



LIST OF RECORDS MAINTAINED BY THE DANSVILLE PUBLIC LIBRARY FREEDOM OF INFORMATION LAW

Legal Compliance

Maintained pursuant to Public Officers Law § 87(3)(c)

“a reasonably detailed current list by subject matter, of all records in the possession of the agency, whether or not available under this article. Each agency shall update its subject matter list annually, and the date of the most recent update shall be conspicuously indicated on the list. Each state agency as defined in subdivision four of this section that maintains a website shall post its current list on its website and such posting shall be linked to the website of the committee on open government. Any such agency that does not maintain a website shall arrange to have its list posted on the website of the committee on open government.”

(Note: Not all listed records are available pursuant to the Freedom of Information Law [FOIL]).

Items below and other records maintained by the Dansville Public Library are subject to the Retention and Disposition Schedule for New York Local Government Records (LGS-1).

Subject Matter List Board

- Annual Reports to the Community
- Annual Report to the State
- Bylaws
- Charter
- Conflicts of Interest Reports
- Long Range Plans
- Meeting Agendas
- Meeting Minutes
- Organizational Amendments
- Trustee Education Reports
- Trustee Ethics Statement Filings
- Whistleblower Reports

Financial Records

- Amortization Schedule
- 990(s) – Current and Past Years
- Accounts Payable Records
- Accounts Receivable Records
- Annual Update Document(s) – Past Years Filing
- Annual Financial Report – Current and Past Years Filing
- Audit Work Papers, Reports, and Files
- Bank Reconciliations
- Bank Statements



- Cash Activity Reports
- List of Monthly Vouchers – Paid, Reviewed, and Board Approved
- Planning and Budget Documents
- Receipt and Deposit of Funds Records
- Year to Date Reports - General Ledger/Balance Sheets

Contracts/Purchasing Records

- Bidders' Proposal Files
- Contract Files
- Requisition Form/Purchase Order Files (Non-Contracts)
- Sales Tax Exemption Information

Employment Information

- Employee Contracts or Agreements
- Employee Summary Service Records
- Employee Travel Authorizations and Expense Files
- Job Descriptions
- Payroll Records
- Timesheets

Policies:

- External
- Internal

Other:

- Incident Reports
- Patron Usage Logs – Totals Only

Approved 10/15/2024