

Last Revised: 05/12/2022

# Eastchester Fire District

## SUBJECT MATTER LIST

255 Main Street  
Eastchester, New York



[WWW.EASTCHESTERFD.COM](http://WWW.EASTCHESTERFD.COM)



**EASTCHESTER FIRE DISTRICT**

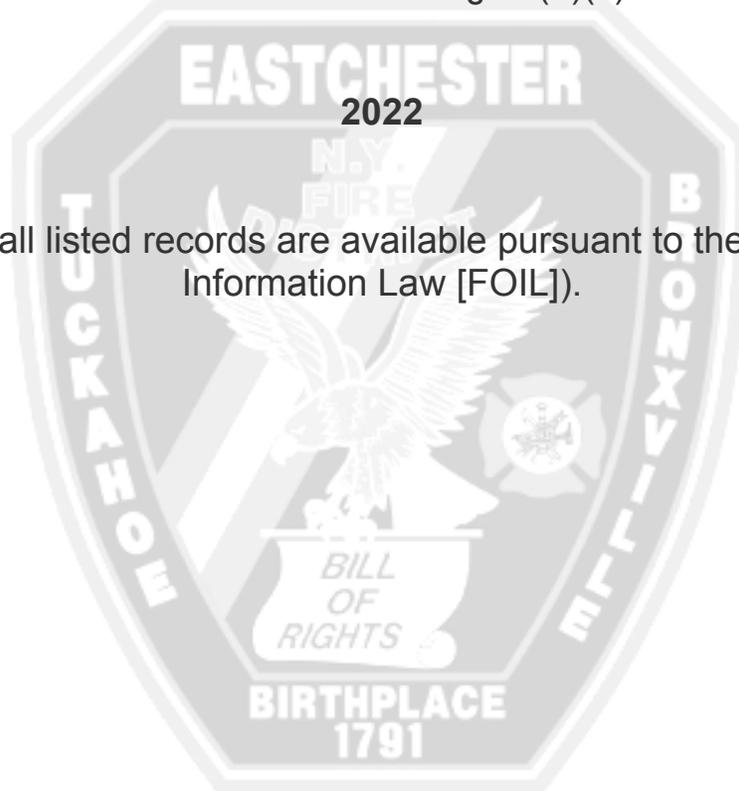
255 Main Street  
Eastchester, NY 10709

PHONE: 914-793-6402  
FAX: 914-793-8012  
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## SUBJECT MATTER LIST

List of Records Maintained by the Eastchester Fire District pursuant to  
Public Officers Law § 87(3)(c)



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



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### **GENERAL**

Internal Investigation or Non-Fiscal Audit Records  
Local Law  
Legal Agreement  
Minutes and Hearing Proceedings of Government Body  
Meeting Files of Governing Body  
Manual of Procedures, or Policies and Standards  
Correspondence  
Special Project Files  
Grant Program Files  
Internal Information Records  
Mailing List  
List, Index or Summary  
Working Document  
Official Copy of Publication  
Annual, Special or Final Report Summary Files  
Complaint, Petition or Request for Service by Local Government

### **ARCHIVES/RECORDS MANAGEMENT**

Records Disposition Documentation  
Records Inventory

### **ELECTION**

Voter Registration Records  
Vote Recording  
Election Readiness Records

### **FISCAL**

Report of Audit of Financial Affairs  
Banking Communications  
Canceled Check  
Electronic Banking  
Copy of Checks or Check Stubs  
Depository Agreement



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Deposit Book for Checking Account

Deposit Slips

Annual Budget

Claim for Payments

General Ledger

Receipts and Disbursements

Payroll

Purchase Orders

Purchasing Files

Vendor Files

Performance Guarantee

Invoices

Periodic Fiscal Reports

Annual or Final Fiscal Reports

### **INSURANCE**

Insurance Case Records

Workers Compensation Case Records

Insurance Policy

Certificate of Insurance

Employer's Liability Insurance Policy

### **PERSONNEL/CIVIL SERVICE**

Employee Benefit Records

Employee Medical Records

### **PUBLIC PROPERTY AND EQUIPMENT**

Real Property Acquisition Files

Capital Construction Files

Official Plans, Maps, Designs, Architectural Drawings, and Photographs

Property Inventory Records

Maintenance, Testing, Service, Operational and Repair Records for Equipment or Vehicle

Specifications, Warranty and Descriptive Information

Consumption and Dispensing Records



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Petroleum Storage Records

### **PUBLIC SAFETY**

Computer-Aided Dispatch or Incident Data File

Communications Log

Training Records

Emergency Vehicle, Apparatus and Equipment Records

Public Safety Personnel Service Data Files

Hazardous Materials Records

Standard Operating Procedures

Patient Care Records

Emergency Medical Training Records

Blotter

Log

Fire District Incident Listing Report

Reports on Fire-Fighting Activity

Fire Mutual Aid Plan

Burn Injury Reports

Fire Safety Inspection Records

Fire Hydrant Records

Historical Volunteer Firefighters Records

