

January, 2024

**TOWN OF ISLIP
FOIL SUBJECT MATTER LIST**

(This Subject Matter List has been created pursuant to NYS Public Officers Law and lists all documents in possession of the Town of Islip, whether or not available to the public)

DEPARTMENT	DOCUMENTS FOUND WITHIN DEPARTMENT
Assessor's	Assessor's Field Data, Assessment Roll, Property Assessment and Grievance Records, Small Claims, Tax Exemption and Abatement Records, Abandonments, Apportionments and Consolidations, Tax Certiorari Records, Deeds, Ownership Records, Property Records, Star Program, Sales Data, Assessment and/or Exemption Reports for NYS Department of Taxation and Finance and/or Suffolk County Real Property and/or public school districts in the Town of Islip, Tentative Assessment Notices
Building	Applications and Plans, Certificates of Occupancy, Demolition Records, Inspection records, Permits, Surveys, Certificate of Occupancy Requirements Form, Other Municipal Agency Approvals, Special Inspection Reports, Certifications from Design Professionals, Electrical Certificates, Stop Work Orders, Purchase Orders, Monthly Building/Engineering Revenue Reports, R/A – P/E Certifications, 3 rd Party Inspection Reports, Generator Cut Sheets, Plumbing Riser Diagrams for residential generators, Hard copies of Solar Plans after digital approval, as built plans, Deeds, Closing Statements, Corporate Resolutions, Site Plans, Site Plans, Floor Plans, Tax Bills, Concrete Certifications, Steel Certifications, Third Party Inspection Reports, Signature Affidavits, Electrical Certifications, Plumbing Riser Diagrams, Balance Reports, Board of Health Approvals, SCDPW Work Permits, NYSDOT Work Permits, Elevation Certificates, Air Leakage Certifications, Pile Certifications, Solar Panel Installation Certification, Property Dedications, Inground Pool Installation Certification
Code Enforcement	Complaints, Appearance Tickets and Violations, Case Reports, Rental Occupancy Applications for 1-2 Family Dwellings, Violation Searches, Enforcement Case Files
Comptroller	Claim Vouchers, Budget Documentation, Bond Offerings, Town Bank Accounts, Vendor Reports, Income/Expense Reports, Balance Sheet Reports, Audited Financial Statements, Tax Extension Calculation, Capital Projects Reports, Single Audit Reports
Department of Environmental Control	Animal Shelter Records, Animal Control Records, Dangerous Dog Records, Bids/Contracts, Purchase Orders, Request for Proposals/Quotations, Sanitation Records/Carter Records, Landfill Records, Landfill Log Reports/Receipts, Monthly and Annual Reports, Recycling Center Data, Scale Tickets, Solids sampling data, Waste Collection Reports, Waste Oil Records, Waste Yard Composting Facility Records, Ground Water Treatment Reports and Bay Bottom Leases
Department of Public Works	Road Dedication Records, Drainage Records, Maps, Right of Way Permits, Complaints, Work Permits, Traffic Safety/Highway Records, Snow Removal Records, Brush Reports and Road Openings
Economic Development	Annual Reports, Industrial Development Agency Project Files, Minutes

Engineering	Site Plans, Maps, Surveys, Subdivision Records, Road Opening Applications, Contracts, Site Work Only Permits (after 2021), Dewatering Permits, and Storm Water Pollution Protection Plans (SWPPP)
Fire Marshall	Fire Reports, Inspection Reports, Posting Orders, Permits, Fire Sprinkler Plans and Fire Prevention Violation Records, hazmat storage and storage tanks, Rental Permits for 3+ Family Dwellings, Multi-Complex Rentals and Commercial Properties, Hazmat Records
Long Island MacArthur Airport	Capital Project Records, Accident Reports, Equipment and Maintenance Records, Advertising Revenue Records, Vehicle/Equipment Auction Records, Bids/Contracts, Purchase Orders, Claim Vouchers, Requests for Proposals/Quotations, Requests for Qualifications (RFQ's), 14 CFR Part 139 Airport Certification documentation, 14 CFR Part 77 Safe Efficient Use and Preservation of Navigable Airspace documentation; 49 CFR Part 1542 Airport Security documentation; Airport Security – Tickets and Violation Notices; Airport Property Map – FAA Exhibit “A”
Parks & Recreation	Machinery and Equipment Records, Recreational Facilities and Parks Records, Work Orders, Contracts, Requests for Proposals/Quotes, Fee Schedules, Snow Removal Records, Boat Berth Applications/Waiting Lists, Grant Applications; Project Records; incident/accident records; personnel records; payroll records; program records/applications; inspection reports; Constituent Complaints/Letters; Handicap Permit Information/applications
Parking Violations	Parking Summonses, Notices for Hearing Dates
Payroll/Personnel	Applications for Employment, Arbitration and Grievance Records, Payroll Records, Civil Service Records, Benefit Records, Employee Assistance Program Records, Employee Personnel files, Employee Safety Records, Employee Timesheets, Health Insurance Records, NYS Retirement System Records, Union Contracts, Job Posting Notices, Schedule of Positions, Workers Compensation Records
Planning	Restrictive Covenant Records, Historical Property Designations, Land Use Applications, Traffic Studies, Environmental Impact Studies, Wetland Records, Land Clearing Records, Planning Board Meeting Minutes, Planning Board Decisions, Change of Zone and Special Permit Applications, Zoning Code, Grant Applications, Floodplain Management, Comprehensive Plans/Amendments/Hamlet Studies and Monthly Revenue Reports
Public Safety	Daily Log Sheets, Field Reports, Impound records, Officer Assignment Sheets
Purchasing	Purchase Orders, Claim Vouchers, Bid Documents/Awards
Town Attorney	Notice of Claims, Accident/Incident Reports, Foils, District Court Records, Collection Records, Condemnation Records, Employee Complaints, Labor Relations Files, Litigation Records, Property Acquisition records, Property Maintenance/Unsafe Premises records, subpoenas, Tax Certiorari Records, Financial Disclosures, Board of Ethics Opinions/Decisions, Town Attorney Files, Noise Complaints, Ambulance Agreements, Fire District Records, Over-sand Vehicle Permits, Easements, Dedications and Deeds

Town Clerk	Birth, Death and Marriage Certificates, Marriage License Application, Marriage Record Application Vital Record Request/Applications, Contracts/Agreements/Leases, Election Records, Deeds, Historic Records, Oaths of Office, Ordinance and Local Law Records, Permits & Licenses, Special District Files, Change of Zone Application Files, Town Board Meeting Minutes and Meeting Records; Uniform Traffic Code & Amendments, Village Incorporation/Annexation Records, Passport Applications, Dog Licenses, Taxi Licenses, Taxi Businesses, Peddlers Licenses, Garage Sales, Bingo Licenses, Block Party Applications, Commercial Boat Haulers Application, Carnival-Circuses-Concerts-Outdoor Events Application, Collateral Loan Broker Application, Dog Identification Tag Replacement Application, Freedom of Information Law (FOIL) Application, Freedom of Information Law (FOIL) Affidavit, Holiday Horticulture Sale License, Junkyard License/Scrap Metal License, Shellfish Applications, Solicitor /Canvasser Permit & License Application, Tow Truck Business & Medallion Applications, Tow Truck Rosters, Public Hearing Notices for Fire District Budgets and Elections, Oaths of Elected Officials, Budgets -Preliminary and Final, Emergency Orders, Notice of Claims, Prior Written Notices of Defects, Road Dedications
Tax Receiver	Tax Bills (current and four years prior), records of payments of Real Estate Taxes
Zoning Board of Appeals	Applications and Plans, Decisions, Variances, Special Exceptions, Minutes/Transcripts of Hearings