



Town of Coeymans Subject Matter List

Last update: 8/12/2022

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 agency, whether or not available under the Freedom of Information Law, Public Officers Law, Article 6. This list is updated annually.

The Town of Coeymans requests that all Freedom of Information Law requests (FOIL) be submitted to the office of the Town Clerk/FOIL Officer on the Town of Coeymans FOIL Form. This form can be found on the Town of Coeymans web page or a copy can be picked up from the office of the Town Clerk.

Note: Not all listed records are available pursuant to the Freedom of Information law

Business Office

- Accounts payable
- Annual budget – current and prior
- Annual fiscal reports
- Audits
- Check registers and stubs
- Finance department files
- Finance reports
- General ledger
- Grants
- Bank statements and reconciliations
- Deposit Slips
- Procurement policy
- Bonds
- Purchase orders

Human Resource & Payroll Office

- Payroll related information
- Health insurance information
- Human resource information
- Inactive personnel files
- Payroll deduction requests
- Disability records
- Employee handbook
- Union contracts
- Time cards
- Worker's compensation
- Vacation requests
- Applications
- Policies and procedures

Building Department

- Zoning maps
- Subdivision applications and maps
- Building permits/applications
- Certificates of occupancy
- Site plans
- Planning Board/Zoning Board of Appeals documents
- Building inspection records
- Violations
- Fire inspection records
- Planning Board/Zoning Board of Appeals meeting minutes
- Hen coop permits
- Festival permits
- Temporary camping permits

Assessor's Office

- Tax maps
- School tax relief (STAR) program – basic/enhanced
- Veteran's exemption forms
- Exemption procedures
- Grievance procedures
- Assessment roll
- Assessment Board of Review (BAR) documents
- Address changes
- Change of assessment notices
- Equalization rate records
- Property data collection documents
- PILOT programs
- Judicial assessment review records
- Municipal profile median sale

Town Clerk

- Annual Audits
- Budgets
- Contracts and agreements
- Dog licensing reports
- NYS DEC DECALS reports
- Handicap parking permits
- Marriage Licenses
- Town Board Minutes
- Town property taxes
- Vouchers

- Abstracts
- Bids
- Request for proposals
- Birth – Death – Marriages records
- Indebtedness bonds
- Grove Cemetery records
- Indian fields Cemetery records
- Coeymans Hollow Cemetery records
- Alcove Cemetery records
- Town deeds & easements
- Election records
- FOIL requests
- Public notices
- Proof of publications
- Oaths of Office
- Resignations
- Bank statements for Property tax, Town Clerk, Sewer and Water accounts
- Local laws
- Facility use requests
- Daily cash reports
- Life insurance documents
- Ezpass sales
- Sewer district bills
- Water district bills

Highway Department

- Fuel consumption log
- Vehicle/Equipment inventory
- Vehicle maintenance records
- Road maintenance records
- Vouchers related to highway

Police Department

- Arrest records
- Call logs
- Vehicle maintenance records
- Police schedules
- Police equipment inventory
- Council 82 agreement
- Evidence records

