



2300 Elmwood Avenue
Rochester, NY 14618
www.townofbrighton.org.

Subject Matter List

ASSESSOR'S OFFICE

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
Valuation Folders

BUILDING DEPARTMENT

Building / House Plans
Building Inspection Reports
Building Permit Records
Certificate of Compliance Certificate of Insurance
Certificate of Occupancy
Code Violation Records
Fire Safety Inspection Reports
Permit Application Books
Plan Review
Planning Board Case Files
Plumbing License
Plumbing Permits
Sewer Connections
Special Event License
Town Facility Plans and Maps
Zoning Board Case Files

DEPARTMENT OF PUBLIC WORKS

Comprehensive Land Use Plan
Construction Specs
Drainage / Stormwater Plans and Correspondence
Inspection Reports
Monthly Revenue Reports
SEQR Documentation
Subdivision and Site Plan Applications and Drawings
Town Special Districts
Water Main Files Wetland / DEC Permits

FINANCE DEPARTMENT

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 and Sewer

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

PERSONNEL

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

RECREATION DEPARTMENT

Building Use Requests
Facility Rentals
Farmers Market
Recreation Program Receipts
Summer Camp Waiver Forms

TOWN CLERK'S OFFICE

Annual Budget
Bank Code Removal Requests
Bank Statements and Reconciliations
Games of Chance Licenses and Reports
Claims
Contracts and Agreements
Daily Revenue Paperwork & Monthly Reports
Dog Licenses
Election Information
Escrow Account Add, Change, Delete Forms
Financial Audit
FOIL Request Files
Going Out of Business License
Handicapped Parking Permit Records
Legal Notices Letter of Credit
Liquor Licenses
Local Laws
Marriage Records
Monthly Revenue Reports
Oath of Office
Petitions
Proclamation of Local State of Emergency
Records Disposition Documentation
Tax Collection Records
Town Board Meeting Minutes