

Records maintained by and in the Department of Human Resources Management:

Affirmative Action:

Employment Discrimination

Benefits:

- Annual health/dental/life insurance rate proposals
- Claims experience for health and dental plans
- Contracts — Flexible Benefits (FSA, Parking, I-ERA), COBRA Administration, Unemployment Claims Administration
- Insurance enrollment and change forms
- Employee and Retiree health/dental insurance contribution tables
- Employees with Domestic Partners database
- Files for employees who have been approved for long-term disability benefits and/or waiver of life insurance premium due to illness
- Labor Management Health Care Committee meeting notes (personal), agreements, implementation schedules and project plan
- Materials and attendance rosters for new employee benefits orientations
- Requirements for National Health Care Reform — Grandfathering Status, Application for Early Retiree Reimbursement Program
- Wellness Committee meeting minutes and strategic plan

Civil Service/Examination Administration:

- Civil Service Commission proceedings (minutes and associated documentation)
- Eligible Lists
- Locally-developed civil service examinations
- Police/Fire Examination Statistics
- Veteran's Credit Usage

Labor Relations:

- Arbitration Decisions and Awards
- City's Drug and Alcohol Testing Program
- Collective Bargaining Agreements
- Disciplinary Action log (database)
- Employee Assistance Program
- Improper Practice Charges
- Labor Negotiations
- Labor Relations correspondence
- Memoranda of Agreements between the City and Unions
- Union Grievances

Staffing:

- Create/Abolish Form — Forms signed by Mayor, BHRM Director, and Budget Director for all positions created/abolished during the fiscal year (positions created and abolished outside of the Budget Document)
- Disqualified Job Candidates
- Logs of all City wide personnel actions
- Position Action Request Forms — Approval from Budget to fill existing positions
- Recruitments — Advertisements and Union Postings

Rochester Housing Authority — Personnel files and Civil Service roster cards for existing and former RHA employees

Systems:

- Current Employee Personnel Files
- Lost Time Reports - 1987 to Present
- Micro Fiche of Month Change History (changes made to FIRS)
- Roster Cards — pre 1986 and pre (HRS) computerized payroll system
- Terminated Employee Personnel File - either paper copy or microfiche

Training & Safety:

- Audiogram Results
- Employee Training Records
- Tuition Applications & Bills
- Tuition Assistance records
- Employee NYS Driver License Information
- Employee Training Records
- General Administration (budget, vouchers, PO's, contracts)
- Motor Vehicle Accident Reports
- Worker's Compensation for Police Officers

Records maintained by and in the City Clerk:

- Certified Ordinances
- Original Council Folders, including transmittals and legislation
- Attachments, Communications, Public Hearing Notices, Petitions
- Liquor License Application/Renewal Notices
- Copies of Marriage Licenses For Clerk Weddings Performed
- Oath of Office Cards (elected officials, department heads, and uniformed services)
- City Council Proceedings Books (from 1852)
- Printed Minutes from City Council Meetings
- Daily Reports from City Clerk Licensing Section (previous 6 months)
- City Clerk Service Rating Cards
- Personnel Files for Clerk/Council Operations
- Audio Cassette Tapes from Council Meetings

City Hall Clerk's Licensing Office:

- Handicapped parking permits (since 2000)
- Marriage licenses (since 1994)
- Dog licenses (since 1994)
- Domestic partnerships (since 1994)

Records maintained by and in the Department of Environmental Services:

Operations Director's Office:

- Employee accident records
- Employee attendance records
- Employee disciplinary records
- Employee training records
- Professional services agreements
- Special events work requests

Workers' compensation records

Building Services:

- Employee Personnel Files
- Payroll Files
- Employee Punch Cards
- Payroll Reports and Certification Copies
- Employee Overtime Sheets
- Employee Overtime Reports (AFSCME & I.U.O.E.)
- Employee Overtime Refusal Sheets
- Worker's Compensation Reports
- Motor Vehicle Accident Reports
- Maintenance Work Requests
- Board Up Requests
- Weekly Board Up Request Reports

Equipment Services:

- Personnel Records — Equipment Services
- Payroll time cards, reports
- Claim vouchers with division copy of invoice and packing slip
- Department of Motor Vehicle — titles and registrations
- Equipment files (maintenance records)
- Collision records by vehicle
- Professional Service agreements pertaining to the division
- Overtime authorization sheets
- Overtime and Refusal Report
- Motor Equipment Billing Reports
- Department Training records
- Fuel Purchases by fuel type
- Fuel Island Inspection Reports
- Fuel Island 10 day reconciliation report
- Inventory records
- Cycle count records
- Vehicle inspection receipts

Forestry:

- Daily dispatch log
- Crew set up detail includes attendance
- Crew work request list
- Crew report
- PM forms

Parks Operations:

- PM forms
- Work requests

Snow office:

- Sign in sheets
- Snow route Inspection sheet (completed by inspectors)
- Contractor vehicle inspection forms

Solid Waste:

- Productivity Reports
- Route Maps
- Route bid Sheets
- GIS Data
- Procedure Manuals
- MVA Reports
- Injury Reports
- Unusual Incident Reports
- Attendance Records
- Payroll Timecards
- Personnel Records
- Dispatch Logs
- AFSCME Contract
- Safety Manuals, Safety Meeting Records
- Overtime, Seniority List
- Refuse Code Enforcement
- Vehicle Inspection Forms
- Commercial Customer Information
- Residential Billing Information
- Uniform Orders
- Private Hauler License
- Lagan Customer Requests

Special Services:

- Begin shift form
- End shift form
- "B" sheet
- Service Truck log
- PM forms
- Vehicle assignment log

Street Maintenance:

- Daily Work form
- PM forms
- Work requests

DEQ List:

- General Administration (budget, payroll, personnel, vouchers)
- Contracts/Agreements
- Project Files (RFP's, proposals, letters, memos, Council legislation, reports, drawings, maps, photos)
- Environmental Regulations
- Grants and associated financing
- Tax Delinquent Brownfield property records
- Address Files (Environmental records for property addresses)
- Procedures

Records maintained by and in the Law Department:

Bankruptcy Files
City Council Legislation
Claims Log
Collections/Fire Insurance Claims
Contracts Log
Demolition Proceedings
Freedom of Information Law Appeals
General Administration (budget, payroll, personnel and vouchers)
Labor Relations (complaints, disciplinary charges, disability matters, grievances and arbitrations)
Legal Advice and Opinions
Legal Research/Departmental and Topic Files
Litigation (all claims, actions and proceedings brought by or against the City and its agencies, boards, commissions, officers and employees)
Quality-of-Life and Nuisance Abatement
Real Estate/Economic Development (purchases, eminent domain, sales, leases, easements, loans and grants and associated financing)
Tax Certioraris
Tax Foreclosures
Current and archived FOIL Requests

Records maintained by and in the Fire Department:

Incident/Investigation files
City Council Legislation
Interdepartmental communications MVAs involving RFD vehicles
Contracts Training records
Freedom of Information Requests (Date item sent to Communications)
General Administration (budget, payroll, personnel and vouchers)
Labor Relations (complaints, disciplinary charges, disability matters, grievances and arbitrations)
City of Rochester Comprehensive Emergency Preparedness Plan
Liability waivers for Smoke/Co Detector and battery installations
Hazardous Materials files (incidents, storage, inventory)
Medical records (annual physicals, on duty injuries, illness)
Inspection files (buildings, alarm systems, tank installation/removal)
Blasting records
License records (licensure exams, vending cart license inspections, proof of insurance for licensees)
Building evacuation plans/fire drill records
Pyrotechnic display documentation
NFIRS reports (National Fire Incident Reports)

Records maintained by and in the Police Department:

Incident Reports
Field Reports
Juvenile Reports
Discipline Records
Training Records
Personnel/Budget

- Research & Evaluation
- Criminal Records
- Policies & Procedures
- Contracts

Auto Pound:

- Impounded vehicles and their disposition

Taxi:

- Taxi Operators
- Hack License Holders
- Livery Companies

Security:

- Reports of incidents that occur on City property where City Security personnel respond

Accident Records:

- Accident Reports
- Crime/Incident Reports
- Private Contractor Towed Vehicles
- Calls for police service (to an address for last 5 years)
- 311 call records

Records maintained by and in the Emergency Communication Department:

- Administrative Files
- Agency Files
- Agency Requests
- Assets
- CAD
- Correspondence
- County Billing File
- Headsets (Usage, Warranty, Serial#)
- Internal Requests
- Inquires
- Leaves of Absences
- OPB
- Payroll
- Policy & Procedures
- Protocol Compliance File
- QUI by Employee (compliance)
- Subpoenas
- Surveys
- Team Reports
- Training Checklists
- Training Manuals
- Training Materials
- Training Reports
- Training Tapes & Videos
- Uniforms
- Vendor Files

Records maintained by and in the Department of Recreation and Human Services [DRHS]:

Commissioner's Office

Labor Relations:

- Complaints
- Grievances
- Position Action Requests Forms
- Waivers
- Unusual incident reports

Correspondence:

- Memoranda
- Letters
- Emails

General Administration:

- Payroll
- Contracts and log
- Budget
- Audit information
- Grant information
- Personnel files/applications
- Purchasing Requisitions
- Petty Cash
- Capital Project Files

Bureau of Recreation and Youth Services:

- Program data and information
- Contract information
- Complaints
- Park and green space files
- Historic parks maps and project files (micro-film)
- Various historic reports
- Facility permit records
- Unusual incident reports
- Participant injury reports
- Attendance and usage figures for facilities
- Athletics and Aquatics information
- Camps and Special program data

Bureau of Human Services

Crisis Intervention Services Unit:

- Person in Crisis Team Records
 - Response times
 - Complaints
 - Reports

Violence Prevention Services:
Pathways to Peace Data

Office of Neighborhood Safety: **TBD**

Animal Services:
Animal intakes and dispositions (Animal Services Reports RPD 1443)
Animal bites/scratches
Dangerous Dog cases
Notices of Violation (copies)
Notices of Warning
Rabies certificates (copies)
Daily Census of animals at shelter
Receipts, deposit slips, daily cash report
Cash Journals (copies of refunds)
Euthanasia logs
Surgery logs
Daily Activity Summary Reports

Public Market and International Plaza:
Complaints
Project files
Historic park maps and project files (some on micro-film)
Various historic reports
Vouchers
Contracts and logs
Meeting information files
Budget
Audit information
Grant information

Records maintained by and in the Library:

Director's Office:
Barring Letters
Board of Elections Polling Site Leases
Board of Trustees (rosters, appointment documentation, meeting minutes, agendas, board reports, and background materials)
Branch Library Statistics — Annual, monthly
Charter
City Council Transmittals (library-specific)
Comment Cards
Copyrights & Permissions
Correspondence - - Legal, financial, and administrative (including patron correspondence)
Equipment/Supply Purchases
Floor Plans for Branch Libraries
Incident Reports
Library Automation Systems statistical reports — Branches only
Patron Complaints
Photographs — Branch buildings, miscellaneous

Publicity — Branch Libraries
Timesheets

Deputy / Associate Director's Office:

Branches
Committees
Grants
Programs
Projects
Personnel
Statistics
Library Management

Central Library Administration:

Accident Reports involving patrons
Barred Patron records
Central Library Public Service reports (Reference, Programs, Circulation, etc.)
Customer Correspondence (comment cards/responses)
Policy and Procedure Manual (current manual on e-portal, archival hard copies in CLA)
Security incident reports (CLA copies - originals in Security)
Subpoenas served to Central Library
Time Sheets for Central Public Services (Staff Time Records, not time cards)
Correspondence relating to gifts, and publication permissions
List of community contacts/partners for events and programs
Written responses to requests for information (Reference questions/responses)

Finance Office:

All financial payment information (claim vouchers, invoices, requisitions)
All Library Professional services and contractual agreements
All revenue received by library
Budget
Circulation records — patron correspondence re accounts (overdue items, fines, accounts sent to collection agency, etc.); financial reports (cash register ledger sheets, readings, journal tapes, etc.); reports from collection agency (UMS); library card applications (kept for two years)
City and County legislation information concerning the Library
City, county, State, Trust budget information.
Library Trust fund statements
Library financial audit reports and documentation
State Aid information
501 (c)3 information

Personnel Office:

Personnel files
Roster cards
Timesheets

Records maintained by and in the Communications Department:

City News Releases and Media Advisories
Mayoral Recognitions
Certificates

- Keys to the City
- Proclamations
- Mayoral Speeches (January 2006 – present)
- Special Events
 - Special event applications
 - Special event permits
- Graphics
 - Printed literature and digital media graphics files
 - Posters, fliers, postcards, advertisements, promotional items, web, social media
 - Commercial and non-commercial logo licensing/trademark agreements
- Photography files
 - Events
 - Portraits
 - City Landmarks
 - City Programs
- Video files
 - City Landmarks
 - City Programs
 - Mayoral Messages to the Community

Records maintained by and in the Department of Finance:

Director's Office:

- Official statements with respect to debt issuance
- Schedule of debt service payments
- Schedules of outstanding debt
- List of liens, i.e., mechanic liens, tax liens and levies
- Schedule of number of insurance claims and payments
- RG&E utility payment schedules
- Schedules of retained percentages substitution by construction contracts
- Insurance certificates for active contracts and agreements

Accounting:

- Annual Financial Reports
- Comprehensive Annual Financial Report
- Annual Financial Report for NYS Comptroller
- Single Audit
- Computer Financial Reports
- General Ledger
- Expense
- Revenue
- Encumbrance
- Fixed Assets
- Accounting Input Documents
- Journal Entries & Other Finance Transactions
- Departmental Collections Reports
- Bank Statements & Canceled Checks
- Loan Agreements
- Grant Agreements
- Promissory Notes
- Financial Reports on Grants

- Sub-grantee audits
- Encumbrance records
- Unit Price Contracts
- Professional Services Agreements
- Construction Contracts
- Purchase Orders (open or closed in numerical order)
- Time cards and other payroll input (e.g. mileage allowance, 24 hour vehicle, etc.)
- Payroll calculations reports (fiche only)
- Payroll registers (earnings, taxes, deductions, benefits – fiche only)

Assessment:

- Assessor's Annual Report
- Assessment rolls
- Administrative files
- Board of Assessment Review applications
- Exemptions - deleted Aged & Veterans
- Equalization rates & ratios and residential assessment ratios
- Property record cards for residential and commercial properties

Parking, Traffic & Municipal Code Violations:

- Parking Tickets
- Municipal Code Tickets
- Traffic Tickets
- Payments & Refunds
- Hearings
- Scofflaws
- Judgments
- Collection

Purchasing:

- Advertisements for bids
- Specifications
- Bids
- Bid results
- Contracts
- Purchase orders
- Bid deposits
- Performance securities
- Bonds & insurances
- Monthly Valid City Contract Report
- Automated vendor list
- Vending commissions
- Surplus sales
- Minority/Women Business Enterprise Program

Treasury:

- Bank Statements
- Tax Records
- Claim Vouchers
- Letters of Credit
- Investment Records

- Foreclosure Records
- Cemetery Receivable Records
- Inter-Governmental Receivable Records
- Water Receivable Records
- Treasury Cashier Records

Records maintained by and in the Department of Neighborhood and Business Development

Building & Zoning Administration

- Bills (trash, debris, high grass, board-up, case management)

Strategic Initiatives:

- City Council Legislation
- General Administration (budget and personnel)
- HUD Plans and Reports
- Agreements
- HUD citizen participation records
- Conflict of interest exception requests

Building & Zoning- Zoning:

- Certificates of Zoning Compliance
- Barbed Wire
- Gravel Parking
- Fence Permits
- Site Plan Review
- Zoning Board of Appeals
- City Planning Commission
- Certificates of Appropriateness
- Certificates of Nonconformity
- Rochester Preservation Board
- Rochester Environmental Commission
- Project Review Committee
- Administrative Adjustments
- Re subdivision
- Zoning Map Amendments
- Zoning Text Amendments
- Generic Environmental Impact Statements
- Historic Preservation Survey
- Planned Development and Institutional Planned Development
- Midtown Urban Renewal
- National Environmental Policy Act

Building & Zoning - Contract Services:

- Demolition (contract and hearings)

Building & Zoning - Plan Review/Permit Office:

- Pre-permit
- State Code Variance
- Posting for Occupancy
- General Administration
- Emergency Condition Response

- Building Plans
- Case Specific Documents
- Certificates of Compliance
- Certificates of Occupancy
- Final Letters
- Lead Clearance Reports
- Lead Monroe County Reports
- Notice and Orders
- Permits
- Photos
- Policy and Procedure Manual
- Tickets
- Case Events Notes
- Development (maps and renderings)

Neighborhood Service Centers:

- Business Permits I Certificates of Use
- Nuisance Points
- Neighborhood Business Association (lists and minutes)
- Quadrant team
- Vehicle Towing

Building & Housing Development – Building:

- SBA 504 (loan files and standard operating procedures)
- Business Loan / Grant files
- EZ (Empire Zone) business files
- EDZ (Empire Development Zone) Corporation
- Business Loans and Grants
- Exterior Grants (letters, e-mails, architect designs, vouchers)
- Small Business Grants (letters, e-mails, architect designs, vouchers)
- Targeted Business Assistance
- City Loan
- City Grant
- Small Business Administration

Building & Housing Development –Housing:

- Projects (commercial real estate, market rate housing, mixed use) Still being maintained depending on affordability period and PILOT
- Grants (NYS and federal)

Records maintained by and in the Office of Management and Budget:

- City budgets
- Budget related studies
- Records related to expenses
- Records related to revenue

Records maintained by and in the Office of Public Integrity:

Audit reports
Investigative reports
Office of Public Integrity Manual
Reviews
General Administration (budget, payroll, personnel and vouchers)
Correspondence records

Records maintained by and in the Office of the Mayor:

Budget and Legislation
Boards and Commissions
Correspondence records
Mayor's office schedules and calendars
Departmental records
ISCOR – International Sister Cities of Rochester
Personnel files for Mayor's Office employees
Photographs
Comprehensive plan
Center City Master Plan
Local waterfront revitalization program
Planning studies
Census Data
Genesee Transportation Council
Neighbors Building Neighborhoods Planning
GIS maps and coverages
General planning data

Records maintained by and in the Department of Information Technology:

Electronic correspondence
Archived Records

Records maintained by and in the Water Bureau:**Water Directors Office:**

Water Accounting Report — production, wholesale, retail, billings, receipts, non-revenue water
Collections against Uncollectible Water receivables
City Water Customer usage off MCWA water mains
Water Bureau cell phone usage report minutes and dollars
Electrical usage by dollars and carrier
Water expense and revenue report by Division in Excel from a SAS report
Resolution letters for accounts brought before the Water Bureau High Water Bill Committee
History of water rates from 1990 forward
Proposed water rate change revenue projections
Annual Water Bureau Capital Improvement Program requests.
Annual Water Bureau Operating Budget request.
Report of property taxes paid and assessed values for property outside the City of Rochester where our water conduits are located
Wholesale water rate increase proposal calculations

Water consumption projections based on historical consumption
 Many ad hoc one time water related reports.
 Purchasing records
 Accounts Payable records
 Professional Service Agreements

Water Engineering:

Backflow Files
 Service and Easement Files
 Conduit connections and valve vaults
 Field log book
 Field book numbers and years
 Water service permit file
 Hydrant permit file
 RWW - MCWA water valve
 interconnection book
 Water production operation monthly
 reports
 Water production and consumption
 reports
 Easements
 Field books A thru 651
 400 scale upland mylars

Easements for uplands
 Maps for deeds and easements – two
 volumes
 40 scale canvas water maps
 40 scale mylar water maps
 50 scale mylar water maps
 400scalemylars
 Plat books
 MCWA maps
 Holly Pump Station As-builts
 Mt Read Blvd. transmission main
 Pictures
 Cleaning and Lining plans
 Water Main Extensions and
 Improvements plans
 Pito districts

Water Distribution Administration:

Employee training records
 Professional services agreements (Copies)
 Work Procedures
 Copies of legal claims filed against the City
 Employee Overtime Sheets
 Employee Overtime Reports (AFSCME)
 Employee Overtime Refusal Sheets
 Various project files for water projects completed by Water Distribution
 Sensitive customer list
 Notes of employee meetings
 Grievance and arbitration decisions

Dispatch:

Employee Punch Cards
 Daily Dispatch log includes daily reports from techs and crews
 Valve operation cards
 Stakeout requests
 Claim vouchers for work completed by hydrant, valve and service contractor

Meter Services:

Daily reports for work completed (originals)
 Meter reading route records

Hydraulic Maintenance:

Daily reports for work completed
 Pitometer tests

Upland Operations:

National Pollutant discharge elimination system records (NPDES)
 Monthly report

- Annual Water Quality Report
- Maintenance Mechanic work schedules
- Chemical reads/checks
- Chemical deliveries
- Confined space entry and assessments
- Material Safety Data Sheets (MSDS)
- Water Plant operator license
- Water plant operator work schedule
- Staff training
- Chemical tank inspections
- FCC radio licenses
- Equipment maintenance and history
- Standard operating procedures
- Calibration records
- Plant drawings
- Watershed maps
- Professional service agreements and back up
- Overtime seniority list
- Copy of timecards (6 months)
- Customer complaints
- ELAP reports (lab)
- Vehicle inspections
- Building equipment inspection
- Heavy equipment inspection
- Watershed maintenance activity reports
- Work orders (leak repairs, valve repairs)

Cemeteries/Administration:

- Interments
- Cremations
- Removal book
- Contracts Log
- Section maps
- Plot books
- Lot ownership files
- Monthly Reports
 - Receivables Aging
 - Paid in full accounts
- Rules & Regulations pamphlet
- Sales brochures
- Price Lists
- Receipt books
- Invoices
- Foundation orders
- Claim vouchers
- Engraving Log
- Policies & Procedures Manuals
- Deposits
- Service Requests