

City of Plattsburgh Records by Department

Assessors

- RPS Data File
- Tax Maps
- Exemption Application and Renewals
- Real Property Record Cards
- Real Property Transfer Reports
- Copies of Deeds from 1970
- Tentative Assessment Rolls
- Final Assessment Rolls
- Board of Assessment Review Petitions & Determination Notices
- Judicial Assessment Review Records
- Assessor's Annual Report
- Mass Reappraisal Records
- Railroad Ceiling and Special Franchise Assessment Determination Records
- Equalization Rate Records
- Tax Escrow Records
- Residential Sales File

Building Inspector

- Building Permits
- Building Permit Applications Including Drawings, Maps, Etc.
- Inspection Reports (Plumbing, Electrical, Renovations, Etc.)
- Insurance Certificates
- Worker Comp Certificates
- Worker Comp Affidavit of Exemptions
- Disability Forms
- Sign Permits
- Utility/Street Opening Permits
- Fire Inspections
- School Inspections
- General Correspondence
- Certificate of Occupancy Files
- Complaint Records
- Zoning Board Agenda's
- Zoning Board Meeting Minutes

- Zoning Results Sheets
- Zoning Exhibit Sheets
- Weekly Receipted Excel Money List
- Proof of Publication for Zoning Agendas

City Chamberlain

- Annual Audited Financial Statements -30+ years
- Bond Issue Official Statements-20 years
- Property Tax Rolls-10 years
- Property Tax Bills-10 years
- Payroll Records- permanent records for 50+ years
- Account Payable Records-7 years
- Accounts Receivable Records-7 years
- General Ledger Records-7 years
- Utility Billing Records-7 years
- Capital Expenditure records -7 years
- Community Development Funding Records-7 years
- Personnel File Records-permanent- 50+years
- Workers Compensation Records-permanent -50+years
- Ambulance Billing Records-permanent 20+years

City Clerk

- City of Plattsburgh Budgets from 2001-present
- State Comptroller Audits
- Meal Reimbursement Policy
- City Deeds and Easements
- Resolutions and correspondence from Various Departments
- Tobacco Policy
- Workplace Violence Prevention
- City Alcohol and Drug Policy
- Plattsburgh City Employee Health Insurance
- Self-Insured Policy
- Emergency Policy
- Various Environmental Studies
- Handicap Placard Applicant Information
- Licenses (Taxi, Vendor, Haulers, Tree and Stump Removal, Special Events)
- Monthly Reports (Marriage, Dog Reports, Monthly Financial Reports)
- Completed FOIL Requests

- Certificate of Insurance
- Alcohol Licenses
- Legal Advertising
- Labor Contracts
- Correspondence from Planning & Zoning Boards
- Award Letters from Various Depts.
- Banking Statement, Deposit Slips
- Signed Agreements between the City of Plattsburgh and Various Contractors
- Signed Correspondence and Warranty Documents for City Projects
- 3-5 Year Plans and Temporary Budgets from Mayor
- Paternity Affidavits
- Local Laws
- Local Ordinances
- Daily Cash Reports
- Daily Receipts
- Dog License
- Gas Permits
- Birth, Death, Marriage Records for the City of Plattsburgh from 1885 thru Current
- Fetal Death Record
- Claims, Accident Reports, Personal Injury, Property Damage
- Law Suits Files Against the City of Plattsburgh
- Bingo/Games of Chance Records
- Oaths of Office
- Personnel Records
- Budget Information
- Burial Permits
- Riverwalk Information
- Contract Bids
- Street Solicitations
- Council Minutes
- Auction Sales
- Bonds
- City Charter
- Loan Agreements (museum exhibits)
- Missing Children Reports

Community Development

Files, Records, Documents Related to Grant Applications and Loan Applications, Including Payment History Information

Engineering

Planning:

- Comprehensive Plan Development File
- Planning Action Data File
- Planning Project or Program File
- Master Summary Record
- Geographic Reference File

Environmental Health:

- Records of Minor Repairs, Enlargements or Cleaning
- Hazardous Waste Site Identification Records
- Environmental Restoration Project Records

Environmental Facilities: General

- Capital Construction or Public Improvement Project File for Environmental Facility (covering water treatment plant; public water supply system; wastewater treatment plant and disposal system; and solid waste management facility-including landfill gas recovery facility).

Permit or Registration Files for Construction, Operation and Maintenance of: Environmental Facility, Covering Water Treatment Plant, Public Water Supply System; Wastewater Treatment Plant and Disposal System.

Environmental Facilities: Public Water Supply

- Permits, approvals and related records

Environmental Facilities: Waste Water Treatment

- Reports and studies relating to plant, system or facility operation

Transportation And Engineering:

Highway, Engineering, and Public Works

- Highway or other transportation structure maintenance and repair records
- Highway or transportation structure history file
- Project file for capital transportation improvement
- Design file for capital transportation improvement project
- Highway, road, street or transportation structure management maintenance, repair and inspection system records
- Right-of-Way records
- Property Acquisition Records
- Complaint or Request for Service
- Transportation – or Engineering-Related Reports, Studies or Data Queries

- Traffic sign or Signal Erection, Relocation, or Removal Records
- Inspection Records for Bridges
- Copies of Highway, Street, Road or Bridge Records Received from Other Governmental Jurisdiction

Environmental

- Capital Projects for The WPCP and Water Filtration Plant (WFP)
- Correspondence with Regulatory Agencies
- Contracts with Major Users
- Water and Sewer Rates
- Akey Landfill Closure and Monitoring
- EPA/DEC Construction Grants Programs
- Capital Projects
- Tax Assessments
- Operating Reports
- Design Plans, Specs, and Reports.

Fire Department

- Aflac
- Ambulance Billing Records (HIPAA)
- Ambulance Certifications
- Budgets
- Building Pre Plans
- Burn Permits
- Claims and Purchase Orders Copies
- Common Council Resolutions
- Contracts Past Copies
- Departmental Correspondence
- Department Schedules
- Disaster Folder
- Driver's Licenses
- Emergency Medical Services
- EMS Certifications
- Engine Pump Test Records
- Engineering-Plans
- EOBS (HIPAA)
- Equipment Inventory
- Equipment Logs

- Events
- Fax Transmittal
- FCC Documentation
- Fire Code
- Fireworks-SUNY
- FMLA
- Freedom of Information Forms
- Grants
- Grievances Copies
- Hazardous Materials
- Health Ins.
- Hose Records
- Hydrant Flushings
- Incident Reports
- Inventory
- Job Bids
- KNOX Box
- KNOX Key System
- Ladder Records
- Memos
- Miscellaneous
 - NYS EMS Reports
 - NYS Fire Reports
 - NYS Fit Tests
 - NYS Training Records
 - NYS Yearly Physicals (HIPAA)
 - Organizational Chart
 - OSHA Records
 - Payroll Copies
 - PCRS (HIPAA)
 - Personnel
 - Plymovent
 - Public Works
- Rescue Hose Letters
- Retired Personnel
- Retirement System Information
- Safety
- Safety Equipment

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- Safety Material
- Safety Violations
- Deficiency Reports
- SCBA Test Records
- Time Cards
- Time Off Request
- Training
- Travel Advance
- Underground Tank Request
- Uniform Request
- Vacation Sick Leave Reports
- Vehicle Maintenance Records

Human Resources

- Workers Compensation Claims and Medical Records
- Short Term Disability Claims and Medical Records
- EEO4 Records: Equal Employment Opportunity Commission for State and Local Government
- OSHA Records: Form 300, Form 300A, Form 300.1
- PEOSH Records: Form 900, Form 900.1, Form 900.2
- DOT Reports: US DOT Alcohol Testing Records, Federal Drug Testing Custody and Control - Records
- COBRA Records
- Civil Service RPCF Records of Personnel Changes; Archived In EchoSign
- Civil Service Letters from Personnel Director
- Financial Records including HR Budget Reports
- FMLA notifications
- Invoices from Vendors & Payments Made
- Disability Retirement Requests from NYSLRS and Reports Generated
- WRM Safety Training Records
- Personnel Issue Records including Investigation Records and/or Disciplinary Actions
- EAS Referral Records
- Industrial Meds – Annual Contracts
- Grievances Recent – not complete archive
- 2007 Management Agreements signed by City Managers
- Evaluation Records – Temporary Employees
- All Union Contracts FIRE – 1969 to Present
- All Union Contracts AFSCME – 1969 to Present
- All Union Contracts IBEW – 1974 to Present

- All Union Contracts LIBRARY – 1996 to Present
- All Union Contracts POLICE – 1969 to Present
- City Policies Pertaining to Personnel – Archive
- Healthcare Plan Records, Enrollments, Buyouts Records
- IRS Affordable Care Act Annual Report Records
- Workers Compensation Claims and Medical Records
- Short Term Disability Claims and Medical Records

IT

- System Backups
- Helpdesk Logs
- Operating System Conversion Plans

Mayor's Office

- Correspondence
- Memoranda
- Reports
- Studies
- Publicity Items
- Contracts
- Other Legal Documents
- Agenda, Minutes And Other Documentation For Common Council Meetings

Municipal Lighting Dept.

- General Correspondence
- Electric Customer Information
- Engineering
- Employee Records
- Financial Records
- MLD Board Minutes
- NERC
- Power Utility Bills
- Public Service Commission Reports
- Safety Reports
- Travel Requests

Police Dept.

- Criminal Records

- Incident Reports
- FOIL Request
- MVA Reports
- Personnel Files
- In-house Records (Shift logs, Cell Reports, Bail Receipts)

Public Library

- Incorporation, Chartering and Registration Records
- Accession Records
- Directory of Public Library System and Member Libraries, Prepared by Public Library System (Member Library's Copy)
- Borrowing and Lending Records, Including Interlibrary Loan
- Catalog of Holdings
- Individual Title Purchase Requisitions Which Have Been Filled or Found to be Unfillable
- Records Documenting Selection of Books and Other Library Materials
- Library Material Censorship and Complaint Records, Including Evaluations by Staff, Patrons - Complaints and Record of Final Decision
- Patrons Registration for Use of Rare, Valuable or Restricted Non-Circulated Materials

Public Works

- Daily Time Sheets
- Snow Plowing and Removal Operations-Including snow ban alerts and weather conditions
- Water Distribution System Repair Reports: Mains, Hydrants and Service Laterals.
- Combined Sewer Overflow Reports and Weather Conditions
- Highway Repairs: Milling and Patching Including Pothole Repairs
- Equipment Records: Including Purchasing Records and Maintenance Reports
- Asbestos Handling Application/License
- NYS Department Transportation Divisible Load Permits
- DEC Waste Hauling Permit
- Personnel Training Certificates and Licenses
- Vehicle Registrations
- Vehicle Titles
- Mapping of Water Distribution System, Storm System and Sanitary Sewer System
- Drawings of Water Filter Plant, Reservoirs, and DPW Facilities
- House Service Files
- Job posting files (Job Spec, Posting, and Applications)
- Equipment quotes and bid files
- Special work quotes and bids
- Shared Service Agreements

- Backflow prevention device test results
- Water meter verifications
- Water meter pit reads
- O&M Manuals for equipment
- Operating and capital budget files

Recreation

- Participation, Attendance, or Enrollment Records for Recreational Facility and Civil Center
- Application for Membership, and Admission of Non-Members to Recreational Facility
- Parental Consent Allowing Child's Participation in Recreation Activities
- Planning and Development Records for Facility Improvement and Usage
- Records Pertaining to Special Events
- List of Participants in Athletic Programs
- Application for Individual Participation in Recreational Programs and Activities

Water Filtration Plant (WFP)

Chemical Application:

- Daily Feed Rates and Rates of Usage
- Chemical(s) on hand, Daily Computation of Remaining Balance
- Ordering Information and Delivery Receipts from Chemical Companies
- Sampling Results (Multi-times Daily)
- Daily and Weekly Chart Recoding Documents

Non Chemical Daily Function:

- Plant Flow Rates
- Water Usage
- Reservoir Measurement Logs

Non Treatment Functions:

- Certain and Specific Maintenance Logs
- Repair Receipts, Purchase Orders and Vouchers
- Capital and Not Capital Projects (Drafts and Quotes)
- Contractor Correspondence
- Acquisition Assets Owner Manuals and Associated Paperwork
- Plant Infrastructure Maps and Surrounding Watershed Maps
- Reservoir(s) maps and Surrounding Adjacent Properties to
- Emergency Preparedness Plans (protocol)
- Hazmat and DOH State Mandated Paperwork

Personnel:

- Weekly Payroll and Timesheets
- Leave Request
- Job Description and Job Classification
- Training Records

Water Pollution Control Plant (WPCP)

- Current SPDES Permits and Past Permits
- EPA 503 Reports
- NYSDEC Part 360 Reports
- Hauled Wastewater Information Including the Following:
 - Permits
 - Monitoring Data
 - Quantities: Gallons Per Each Site/Hauler \$ Collected
- Industrial Pretreatment Program (IPP) Information:
 - SIU (Significant Industrial User) Permits Old and Current
 - Monitoring Data
 - Yearly Inspections
 - Surveys Done Every 5 Years
 - Enforcement Actions
 - Annual Reports to EPA
- WPCP Monitoring Information:
 - Sludge Monitoring
 - Effluent Monitoring
 - Influent Monitoring
 - TCLP for Sludge
 - Effluent Toxicity Testing
 - DMR's (Discharge Monitoring Reports)
- Sludge Disposal Information:
 - PORP Records
 - Altona Sludge Lagoons
 - Landfill Sites
 - Composting Facilities Other Than PORP
- Leachate Information:
 - Permits
 - Monitoring Data
 - Quantities: Gallons Treated, \$ collected
- Budget Information
- User Fees for SIU's

- CSO Information
- Compliance Information for WPCP
- Work Orders
- Preventive Maintenance Information
- Engineering Studies/Plans/Specifications
- Equipment Files
- Operator Certification Information/Operator Licensing
- Training Information
- Safety Program Information
- Personnel Files
- Payroll Information
- Laboratory QA/QC and Certification