

Oneida County Statement List of Documents

Per Department

County Clerk – ON LINE DOCUMENT AVAILABILITY LEGEND

Document Type	Dates	Availability
Civil Courts	1992-9/2012 10/2012- Present	Index and Data Index and Image
Corporations	1992-12/2000 1/2001-Present	Index and Data Index and Image
Criminal Courts		No Index or Data
DBA's	1/1992-Present	Index and Image
Deeds	1963-1974 1974-Present	Index and Data Index and Image
Judgments	1992-1/2001 1/2001-Present	Index and Data Index and Image
Liens	1975-1/2001 1/2001-Present	Index and Data Index and Image
Lis Pendens	1992-Present	Index and Image
MAPS	10/2004-Present	Index and Image
Military Discharges		No Index or Data
Misc Filings	1992-Present	Index and Image
Misc Recordings	1992-2/2002 2/2002-Present	Index and Data Index and Image
Mortgages	1973-Present 1963-1973	Index and Image Index and Data
Notary	8/2009-Present	Index and Image
Oath of Office	9/2020-Present	Index and Image
SCAR Petitions	6/2002-7/2006 6/2007-Present	Index and Data Index and Image
UCC Filings	1974-12/1997	Index and Data

Department County Clerk Historical Archival Records (Physical Records)

Veteran's Records	1943 to present
Civil Records	1910 to present
Criminal Records	1970 to present (some 1893-1897)
Corporations	1881 to present
DBA's	1900 to present
Deeds	1791 to present
Liens	1936 to present
Lis Pendens	1870 to present
Maps	1796 to present
Misc Filings & Recordings	1871 to present
Mortgages	1791 to present
Notary	1980 to present
Oath of Office	1929 to present
Scar Petitions	2002 to present
UCC Filings	1992 to present
Assignments & Satisfactions	1866 to present
Religious Association	1799
Naturalization	1847 to present

Department: Audit & Control

Financial Records relating to the Balance Sheets and Income Statements including general ledger reports

Account payable invoices

Accounts receivable invoices

Payroll records

Certificates of Residency

All documents regarding assets and liabilities.

Department: PURCHASING

Acquisition and Contract Letters
Authorization Requests
Bid Documents (various records pertaining to the bid process)
Contracts that are for Purchasing/Mail/Print/Services only
Credit Card Vouchers
Copies of FOIL Requests we received
Mail Reports
Mini Bids
Purchase Orders
Purchase Order Reports
Printing Reports
Requisitions-with attached quotes or contracts
Requirement Letters
Revenue Deposits
RFP Documents
Surplus
Surplus Equipment Deposits
Vouchers (payment and bill records)

Department: PERSONNEL

Personnel

Personnel Files
Medical Files

Oneida County Salary Allocation Plan

Tuition Reimbursement Files
Education Differential Files
Employment Discrimination Claim Files
Policy Violation Investigation Files
Recruitment Advertising
Employee NYS Driver's License Information

Labor Relations

Administration
 Budget
 Purchasing
 Travel
Arbitration Files
Collective Bargaining Agreements
 Negotiation Files
Correspondence
 Intra-agency

- Inter-agency
- Memoranda
 - Intra-agency
 - Inter-agency
- Employee Handbook
- Employee Policies
- Grievance Files
- Negotiating Unit Designations
- Public Employment Relations Board files
- Training Programs
- Employee Benefits
 - Insurance Benefits Contracts
 - Insurance Benefit Files
 - Enrollment
 - Changes
 - Cancellations
 - Claims Forms
 - Enrollment Forms
 - Brochures
- Correspondence
 - Intra-agency
 - Inter-agency
 - General/Miscellaneous
- Fiscal
 - Budget
 - Orders
 - Purchases
 - Travel
- Retirement Enrollment
- Section 211 Pension Waivers
- Memoranda
 - Intra-agency
 - Inter-agency
- Employee Assistance Program
 - Contracts
 - Reports
- Deferred Compensation Plan
 - Contracts
 - Reports
- Claims Experience
- Civil Service (for all jurisdictions subject to Oneida County Civil Service)
 - Contracts
 - Examinations

- Schedules
- Announcements
- Applications
- Candidates
- Candidate Rosters
- Admission Notices
- Restriction Records
- Seniority Records
- Veteran Records
- Purchasing Records
- Test Monitor Records
- Correspondence
- Post-appointment Verification
- Position Specifications
- Oneida County Civil Service Rules
- Reports of Personnel Changes
- Position Classification Records
- Public Hearing Notices and Minutes
- Civil Service Rules Resolutions
- General/Miscellaneous
- Workforce Analysis
 - Correspondence
 - Intra-agency
 - Inter-agency
 - Memoranda
 - Intra-agency
 - Inter-agency
 - Reports
 - Workforce Diversity
 - EEO-4
 - EEOP
- Department Management
 - RFPS/Bids/Contracts
 - Vendor Proposals
 - Vendor Selection and Award Documentation
 - Billing
- Workplace Safety
 - DOL Notices/Orders
 - PESH Notices/Orders
 - Workplace Violence Prevention Program

Department: Oneida County Sheriff

All police related reports
Incident reports
Investigation reports
Arrest reports
Records of incarcerated individuals of Oneida County jail

Department: District Attorney

All records from police agencies regarding investigations and/or prosecuted or prosecution of cases

Department: Oneida County Youth Bureau

- RFP Applications submitted by all Agencies and Localities applying for OCFS funding - Yearly
 - ❖ OCFS forms (OCFS 5001-5003 and OCFS-5005)
 - ❖ Program Narrative
 - ❖ Current Board of Directors
 - ❖ Certificate of Liability & Workers' Compensation Certificate
 - ❖ Certificate of Incorporation
 - ❖ IRS Tax Exempt Notification
- NYS OCFS (Office of Children and Family Services) Annual Administrative Summaries with required signatures, documents, and OCFS approval letter; Youth Bureau maintains original copies
-Yearly
- OCFS RAP (Resource Allocation Plan) with required, signatures, documents, and OCFS approval letter; Youth Bureau maintains original copies
-Yearly
- Oneida County Yearly OCFS Allocations for RHY 1 & 2 (Runaway and Homeless Youth), Agencies, and Localities
- Oneida County Youth Bureau Contracts with all required contractual documents for all funded RHY, Agency and Locality programs – Youth Bureau maintains original copies of fully executed contracts
- Yearly Program Monitoring Records of all funded OCFS programs (36) (RHY, Agencies and Localities)
- Oneida County Vouchers with required OCFS forms and back-up to support claims all funded OCFS programs (RHY, Agencies and Localities) – Yearly
- OCFS Program Annual Reports of all funded OCFS programs (36); Youth Bureau maintains original copies
- Liability and Workers' Compensation for all funded agencies and localities - Yearly
- Oneida County Youth Advisory Board Meeting Minutes (bi-monthly meetings) and listing of Current Board Members with addresses, phone numbers, and email addresses
- OC Vouchers and invoices for all youth initiative held throughout the year (10), Community Foundation - Friends of OCYB Agency Fund Account cover letters and

copies of attached checks disbursed to OC Youth Bureau, all Vouchers, Invoices, and Purchase Req's for all Youth Bureau Departmental expenses -Yearly

- Registrations forms (with contact information) of all youth participating in all the OC Youth Bureaus Initiatives (10) held throughout the calendar year.

Department: Water Pollution Control:

- Plans and Specification – Oneida County Sewer District construction projects
- NYSDEC permits
 - o State Pollution Discharge and Elimination System (SPDES) permits
 - o Air permitting documents
 - o Chemical Bulk Storage Permit
 - o Petroleum Bulk Storage Permit
- Easements/Rights-of-Way/Land Acquisitions
 - o We have copies. County Attorney has originals. County Clerk has copies (if they were formally filed).
- Industrial Pre-treatment Program
 - o Annual reports filed with EPA
 - o Industrial Discharge Permits
 - o Waste Hauler Permits
 - o Hauled Waste Generator Permits
- Reports
 - o NYSDEC Consent Order Reports
 - o CSO Best Management Practice Reports (NYSDEC)
 - o NYSDOH ELAP annual application for renewal (lab certification)
 - o Mercury Minimization Report
- Historical record drawings (scanned)

Department: Oneida County Board of Elections

Accessibility:

1. Annual Reports to New York State Board of Elections

Administration:

1. Personnel Salary Data
2. Contracts with vendors, polling site locations, school districts

Candidate List:

1. Primary Election
2. General Election
3. Judicial Delegate Convention
4. State Committee Members
5. Special Elections

Political Party Committees:

1. Rules and Regulations
2. Amendments to Rules
3. Officers

Elected Officials:

1. Current Year List

Election Law:

1. New York State Election Law

Election Results:

1. 1974 to Present (2013 to Present are available on our website: ocgovboe.net)

Enrollment:

1. By County
2. By Congressional District
3. By Senate District
4. By Assembly District
5. By Election District

Informational Brochures and Pamphlets**Nominating and Designating Documents:**

1. Nominating and Designating Documents filed in the office of the BOE
2. Administrative Decisions of the BOE relating to the validation of Nominating Documents, Certificates and Petition

Annual Political Calendar**Registrations:**

1. By County
2. By Congressional District
3. By Senate District
4. By Assembly District
5. By Election District

Minutes of Meetings conducted by the BOE

Department: Oneida County Youth Bureau

- RFP and all required documents that is required by OCYB and OCFS
- OC DFSC - Youth Bureau Agreements/Contracts and all required attached documentation
- Current COI and WC
- OCFS Yearly Annual Resource Allocations Plans
- OC Youth Bureau Claiming information - OC Voucher, OCFS required forms, and Agency/locality back-up to support all claims
- OCFS NYS Standard Voucher signed by OC Comptroller and OCFS required forms
- OC Youth Bureau registrations and/or attendance sheets for yearly initiatives offered by the OCYB
- OCYB expense and revenue information for all YB initiatives as well as general office expenses.
- Program and Municipality emails address and contact information

Probation

probationer case records, annual budget, contracts, and grants for reference

Department Emergency Services:

911 records to include CAD, telephone, & radio transmission recordings

Stop DWI contracts and vouchers

Federal and State grants obtained through Emergency Services

Victim Impact Panel, Alive @ 25, & Defensive Driving Course records

All Public Safety Telecommunicator training records

Department: Information Technology

Email records

Phone records

Network records

Cybersecurity records

Website and online services

Disaster recovery and business continuity

Department: Office of Workforce Development:

Applications and pre-applications for the Summer Youth Employment Program.
Case files for SYEP participants, including payroll documentation and time sheets.
Contracts supporting payments to agencies providing SYEP programs.
Invoices for materials purchased for the SYEP.
Applications and pre-applications for the Oneida County College Corps internship program from both students and participating employers.
Case files for College Corps interns participants, including payroll documentation and time sheets.
Contracts documenting payments to and from participating College Corps employers.
Case files documenting services to youth and adults served as part of the federal Workforce Investment and Opportunity Act.
Invoices and payments for supplies supporting the provision of services to WIOA customers.
Staff payroll documentation.
Itemized records of equipment either supplied through Oneida County government or purchased with state and federal funds.
Documentation of state and federal aid received to support services.
Communications regarding allegations of injury and/or worker compensation claims for the SYEP and College Corps.
Correspondence concerning laws and policies from the federal or state governments related to federally or state-funded programs.

Department: Purchasing Department

- RFP Documents
- RFQ Documents
- Sole Source
- Surplus Forms
- Surplus Sales and Deposits
- Surplus Reports
- PO Reports
- Mail and Print Reports
- Requisitions
- Purchase Orders

Bid Documents

- Legal Notices – Observer Dispatch and Rome Sentinel
- Specs
- Plans
- Addendums
- Deposits
- Bid Sheets
- Plan Holders List
- A&C Minutes
- Award
- Refunds

- Forfeitures
- Certified Payroll
- Protests
- Rejections
- Sign in Sheet

Department: Weights & Measures

- (a) Annual report. A verified annual report of work completed during the year shall be made to the commissioner not later than the first day of February in the following year.
- (b) Record of establishments and devices. A complete record of establishments and commercial weighing and measuring devices within the municipal jurisdiction shall be maintained.
- (c) File of inspections. A file of inspection reports shall be maintained in accordance with instructions of the State director.
- (d) Record of complaints. A complete record of all complaints received and results of complaints investigated shall be maintained.
- (e) Records of fees collected. Where fees are charged, a complete and accurate record, by device classification, of all fees collected by the municipality shall be maintained.
- (f) Civil action and penalties collected. A complete and accurate record shall be maintained of all civil actions commenced, civil penalties released, settled or compromised, and moneys collected by the municipality as a result of civil action.