

TOWN OF NORTH CASTLE

RECORDS LIST

Administration

Chronological Correspondence Files
Personnel Files

Architectural Review Board

ARB case files including copies of surveys, building plans, reports, memos, building permit applications.
Minutes of ARB meetings
Resolutions of the ARB

Assessor

Assessment Records – Property Cards
Assessment Rolls
Certiorari Records
Equalization Rate Records
Exemption Application Forms
Exemption Records
Grievance Records
Parcel Merger/Subdivision Records
Property Ownership Records
SCAR Records
Tax Maps

Building Department

Applicable State Codes (plumbing, building)
Application Forms
Certificates of Occupancy
Inspection Records
Violation Notices
Files for each Building constructed in the Town since 1935, including subsequent Health Department Permits, Surveys, Building plans, Copies of Permits and Mileage and Activity records
Purchasing Records

Finance Department

Accounts Payable
Bank Account Records
Bond Anticipation Notes
Bond Records
Budget Records
Financial Reporting
Payroll Records
Purchase Orders
Time Sheets
Vouchers
Water Usage and Payment Records

Highway Department

Bids
Biodegradable Bags Records
Chips
Employees Requests for Time Off
Equipment lists with Ledgers
Fuel Contracts
Highway files for town maintained roads
Mileage and repair records for town owned vehicles and equipment
New York State Road Inventory
Permits for Highway
Purchasing Records for equipment and materials
Westchester County and New York State Snow and Ice
Workers Compensation

Human Resources

Personnel Records
Orientation materials
Workers compensation records

Library

Annual reports
Bills
Construction grants
Financial reports
Long term planning
State reports
Trustee's minutes

Planning Department

Files contain surveys, engineering plans, road layouts, memos, application forms,
Files regarding subdivisions, lot line changes and site plans
Minutes of Planning Board meetings
Resolutions of Planning Board
Town Maps

Police Department

Accident reports
Alarm records
Arrest files
Blotter reports
Case files
Daily assignment logs
Equipment certifications
Evidence logs
Firearms records
Impound reports
Payroll data
Personnel records
Purchasing records

Radar Certifications
Traffic Tickets (TRACS)
Training records
Uniform Crime Reports
Use of Force reports
Vehicle records

Receiver of Taxes

Tax Rolls –1991 to present.
Lien Records: Payments, Copies of Redemption Certificates, County Receipts for Payments.
Property Owners address, mailing and property location, bank codes.
Tax Payment Records, type of tax, payment dates, who paid if different from owner – computerized beginning 2004.
Utility Payment Records.
Weekly and Monthly collection reports to Finance including coinciding deposit slips.

Recreation and Parks

Application Forms
Brochures
Camp Records/Department of Health
Employee Records
History of Activity Registrations
History of Facility Rentals
Inspection / Maintenance Records
Permission slips
Permit Forms
Purchasing Records
Recreation Property, Equipment purchase and maintenance records
Registration Forms for programs and events
Team Rosters

Sewer and Water

All Correspondence originating from W & S Department
Bulk Fuel storage Tank Certification
Daily employee activity records
Daily Water Pumping per district
Electricity consumption records per district
Emergency Generator Maintenance records
Employee attendance records
Employee time Card records
Equipment & Inventory Tag records
Equipment maintenance records
Fire Hydrant maintenance records
Fuel/Chemical delivery by location and district
Health Department and DEC operating permits
Health Department odor emission point certifications
Insurance Certificates of current contractors
Laboratory reports by district
Log of all Requisitions and vouchers
Meter Inventory records
MSDS Material Safety Data Sheets

Payroll Records
Personnel accidents report records
Pumping Data records
Purchase Orders for all expenses
Regulatory Reports for all Water Districts
Regulatory Reports for Sewer district #2 - Waste Water Treatment Plant
Service Call records
Sewer and water Applications
Sewer Line maintenance and pump station cleaning records
Various Capital Project Documents
Vehicle Accident report records
Vehicle maintenance/registration and title records
Verizon & Sprint usage by location and district
Water Consumption and billing records
Water distribution flushing records.
Water district House Closings
Water Service Shut off and repair records
Water System Pressure records

Town Clerk

Agendas of all Town Board Meetings
Audits and Financial Reports
Bonds
Budgets
Burial permits
Cemetery records
Certificates of Insurance
Contracts and Agreements
Dog Records
Election records
Environmental Impact Statements (FEIS, DEIS, GEIS)
Freedom of Information Law Requests
Games of Chance Records
Government Officials List
Highway Defects
Inter-Municipal Agreements
Licenses and Permits
Local Laws
Maps (zoning, election)
Master Fee Schedule
Minutes of all Meetings of Town Boards
Monthly Town Clerk Reports
Oaths of Office
Parking Permits
Policies and Procedures
Public Hearing Files
Public Notices
Special Event Applications
Town Property files (deeds and easements)
Vital Statistic Records (birth, death, marriage)
Zoning Files

Town Court

Civil, Small Claims and Landlord Tenant Case Files
Court Calendar
Criminal Records
Financial Records
Fine and Bail Account Bank Statements
Monthly Audit & Control Reports
Town Ordinance Case Files
Vehicle and Traffic Records

Zoning Board of Appeals

Files pertaining to Zoning Board of Appeals since 1928.
Surveys
Building Plans
Reports
Memos
Building Permit Applications
Minutes of Zoning Board of Appeals
Resolutions of Zoning Board of Appeals
Town Zoning Map

[Link to Committee on Open Government Website](#)