

APPENDIX J

LIST OF RECORDS MAINTAINED

1. Client Records
2. Food Inspection Files
 - a. Inspection Reports – as in #8 (complaint)
 - (1) open
 - (2) closed
 - b. Computer lists
3. Septic Installations
 - a. Open
 - b. Closed
 - c. Listing
4. Water Well Permits and Cards
 - a. Open
 - b. Closed
 - c. Listing
5. Water Test Result Files and Cards
6. Water Hauler Files
7. Refuse Hauler Files
8. Complaint Files
 - a. Open
 - b. Closed
9. Landfill Files
10. Pool and Beach Files
11. Correspondence
12. Bills
13. Revenues
 - a. Receipt copies
 - b. Monthly reports
 - c. Receipt books
 - d. Treasurer's Receipt books
14. Payroll
 - a. SAP Schedule
 - b. Annual Staff Salary Listing

APPENDIX J (cont'd)

List of Records Maintained page 2

15. Financial Reports
 - a. Budget
 - b. Monthly Financial Report
 - c. Monthly revenue
16. Board Minutes
17. Bidding and Specification File
18. Affirmative Action/EEO Files
19. Personnel Files