

Village of Williamsville
SUBJECT MATTER LIST
FOR FREEDOM OF INFORMATION LAW (FOIL) REQUESTS

VILLAGE CLERK:

CONTRACTS FOR SERVICES
ELECTION RECORDS
REGISTRAR RECORDS (BIRTHS, DEATHS)
FREEDOM OF INFORMATION (FOIL) REQUESTS
GOVERNMENT OFFICIALS LIST
LICENSES & PERMITS
LOCAL LAWS AND ORDINANCES
OATHS OF OFFICE
PUBLIC NOTICES
VILLAGE BOARD MEETING & PUBLIC HEARING
MINUTES
TRAINING RECORDS OF STAFF/OFFICIALS

BUILDING & ZONING:

BOARD OF ZONING APPEALS CASE FILES
BOARD OF ZONING APPEALS MINUTES
BUILDING COMPLAINTS/VIOLATIONS
BUILDING CONDEMNATION/DEMOLITION FILES
BUILDING PERMITS
CERTIFICATES OF OCCUPANCY
CONTRACTORS' LIABILITY INSURANCE RECORDS
FIRE INSPECTION SAFETY RECORDS
HOUSING PROPERTY MAINTENANCE RECORDS
INSPECTION REPORTS
MILEAGE RECORDS
PLANNING BOARD MEETING MINUTES
SPECIAL USE PERMITS
VARIANCES

COURT:

Please contact the Court Clerk for information on these files.

FINANCIAL:

ANNUAL FINANCIAL REPORTS
AUDITS
BANK STATEMENTS
CASH DISBURSEMENTS

BUDGET:

ANNUAL BUDGET
BUDGET MODIFICATIONS
BUDGET PREPARATION FILE
BUDGET STATUS REPORT

PLANNING:

COMMUNITY PLAN
COMMUNITY PLAN DEVELOPMENT FILE
ENVIRONMENTAL IMPACT STATEMENTS
PLANNING BOARD MINUTES
SITE PLAN REVIEW PROJECT FILES

TAX COLLECTION:

INSTALLMENT AGREEMENTS
PROPERTY OWNER LISTINGS
PROPERTY TAX ROLL
TAX PAYMENT RECORDS

WATER:

CONTRACTS
DEPT OF HEALTH INSPECTIONS
CONSUMPTION REPORTS

DEPARTMENT OF PUBLIC WORKS:

MILEAGE/REPAIR RECORDS FOR
VEHICLES/EQUIPMENT
PURCHASING RECORDS FOR EQUIPMENT AND
MATERIALS

PERSONNEL:

EXPENSES SUBMITTED
PAYROLL
POLICIES AND PROCEDURES
SALARIES
TIME CARDS
TRAVEL RECORDS

OTHER:

DISASTER PREPAREDNESS PLANS
ENERGY USAGE
FRANCHISE AGREEMENTS
INSURANCE POLICIES
INTERMUNICIPAL AGREEMENTS
LEGAL AGREEMENTS
VILLAGE HALL BUILDING MAINTENANCE