow documentation
- County Procedures/Policies
- Employee records (confidential)

County Clerk - Motor Vehicle Bureau

General Office Records

- Departmental Financial Reports
 - Budget worksheets/reports
 - Expense/revenue reports
 - Documentation of purchases
 - Payroll records/Certifications
- Internal/external correspondence
- Internal work flow documentation
- County Procedures/Policies
- Production and Statistical reports

DISTRICT ATTORNEY OFFICE

All material in the District Attorney's Office, with the exception of the payroll information, is of a confidential nature and not available to the public for inspection.

- Felony and misdemeanor case files
- Personnel files-payroll information
- Budget information
- Miscellaneous correspondence
- Indictments and related pleadings
- Fugitive from justice and warrant files
- Wiretap information
- Appeal files
- Transcripts of Court proceedings
- Digital records of closed matters
- STOP-DWI information

EMERGENCY MANAGEMENT

Public Records

- County Fire Department information
- Fire Correspondence
- VFBL Injuries
- County and State Fire Training Programs
- EMS Correspondence NYS EMS Training Programs
- Emergency Management Correspondence
- Disaster Plans
- Local Emergency Planning Committee (LEPC) information, reports and correspondence
- Correspondence from other County offices
- Public information and education
- Information from other Counties
- Participating Agency Information

Confidential Records

- Fire Investigation reports
- Personnel Files

FINANCE

Public Records

- Annual Update Document
- Audited Financial Statements
- Audited Federal Single Audit
- Audited State Single Audit
- Budget by line item detail and justifications
- Capital Project Info
- Constitutional Tax Limit Report
- Continuing Disclosure Filing
- Debt schedules
- Financial Reports for all Funds
- Fixed Assets Information
- Indirect Cost Allocation documents
- Priority Services Agreement documentation
- Sales Tax Distribution Information
- Sewer Billings
- Tobacco Asset Securitization Corporation records

Confidential Records

- 1099 Tax Documents
- Audited Accounts Payable Claims
- Internal Audits
- Bank Statements and Correspondence
- Budget Transfers
- Cancelled Checks
- Check Registers for All Banks
- Check Registers for Social Services
- Journal Entries
- Payroll Information
- Trust and Agency record

HUMAN RESOURCES

Public Records

- All examinations announcements issued to fill vacant positions in the County, its Towns, its Villages, its School District, and its special districts, the City of Canandaigua, the City of Geneva, the Board of Cooperative Education Services and the Finger Lakes Community College.
- Position specifications adopted by the Director of Human Resources
- All Eligible Lists and Certifications established by the Director of Human Resources
- The Ontario County Civil Service Rules adopted in accordance with the State Civil Service Law
- All salaries adopted by the legislative bodies involved—the County, Finger Lakes Community College, the Town and Villages, the City of Canandaigua, the City of Geneva, the School Districts, and the Board of Cooperative Educational Services
- Roster Card for every Ontario County Civil Service position
- Report of Personnel change forms for every Ontario County Position

Confidential Records

- Documents concerning personnel and confidential information, though available to the individual they refer to, are not available to the general public. These files contain extremely confidential character data
- Work in process or in a state of incompleteness is not considered a document, record or file
- Material specifically developed for management for collective negotiations with recognized bargaining units
- All applications for employment or competition in an examination, These documents contain a variety of information that is personal and confidential in nature such as age, employment history, conviction records, physical or medical disabilities, veterans' status, etc
- The examination material used in any examination

MENTAL HEALTH

Public Records

- Community Services Board minutes and agendas
- Contracts with Agencies and Individual Providers
- Inventory Statements
- Insurance Credentialing Records
- Clinic Licensure Records
- Local Government Plans

Confidential Records

- Clinical records (Protected by HIPAA)
- Personnel Records

OFFICE OF ECONOMIC DEVELOPMENT (OED)

Public Records

- IDA Closing Books for all projects until termination of projects
- IDA Files/correspondence of all projects until termination of projects
- IDA Minutes from 1996 to current
- IDA Annual Financial reports from 1994-2007
- EDC, LDC Minutes from 2010 to current
- RLF minutes from 1989-2010
- EDC and RLF closing books until loan is closed or terminated
- EDC and RLF files/correspondence of loan project until closed/terminated
- IDA, EDC, RLF and OED current and previous year bank records including A/P and A/R
- Airport Administration

OFFICE OF ECONOMIC DEVELOPMENT (OED), continued

Public Records, continued

- Airport Grant documents
- Ineligible prospects for IDA projects or EDC loans
- PARIS reports for 2010-
- EDA, LDC, EDC Audit reports- IDA is 2007 to current EDC from 2010 to current

Confidential Records

- Financial statements- personal and corporate
- Business plans

OFFICE OF THE AGING

Public Records

- Advisory Council Files
- Annual Plan
- Annual Reports
- Budget
- CAARS Report
- Civil Service Lists
- HIPAA Information
- Login/Out sheets
- Letters of Support
- Correspondence –Various
- NEWS Articles
- NGA's Grants
- NYSOFA Memo's
- OFA Programs
- OFA Staff minutes
- Annual Implementation Plan Abstract
- Policies
- Public Hearing
- Nutrition Files
- Point of Entry System
- Satisfaction Surveys SALT Council Minutes
- Senior Newsbeat
- Financial Records
- Sr. Citizen of Year Nominations
- Various Committee Minutes

Confidential Records

- Accident reports
- Archives Lists
- Contracts
- Donations
- Emergency Employee Information
- Personnel Files
- Performance Appraisals
- Payroll Records
- Client Files

OFFICE OF THE SHERIFF

Public Records

- Staff Policies-except those related to covert strategies for criminal investigations
- Program Policies
- Minutes
 - Legislative Committee Minutes
 - Staff Meeting Minutes
 - Any other meeting, excluding those involving personnel matters or information about an ongoing criminal investigations
- Budget-Final
- Plans and Proposals- Final
- Correspondence, including email (the following may be restricted –See limited access)
 - General
 - Interagency, inter-departmental
- Contracts/ Memorandums of Understanding
 - Inter-departmental, inter agency
 - General
 - Program activities

OFFICE OF THE SHERIFF, continued

Public Records, continued

- Staff memos unless related to personnel matters of information relative to an ongoing criminal investigation
- Expenses
 - Program expenses
 - All expenses that audited
- Logs-Manual and electronic-except those relating to the 911 center- an ongoing criminal investigation and personnel matters
- Laws-County, State, Federal
- Rules and Regulations-County, State, Federal
- Directives
- Staff-except those related to personnel matters or information about an ongoing criminal investigations
- Programs – Same as above
- Reports
 - Accident
 - Arrest –adult except mental health
- Other
 - Roster records of all employees showing job title and gross salary/wage
 - Accreditation files except those that may include records listed below
 - Any record showing final vote of any member of an advisory body/committee to an office or department
 - Published reports, maps projects and reference files

Listing of Limited Access Files

- Correspondence between employee and subject involving law enforcement matters unless all information related to public records
- Investigative files, case notes, records financial payments of records or specific court records relating to a victim, suspect, defendant, victim or person of interest including those relating to juveniles and juveniles proceedings
- 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
- Any policy, procedure rule or regulation that would endanger life and safety of any person or any that may be under development or proposed
- Accreditation Files and related documentation and that which may be subject to limited access as outlined above
- Statistical Tabulation- means a collection or orderly presentation of numerical data logically arranged in columns and rows or graphically
- Factual Tabulation means a collection of statements of objective information logically arranged and reflecting objective reality actual existence or actual occurrence. NOTE: Opinions, policy options and recommendations do not constitute statistical or factual tabulations.

*For some of the items listed above, information may be released upon written authorization

PROBATION/ATI

Public Records

- Financial records-data concerning bank transactions, budget preparations, fiscal reports for reimbursement for division of Probation
- Rules and Regulations –various state, County, Division and Department of rules and regulations governing the operation of the Department
- Annual reports
- Staff meetings minutes and bulletins

PROBATION/ATI, continued

Public Records, continued

- Contracts-outside agencies
- Plans and proposals – Final
- Correspondence not involving clients or employees

Confidential Records

- Case Files- legal and personal data on all individuals referred to Probation, Community Service. Day Reporting, Family Court Diversion and Pre-trial Release; also data on clients on whom we have completed Pre-pleas or pre-sentence investigations who were not sentenced to probation
- Employee Records-Data on past, present and prospective employees
- Financial records –Data concerning the collection and disbursement of money collected from clients
- Division of Criminal Justice Services Records-Data concerning our use E-Justice NY

PUBLIC HEALTH

- Home Care Agency/Long Term Care Program (Agency closed 4/9/11)
- Client Records
- Children With Special Needs/Early Intervention/PHCP
- Prevent Programs
 - Client Records
 - Daily Activity Record/Time Sheets
 - Rabies Vaccination Reports
 - Rabies Lab Specimen Reports
 - Bite Reports
 - Immunization Records
- Client Records – includes child specific IFSP and IEP documents
- Provider Contracts
- Daily Activity Records/Time Sheets
- STAC Forms
 - Communicable Disease Lab Reports
 - Coroner bills and hospital bills related to coroner services
 - Copies of Death Certificates
 - Provider Contracts

PURCHASING

- Original bid/quote packages in electronic form
- Price tab sheets for bids/quoted in electronic form
- Vendor Insurance forms including ACORDS, workers compensation and disability

REAL PROPERTY TAX

Public Records

- Final Assessment Rolls – Digital
 - Town: Current year and nine previous years
 - Cities: Current year and nine previous years
 - Current Final Assessment Rolls are available online
- Final County/Town Tax Rolls- As Issued-No Collection information-Digital
 - Current year and nine previous years- Towns Only
- Final Tax rolls-Villages purposes-Digital
 - Current year and two previous years
- Real Property Transfer Report (RP-5217)
 - Current year and 6 previous years

REAL PROPERTY TAX, continued

Public Records, continued

- Real Property Tax Map Data
 - Reference documents prepared by contractor
 - Black Line Tax Maps
 - Digital copies of each tax map
 - Current to each March 1 beginning with May 1, 1978 – present
 - Aerial Photograph – 2009, 2014 Aerial Ortho on-line
 - Property Ownership History Data
 - Inquiry access to computerized information
 - Survey Maps on Computer-also available on-line through OnCor
 - Related Materials
- Equalization Rate Reference
 - State Survey Findings
 - Tentative, Final and Special Rates
 - Local Impact Data
- Tax Rate References
 - Schedule of Taxes from 1971 to present
 - Tax Rates, Town, Cities Villages and School
- Boards of Assessment Review
 - Training and Resource Data Rosters
 - Legislation
 - Requirements
 - Review Forms and Instruction
- Correction of Errors – Section 550-559- NYS RPTL
 - Information concerning administration of process: Approved/disapproved applications-current and three previous years
- NYS Real Property Exemption Application Forms and Information
 - Application Forms and Instructions are available at www.tax.ny.gov
 - Real Property Current data file contained in taxation/assessment data system; computerized on-site inquiry access-Current year and 1 previous year; also available on-line including tax maps. Survey maps and aerial images
- Property Classification Analysis
- Annual Certification of Railroad Ceiling and special Franchise Assessments
- Annual Reports- 2002-2017

Confidential Records

- Personnel Records of Employees
 - Personnel records of all Ontario County employees are considered confidential information by the Ontario county Board of Supervisors and the Ontario County Department of Human Resources. Anyone wishing to inspect a current or former Ontario County employee's records should contact the Ontario County Department of Human Resources
- Star Exemption Removals – State Tax Liability
- Commercial Income and Expense Information

TREASURER'S OFFICE

- Tax rolls
- Tax Receipts
- Lien Folders
- Certificate of Redemptions
- PIOLOT Bills
- Occupancy Tax Information
- BAS billings
- Correction of Error/Corrections prior to payment records
- Balancing paperwork
- Records for properties that go to auction

WEIGHTS AND MEASURES

Public records

- Monthly reports Annual reports
- New York State Laws and Regulations
 - Article 16-New York State Agriculture and Markets Law-Weights and Measures
 - Administration and General Requirements- !NYCRR Part 220
 - Commodities-! NYCRR part 221
 - Municipal Standards, Equipment and supplies -1 NYCRR Part 222
 - Volumetric Measurements of Cherries- 1 NYCRR Part 223
 - Petroleum Products- 1NYCRR Pat 224
 - Unit Pricing – 1NYCRR Part 345
- McKinney's Agriculture and Markets Law –Sec. 1-197
- Handbook 44 Specifications, Tolerances and other Technical Requirements for Weighing and Measuring Devices (NIST)
- Handbook 130-Federal Uniform Laws and Regulations (NIST)
- Handbook 133 –checking the Net Contents of Packaged Goods (NIST)
- Circular 725 –Weighing ad Measuring Devices Approved for Commercial Use

Confidential Records

- Inspection reports
- Business databases
- Petroleum product testing reports and results
- Warning letters
- Records on citations
- Records of complaints