

Subject Matter List

County Clerk

Civil Courts
Corporations
DBA's
Tax Liens
Judgments
Maps
Naturalizations
Orders
Real Property
Small Claims Assessment
UCC
Information Inquiries

Treasurer

County Fiscal Policies and Procedures Records
Routine Internal Status and Activity Reports
Non-Routine Financial Reports and Studies
Agency Budget Preparation Files
Various Monthly, Quarterly, and Annual Statistical Reports
Budget and Finance Records
Audit Reports, Responses and Work Papers
Accounts Payable Records
Quarterly Financial Reports
Quarterly Expenditure Reports Work Papers

DSS

Local District Files
Correspondence Files
Training Files
Program Administration, Management, and Legal Files
Documentation Related to System Requirements and Enhancements
Fiscal Data Files
Program Contract Files
Advance Planning Documents
Federal Reports
Program Vouchers
Collection, Caseload, and Performance Statistics Files
Audit Files and Responses

Commissioner's Files

Social Security Administration (SSA) Case-Processing-Related Data on the SSA Network

SSA Network System Architecture and Design Documentation

Disability Determinations Services (DDS) Security Plan

Continuity of Operations Plan (COOP)

Temporary Assistance Program Files

Home Energy Assistance Program (HEAP) Files

Supplemental Nutrition Assistance Program (SNAP) Files

Employment Program Files

Electronic Benefits Transfer (EBT) Records and Files

Working Policy Files

Permanent Policy Files

Landlord Rental Assistance Program (LRAP) Records and Files

Housing Project Files

Family and Adult Shelter Facility Files

Central Files

SNAP Applicant/Recipient Civil Rights Complaints

Policy and Procedures Bulletins and Manuals

Personnel

Training Files

Personal History Files

Subject and Correspondence Files

Employment Inquiry Files

Centralized Eligible List Certification Files

Examination Administration Files

Office Management Files

Subject Files – Labor Relations

Performance Evaluation Appeals Files

Notice of Discipline Files – Labor Relations

Worker's Compensation Claims Documentation

Employee/Applicant Requests for Reasonable Accommodation

Policy and Procedures Bulletins and Manuals

Employee Training History

Executive/County Attorney

Contract Files

Various Monthly, Quarterly, and Annual Statistical Reports

Intergovernmental Agreements

Press Release Files

Public Works

Commissioner's Files

Policy and Procedures Bulletins and Manuals
General Transportation Correspondence and Reports
Department-Owned State Vehicle Record File
Maintenance Records
General Administrative Files
Facility Management Files
Road Files

Audit

Contract Files
Purchase Order Files (Non-Contracts)
Various Monthly, Quarterly, and Annual Statistical Reports
Accounts Payable Records

Purchasing

Bidders' Proposal Files
General Administrative Files

EMO

Security Handbook
Disaster Recovery Plan
Emergency Evacuation Plan
Policy and Procedures Bulletins and Manuals
General Administrative Files
Disaster Preparedness, Response, and Recovery Files
Family and Adult Shelter Facility Files
Central Files
Electronic Tracking Database Files
Policy and Procedures Bulletins and Manuals
Health and Safety Files
General Administrative Files

Legislature

General Administrative Files
Resolutions/Local Laws

History & Archives

Records Management Files

Data Processing

Records Management Files
Printing Files
Asset Management Files