

Port Washington Water Pollution Control District
Listing of Files by Subject Matter
As of April 30, 2021

Pursuant to Public Officers Law §87(3)(c), the following is a reasonably detailed current list by subject matter, of all records in the possession of the Port Washington Water Pollution Control District, whether or not available under the Freedom of Information Law, Public Officers Law, Article 6. This list will be updated annually and was last updated on April 30, 2021 for fiscal year ended December 31, 2020. This list is linked to the website of the Committee on Open Governance at www.dos.ny.gov/coog.

General

1. Official Minutes
2. Board Meeting Agendas
3. Proof of Notice of Publication
4. General Correspondence
5. Election Files
6. Operational Policies
7. FOIL Requests
8. Easements & Deed Records
9. Ordinances
10. Insurance Policies

Archive Records/Record Management

1. Inventory of Records
2. Retention Schedule

Fiscal

1. Financial Reports
 - a. Audited Annual Reports
2. Monthly, Quarterly and Other Periodic Reports
3. Banking Records
4. Debt Service Reports & Schedules
5. Grant Award and Payment Records
6. Annual Budgets
7. Payments Claims & Weekly Abstract
8. General Accounting
 - a. General Ledger – summary of receipts and disbursements
 - b. Subsidiary Ledgers-providing details of General Ledger Accounts
 - c. Journal Entries and Budget Transfers
9. Procurement Records and Contracts
 - a. Bid Awards and Contracts
10. Billing Records

Human Resource Records

1. Payroll Records
2. Personnel Records

Plant Operations

1. Sewer Service and Connection Records
2. Plant Maintenance Records
3. Sampling, Lab Testing and Reporting Records