



APPENDIX J

LIST OF RECORDS MAINTAINED

1. Client Records
2. Food Inspection Files
 - a. Inspection Reports- Open or Closed
 - b. Computer lists
3. Septic Installations
 - a. Open or Closed
 - b. Listings
4. Water Well Permits and Cards
 - a. Open or Closed
 - b. Listings
5. Water Test Result Files and Cards
6. Water Hauler Files
7. Refuse Hauler & Landfill Files
8. Complaint Files- Open or Closed
9. Pool and Beach Files
10. Correspondence
11. Bills
12. Revenues
 - a. Receipt copies
 - b. Monthly reports
 - c. Receipt books
 - d. Treasurer's Receipt books
13. Payroll
 - a. SAP Schedule
 - b. Annual Staff Salary Listing
14. Financial Reports
 - a. Budget
 - b. Monthly Financial Report
 - c. Monthly revenue
15. Board Minutes
16. Bidding and Specification File
17. Affirmative Action/EEO Files/Personnel Files