

# **Cortland County Records Directory**

**Records Management Officer-County Clerk, Elizabeth Larkin**  
**FOIL Officer-Clerk of the Legislature, Savannah Hempstead 607-753-5048**

**KEY:** PA-May be accessed by the public  
C -Confidential  
RAO-Records Access Officer

## **Area Agency on Aging**

**RAO Amber Giamei 607-753-5060**

Client Case Files-C  
Accounting Records-PA  
Program Files-PA  
Time Sheets/Leave Accruals-PA

## **Attorney**

**RAO Victoria J Monty, jeri A DuVall, M Tabitha Palladino, Nicole M Compton 607-753-5095**

Litigation-C  
Family Court JD/PINS-C  
Department Contracts-PA  
Department Files-C

## **County Clerk**

**RAO Elizabeth Larkin 607-753-5021**

Deeds PA  
Mortgages PA  
Maps PA  
Liens PA  
Leases PA  
Business Certificates PA  
Corporations-PA  
Coroner Reports/Files-C  
Pistol Permits-C  
Marriage License 1908-1933 PA  
Military Discharges C  
Immigration Records PA  
Census Records PA  
County Laws/Resolutions PA  
County Reports-PA

Oaths of Office Town/County PA  
Town Bonds PA  
Clerks/DMV Financial Reports PA  
Criminal Records Partially PA  
Civil Records Partially PA  
Property/Income Executions PA  
Judgments PA  
Foreclosures PA  
Divorce Records C  
Separation Agreements C  
Surrenders C

**District Attorney**

**RAO Johanna Parker 607-753-5008**  
Case Files-C

**Election Office**

**RAOs Michelle Brown & Angela Burchfield 607-753-5032**  
NO REPSONSE

**Employment and Training**

**RAO Shannon Phillips 607-756-7585**  
Customer records-C

**Employment & Training Grant Administration**

**RAO Amy Buggs 607-753-5201**  
Board Minutes-PA  
Client Records-C  
Contracts/Agreements/Grants-PA  
Equipment Records-PA  
Fiscal Records-C  
(PA of SS# , name, address is listed)  
Workforce Development Plans-PA  
WIOA Title I Complaint Records-C

**Emergency Response and Communication**

**Fire Coordinator and Emergency Management**

**RAO Courtney Metcalf 607-753-5064**  
NO REPSONSE

**Finance**

**RAO Andrea Herzog 607-753-5087**  
Audit Reports-PA  
Accounts payable-PA  
Purchasing records-PA

Annual Update Documents-PA  
Constitutional Tax Limit Reporting-PA  
Bank Statements, Teller receipts, deposit slips-PA  
Court and Trust Payments-PA  
Bail receipts-PA

## **Health Department**

### **RAO 607-753-5135**

#### Environmental Health-Donald Ware (Katee Padbury)

Backflow reports PA  
Bacti reports PA  
Campgrounds PA  
Children camps C  
Community and Non Community water reports PA  
Enforcement records PA  
Mobile home parks PA  
Rabies records of incidence and bites C  
Smoke alarm records C  
Swimming pools PA  
Temporary residence PA  
Water operation reports PA  
West Nile Virus PA

#### Children With Special Needs -Ianthe Warner (Katee Padbury)

Child Find Records C  
Children with Special Needs Financial records C  
Children with special needs records C  
Early Intervention Records C  
Physically handicapped Children's Program Records C  
Pre K Financial Records C  
Pre K Records C

#### Nursing-Rhonda Fitzpatrick

Communicable Disease C  
Immunization C  
Lead Poisoning C  
Medical Screening Clinic C  
Pap Smear C  
Refugee Health C  
Tuberculosis C  
Well Child Exams C

#### Jacobus Center for Reproductive Health\*- -Rhonda Fitzpatrick-

Financial Records C  
Patient charts C

- Jacobus Center closed September 2020

Hospice\*-Rhonda Fitzpatrick

Clinical records C

Financial Records C

Personnel Files C

\*Hospice transferred to Hospice & Palliative Care Services of Tompkins County-  
on 9/15/14

**Highway Department**

**RAO ~~Diane Bean and Joanne Shippey~~ 607-753-9377**

RECORDS

Construction Project Records PA

Consultant Contract Records PA

Town/Village Correspondence-PA

Permit Records PA

Bid Records PA

Complaints Work Order PA

Accident Reports PA

Incident Reports (Non Employee PA

Purchase Orders PA

Annual Reports PA

Budget Information/Audits PA

Employee Records C

Payroll records C

Employee Timesheets PA

General Correspondence PA

Fuel System Records PA

Hazardous Waste Disposal Records PA

Vehicle Maintenance Records PA

CORTLAND COUNTY SOLID WASTE & RECYCLING

Solid Waste Leachate Data Sheets PA

NYSDEC Solid Waste Quarterly Reports PA

NYSDEC Solid Waste Annual Reports PA

NYSDEC Recycling Annual Reports PA

NYSDEC Compliance Report PA

Solid Waste Monthly Invoices & Statements PA

Solid Waste Daily Transaction Sheets PA

Solid Waste Daily Deposits to Treasurer PA

Solid Waste Delinquent Accounts & Collection Correspondence PA

Business, Commercial and Resident Landfill Permits PA

Recycled Product Accounts Receivable & Payable PA

Recycling Deposits to Treasurer PA

## **Historian**

### **RAO Savannah Hempstead 607-753-5048**

Historic Photos PA  
Scrapbooks PA  
Articles and Texts PA

## **Information Technology**

### **RAO Jack Hess 607-753-5042**

Stores Documents and Records Electronically for every department in the county

## **Legislature**

### **RAO Savannah Hempstead 607-753-5048**

Minutes of Legislative Proceedings PA  
Committee and Public Hearings PA  
Resolutions of the County Legislature PA  
Sealed Bid Documents PA  
Various County Policies and Procedures PA  
County Insurance Policies PA  
County Laws PA

## **Maintenance**

### **RAO Charles Miller 607-753-5068**

NO REPSONSE

## **Mental Health**

### **RAO Nancy Smith or Patricia Schaap 607-758-6110**

Clients Charts-C  
Clients Billing Addresses: C

## **Personnel**

### **RAO Laurie Leonard 607-753-5076**

Employee personnel files C  
Employee medical files C  
Candidate medical screenings C  
Civil service exam files C  
Civil service eligible lists PA  
Departmental contracts PA  
Investigations, grievances, arbitrations C  
Employee/retiree benefit files C  
Accounts payable/receivable PA  
Position records PA  
General correspondence PA  
Personnel policies and procedures PA  
Civil service policies and procedures PA

## **Planning Department**

### **RAO Mary Ellen Roodenburg**

Transportation-PA

Snowmobile Clubs/Trails-PA

Agricultural/Planning/Environmental and Legislative Minutes/ agendas as it pertains to the Planning Dept-PA

Resolutions for the Planning Dept-PA

Grants-PA

Accounts payable-PA

General Municipal Law-PA

GIS (Geographic Information Systems)-PA

Personnel Files-C

## **Probation**

### **RAO Nadine Reisweber & Christopher LeFever 607-753-5019**

Pre-sentence and Pre-dispositional reports-C

Probation Orders and Conditions-Adult and Children-C

Supervision records-C

Family Court Intake records-C

Restitution records-C

Alternatives to Incarceration records-C

Community service records-C

## **Public Defender**

Stated: No Records to report

## **Real Property Tax Services**

### **RAO Desiree Bushnell 607-753-5040**

Surveys PA

Tax Maps PA

Transfer reports PA

Roll books (final, tentative, tax) PA

Assessor's files for Homer, Preble, Scott PA/C\*

\*Portions of these records may be confidential

## **Sheriff Department**

### **Emergency 911 Dispatch\***

#### **RAO Courtney Metcalf**

Computer Aided Dispatch Call for service-C

Recorded radios and telephone calls-C

Elderly "I'm Okay today" call in sheets

NYSPIN/NCIC message log-C

NYSPIN/NCIC messages sent & received  
Monthly/Annual activity (call volumes)-PA  
Employee monthly work schedules-C

**Jail Division**

**RAO Lt. Nicholas Lynch**

NO REPSONSE

**Safety Officer**

**RAO-Charles Miller 607-753-5068**

Orientation Training Material-PA

Injury Reports-C

Motor Vehicle Accident Reports-C

Safety Inspections-C

**Social Services**

**RAO Brian Moore 607-753-5277**

Client Case Files-C

**Treasurer**

**RAO John T Banewicz 607-753-5069**

Paid Tax Receipts-PA

Tax Rolls-PA

Foreclosures-PA

**Veterans Office**

**RAO Thomas Tedesco 607-753-5014**

Veteran Files-C

Military Discharges-C

**Weights and Measures**

**RAO Wesley Foley 607-753-5025**

Certifications of Approval-PA

Inspection Reports-PA

Annual Reports-PA

Violation files-C