

**Port Washington Water Pollution Control District  
Listing of Files by Subject Matter  
As of December 31, 2024**

**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 for fiscal year ended December 31, 2024. For information visit: NYS Committee on Open Government at [www.dos.ny.gov/coog](http://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