

RECORDS AVAILABLE
under Freedom of Information Law
(as of 1/1/2014)

FOIL requests are filed to access public records. FOIL requests do not apply to vital records. For detailed information on what public records are available to be requested under the Freedom of Information Law, contact the NYS Department of State Committee on Open Government or visit their website at <http://www.dos.ny.gov/coog/index.html> .

You may complete an application (available as PDF or Word Doc) and either bring it to City Hall or mail or fax it to the City of Norwich, Finance Office, One City Plaza, Norwich, New York 13815, Fax: (607) 334-1208. We will also accept emailed requests to aeaton@norwichnewyork.net. Please provide as much detail in your request as possible to facilitate your request. Within five (5) days of receiving the request the City Clerk will furnish a written statement granting or denying the request in whole or part. If the request is granted the information will be provided within twenty (20) business days of the request. If your request is denied, you will have thirty (30) days to appeal the denial.

Records available for inspection and copying 9 a.m. to 5 p.m., Monday through Friday, excluding holidays.

The following are records maintained by the City of Norwich:

I. Mayor and Common Council

- A. Correspondence
- B. Agendas
- C. Minutes

II. Boards and Commissions

- A. Civil Service Commission Minutes
- B. Electrical Board Minutes
- C. Parks Commission Minutes
- D. Planning Commission Minutes
- E. Plumbing Board Minutes
- F. Traffic Commission Minutes
- G. Water Commission
 - 1. Agendas
 - 2. Minutes
- H. Youth Board Minutes

III. City Attorney

- A. Correspondence
- B. Notes

IV. City Clerk

- A. Correspondence
- B. Agreements/Contracts
- C. Capital Projects
- D. City Charter / Code

- E. Elections (prior to 2010)
 - 1. Canvas Statements
 - 2. Poll Books
 - 3. Miscellaneous
- F. Freedom of Information Law Requests
- G. Grants
- H. Legal Claims/Lawsuits
- I. Legal Notices/Proof of Publication
- J. Licenses / Permits
 - 1. Amusement
 - 2. Business
 - 3. Dogs
 - 4. Game Licensing
 - 5. Gaming
 - 6. Handicap Parking
 - 7. Liquor
 - 8. Vendors / Peddlers
- K. Local Laws
- L. Ordinances
- M. Property Acquisitions
- N. Vital Statistics
 - 1. Birth Certificates
 - 2. Death Certificates
 - 3. Marriage Licenses

V. Code Enforcement

- A. Correspondence
- B. Building Inspections
- C. Building Permits
- D. Grants
- E. License Applications
- F. Maps / Plans
- G. Property Files

VI. Community Development / Planning

- A. Correspondence
- B. Case Files
- C. Comprehensive Plan
- D. Development Plan
- E. Environmental Impact Statements
- F. Feasibility Studies
- G. Grants
- H. Miscellaneous
- I. Rehabilitation
- J. Urban Renewal

VII. Finance

- A. Correspondence
- B. Assessor
 - 1. Correspondence
 - 2. Applications for Re-Evaluation

3. Grievances
4. Real Property Transfers
5. Reports
6. Small Claim Petitions
7. Tax Rolls
- C. Audits
- D. Banking Records
- E. Billing, including Water System
- F. Bonds/Notes Records
- G. Budgets
- H. Capital Projects
- I. Daily Cash Sheets
- J. Economic Development Loans
- K. Financial Reports
- L. Insurance
 1. Policies
 2. Claims
- M. Ledgers / Accounts
 1. Postings
 2. Reconciliations
- N. Parking Tickets
- O. Purchase Orders
- P. Tax Collection
- Q. Tax Notices Published
- R. Vouchers
- S. Water System Shutoffs

VIII. Fire / Emergency Services

- A. Bids
- B. Grants
- C. Incident Reports
- D. Reports

IX. Human Resources / Civil Service

- A. Correspondence
- B. Applications
- C. Eligibility Lists
- D. Examinations
- E. Job Classifications
- F. Job Postings
- G. Personnel
 1. Health Insurance Records
 2. Payroll
 3. Personnel Cards
 4. Time Records
- H. Training

X. Police

- A. Bids
- B. Grants
- C. Incident Reports

- D. Reports
 - 1. Annual Reports
 - 2. Monthly Reports
- E. Traffic/Parking Tickets

XI. Public Works

- A. Correspondence
- B. Bids
- C. Engineering

XII. Water System

- A. Correspondence
- B. Bids
- C. Engineering
- D. Meter Readings
- E. Reports
 - 1. Annual Reports
 - 2. Monthly Reports
 - 3. Miscellaneous

XIII. Youth Bureau

- A. Correspondence
- B. Employee Evaluations
- C. Grants
- D. Programs
 - 1. Enrollment
 - 2. General
- E. Reports

XIV. Zoning Board of Appeals

- A. Minutes
- B. Reports
- C. Variances