



585.359.7092
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Henrietta Public Library
625 Calkins Road
Rochester, NY 14623

List of Records Maintained by the Henrietta Public Library

Adopted March 2025

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]).

The items below and other records maintained by the Henrietta Public Library are subject to the Library's Records Retention Procedure.

Subject Matter List

Board of Trustees

- Applications for Board Membership
- Conflict of Interest Forms
- Member Files
- Meeting Minutes
- Whistleblower Forms

Finance

- Audit Trails
- Bank Statements & Reconciliations



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- Budget Preparation Files
- Canceled Checks
- Cash Register Logs
- Check Registers
- Contracts & Agreements
- Daily Revenue Paperwork
- Donation Records
- Grant Records
- Invoices
- Purchase Orders
- Receipts
- Revenue Reports
- W-9 Forms

Library Specific

- Annual Reports
- Banned Patron Documentation
- CARLX Reports with Patron Information
- Children's Card Applications
- Community Room Agreements
- Correspondence, Legal or Policy
- Display Case Agreements
- Materials Safety Data Sheets
- Interlibrary Loan Request Records
- Incident Reports
- Injury Records
- Inventory
- Library Material Censorship/Complaints
- Photo/Video Releases
- Policies & Procedures
- Returned Mail

Personnel

- Civil Service Eligible List Canvass Records



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- Civil Service Title Records
- Direct Deposit Forms
- Disability Records
- Employee Earning Records
- Employee Evaluations
- Employee Grievance Records
- Employee Injury Records
- Equal Employment Opportunity Reports
- Form 105 Employment Change
- Form 222 New Title Request
- Form 330 New Hire
- Health & Life Insurance Coverage Reports
- Health & Life Insurance Declinations
- 1-9
- Inactive Personnel Files
- Interview Notes
- IT-2104, IT-2104E
- Job Postings
- Labor Distributions
- Offer Letters
- Payroll Deduction Requests
- Payroll Journals
- Payroll Reconciliations
- Policies & Procedures – Employee Attestation
- Requests for Time Off
- Requests for Unpaid Leave of Absence & Donation of Time Off
- Resumes/Applications
- Retirement Applications
- Retirement Compliance Forms
- Timecards
- W-4
- Worker's Compensation
- Year-End Payroll