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**CURRENT LIST OF RECORDS – February 2, 2018**

This list is intended to comply with section 87(3)(c) of the Public Officers Law which requires that each agency shall maintain:

“a reasonably detailed current list by subject matter, of all records in the possession of the agency, whether or not available under this article.”

The Records Access officer is Brian M. Ford

For more information about the Committee on Open Government –  
[www.dos.state.ny.us/coog](http://www.dos.state.ny.us/coog)

ADIRONDACK PARK AGENCY ACT

1. Original 1971 Act
  - a) Governor’s Program Bill (S6785/A7863) with Governor’s accompanying memorandum
  - b) Bill Amendments
  - c) Chapter 706, Laws of 1971
2. 1973 Amendments
  - a) Governor’s Program Bill (S6096/AS7577) with Governor’s accompanying memorandum
  - b) Bill amendments
  - c) Chapter 348, Laws of 1973
3. Amendments
  - a) Adirondack Park Agency Proposed Amendments (S8740/A10564)
  - b) Bill Amendments
  - c) Chapter 679, Laws of 1974

4. Current printed copies of the Act (March 31, 1991)

#### ADIRONDACK PARK AGENCY RULES AND REGULATIONS

1. Interim Rules and Regulations and records pertaining to their formulation
2. Rules and Regulations adopted through current date
3. Proposed Draft Revisions to Regulations
4. General Information Flyers

#### ADMINISTRATIVE

1. Budgets
2. Personnel
3. Staff attendance
4. Payroll statistics
5. Contracts
6. Staff chronological files
7. List of all judicatory hearings required by §307(3)(a) and of SAPA
8. Building & Equipment Maintenance File
9. Public Relations
  - a. Press Releases
  - b. Copies or photocopies copies of all publications produced including Citizen Guides & Reports
  - c. Copies of newsletter, Newslite (no longer in publication)
  - d. Annual Reports
  - e. Copies of newsletter, Community Chat
  - f. Strategic Action Plan & Materials Related thereto

LEGAL

1. Counsel Files
- b. Attorney Project Files
- c. Litigation
  - a. Petitions, complaints and motion papers filed with the court
  - b. Legal memoranda filed with the court
  - c. Correspondence relevant to files
4. Enforcement
  - a. Enforcement files and materials related thereto
  - b. Enforcement status reports and statistical materials
  - c. "Committee of Four" staff notes
5. Jurisdictional Determinations
  - a. Jurisdictional Inquiries and materials related thereto
  - b. Jurisdictional Inquiry status reports and statistical materials
6. Inter-Agency referrals and materials related thereto
7. Pre-Existing Subdivision
  - a. Pre-existing subdivision files and materials related thereto
  - b. Pre-existing subdivision index
8. Freedom of Information Requests and Response thereto
9. Staff Chronological Files

RESOURCE ANALYSIS & SCIENTIFIC SERVICES

1. Wild, Scenic and Recreational Rivers

- a. Individual River studies
- b. Records relating to river designations
2. Freshwater Wetlands Mapping
  - a. Tentative and “Final” official wetlands map
  - b. Documents relating to their development and passage
  - c. Public hearing summaries and public comment
  - d. Staff field notes and responses to public comment
  - e. Official notices and orders
3. Big Tree Register
4. Park Lakes Water Quality Files
5. Technical Assistance Files
6. Unique Natural & Cultural Features Files
7. Rare Element
8. USGS Aerial Photos
9. Staff Chronological Files

#### PLANNING

1. Adirondack Park Land Use Plans
  - a. State Land Master Plan and records pertaining to its formulation and revisions through current date
  - b. Records pertaining to proposed amendments to State Land Master Plan and Map
  - c. Adirondack Park Land Use and Development Plan including map and records pertaining to its formulation and amendments through current date
  - d. Records pertaining to proposed amendments to the Adirondack Park Land Use and Development Plan Map
  - e. Adirondack Park Agency GIS “Look-Up System”

- f. Current Land Use Statistics
- 2. Local Government Services
  - a. Citizen's Guide to Adirondack Community Planning (out of print)
  - b. Local Services Status Reports
  - c. Requests for approval and amendments of local land use programs and documents relating to review and disposition thereof
  - d. Summary of Adirondack Park Agency Authority over Land Use and Development and Subdivisions (chart - photocopy format)
  - e. Planning and Development Reference Guide (published in cooperation with the New York Planning Federation - ca 1986- available to local boards)
  - f. Model land use codes (zoning, subdivision and septic regulations) - 1975-80 vintage
  - g. Guidelines for Commercial Development
  - h. List of historic sites designated by the Office of Parks, Recreation and Historic Preservation
  - i. Adirondack Park Hamlet Study Phase I, II & III
  - j. Materials to guide Agency submission of local land use programs (available to local boards, individual sample resolution, pertinent rules and regulations)
  - k. Records relating to municipal planning for all towns and villages plus county and regional planning information
  - l. Records relating to local government referrals of variance and Class B regional projects
- 3. Temp Study Committee on Future of Adirondacks
- 4. Maps
  - 1. Soil Survey
  - 2. Tax Maps

3. Resource Inventory
4. USGS Topographical Maps
5. River Basin Files
6. Staff Chronological Files

#### REGULATORY PROGRAMS

1. Regional Project Review and Variances
  - a. Interim project materials and reports related thereto
  - b. Pre-application materials and reports related thereto
  - c. Project and Variance files including:
    - i. Application materials
    - ii. Agency notices pursuant to Executive Law §809
    - iii. Field data and staff memoranda
    - iv. Correspondence
    - v. Public comment
    - vi. Hearing transcripts
    - vii. Permits, amended and revised permits and orders of denial
    - viii. General Permits and documents relating to their development and adoption by the Agency.
  - d. Project status reports and project review statistical materials
  - e. Development in the Adirondack Park
  - f. State Project Review
    - i. Project applications and materials related thereto
    - ii. Project status reports

g. Staff Chronological Files

ADIRONDACK PARK AGENCY GOVERNING BODY

1. Appointments of designees by Ex-Officio members
2. Delegations by Agency members of enumerated duties and powers to Agency Chairman and Agency staff
3. Documents provided to the Members in advance of the monthly meetings, to be used in preparation for the meeting
4. Minutes of Full Agency and Committee meetings including voting records of Agency members
5. Inter-agency agreements
6. Instructions to staff

MEMBERS

1. Members names and dates of service
2. Agency Resolutions
3. Members Attendance records
4. Members' Expenses

VISITOR INTERPRETIVE CENTERS (Newcomb and Paul Smiths)

1. Administrative Files
  - a. Budget
  - b. Personnel
  - c. Program schedules
  - d. Press releases
  - e. Copies of Newsletter The Observer
  - f. Copies of all publications produced
  - g. General correspondence with public
2. Historic files on microfiche