

TOWN OF NEW HARTFORD
SUBJECT MATTER LIST
FOR FREEDOM OF INFORMATION LAW (FOIL) REQUESTS
Last updated: February 26, 2026

ASSESSOR (Darlene Abbatecola)

ASSESSMENT ROLL
BOARD OF ASSESSMENT REVIEW MINUTES/
CERTIORARI / ASSESSMENT CLAIMS
CHANGE OF ADDRESS RECORDS
FIELD NOTES
PROPERTY PHOTOS
PROPERTY RECORD CARD
REAL PROPERTY TRANSFER REPORT TAX
EXEMPTION FILES

[TAX MAPS](#) (click for link)

VALUATION FOLDERS

BUILDING & ZONING (George Farley)

BOARD OF ZONING APPEALS CASE FILES
BOARD OF ZONING APPEALS MINUTES
BUILDING COMPLAINTS/VIOLATIONS
BUILDING CONDEMNATION/DEMOLITION FILES
BUILDING PERMITS
BUILDING / HOUSE PLANS
BUILDING INSPECTION REPORTS
CERTIFICATES OF COMPLIANCE
CERTIFICATES OF OCCUPANCY
CONTRACTORS' LIABILITY INSURANCE RECORDS
CODES VIOLATIONS RECORDS
COMPREHENSIVE LAND USE PLAN
CONSTRUCTION SPECS
DRAINAGE / STORMWATER PLANS
INSPECTION REPORTS
FIRE INSPECTION SAFETY RECORDS-
(for 3 family dwellings & businesses only)
HOUSING MAINTENANCE RECORDS-
(3 family dwellings and businesses only)
MILEAGE RECORDS
PERMIT APPLICATION LOG
PLAN REVIEW
PLUMBING PERMITS / LICENSES
SPECIAL USE PERMITS

BUILDING & ZONING (continued)

TOWN FACILITY PLANS
VARIANCES
ZONING BOARD CASE FILES

COURT (Meghann Wheat)

Please contact the Court Clerk for information on these files.

FINANCIAL & BUDGET (Christina Lacy)

ACCOUNTS PAYABLE
ANNUAL BUDGET
ANNUAL FISCAL REPORTS
AUDIT
BANK STATEMENTS AND RECONCILIATIONS
BONDS AND NOTES
BUDGET PREPARATION FILE
CHECK REGISTERS/ CHECK STUBS
COMPTROLLER AUDIT
DEPOSIT SLIPS
EMPLOYEE EARNING RECORDS
FINANCE REPORTS
GENERAL LEDGER
HEALTH AND LIFE INSURANCE DECLINATION
STATEMENT
INVOICES
MONTHLY REVENUE REPORTS
PAYROLL DEDUCTION REQUEST
PURCHASE ORDERS / RECEIPTS
TIME CARDS
VENDOR ACTIVITY REPORT
VOUCHERS
W-2, 1099, FINANCIAL DISCLOSURES
YEAR-END PAYROLL

HIGHWAY / PUBLIC WORKS (Richard Sherman)

ASSIGNMENT SHEETS CALLOUT SHEETS
DISPATCH LOG BOOKS
FUEL DISPENSING RECORDS
HIGHWAY WORK ORDERS
INSURANCE CERTIFICATES
SAFETY INSPECTION RECORDS SAFETY TRAINING
RECORDS
SANITARY SEWER
SEWER INSPECTION TAPES
SNOW & ICE REMOVAL RECORDS
STREET FILES - HIGHWAY RELATED PERMIT FILE
STREET FILES - TRAFFIC SIGN OR SIGNAL STREET
SWEEPING RECORDS
TEMPORARY ROAD CLOSURE RECORDS
TRAINING INFORMATION
TRIP TICKETS
VEHICLE WORK ORDERS

PARKS & REC DEPARTMENT (John Randall)

BUILDING USE REQUESTS
FACILITY RENTALS
FARMERS MARKET
RECREATION PROGRAM RECEIPTS
SUMMER CAMP WAIVER FORMS

PERSONNEL (Christina Lacy)

CERTIFICATION OF ELIGIBLE LIST
CIVIL SERVICE TITLE RECORDS
DISABILITY RECORDS (DBL)
EQUAL EMPLOYMENT OPPORTUNITY REPORT
HEALTH AND LIFE INSURANCE COVERAGE REPORTS
INACTIVE PERSONNEL FILE
POLICIES AND PROCEDURES
RESUMES / APPLICATIONS
UNION CONTRACTS AND CORRESPONDENCE
WORKERS' COMPENSATION

PLANNING (Dory Shaw)

COMPREHENSIVE PLAN
COMPREHENSIVE PLAN DEVELOPMENT FILE
ENVIRONMENTAL IMPACT STATEMENTS
PLAN REVIEW
PLANNING BOARD MINUTES
SITE PLAN REVIEW PROJECT FILES
SEQR DOCUMENTATION
SUBDIVISION & SITE PLAN APPLICATIONS
& DRAWINGS
TOWN SPECIAL DISTRICTS

POLICE (Ronald Fontaine)

ADMINISTRATIVE RECORDS
PERSONNEL RECORDS
LAW ENFORCEMENT RECORDS (INCLUDING
ARREST, INCIDENT, ACCIDENT, AND INVESTIGATIVE
RECORDS)
CRIMINAL CASE AND EVIDENCE RECORDS
FINANCIAL RECORDS
TRAINING RECORDS

TAX COLLECTION (Michele Moran)

BANK STATEMENTS
GENERAL CORRESPONDENCE
PROPERTY OWNER LISTINGS
[TOWN TAX ROLL](#) (click for link)
[TAX PAYMENT RECORDS](#) (click for link)
TOWN TAX BILLS BATCHES & REPORTS
WARRANTS

TOWN CLERK (Michele Moran)

BIRTH/DEATH/MARRIAGE RECORDS
BURIAL TRANSIT PERMITS
CLAIMS
CONTRACTS FOR SERVICES
DOG RECORDS (LICENSES, COMPLAINTS)
ELECTION RECORDS
FREEDOM OF INFORMATION (FOIL) REQUESTS
GAMES OF CHANCE RECORDS
GOVERNMENT OFFICIALS LIST
LICENSES & PERMITS
LOCAL LAWS AND ORDINANCES
OATHS OF OFFICE
PUBLIC NOTICES
RECORDS DISPOSITION DOCUMENTATION
REVENUE REPORTS (CLERK'S OFFICE)
TOWN BOARD & PUBLIC HEARING
MINUTES

TOWN SUPERVISOR (James Messa)

GENERAL LEDGER
MONTHLY REVENUE REPORTS

OTHER:

DISASTER PREPAREDNESS PLANS
ENERGY USAGE
FIRE EXTINGUISHERS MAINTENANCE LOG
FRANCHISE AGREEMENTS
INSURANCE POLICIES
INTERMUNICIPAL AGREEMENTS
LEGAL AGREEMENTS
MONTHLY DEPARTMENTAL REPORTS
TOWN HALL BUILDING MAINTENANCE