



# Archival Index of Oswego County

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## **ARCHIVAL INDEX OF OSWEGO COUNTY** *(TOWNS, CITIES, AND VILLAGES)*

Created by the Oswego County Record Center  
Prepared by Susan Hughes, Alicia Jettner, Janeen Rogers

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### **Special Thanks to the Records Committee of the 2000 Oswego County Legislature**

Hon. Frank Church, Chairman, District 14

Hon. James Bryant, District 5

Hon. Douglas E. Malone, District 20

Hon. Carl J. Rusaw, District 11

Hon. Carolyn A. Rush, District 13

Hon. Francis Wallace, District 15

Hon. David Waters, District 3

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## NOTES TO THE RESEARCHER

1. Birth, Death, and Marriage records contain largely the same basic information throughout the county.
2. Due to the fact that payroll and many personnel records contain Social Security numbers, access to these records is usually restricted and left to the clerk's discretion.
3. Records may include more information than is included in the **Scope/Content** description.
4. Birth, Death, and Marriage certificates are issued by the Registrar of Vital Statistics and submitted to the New York State Dept. of Health.
5. Oswego County Records are listed alphabetically under "Creator" first, then alphabetical by the "Series" Title.
6. For contact information, please see the following pages. If you have any questions, comments, or suggestions, please feel free to contact us at:

Oswego County Records Center  
c/o Barbara Dix  
384 East River Road  
Oswego, NY 13126  
Ph. (315) 349-8460  
Fax (315) 349-8458  
E-mail: [bdix@co.oswego.ny.us](mailto:bdix@co.oswego.ny.us).

# CONTACT INFORMATION:

## Town Offices

	<u>Hours Open/Available</u>		<u>Hours Open/Available</u>
<b>Town of Albion</b> 15 Bridge St. Altmar, NY 13302 Ph./Fax: 298-5545 E-mail: <a href="mailto:Aambtc@aol.com">Aambtc@aol.com</a>	<i>When Available</i>	<b>Town of Amboy</b> 822 St. Rt. 69 Williamstown, NY 13493 Ph. 964-1165	<i>When Available</i>
<b>Town of Boylston</b> 912 Co. Rt. 13 Lacona, NY 13083 Ph./Fax: 387-2320	<i>Call first for an appointment</i>	<b>Town of Constantia</b> 14 Frederick St. PO Box 167 Constantia, NY 13044 Ph./Fax: 623-7713	<i>MTR 8<sup>30</sup> am – 5pm Sat 8<sup>30</sup> am – 12pm</i>
<b>Town of Granby</b> 820 Co. Rt. 8 Fulton, NY 13069 Ph.: 598-6500 Fax: 592-9270	<i>MWRF 8am – 3pm T 8am – 1 pm 4<sup>30</sup> – 6<sup>30</sup> pm</i>	<b>Town of Hannibal</b> Drawer B Hannibal, NY 13074 Ph.: 564-6037 Fax: 564-7379	<i>M – F 9<sup>30</sup> am – 4pm</i>
<b>Town of Hastings</b> 1134 US Rt. 11 Central Square, NY 13036 Ph.: 668-2456 Fax: 668-8392	<i>M – F 8am – 4pm</i>	<b>Town of Mexico</b> 64 S. Jefferson St. Mexico, NY 13114 Ph.: 963-7633 Fax: 963-8806	<i>MTRF 11am – 4pm</i>
<b>Town of Minetto</b> 6 Community Drive PO Box 220 Minetto, NY 13115 Ph.: 343-2393 Fax: 342-4421	<i>When available/ answering machine</i>	<b>Town of New Haven</b> Town Hall PO Box 220, Rt. 104 New Haven, NY 13121 Ph.: 963-3900	<i>TR 12 – 5pm WF 2 – 5pm</i>
<b>Town of Orwell</b> Orwell Town Hall PO Box 5 Orwell, NY 13426 Ph.: 298-3236	<i>When available/ answering machine</i>	<b>Oswego Town</b> 2320 Co. Rt. 7 Oswego, NY 13126 Ph.: 343-2424 Fax: 343-4414 <a href="http://www.bridgemicro.com/townofoswego">www.bridgemicro.com/townofoswego</a>	<i>MTWF 8am – 4pm R 12pm – 6pm Sat 9am – 12pm</i>
<b>Town of Palermo</b> 1572 Co. Rt. 45 Fulton, NY 13069 Ph./Fax: 593-2333	<i>MW 12 – 9pm TR 8am – 2pm</i>	<b>Town of Parish</b> 2938 E. Main St. PO Box 66 Parish, NY 13131 Ph.: 625-4507 Fax: 625-4791	<i>M – F 9am – 5pm</i>

Hours Open/Available

**Town of Redfield**

4830 Co. Rt. 17  
Redfield, NY 13437  
Ph.: 599-7125  
Fax: 599-7468

*When available*

**Town of Sandy Creek**

1992 Harwood Drive  
PO Box 52  
Sandy Creek, NY 13145  
Ph./Fax: 387-5456

*M – F 10am – 4pm*

**Town of Scriba**

42 Creamery Rd.  
Oswego, NY 13126  
Ph.: 343-3019  
Fax: 695-3231

*MF 9am – 12pm  
1 – 5pm  
TWR 9am – 5pm*

**Town of West Monroe**

46 Co. Rt. 11  
West Monroe, NY 13167  
Ph.: 668-8314  
Fax: 676-3520

*M – R 8am – 3pm  
F 8am – 12pm*

Village Offices

**Village of Altmar**

PO Box 163  
Altmar, NY 13302  
Ph.: 298-5555

*T 7 – 9pm*

**Village of Cleveland**

123 State Rt. 49  
PO Box 503  
Cleveland, NY 13042  
Ph.: 675-8611  
Fax: 675-3986

*M – F 1 – 4<sup>30</sup>pm*

**Village of Lacona**

PO Box 217  
Lacona, NY 13083  
Ph./Fax: 387-5781  
E-mail: [jill@tccenet.net](mailto:jill@tccenet.net)

*MWF 9<sup>30</sup>am – 4pm*

**Town of Richland**

H. Douglas Barclay Courthouse  
PO Box 29, 1 Bridge St.  
Pulaski, NY 13142  
Ph.: 298-5174  
Fax: 298-7348  
E-mail: [Tofrichlan@aol.com](mailto:Tofrichlan@aol.com)

*When Available/  
answering machine*

**Town of Schroepfel**

69 Co. Rt. 57A  
Phoenix, NY 13135  
Ph.: 695-6231

*M – F 9am – 4pm*

**Town of Volney**

1445 Co. Rt. 6  
Fulton, NY 13069  
Ph.: 593-8288  
Fax: 598-6839

*M – F 9am – 4pm*

**Town of Williamstown**

PO Box 149  
Williamstown, NY 13493  
Ph.: 964-2441

*M – F 3 – 8pm*

**Village of Central Square**

3125 East Avenue  
Central Square, NY 13036  
Ph.: 668-2558  
Fax: 668-7037

*M – F 9am – 4pm*

**Village of Hannibal**

Drawer B  
1085 Auburn St.  
Hannibal, NY 13074  
Ph.: 564-6037  
Fax: 564-7379

*M – F 9<sup>30</sup>am – 4pm*

**Village of Mexico**

3236 Main St  
PO Box 309  
Mexico, NY 13114  
Ph.: 963-7564  
Fax: 963-0971

*M – F 8<sup>30</sup>am – 4<sup>30</sup>pm*

Hours Open/Available

Hours Open/Available

**Village of Parish**

PO Box 308  
2938 E. Main St.  
Parish, NY 13131  
Ph.: 625-4592

*M – R 9am – 5pm*

**Village of Phoenix**

Sweet Memorial Building  
455 Main St.  
Phoenix, NY 13135  
Ph.: 695-2484  
Fax: 695-3311

*M – F 8am – 4<sup>30</sup>pm*

**Village of Pulaski**

PO Box 227  
4917 Jefferson St.  
Pulaski, NY 13142  
Ph.: 298-2622  
Fax: 298-5274  
[www.pulaskiny.com](http://www.pulaskiny.com)

*M – F 8am – 5pm*

**Village of Sandy Creek**

6026 S. Main St.  
PO Box 240  
Sandy Creek, NY 13145  
Ph./Fax: 387-5781  
E-mail: [jill@tcenet.net](mailto:jill@tcenet.net)

*MWF 9<sup>30</sup>am – 4pm*

City Clerks

**City of Fulton**

Fulton Municipal Building  
141 South 1<sup>st</sup> St.  
Fulton, NY 13069  
Ph.: 592-3433  
Fax: 592-3412

*M – F 8am – 5pm*

**City of Oswego**

City Hall  
13 West Oneida St.  
Oswego, NY 13126  
Ph.: 342-8116  
Fax: 342-8171

*M – F 9am – 5pm*

Clerk's Office

*M – F 9am – 1pm*

2 – 4pm

Registrar's Office

NOTE: 1) Area code for all phone numbers above is 315.

2) "R" in the 'Hours Open/Available' column stands for Thursday.

2) Many clerks work from their homes so when you see "When Available" or "Answering Machine" it is telling you that the clerk will answer the phone if they are home and the answering machine will answer if they are not. Please call these clerks before visiting the office.

ABBREVIATIONDEFINITION/EXPLANATION

~	Around, approximately
A/R	Access Restrictions
Alpha	Alphabetical
APO	Authorized Personnel Only
Appt.	Appointment
ARNGT	Arrangement
Blvd	Boulevard
Cert.	Certificate
CETA	Comprehensive Employment & Training Act
Chron.	Chronological
Circa (ca)	around, approximately
Cond.	Conditional
Dept.	Department
DOB	Date of Birth
DOD	Date of Death
DOH	Department of Health
Dvlpmt	Development
FDPA	Flood Disaster Protection Act
FWWA	Freshwater Wetland Act
Hist. Note	Historical Note
ID	Identification
inc.	Incorporated
Info	Information
M.D.	Mortgage Date
Misc.	Miscellaneous
Mtg.(s)	Mortgage(s)
MVA	Motor Vehicle Accident
N/A	Not Available or Non-Applicable
NFIA	National Flood Insurance Act
No. (#)	Number
NYS	New York State
PT/FT	Part-time/Full-time
RVS	Registrar of Vital Statistics
SARA	State Archives and Records Administration
SSN	Social Security Number
Stat.(s)	Statistical (Statistics)
Subj.	Subject
TERA	<i>We were unable to define this at this time. We apologize for any inconveniences!</i>



UNKN

ZBA/PB

Red Ink

Unknown

Zoning Board of Appeals, Zoning and Planning Board

Identifies the years records are missing within the series

SERIES TITLE	CREATOR	DATES	ARNGT	HIST. NOTE	SCOPE/CONTENT	A/R
<a href="#"><u>TOWN OF ALBION</u></a>						
Birth Records	Town Clerk	1872 – 1983	Alpha and numeric	Inc. in 1825, fires in mid-1800s & 1935	Child's name, DOB, parents name, parents place of birth, child's place of birth, and copies of delayed registration of birth	DOH
Building Permits	Code Enforcement Officer	1997 – 1999	monthly & numeric	N/A	Building permits and any building "blueprints."	N/A
Death Records	Town Clerk	1910 – 1999, 1883 – 1909	Alpha	Inc. in 1825, fires in mid-1800s & 1935	Only name, DOD, place of burial, age, sex, state cert. no., 1910-17 recreated from state records.	DOH
Historian's Records	Town Historian	early 1800s – Present	Chron and alpha	N/A	Cemetery census records for Albion, Mexico, & Williamstown, census records (1820-1925), church records, Civil War census of soldiers, and scrapbooks of important events.	N/A
Marriage Records	Town Clerk	1918 – 1999, 1883 – 1917	chron	Inc. in 1825, fires in mid-1800s & 1935	Names of bride, groom, along with date, time, and place of marriage, and brief history of bride, groom.	DOH
Town Board Minutes	Town Clerk	1918 – 1999	Chron.	N/A	Complete record of formal discussions and decisions of the town board.	vol. 1-4 APO
<a href="#"><u>VILLAGE OF ALTMAR(LOCATED WITHIN TOWN OF ALBION)</u></a>						
Annual Reports	Village Clerk	1935 – present	Chron.	N/A	Report of monies spent by village departments including revenues, expenditures, liabilities made and ended, along with other info such as what persons held offices, and legal issues that were brought to a close.	N/A
Auxiliary Reports	Village Fire Dept./ Village Clerk	1988 – present	Chron.	N/A	Periodic reports for use of the fire dept. containing legal and fiscal info.	N/A
Birth Records	Village Clerk	1917 – present	Chron.	N/A	Name of parents, their address, DOB, etc.	DOH
Bonds	Village Clerk	1940's – 1980's	Chron.	N/A	All info pertaining to bonds let out by local and state government.	N/A

Budgets	Village Clerk	1943 – present	Chron.	N/A	Plans for spending of monies by different dept. under village plans, such as expected revenues expenditures, due liabilities, etc.	N/A
Cash Books	Village Clerk	1952 – 1967	Chron.	N/A	Info on monies spent by clerk, along with monies received from licenses, donations, etc.	N/A
Cemetery Records	Village Clerk	UNKN	numeric (by lot no.)	N/A	Lot owners, price paid for lot, some include who was buried in what lot, etc.	N/A
Contracts	Village Clerk	1964 – present	no order	N/A	Budgets, correspondence, flood insurance, bonds, CETA records, planning board, payroll, zoning agreements made between the village and outside sources.	N/A
Criminal Docket Sheets	Village Clerk	1980 – present	Chron.	N/A	Listing of offenders tried by village court for criminal occurrences, dates of proceedings, type of charge made, whether bail was posted or not, whether defendant was found guilty or not. Some volumes indexed.	N/A
Death Records	Village Clerk	1917 – present	Chron.	N/A	Name of deceased, their address, DOB, DOD, reason for death, some death certificates with physician's signature, and all info on disposal of the body.	DOH
Historian's Records	Village Historian	1876 – present	Chron.	N/A	All types of records including old pictures, hand-drawn maps, diaries, correspondences, etc.	N/A
Maps, Blueprints	Village Clerk	1964 – present	Chron.	N/A	Different drawings for village, including lot maps, sewer planning, border lines, etc.	N/A
Minute Books	Village Clerk	1976 – present	Chron.	N/A	Record of proceedings of village board meetings, including official's reports, matters dealt with, attendance at meeting, etc.	N/A
Voter Registration Poll List	Village Clerk	1967 – 1985	chron.	N/A	Listing of voters registered in the village, their names, addresses, and # of times they voted.	N/A
Voting Ballots/Records	Village Clerk	1980 – present	chron.	N/A	Sample ballots, election results for public officials, names of candidates and number of votes per election.	N/A

Vouchers	Village Clerk	1987 – 1992	Chron.	N/A	Requests for repayment of funds spent by different village dept. for needs such as contracts with building repairs, building renovations, supplies, etc.	N/A
Water Pollution & Control Records	Village Clerk	1966 – present	Chron.	N/A	Reports, plans, correspondence associated with any sewage change, improvement, and other things used to control water in the village.	N/A
Zoning Ordinances	Village Clerk	1943 – 1972	Chron.	N/A	Orders for the appointment of zoning laws made by the village for use by water district, fire district, sewage plans, and building plans for different departments.	N/A

*TOWNS OF AMBOY AND BOYLSTON ARE NOT AVAILABLE AT THIS TIME! WE APOLOGIZE FOR ANY INCONVENIENCES!*

VILLAGE OF CENTRAL SQUARE[C. Sq.](LOCATED WITHIN TOWN OF HASTINGS)

Annexation Maps	Village Clerk	Dec. 1989	N/A	N/A	Drawings noting areas that were annexed to village.	N/A
Annual Fiscal Reports	Village Clerk	1938 – present	Chron.	N/A	Record of use of monies by village departments, and include different programs sponsored by village.	N/A
Audit Reports	Village Clerk	1985 – present	Chron.	N/A	Include info on all financial records for village fiscal affairs, audits conducted by an outside firm.	N/A
Board Minutes	Village Clerk	1926 – present 1937 – 1963, 1974 – 1976	Chron.	Village inc. 1890, Fire at some time destroyed many records	Dates of town board meetings, members of the board, decisions and votes rendered relating to development of village property, and info regarding election notices, zoning, assessment, and voting on bills to be paid out.	N/A
Building Permits	Code Enforcement Officer/Building Inspector	~1950 – present	Numeric (by tax no.)	Village inc. 1890	Info on individual structures, permit applications, blueprints, plans, certificates of occupancy, letters and correspondence.	N/A
Cemetery Records	Commissioner of Cemeteries	1822 – present	Alpha	Cemetery privately owned until 2/2000	Names of buried persons, dates buried, DOB's, reason for death, and DOD's.	DOH

Historian's Records	C. Sq. & Hastings, Village & Town Historian	UNKN	Chron.	N/A	Collection including manuscript materials, newspapers, and artifacts. Map noting original houses, and streets at date of inc., scrapbooks of newspaper clippings.	N/A
Maps	Zoning Board	1950, 1975 – 1996	N/A	N/A	Document zoning for commercial and residential lots, also documenting changes in zoning.	N/A
Minutes	Zoning and Planning Board	1995 – present	Chron.	ZBA formed in 1995	Note changes in land from agricultural to industrial, includes memos, letters and records of proceedings at ZBA meetings.	N/A
Oaths of Office	Village Clerk	1986 – present	Chron.	N/A	Written, signed oaths of office for all elected officials in village, and states individual's pledge to uphold the U.S. and NY constitutions.	N/A
Operation Files	Supervisor for Dept. of Public Works	1995 – present	Chron.	N/A	Files and logs concerning the wastewater treatment plant and testing done for these systems.	N/A
Power Generating Facility Maps	Village Clerk	1960, 1962, 1972	Numeric	N/A	Shows the first set of transmission lines installed throughout the village, noting alternate routes, also showing position of roads, towns, landmarks, and prospective placement for the lines.	N/A
Scrap Books	Village Engineer	1996	Chron.	N/A	Pictures and captions on changes in land and upgrading of the sewer system.	N/A
Site Maps	Planning Board	June, 1992	N/A	N/A	Maps note development of roads, houses, water, sewer, along with details about these things.	N/A
Site Plan Review	Code Enforcement Officer/Building Inspector	1989 – present	Alpha & Chron.	N/A	Plans noting passed or failed subdivisions, zoning changes, and building permits for village residents.	N/A
Street Maps	Village Clerk	May 1833	Numeric	Village inc. 1890	Drawings of streets, with names, houses, and locations of buildings that existed pre-1890.	N/A
Tax Maps	Village Tax Assessor	1974 – present	N/A	N/A	Names of owners of different lots, aerial views of the village, documentation on roads and square footage for the village.	N/A

Tax Map Folders	Code Enforcement Officer/Building Inspector	1989 – present	Numeric	N/A	Building permits, letters, violations, changes in sites, certificate of occupancy, and correspondence.	N/A
Tax Rolls	Village Clerk	1914 – present 1919, 1947-48	Chron.	N/A	List of properties in village, tax map no., tract no., lot no., boundaries, land value, assessed value, amount of tax, and date tax was paid.	DOH
Vehicle and Traffic Files	Village Court Clerk	1977 – 1999	Chron., and Alpha	N/A	Info in regards to the ticket: speeding fines, broken taillights, broken headlights, any and all possible violations ticketed to person for traffic violations.	N/A
Water & Sewer Maps	Supervisor for Dept. of Public Works	1963, 1980	N/A	N/A	Document plans for water and sewer systems, water & sewer lines in village, & location of pump stations.	N/A
<u>VILLAGE OF CLEVELAND(LOCATED WITHIN TOWN OF CONSTANTIA)</u>						
Abstracts of Vouchers	Village Clerk	1977 – 1990	Chron.	N/A	Brief descriptions of vouchers used by the village especially for general & water departments.	N/A
Annual Financial	Village Clerk & Reports Treasurer	1971 – 1990	Chron.	N/A	Record of financing that took place in village including revenues & expenditures, expected budgets outcomes.	N/A
Clerk's Records	Village Clerk	1970 – 1989	Chron.	N/A	Various documentation given to the village such as copies of maps, resolutions, municipal affairs documentation, correspondence, land development, and more.	N/A
Election Records	Village Clerk	1955 – 1990	Chron.	N/A	Poll books, election tally sheets, completed/un-completed ballot sheets for some elections, correspondence dealt with elections.	N/A
Fire Dept. Records	Village Fire Dept.	1974 – 1990	N/A	N/A	Maps of fire districts, correspondence, log books of fire calls, contracts.	N/A
Ledgers	Village Clerk	1957 – 1989	Chron.	N/A	Daily cash books recording cash receipts and disbursements for various transactions.	N/A
Licenses/Permits	Village Clerk	1986 – 1992	Chron.	N/A	Including Bingo, Games of Chance, building permits, and others.	N/A

Maps	Village Clerk	1950 – 1980s	N/A	N/A	Drawings of village districts(fire, school, etc.), building design and land development.	N/A
Master Plan	Village Clerk	1967	N/A	N/A	History of village in terms of development plans and future development plans for village including housing, community facilities, etc.	N/A
Master Summary Record: Building & Property Regulation	Village Clerk & Planning Committee	1979 – 1983	Chron.	N/A	Blueprint plans for zoning changes, blueprints for building plans and all correspondence related.	N/A
Payroll Records	Village Clerk	1935 – 1990	Chron.	N/A	Postmaster payroll, listing of village employees by name, social security numbers, & payroll finances.	N/A
Records of Oneida Lake Lodge	Village Clerk	1917 – 1953	N/A	N/A	Cash ledgers, minute books, correspondence with the Grand Lodge and more.	N/A
Sewer/Water Records	Village Clerk	1985 – 1993	Chron.	N/A	Correspondence, bids for development, brochures, applications, water bills, sewer plans/ adaptations, etc.	N/A
Tax Rolls	Village Taxation & Assessment Dept.	1933 – 1976	Chron.	N/A	Real property tax assessment giving name of owner of property, location, and tax info of property, etc.	N/A
Vouchers	Village Clerk	1958 – 1983	Chron.	N/A	Contracts for private businesses to supply the village with services, equipment, etc.	N/A
<u>TOWN OF CONSTANTIA</u>						
Annual Budgets	Town Clerk	1969 – present	Chron.	N/A	Detailed projected budgets adopted by town board, gives detailed expenses for each dept.'s operations, proposed appropriations, less estimated revenues, unexpended balances from previous years, the amount raised by taxes for each fund and account.	N/A
Annual Financial Report	Town Clerk	1975 – present	Chron.	N/A	Yearly fiscal report of town prepared by the bookkeeper.	N/A
Annual Fiscal Report	Town Supervisor	1973 – 1982	Chron.	N/A	Annual reports of Federal Revenue Sharing & Anti-recession Monies received by the town.	N/A

Annual Health Dept. Report	Town Supervisor	1956 – 1966	Chron.	N/A	Listing of all debts and credits in the consolidated health district in a given year.	N/A
Annual Highway Report	Town Highway Dept.	1957 – 1977	Chron.	N/A	Verify receipts and expenditures for the given year.	N/A
Annual Report	Town Fire District	1951-2, 1985 - present	Chron.	N/A	Report that tracks yearly financial status of fire district, list of receipts & disbursements.	N/A
Assessment Record Cards	Town Assessor	1988 – present	Alpha.	N/A	Record of improvements & alterations to unit of real property, new valuation & assessment of local properties.	N/A
Birth Certificates	Town Clerk	1883 – present	Chron.	- see Death Cert. note -	Gives full name of child, birth date, sex, parents' names and residence, parents' birthplaces & occupation(s), along with a certificate from the attending physician or midwife, and filing date.	DOH
Bonds	Town Clerk	1955 – 1965	UNKN	N/A	Record of indebtedness of town, the interest paid for purchase by town of highway equipment.	N/A
Chattel Mtgs, & Cond. Sales Books	Town Clerk	1936 – 1964	Alpha	N/A	Record of chattel mtgs registered in the town, listing name of mortgagor and mortgagee, date, amount borrowed, when due, when filed. Cond. Sale includes buyers name and sellers, description of goods, prices, date, and time of filing.	N/A
Death Certificates	Town Clerk	1886 – present	Chron.	Item is filed in clerk's office after issued by RVS & given to DOH	Certificate with sections completed by physician or coroner listing the date, place, time, and cause of death, along with a disposition section telling where deceased was buried or cremated, provides name & address of funeral director, and additional info about deceased.	DOH
Flood Insurance Maps	Code Enforcement Officer	1982 – present	UNKN	NFIA of 1968, FDPA of 1973	Maps showing the existence & severity of flood hazards in town.	N/A
Health Dept. Audit	Town Clerk	1956 – 1966	Chron.	N/A	Report of examination of accounts & fiscal affairs of consolidated health district done by NYS Dept. of Audit & Control.	N/A



Ledgers	Town Clerk	1945 – present	Chron.	N/A	Cash books listing receipts & disbursements in general, highway, & special district accounts created by the supervisor to account for debits & credits on a yearly basis.	N/A
Local Laws	Town Clerk	1968 – present	Chron	N/A	Certification that law was properly enacted, rules, regulations, and resolutions adopted by the governing body of the town.	N/A
Marriage Records	Town Clerk	1882 – present	Chron.	- see Death Cert. note -	Taken from marriage licenses, lists applicant’s name, residence, age, occupation, maiden name of mother, father, and place of birth.	DOH
Minute Books, Town Board	Town Clerk	1946 – present	Chron.	N/A	Record of proceedings of all regular and special meetings of the board, handwritten from 1946-80.	N/A
Minutes of Appeals Board	Town Appeals Board	1996 – present	Chron.	N/A	Summary of what transpired at Board of Appeals meetings.	N/A
Minutes of Planning Board	Town Planning Board	1996 – present	Chron.	N/A	Monthly summary of what transpired at the planning board meetings.	N/A
Park Plans	Town Clerk	1997	N/A	N/A	Official plans, maps, drawings for the structure on park property at Taft Bay, for administrative purposes.	N/A
Petroleum Storage Records	Town Highway Dept.	1999	Alpha.	N/A	Record of site assessment & related records for underground storage tank removal.	N/A
Report of Audit	Town Clerk	1987 – present	Chron.	N/A	Report of Examination prepared by the Office of the State Comptroller and filed in town clerk’s office.	N/A
Right of Way Records	Town Highway Dept.	UNKN	UNKN	N/A	Records describing right of ways, legal descriptions and copies of deeds.	N/A
Tax Maps	Town Assessor	UNKN	UNKN	N/A	Drawings locating properties within the town, the County record of a parcel’s size & shape, parcel ID number, road locations, & bodies of water.	N/A

Tax Rolls	Town Assessor	1927 – present 1928, 43, 46	Chron.	N/A	List of property owners, location of property, lot sizes, exemptions, dates of purchase, & parcel ID no.	N/A
Vote Recording Records	Town Clerk	1985 – present	Chron.	N/A	Recording elections held within the town & their results, including election inspector return & statement of canvass.	N/A
Welfare Rolls	Town Clerk	1947 – 1968	Chron.	N/A	Authorization of the supervisor to make payments for listed expenditures to welfare recipients.	N/A
Wetland Maps	Town Clerk	1975 – present	UNKN	N/A	Maps indicating approximate location of actual boundaries regulated according to FWWA.	N/A
<u>CITY OF FULTON Records Include: Village of Fulton, Village of Oswego Falls, and some Town of Volney</u>						
Birth Records	Village of Oswego Falls, Fulton City Clerk	1895 – 1902	Chron.	Oswego Falls Inc. 1903	Infant name, date/time/place of birth, sex of infant, list of names of the parents, including mother's maiden name, current residence, occupation(s), and medical attendant/physician/midwife.	DOH
Assessment Roll	Town of Volney, Assessor	1877	Chron.	Some Volney Town records held in city	General data contained in volume of owner, lot #, description, farm/sawmill/store/house and property value.	N/A
Birth Records	Volney, Town Clerk	1881 – 1902	Chron.	Village inc. 1902	Contains infant name, date/time/place of birth, Parents' names, mother's maiden name, parents' current residence and occupation(s).	DOH
Board of Health Minutes	Volney, Town Clerk	1892 – 1897	Chron.	N/A	Minutes of Board meetings including monthly inspections of schoolhouses, cheese factory for sanitary purposes.	N/A
Death Records	Volney, Town Clerk	1881 – 1890	Chron.	Fulton Village inc. 1902	Routine info with registration no., date of death, time, cause of death, name of deceased, religion, physician's info, place of burial.	DOH
Assessment Property Roll	Village of Fulton, Assessor	1850 – 1857, 1898	Chron.	N/A	Assessments detailing property taxed to raise to purchase a fire engine, include highway tax, village tax, listing of names, amount to be collected, lot no., and block no.	N/A

Assessment Rolls	Village of Fulton, Assessor	1875, 1881, & 1900	Chron.	N/A	Contains notes on stock holders/Citizens National Bank.	N/A
Journals	Village of Fulton, City Clerk	1867 – 1887	Chron.	Village inc. 1902	Village dealings & business, along with info from Board of Trustees meetings.	N/A
Minutes & Records	Village of Fulton, Sewer Board	1898 – 1902	Chron.	Village inc. 1902	Contains board meeting minutes & sewer connection info/prices; work permits, notices and blueprints of area.	N/A
Records	Village of Fulton, Dept. of Public Works	1871 – 1894	Chron.	N/A	Contains work schedules/conditions of work/dept. meeting notes.	N/A
Records	Village of Fulton, Water Board	1898 – 1902	N/A	N/A	Record of board meetings; faded ink - hard to read writing.	N/A
Records & Reports	Village of Fulton, Board of Health	1895 – 1901	Chron.	N/A	Listing of milk center inspections, farms, STAT Reports, amount of milk, date, name of farms.	N/A
Accounting Ledgers	City of Fulton, Assessor	1899 – 1916 (scattered)	Chron.	N/A	Contains amounts to be collected per resident, Highway, Lights, Water, Fireboxes, General funds, Sprinkling Tax, Dog tax.	N/A
Accounting Ledgers	City of Fulton, Bookkeeper	1938 – 1943	Chron.	N/A	Record of accounts, such as revenues, expenditures, etc.	N/A
Accounting/Check Ledger/Widow's Fund	City of Fulton, Bookkeeper	1963 – 1965	Chron.	N/A	Notes Police/Fire widow pensions. Check stubs hold name of widow, what check was issued for what widow, pension payments made, taxes, date and check numbers.	N/A
Assessor's Ledgers	City of Fulton, Assessor	1912	Chron.	N/A	Record of accounts for tax assessment.	N/A
Birth Records	City of Fulton, City Clerk	1895 – present	Chron.	N/A	Includes name of child, DOB, parents' names & ages, place of birth. 1968 is most recent birth record due to birthing no longer being an option at the local hospital(Lee Memorial).	DOH
Board Entries	City of Fulton, Board of Health	1902 – 1904, 1920 – 1958	Chron.	N/A	Entries made by employees of different functions.	N/A

Building Construction Code	City of Fulton, Code Enforcement Officer	1964	N/A	N/A	General Code update sheets.	N/A
Burial Permits	City of Fulton, City Clerk	1970 – 1985	Chron.	N/A	Permits allowing the burial or removal of a corpse.	DOH
Census Info	City of Fulton, City Clerk	1902, 1929-30	Chron.	N/A	Contains info on census taken prior to city's inc., notes if persons are under/over age 21, list of names or person in household, address, and more.	N/A
Chattel Mtgs/Cond. Sales Books	City of Fulton, City Clerk	1951 – 1971 1966 – 1969	Chron.	N/A	Contains name of mortgagor, mortgagee, date, amount borrowed, when due, and when filed.	N/A
Charter	City of Fulton, City Clerk	1902	N/A	City inc. 1902	Sets establishment of the City of Fulton, 3 full-size and 3 smaller size copies.	N/A
City Correspondence	City of Fulton, City Clerk	1930 – 1948 (scattered)	N/A	N/A	Includes: misc. contracts, notices files, burial permits, ordinances, recentiorari settlement, petitions, public welfare, and more.	N/A
City Related Licenses	City of Fulton, City Clerk	1934 – 1938	Chron.	N/A	Contains Peddler Fees(1938-40), Theatre's (1937-39), Milk Dealers(1939), and Junk licenses(1935).	N/A
Clerk's Files	City of Fulton, City Clerk	1944 – 1995	Chron.	N/A	Misc. office proceedings from Common Council agendas, misc. reports, bond resolutions, city auctions, elections info, and more.	N/A
Code Enforcement Handbooks	City of Fulton, Code Enforcement Officer	1900, 1911, 1922, 1945, 1958	Chron.	N/A	Includes rules & regulations of the Board of Health and fire codes, civil service rules, zoning ordinances.	N/A
Contracts	City of Fulton, City Clerk	1914 – present	Chron.	N/A	Documents the details & specifications of contracts entered into by the City for capital construction and community development projects.	N/A
Correspondence	City of Fulton, City Clerk	UNKN	UNKN	N/A	Various manuals from training classes taken by the clerk, NYS political calendars from Board of Elections, old city directories, petitions, budgets, ordinances, resolutions, etc.	N/A

Correspondence & Complaints	City of Fulton, Police Dept.	1930 – 1996	Chron.	N/A	Contents are old teletype communications, patrolmen Log(s), bike/car safety, check lists, drugs, safety, alcohol complaints, some budgets, and payroll ledgers.	N/A
Correspondence, Investigative Reports	City of Fulton, Fire Dept.	1959 – 1997	Chron.	N/A	Contains various correspondence, vehicle accidents, investigations of fires, Fire Dept. Commission Correspondence.	N/A
Daily Register	City of Fulton, City Clerk	1995 – present	Chron.	N/A	Includes sales, licenses, permits, etc.	N/A
Day Registers	City of Fulton, City Clerk	1910 – 1921, 1931 – 1977	Chron.	N/A	Receipts & disbursements on daily basis and includes photographs.	N/A
Death Records	City of Fulton, City Clerk	1895 – present	Chron.	N/A	Includes deceased's name, age, address, his/her parents' names, DOD, & place of burial.	DOH
Dept. of Public Works Records	City of Fulton, Dept. of Public Works	1902 – 1919	Chron.	N/A	Contains ledgers, notes from meetings, board member concerns, minutes, resolutions regarding roads, paving, curbs, and sewers.	N/A
Dept. Record Books	City of Fulton, Water Dept.	1990 – 1997	Chron.	N/A	Contains log/journals stating name, address and meter reading.	N/A
Dockets – Criminal/Civil/Police	City of Fulton, City Court	1895 – 1993	Chron.	N/A	Contains court proceedings and dispositions; also arrest info.	N/A
Dockets/Misc.	City of Fulton, City Court	1903 – 1922, 1962 – 1967	Chron.	N/A	Children's court cases in volumes w/ yrs 1903-22, Yrs. 1962-67 include: outstanding bail accounts, payments, traffic violations, and court fees.	N/A
Engineering Records	City of Fulton, City Engineer	1949 – 1988	Chron.	N/A	Contains various blueprints, sewage treatment, Pathfinder Courts Project, old house drawings street repairs, small pocket manuals with inspector notes.	N/A
Financial Records	City of Fulton, Board of Education	1933 – 1944, 1962 – 1967	Chron.	N/A	Board of Education disbursements and payroll.	N/A
General Ledgers	City of Fulton, Bookkeeper	1913 – 1914	Chron.	N/A	Contains record of funds disbursed & bills paid.	N/A

Health Inspector Records	City of Fulton, Board of Health	1933 – 1970	Subj.(loosely organized)	N/A	Contains rabies info, vaccinations, communicable diseases info; also bathing beach permits, surveys of dairy farms.	N/A
Index to Files	City of Fulton, City Clerk	1950 – 1980	Chron.	N/A	Index to permits, letters, notices, deeds, and correspondence. This system is old, not in use	N/A
Maps	City of Fulton, City Clerk	1924 – 1961 (scattered)	Random	N/A	Contain revisions of old maps, some for fire insurance purposes, include specific topics: Nelson property, West 3 <sup>rd</sup> St. extension, Academy St. extension.	N/A
Maps	City of Fulton, City Engineer	1965 – 1988	UNKN	N/A	Specifics: Perkins Proposed Site 1976, Towpath Towers, Lake Neahtahwanta, 1965-68, Zoning Districts, City Water District/System Revised 1988, City's Sanitary Sewers 1983, City's Existing Facilities, Water District System 1987.	N/A
Marriage Records	City of Fulton, City Clerk	1902 – present	Chron.	N/A	Includes names of bride & groom, ages, occupation(s), previous marriages and more.	DOH
Meeting Records/ Correspondence	City of Fulton, Common Council	1902 – 1993	Chron.	N/A	Contain info on publications, affidavits, resolutions, and real properties.	N/A
Minutes	City of Fulton, Fire/ Police Dept.	1907 – present	Chron.	N/A	Record of meeting proceedings including disbursement of funds, reports, policies, registrations, appointments & disciplinary actions.	N/A
Minutes	City of Fulton, Misc. Boards	1980 – 1999	Chron.	N/A	Contains minutes from various boards(library, electrical, planning, zoning, housing, recreation, etc.) & Fulton Housing Authority.	N/A
Miscellaneous Files	City of Fulton, City Clerk	1960's	N/A	N/A	Contains budget info, civil service info & Fire/ Police Dept. info.	N/A
Misc. Historical Records	City of Fulton, City Clerk	1835 – 1926	N/A	Some prior to city's incorporation	Includes: items deemed of historical value by city clerk such as; police dockets, ledgers, meeting minutes, early court records, tax rolls and a copy of the charter for Village of Fulton.	N/A

Misc. Record	City of Fulton, ZBA	1914	Chron.	N/A	Info on streets to be paved, prices for paving, per street name.	N/A
Oath of Office	City of Fulton, City Clerk	1949 – present	Chron.	N/A	Contains the name of person taking oath of office, date and title of position, declaration of a statement swearing to abide by rules of NYS & the city for position held.	N/A
Past Mayors Correspondence	City of Fulton, City Clerk	1956 – 1997	Chron.	N/A	General correspondence per mayor, and legal documents.	N/A
Patrolman’s Log	City of Fulton, Police Dept.	1902 – 1906	Chron.	N/A	Contains name of officer, shift, date, hours at callers to dept., time of incident, and more.	N/A
Personnel Records	City of Fulton, Fire/ Police Dept.	1949 – present	Chron.	N/A	General personnel info, timesheets, insurance claims, civil exams, positions applied, personnel changes & correspondence.	N/A
Police Complaints	City of Fulton, Police Dept.	1974 – 1999	Chron.	N/A	Reports holding complaints, MVA’s/photos, homicides, burglary, gambling, etc.	APO
Police Correspondence	City of Fulton, Police Dept.	1965 – 1995	Chron.	N/A	Contents vary from patrolmen beat sheets, summaries, training, timesheets, to prisoner info sheets, some videotapes, photos & negatives.	N/A
Proposal/Job Bids	City of Fulton, City Clerk	1928 – 1938	Chron.	N/A	Proposals by companies bidding on work in City, such as; Dept. repairs, Building renovations, etc.	N/A
Records	City of Fulton, Board of Naturalization	1902 – 1906	Chron.	N/A	List of names and ages of naturalized persons, and place of naturalization.	N/A
Records	City of Fulton, Water Dept.	1987 – 1999	Chron.	N/A	Contains info on water billing dept., from monthly printouts to meter reading cards, water reports by districts, and other correspondence including capital projects, faxes, and job orders, and sanitation info.	N/A
Records	City of Fulton, ZBA/ Building Inspector	1910 – 1996	Chron. & Subj.	N/A	Zoning changes per name, civil defense, asbestos material, Nestle food, permits issued, and legal Correspondence.	N/A

Records & Correspondence	City of Fulton, Police Dept.	1960 – 1993	Chron.	N/A	Contains arrest cards, prisoner info, beat sheets, posters, traffic, Common Council resolutions.	N/A
Salary Fund Records	City of Fulton, Water Dept.	1934 – 1967	Chron.	N/A	Record of salaries of Water Dept. employees .	N/A
Special Permits Issued	City of Fulton, Code Enforcement Officer	1958 – 1979	Chron.	N/A	Include special permits, along with building, taxi, peddler, junk, electric, and other types of permits.	N/A
Sporting Licenses	City of Fulton, City Clerk	1982 – present	Chron.	N/A	Hunting & fishing licenses issued, name & addresses of individual who applied, also fee and reason for license.	N/A
Subject Files	City of Fulton, Airport Commission	1951 – 1957	Chron.	N/A	Many separate letter inside cover attempting to recover charges for airport hangers.	N/A
Summons & Misc. Records	City of Fulton, City Court	1902 – 1980, 1993 – 1995	Chron.	N/A	Contains court summons for civil and criminal cases, along with briefs, and a file on the municipal annexation, and Supreme Court case.	N/A
Tax Rolls	City of Fulton, Assessor	1943 – present (scattered)	Chron.	N/A	Contains names, addresses, property-taxed amount, property value, and dates paid.	N/A
Tax Roll Assessment Ledgers	City of Fulton, Assessor	1919 – 1981	Chron.	N/A	Tax assessment, property value, name of property owner, exemptions made, and more.	N/A
Village of Oswego Falls Records	City of Fulton, City Clerk	1853 – 1908	Chron.	N/A	Notes Oswego Falls' population at certain dates, contains a record of official appointments, fiscal responsibilities, village maintenance, also noting date of inc. for village & Board of Trustees.	N/A
<u>TOWN OF GRANBY</u>						
Birth Records	Town Clerk	1876 – present 1916 – 1923, 1933 – 1938	Chron.	Town formed from Hannibal in 1818	Includes name of child, DOB, parents' names, ages, occupation(s), and place of birth.	DOH
Board Minutes	Town Clerk	1897 – present 1935 – 1936	Chron.	N/A	Official minutes & hearing proceedings of governing body or board, including all records accepted as part of minutes, 1994 to present are on videotape.	N/A



Chattel Mtgs/Cond. Sales	Town Clerk	1850 – 1942	Chron.	N/A	Includes a breakdown of what was purchased, what was given as collateral, the mtg. record or sale contract and satisfactions.	N/A
Death Records	Town Clerk	1875 – present 1921 – 1923, 1933 – 1938	Chron.	N/A	Includes name of deceased, age, DOD, address, DOB, occupation, and parents' names.	DOH
Historian's Records	Town Historian	1800s – present	Chron.	N/A	Local historian's records collected in the course of official duties, includes; cemetery census & maps, Civil War exemptions, and registered bonds.	N/A
Maps	Town of Granby	1953 – 1997	Chron.	N/A	Tax maps, flood district drawings, water/gas lines zoning, road, sewer districts, transmission lines.	N/A
Marriage Records	Town Clerk	1875 – present	Chron.	N/A	Includes names of bride & groom, ages, place of birth, occupation(s), names of parents, and more.	DOH
Record of Chattels	Town Clerk	1849 – 1953	Chron.	N/A	Index of chattel mortgages and/or conditional sales.	N/A
Return of Canvass	Town Clerk	1964 – present	Chron.	N/A	Final return of canvass or tabulation of elections.	N/A
Supervisor's Office Files	Town Supervisor	1982 – 1995	Chron.	N/A	Including but not limited to correspondence, memoranda, reports, studies, publicity items, contracts, and other legal documents.	N/A
Tax Rolls	Town Assessor	1900 – present 1903, 1905, 1955, 1970, 1974	Chron.	N/A	Assessment tax rolls including records relating to correction of errors on assessment and/or tax rolls.	N/A
Water, Sewer, Fire & Lighting Dist. Records	Town Supervisor	1973 – 1994	Chron.	N/A	Correspondence regarding engineering studies & cost estimates, list of committee personnel, maps, copies of work detailing company's involvement, proposed specs, and manuals.	N/A
Welfare Reports	Town Clerk	1896 – 1971	Chron.	N/A	Includes "Overseer of the Poor" records, such as; accounts, reports, claims, indentures, & records of relief granted.	N/A

*TOWN OF HANNIBAL IS NOT AVAILABLE AT THIS TIME! WE APOLOGIZE FOR ANY INCONVENIENCES.*

TOWN OF HASTINGS

Abstracts	Town Clerk	1981 – 1992	Chron.	Town formed from Constantia in 1826	Info of payroll, audited vouchers for different districts including Caughdenoy & Brewerton, and district accounts payable.	N/A
Accounting Ledger	Town Supervisor	1981 – 1992	Chron.	N/A	States spending & receiving cash, transactions made and financial info.	N/A
Audit Reports	Town Clerk	1962 – present	Chron.	N/A	Audit report stating an evaluation of internal control systems(accounting & administrative) including financial balance sheet, statements, policies practiced, and more.	N/A
Birth Records	Town Clerk	1877 – present	Chron.	N/A	Contains names and ages of parents of child, their address, child’s name, place of birth & DOB.	DOH
Birth Records	Hastings Town/C. Sq. Village, Clerk	1914 – present 1959 – 1967	Chron.	N/A	Contains names, addresses of parents, age, name of child, DOB, and parents’ occupation(s).	DOH
Budget Records	Town Clerk	1959 – present	Chron.	N/A	Includes fire district annual budgets from Brewerton and Caughdenoy, holding proposed financial spending & receiving for the town in an annual report form.	N/A
Building Permits/ Applications	Town Clerk	1959 – 1980	Chron.	N/A	Includes location of property, what’s going to be built, who is in charge of building, etc.; some are found with variances, all are assigned numbers, and some maps & building plans are attached.	N/A
Burial Permits	Town Clerk	1971 – present	Chron.	N/A	Transit permits to bury deceased persons including such info as; where deceased lived, cause of death, disposition of the body, what funeral home received the permit and more.	DOH
Case Files	Town Justice	1974 – 1999	Chron.	N/A	Includes financial info and justices’ reports Including such info as certificates, correspondence, other documents of case files, criminal and civil; most case records are closed.	N/A
Cemetery Records	Town Clerk	N/A	Alpha by location	N/A	Provides info found on cemetery headstones or other info on those buried in cemeteries in the town, some records are cross-referenced.	N/A

Civil Court Docket	Town Justice	1974 – present	Chron.	N/A	Includes info on defendant such as name, address, DOB, what the case is about, dates of proceedings that occur, and more.	N/A
Criminal Docket	Town Justice	1981 – present	Chron.	N/A	Includes recorded info of criminal cases held in town court listing defendant name, address, DOB, charge made, arrest date, dates proceedings occurred, names of attorneys used and sentence.	N/A
Death Records	Town Clerk	1881 – present	Chron.	N/A	Info concerning the death of individuals in the town including name, address, age, DOD, DOB, parents' names, and place of burial.	DOH
Hastings Town/C. Sq. Village, Clerk	Death Records	1914 – present 1962 – 1967	Chron.	N/A	Vital info of deaths, which occurred in C. Sq., including name & age of deceased, address, name of parents, cause of death, place of burial.	DOH
Election Records	Town Clerk	1971 – present	N/A	N/A	Record of assessors appointed, copy ballot returns, district vote was taken for.	N/A
Explosive Licenses	Town Clerk	1950 – 1964	Chron.	N/A	Notification of issuance of license to purchase, own, possess, transport, use, manufacture, sell, or dispose of explosives to individuals in town.	N/A
Fiscal Records, Brewerton	Town Clerk	1950 – 1969	N/A	N/A	Includes log books, cash journals, bank statements, and other misc. records, maps, & correspondence that relate to fiscal records.	N/A
Index to Chattel Mtgs/ Cond. Sale Contracts	Town Clerk	1955 – 1964	Alpha by name	N/A	Recording of the granting of chattel mtgs, and sale contracts, giving name of vendor/vendee (mortgagor/mortgagee), date of sale, etc.	N/A
Historian's Record	Town Historian	Scattered	UNKN	N/A	Documentation for history of Hastings including a collection of newspaper clippings, maps, photographs and more.	N/A
Maps	Town Clerk	~1970 – present	N/A	N/A	Includes many different types of maps including zoning maps, building maps, property sales maps, estates maps, and more.	N/A

Marriage Records	Town Clerk	1881 – present	Chron.	N/A	Contains all vital info of both parties of the marriage, including dates, parents’ names, etc.	DOH
Motor Vehicle Docket	Town Justice	1968 – present	Chron.	N/A	Record of arrests for motor vehicle violations with name of defendant, dates of proceedings held, along with address and DOB of defendant and any fines issued.	N/A
Office Files	Town Supervisor	1953, 1955, 1969 – 1998	Chron.	N/A	Monthly and annual reports, budgets, ledgers, abstracts, payroll, and cash journals.	N/A
Permits	Town Clerk	1962 – 1978	Chron.	N/A	Includes Mobile home, Variance, Demolition, Septic Tank, Trailer, Construction Trailer, and more for areas in the town.	N/A
Register of Bonds	Town Clerk	1963 – 1981	Chron.	N/A	Record of bonds registered in the town including name of person bond was issued to, residence, description of bond or purpose, amount of bond, interest rate, and other financial characteristics of bond.	N/A
Resolutions	Town Board	1979 – present	Numeric	N/A	List of matters solved that were brought to the town board, with such info as the tally of votes and the board decision, date action was taken, the supervisor or councilman who presided.	N/A
Scrapbooks	Town Clerk	1959- 1989	Chron.	N/A	Books filled with clippings of important events that occurred in the town, including some pictures, taken from the local newspaper. Includes stories about graduations, erection of buildings, demolition of buildings, newly elected/ appointed officials, etc.	N/A
Tax Rolls	Town Assessor	1978 – present	Chron.	Location of tax rolls prior to 1978 UNKN	Contains info such as name of property owner, property info, and tax assessment amount.	N/A
Town Board Minutes	Town Clerk	1925 – present 1942 – 1952	Chron.	N/A	Record of board meeting proceedings.	N/A
Zoning Records	Town Board of Appeals	1958 – present	Chron.	N/A	Includes special permit applications, other permits and zoning maps, trailer park maps, outgoing correspondence, and zoning variances.	N/A

VILLAGE OF LACONA IS NOT AVAILABLE AT THIS TIME! WE APOLOGIZE FOR ANY INCONVENIENCES.

TOWN OF MEXICO

Birth Records	Town Clerk	1881 – present	Chron.	N/A	Includes child’s name, DOB, parent’s names, their ages and occupation(s), and more.	DOH
Death Records	Town Clerk	1881 – present	Chron.	N/A	Includes names of deceased, DOD, DOB, place of birth, parent’s names, and more.	DOH
Historian’s Records	Town Historian	1800’s – present	Chron. & alpha.	N/A	Includes scrapbooks, newspaper clippings, cemetery indexes, county history, & containing info of: abolitionist movement, Audrey Munson, Veteran’s of Mexico, & more.	APO for some records
Marriage Records	Town Clerk	1881 – present	Chron.	N/A	Includes names of bride & groom, date of marriage, ages, place of birth, parent’s names, and any previous marriages that may have existed.	DOH
Town Board Minutes	Town Clerk	1798 – 1967 1938 – 1945	Chron.	Info of local laws, town official, complete from inc. of town, handwritten history of development of the community	Proceedings of all regular & special meetings of the Town of Mexico Board, first board meeting recorded, names of all town officials are included, keeper of the poor, road master special laws for small towns, etc.	require clerk’s permission

VILLAGE OF MEXICO(LOCATED WITHIN TOWN OF MEXICO)

Annual Budgets	Village Budget Officer	1970 – present	Chron.	Pre-1970 records are in Minute Books	Estimate of revenues & expenditures, purpose of record is to establish use of all funds for particular fiscal year.	N/A
Annual Reports	Village Clerk	1968 – present	Chron.	Village inc. 1851	Records consist of financial reports by fiscal year. Prior to 1968, record was included in Board Minutes.	N/A
Birth Records	Village Clerk	1879 – present	Chron.	N/A	Includes name, DOB, sex, attending physician, parents’ names, residence, place of birth, occupation(s),ages, race, & no. of children.	DOH
Board Minutes	Village Clerk	1851 – present 1935 - 1943	Chron.	Village inc. in 1851, major fire in Business District, Webb Block burned in 1996	Minutes of village board meetings including all reports accepted by the village board as part of the minutes.	N/A

Burial Books	Village Cemetery Sexton	1909 – present	Chron.	pre-1909 books were kept in sexton’s home, location of these books now is UNKN	Include name, DOD, section, lot & grave no. funeral home, address, date of interment, date of transfer for storage.	N/A
Burial Permits	Village Clerk	1905 – present	Alpha	pre-1905 books were kept in sexton’s home, location of these books now is UNKN	Include name, DOD, age, manner of death, location, medical certifier, District no., where death certificate is filed, name of funeral home, permission to dispose of corpse, endorsement by cemetery sexton.	DOH
Death Records	Village Clerk	1885 – present	Chron.	N/A	Includes name, sex race, marital status, age, occupation, place of birth, parents’ names & their place of birth, date & time of death, cause of death, place of burial, current address & name of spouse.	DOH
Justice Dockets	Village Justice	1895 – 1968 1920 - 1946	Chron.	No village justices or village courts as of 1968	Include name of defendant, crime, and disposition of each case.	N/A
Marriage Records	Village Clerk	1885 – 1907	Chron.	Marriage licenses are now issued by town, location of records prior to 1879 UNKN	Include date, names, ages, residences, place of birth, parent’s names, & name of person solemnizing marriage.	DOH
Ordinances	Village Clerk	1913 – present	Chron.	Village inc. 1851	Contains Local Laws of Village of Mexico, Prior to 1913 Local Law & Ordinance records were included in Minutes of the Village.	N/A
Tax Liens	Village Clerk	1962 – 1997	Chron.	Location of records prior to 1962 UNKN	Master summary of real property tax liens, redemptions or discharges, include both tax liens now held by village & those that have been redeemed.	N/A
Tax Rolls	Village Clerk/ Treasurer	1942 – present	Chron.	Location of records prior to 1942 UNKN	Include property identification & location, owner’s name, assessed value, tax rate, tax amount, roll section, class & exemptions where applicable.	N/A

TOWN OF MINETTO

Assessment Rolls	Town Assessor	1819 – 1996 (scattered) 1834 – 1850	Chron. then Alpha	Minetto originally part of Oswego Town until 1916	Contain military lots on tracts, names of lot owners, block no.'s, acres in lot & value, used for the history of property value & names of Owners.	N/A
Bookkeeper's Records	Town Bookkeeper	1951 – 1992	Chron.	Pre-1994, Town Clerk was the bookkeeper	Some records are handwritten, some are computer printouts, and contain bonds, registers, ledgers, warrants, annual budgets, payroll info, insurance and inventories.	N/A
Clerk's Records (Includes vital records)	Town Clerk	1916 – present	Chron.	N/A	Includes: taxes, burial permits, sporting licenses light-sewer-water agreements, school census, fire protection, jurors, loan changes, roadway changes, chattel mtgs, cash books, register of voters, social services & welfare records, exemptions, supervisor's reports, resolutions, planning board minutes, board meeting minutes, birth, death & marriage records.	some by DOH
Historian's Records	Town Historian	N/A	N/A	N/A	Includes newspaper articles of historical import- ance, changes of bridges, locks, canals, dams, & people of important note, scrapbooks, posters, and more.	N/A
Justice Files	Town Clerk	1928 – 1990	Alpha, then Numeric	N/A	Includes dockets of all crime-related acts, which contain names, DOBs, attorneys, dates of hearings, and disposition with same info.	APO
Maps	Town Supervisor	1828 – 1976	Numeric	N/A	Include info & drawings of land & borders, land is divided into parcels, and includes wetlands, locks, bridges, boundary lines, & changes of architecture, & some military lots.	N/A

TOWN OF NEW HAVEN

Annual Budgets	Town Board	1975 – present	Chron.	N/A	Budgets are financial guidelines for the town, they are adopted only after a public hearing, & contain such info as: what amount is needed for each dept., expected revenues, balances from previous year, & amount of taxes raised.	N/A
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Birth Records	Town Clerk	1847 – present 1850 – 1880	Chron.	Town inc. 1831, records before 1846 have UNKN location	Includes name of child, DOB, sex, place of birth, maiden name of mother, father’s name, parents’ place of birth & occupation(s), medical attendant’s name, date & when filed (1911 to present indexed).	DOH
Building Permits	Town Clerk	1984 – present	Chron.	Local Laws of 1984, & 1988 affect permits	Permits issued between 1984-88 were inspected & enforced by the state, starting in 1992, town hired a Code Enforcement Officer/Building inspector, who has all original copies filed with them & duplicates are stored at clerk’s office.	N/A
Burial Permits	Town Clerk	1909 – present	Chron.	N/A	Includes date of internment, person interred & their address, name & address of undertaker, name of cemetery & location within cemetery, & remarks.	DOH
Death Records	Town Clerk	1847 – present 1850 – 1880	Chron.	Town inc. 1831, records before 1846 have UNKN location	Includes name of deceased, DOD, age, marital occupation, place of birth, parents’ names, place of death, cause of death, medical attendant, and place of burial (1910 to present indexed).	DOH
Elected Town Officials	Town Clerk	1949 – 1979	Chron.	N/A	Lists names of elected officials and vacancies.	N/A
Historian’s Records	Town Historian	1800’s – present	Chron.	Town inc. 1831	Collection includes: Journal & diaries from 1863 to 1895 kept by women who depicted farm life in the town; Minutes of Stone School District #4 from 1857 – 1937; Photographs from the 1880’s – 1990’s, showing homes, the sawmill, railroad stations, and more; Scrapbooks of newspaper clippings containing important events; Family histories, lineage books for famous N. Haven residents, Church records, cemetery records, school yearbooks, burial records, and more.	APO per historian
Marriage Records	Town Clerk	1847 – present 1850 – 1880	Chron.	Town inc. 1831, records before 1846 have UNKN location	Includes full name of husband & wife, residence, ages, occupation(s), place of birth, parents’ names, name and official position of person solemnizing the marriage & filing date (1911 to present indexed).	DOH



Oaths of Office	Town Clerk	1919 – present 1938 – 1971	Chron.	N/A	Oaths of office of appointed town officials, contains signed statements by non-elected public employees to uphold the constitution of the US & faithfully discharge their duties.	N/A
Tax Rolls	Town Assessor	1852 – present	Chron.	N/A	Lists properties in town by tax map no., includes such info as tract no., farm lot no.'s, boundaries, no. of acres, land value, assessed value, amount of tax, & when paid.	N/A
Town Board Minutes	Town Clerk	1830 – present 1845 – 1887 1892 – 1927	Chron.	1830-44, 1888-1891 volumes include election results	Chronicle the actions & decisions of the town's governing body, handwritten until 1972.	N/A

*TOWN OF ORWELL IS NOT AVAILABLE AT THIS TIME! WE APOLOGIZE FOR ANY INCONVENIENCES!*

CITY OF OSWEGO

Annual Reports	City Chamberlain	1951 – 1976	Chron.	City Inc. 1848	Contains the report taken at the end of each year with revenues & expenditures, cash transactions, etc.	
Annual Reports	City Water Dept.	1848 – present (scattered)	Chron.	N/A	Includes various yearly reports on financial matters dealt with by the dept. & results at the end of the year.	N/A
Arrest Statistics	City Public Safety Dept.	1877 – 1967	Chron.	N/A	Includes for each year a listing of officers' names & amount of arrests they made, along with a listing of crimes committed when arrests were made & frequency that they occurred in the year.	N/A
Assessment Rolls	City Assessor	1830 – present	Chron.	N/A	Includes valuation, highway, public lamp, block rolls along with ward assessment maps.	N/A
Beautification Program	City Social Services	1901 – 1976	Chron.	Social Services was formerly "Welfare Dept."; prior to which was known as "Charity Dept."	All info and correspondence to help the dept. "beautify" the land & buildings used by the dept.	N/A
Birth Records	City Clerk	1881 – present	Chron.	N/A	Includes name of child, DOB, parents' names, addresses, and more.	DOH

Bonds: Master Summary	City Chamberlain	1902 – present (scattered)	Chron.	N/A	Includes recording of all bonds issued by local government with info such as; date, amount, issuance from and to whom, etc. Many years are missing, their location is UNKN at this time.	N/A
Budgets	City Chamberlain	1958 – present	Chron.	N/A	Financial plans for the city; includes expected revenues & expenditures, etc.	N/A
Building Permits	City Building & Safety	1940 – present	Numeric	N/A	Includes correspondence, plans, drawings and more.	N/A
Case File Summary Record	Zoning Board of Appeals	1969 – present	Chron.	N/A	Includes record of all matters & materials used for appeals set before the board.	N/A
Charters	City Clerk	1933, 1949, 1964	Chron.	N/A	Governmental establishment & organizational records including amendments made to charters.	N/A
Civil Dockets	City Justices	1923 – 1940	Chron.	N/A	Includes a complete recording of civil proceedings taking place in city justice’s court, individual volumes exist for each justice.	N/A
Civil Service Exams	City Clerk	1900 – 1977	Chron.	N/A	Includes official copy of civil services exams taken with notices of pass/fail attached.	APO
City Projects	City Clerk	1881 – present	Chron.	N/A	Contains all info on projects proposed by city including restorations, buildings, etc.	N/A
Claims & Correspondence	City Attorney’s Office	1934 – present	Chron.	N/A	Includes files of city attorney for such matters as union negotiations, personnel claims, etc.	APO
Death Records	City Clerk	1881 – present	Chron.	N/A	Contains vital info on deceased persons including DOB, DOD, reasons for death, their address, official signatures of attending physicians, info on disposition of the body, and more.	DOH
Deeds	City Clerk	1887 – present	Numeric	N/A	Contains actual deeds granted to persons for areas within the city with property & ownership information.	N/A

Dockets	City Justices	1862 – 1940	Chron.	N/A	Includes justice’s recording of criminal proceedings of hearings. Each book has only one justice’s name to it, so there are many different books for the different justices.	N/A
Dockets	Recorder’s Court	1848 – 1933	Chron.	N/A	Includes listing of proceedings that occurred in the court with defendant’s name, charges brought, actions made, and result of proceedings.	N/A
Field Record Books	City Water Dept.	1898 – 1914	Chron.	N/A	Includes all info recorded by field agents of the water dept. including studies taken.	N/A
Index for Engineering & Zoning Plans	City Municipal Record Dept.	1834 – present	Alpha	N/A	Index & annotations of records from city engineer & Zoning plans; index does not contain dates, only location of record.	N/A
Index to Naturalizations	City Clerk/Recorder’s Court	1848 – 1894	Alpha.	N/A	Index to City of Oswego naturalizations.	N/A
Journals	City Clerk/TERA	1923 – 1937	Chron.	N/A	Includes both financial ledgers and minutes.	N/A
Ledgers	City Chamberlain	1962 – present	Chron.	N/A	Include both cash transaction info & all accounting info kept including revenues, expenditures, etc.	N/A
Ledgers	City Justices	1917 – 1923	Chron.	N/A	Includes report for fiscal occurrences in court.	N/A
Ledgers	City Social Services	1900 – 1930	Chron.	Social Services was formerly “Welfare Dept.”; prior to which was known as “Charity Dept.”	Record of transactions made by the dept. including cash revenues & expenditures, etc.	N/A
Ledgers	Waterfront Dept.	1992 – 1994	Chron.	N/A	Includes fiscal data taken for the dept. such as revenues & expenditures, cash balances, etc.	N/A
Legal Notices	City Clerk	1974 – 1993	Chron.	N/A	Copies of legal notices publicly displayed such as; newspaper notices of bankruptcies, election notices, local government auctions.	N/A
Maps & Blueprints	City Clerk	1930 – present	Subject	N/A	Includes all drawings and plans for city development, including streets, wards, private businesses, public buildings, bridges, power stations, & more.	N/A

Marriage Records	City Clerk	1881 – present	Chron.	N/A	Contains info on persons to be married in the city, including names, DOBs, previous marriages, parents' names, and more.	DOH
Master Summary – Land Sold for Taxes	City Mayor's Office	1826 – 1835, 1843 – 1848 1852 – 1860	Chron.	N/A	Records of lands sold for tax use with such info as property info, owner's info, reason for sale, & more.	N/A
Master Summary Plans	City Engineer	1834 – present	Chron.	N/A	Includes a complete write-up of all plans made for construction, restoration, etc. to occur throughout the years; includes loose blueprints, and other papers.	N/A
Master Summary Record	City Building & Safety	1913 – 1978 1914 – 1953	Chron.	N/A	Record of fire dept. building code, complaints, inspections, investigations, & violations. Also includes some correspondence papers, fire investigation reports and more.	N/A
Master Summary Record	Urban Renewal/ Community Dvlpmt	1950 – present	Chron.	N/A	Includes bills, maps, correspondence, and master log of all events tied to urban renewal.	N/A
Minutes	City Canal Board	1908 – 1919	Chron.	N/A	Proceedings that took place to decide the future of the Oswego Canal, which is part of the NYS Canal System(originally called Erie Canal System).	N/A
Minutes	City Common Council	1860 – 1990	Chron.	N/A	Contains all info about proceedings held including officers' reports, who was present, etc.	N/A
Minutes	City Water Dept.	1848 – present	Chron.	N/A	Includes written recordings of proceedings taken place at board meetings discussing projects, plans, and more along with the results of meetings.	N/A
Minutes	Dept. of Education	1900 – 1970	Chron.	N/A	Includes record of proceedings held by the board; including attendance record, date, issues covered and decisions made.	N/A
Minutes of Proceedings	Zoning Board of Appeals	1894 – present	Chron.	N/A	Includes complete recording of proceedings held by the board, cases heard, and decisions made.	N/A

Misc. Minutes	City Clerk	1901 – 1961	Chron.	N/A	Includes recording of proceedings held by clerk for matters not covered by other departments.	N/A
Naturalizations	City Clerk/Recorder's Court	1848 – 1894	Chron.	N/A	Contains info on persons naturalized in the city including vital info such as age, birthplace, etc.	N/A
Oath of Office	City Clerk	1935 – present	Chron.	N/A	Sworn statements by officials for city offices including dates and original signatures. Includes a second section for “special elections.”	N/A
Officials Appointed By Mayor	City Clerk	1896 – 1966	Chron.	N/A	Names of people appointed by the mayor for city offices, includes info such as; salary, term expiration date, & office held.	N/A
Office Files	City Mayor's Office	1881 – present	Chron.	N/A	Includes correspondence, memoranda, reports, studies, publicity items, contracts. Info contained in earlier files is sparse.	N/A
Ordinances	City Clerk	1848 – 1886	Chron.	N/A	Recording of all common council city ordinances.	N/A
Outgoing Correspondence	City Water Dept.	1913 – 1963	Chron.	N/A	Includes copies of correspondence made by the dept. to outside sources, containing letters, invoices, requests and more.	N/A
Payroll	City Chamberlain	1902 – present	Chron.	N/A	Complete record of city employees, social security number, wages earned, compensations given, and total balances for each year.	N/A
Payroll Warrants	City Clerk	1945 – present	Chron.	N/A	Includes info on employees of city for payroll use such as salary, record of hours or days worked. Some include external benefits info. All city dept. payroll kept together.	APO
Record of Proceedings	City Common Council/City Clerk	1863 – 1998 1908 – 1992	Chron.	N/A	Includes grants for city, assessment, petitions, reports, remonstrations, resolutions for all matters dealt with by common council.	N/A
Record Log	City Police Dept.	1878 – 1935	Chron.	N/A	Includes listing of offenses along with the arrest made, the offense that occurred, date, time, etc.	N/A

Recording of Meetings	Planning Board/ZBA	1940 – present	Chron.	N/A	Voice recordings of PB/ZBA meetings held, includes same info as written in minute books, some meetings are hard to hear or understand.	N/A
Referendum Summary Records	Board of Elections	1903 – 1990 1922 – 1950 1952 – 1984	Chron.	N/A	Includes summary of final election results, election notices, sample ballots attached, reports & correspondence for issue at hand.	N/A
Registered Bonds	City Clerk	1902 – 1915	Chron.	N/A	Includes listing of names of people to who bonds were granted & info on bond including amount granted and date due.	N/A
Service Record for World War I	City Clerk	1914 – 1919	Chron. & alpha	N/A	Includes data sheet on each enlistee of the First World War with such info as; name, address, immediate relatives, DOB, & sometime includes DOD or discharge & reason for it. Limited to enlistees of the ARMY or NAVY only!	N/A
Sewer Books	City Water Dept.	1938 – 1941	Chron.	N/A	Includes written plans, drawings and expenses tied to the layout and maintenance of the city's sewers.	N/A
Street Bond Books	City Dept. of Works	1895 – 1944	Chron.	N/A	Applications for opening & using streets throughout the city.	N/A
Tax Rolls	City Clerk	1830 – present	Chron.	N/A	Listing of property owners along with a listing of property and tax info.	N/A
Trustee's Common Council Proceedings	City Clerk	1847 – 1907	Chron.	N/A	Includes all info recorded in council meetings such as reports, petitions, and resolutions.	N/A
Volunteer Relief Fund Record	City Clerk	1865	Alpha by surname	N/A	Record of meetings held by volunteer relief organization; includes fiscal balances for year for each individual volunteer.	N/A
Vouchers	City Social Services	1907 – 1971	Chron.	See Welfare Dept. note	Request for payment for monies spent by the dept. for various items.	N/A
Warrants & Rolls	City Social Services	1965 – 1971	Chron.	See Welfare Dept. note	Record of payments made to the dept. & from the dept. for purposes of recording.	N/A

Wills & Testaments	City Clerk	1951 – 1994	Chron.	N/A	These are duplicate copies of originals, vol. 1-15 are indexed.	N/A
Work Relief Data	City Social Services	1944 – 1976	Chron.	See Welfare Dept. note	Contains all correspondence and info related to city welfare programs(unemployment compensation).	N/A
<u>TOWN OF OSWEGO</u>						
Annexation Records	Town Clerk	1818	None	Town of Oswego was separated from Town of Hannibal in 1818	Includes the prices for things that changed when the towns separated and formation of town board.	N/A
Annual Budgets	Town Clerk	1960 – present	Chron.	N/A	Projected budgets adopted yearly by town board, include detail expenses, operations, amounts to be raised by taxes, proposed appropriations less estimated revenues.	N/A
Annual Budgets	Town Highway Dept.	1975 – 1979	Chron.	N/A	Includes budgets, inspection records, employee info journals & ledgers.	N/A
Annual Financial	Town Clerk	1968 – present	Chron.	N/A	Info is detailed per dept. operation expenses, purpose is to indicate use of all town funds per fiscal year.	N/A
Birth Records	Town Clerk	1881 – 1982	Chron.	N/A	Contains name of infant, sex, time, time of birth birth weight, occupations of parents, mother's maiden name, and current address.	DOH
Book of Strays	Town Clerk	1800 – 1922	Chron.	N/A	Ledger noting stray livestock, animal/name of owner, marks or brands on cattle, where they were found, & brief description of finding.	N/A
Building Permits	Building Inspector	1973 – present	Numeric	N/A	Contains routine info such as name, address, & phone no. of property owner, location of property, lot number, lot size, nature of work, estimated cost & if the work will be done privately or by a contractor.	N/A
Burial Permits	Town Clerk	1870 – present	Chron. & Alpha	N/A	Provide name of deceased, sex, race, marital status, DOD, age, place of birth, and cause of death, name and address of doctor, place and date of burial.	DOH

Cemetery Burials	Town Clerk	1941 – 1961	Chron.	N/A	Burial records with overlapping dates.	N/A
Cemetery Maps & Deeds	Town Clerk	1863 – present	UNKN	N/A	Includes lot numbers in order, lists the name of deceased, DOD. Maps are drawn out into areas and sections, lot numbers are assigned to the deeds.	N/A
Certificate of Indebtedness	Town Clerk	Mar-Sept 1932	N/A	N/A	Found within Minute Book Vol. 1, contains price equipment over the decades.	N/A
Chattel Mtgs./Cond. Sales	Town Clerk	1939 – 1970	Alpha by Surname	N/A	Include mortgagor, mortgagee, date amount was borrowed, due date, and when filed for mtgs. Cond. Sales include name of buyer & seller, description of goods, price named in contract, date of contract, time of filing.	N/A
Daily Activity Register	Town Clerk	1992 – present	Chron.	N/A	Shows info that indicates transactions of business.	N/A
Daily Cash Register	Town Clerk	1909 – 1917	Chron.	N/A	Contains record of cash transactions that the clerk made, including receiving and disbursing.	N/A
Death Certificates/ Internment Records	Town Clerk	1963 – present	Chron.	N/A	Details include date, place, time, & cause of death, age, DOB, SSN, current residence & veteran status of deceased, along with a section completed by attending physician, and more.	DOH
Death Records	Town Clerk	1881 – present	Chron.	N/A	Registry including name of deceased, date, time & place of death, name of nearest relative (if known), cause of death, funeral director info, & attending physician's info.	DOH
Deeds/Cemetery Records	Town Clerk	1909 – present (incomplete)	Chron.	N/A	Name of purchaser, price of lots, section of lot, town maps, and date of purchase	N/A
Dept. Records	Town Highway Dept.	1867 – 1988 (scattered)	Chron.	N/A	Contains materials for work being done, hours people worked on certain projects, budget record info from 1975-79, including maps containing road drawings, subdivision & highway upgrades.	N/A



General Correspondence	Town Supervisor	1991 – present	Chron. & by subj.	N/A	Includes info on cable, Capital Fund Project, cemetery info, building inspector reports, town projects, disability insurance, employee info, elderly housing info and more.	N/A
General Ledgers/ Accounting Books	Town Bookkeeper	1978 – 1999	Chron.	N/A	Include balance sheets, general ledgers & business transactions indicating cost variation.	N/A
Maps & Reports	Water Board	1913 – 1917	Subj. order	N/A	Contains info on projects, flood insurance, town subdivisions (Ontario Heights, Lakeview Extension, Hale Heights, etc.), and also contains info such as roads, water surveys, changes detailing improvements made.	N/A
Marriage Records	Town Clerk	1881 – present	Chron.	N/A	Provides the name, residence & age of bride & groom along with name & residence of official overseeing the ceremony along with date & time of the ceremony.	DOH
Meeting Minutes	Town Board	1818 – present	Chron.	N/A	Includes record of proceedings of all regular & special meeting of the Town Board, meetings were annual except in 1905 when they met monthly.	N/A
Minutes	Planning Board	1972 – present	Chron.	N/A	Includes official minutes of board consisting of notes, topics & concerns relating to the development of town property.	N/A
Minutes	Water Board	1966 – 1993 1969 – 1977 1989 – 1992	Chron.	N/A	Includes resolutions, permits, applications for service, misc. info, & correspondence for the town including ordinances.	N/A
Minutes	Zoning Board	1974 – present	Chron.	N/A	Record of proceedings of board, including date members of board present, case file numbers, name & address of persons involved, and more.	N/A
Minutes, Board of Excise	Town Clerk	1838 – 1855	UNKN	N/A	Show excise taxes imposed on town businesses.	N/A

Minutes & Appeals	Zoning Board of Appeals	1974 – present	UNKN	N/A	Contains summaries of public hearings & notes taken at meetings, including the name, address of the applicant, summary of discussions, names of the speakers, and the vote by individual committee members.	N/A
Minutes of Meetings	Town Board	1818 – present	Chron.	N/A	Contains facts about the 1 <sup>st</sup> town meeting, notes that livestock was running wild, prices for killing certain animals, minutes contain business, fences, equipment purchases & wildlife control, along with record for purchase of parcels for Highway, budgets, and note protection of fire dept. with Hannibal & Oswego City, indicating that the town didn't originally have their own fire dept.	N/A
Oaths of Office	Town Clerk	1996 – present	Chron.	N/A	Constitutional oaths signed by town appointed/elected officials, stating individual's pledge to uphold the US & NYS constitutions, each entry contains the name & position of the official & a notarized signature.	N/A
Past Supervisor's Correspondence	Town Clerk	1960 – 1995	Chron.	N/A	Correspondence from past supervisors, Lockwood, Scruton, Zagame, and White.	N/A
Personnel Reports	Town Supervisor	1998 – present	Alpha	N/A	Includes name, SSN, home address, title held, PT/FT status, W-4 forms & all related info, applications, resumes, training, etc.	APO
Property Tax Files	Town Assessor	1970 – present	Chron.	N/A	Contain deeds, maps, assessment info, real property value, and list of eligibility for exemptions.	N/A
Records	Town Board/Common Schools	1818 – 1831	Chron.	N/A	Lists the school districts, time spent at school, No. of students, their ages, book and tools used, along with common schools info of the Town of Hannibal, Oswego, and Granby.	N/A
Register of Mortgages	Town Clerk	1848 – 1898	Chron.	N/A	Contains name of mortgagor, mortgagee, amount of mortgage, due date, and filing date.	N/A
Resolutions	Town Clerk	1994	UNKN	N/A	Contains info on sewage, lighting, teleprompter, endeavors of the Town of Oswego.	N/A

Road Maps	Town Highway Dept.	1963 – 1967 1987	Chron.	N/A	Subdivision info concerns and then more upgrades.	N/A
School Account	Town Supervisor	1858 – 1924 1866 – 1876	UNKN	N/A	Ledger account book recording teacher names, accounts paid & salaries of employees.	N/A
Service Roll of Honor	Town Clerk	1919	N/A	N/A	One entry with four names of World War I veterans listing their name, rank, & time of service, with original signatures.	N/A
Special District Bookkeeping	Town Bookkeeper	1992 – 1994	Chron.	N/A	Includes beginning balance, current balance, and activity.	N/A
Sub-Divisions	Town Assessor	1964 – 1993	Alpha by Surname	Town law mandates specific procedures relating to the review & approval of plans for residential subdivisions	Contains material filed with town clerk in relation to approval of the proposed subdivisions & any extensions to current subdivisions, also contains maps, proposed subdivision regulations, and more.	N/A
Supervisor's Correspondence	Town Supervisor	1996 – present	Chron.	N/A	Misc. correspondence separated into alpha sections.	N/A
Tax Assessment Maps	Town Assessor	2000	Chron.	N/A	Means of locating properties within the town, each property is assigned tax map number for identification purposes.	N/A
Tax Assessment Rolls	Town Assessor	1904 – present	Chron.	N/A	Indicate property values, general info, name & address of property owner and more.	N/A
Tax Rolls	Town Assessor	1850 – 1979 (scattered)	Chron.	N/A	Hold same info as tax assessment rolls.	N/A
Water Records	Water Board	1963 – 1991	UNKN	N/A	Specifications on water bidders reference to Gardener Road, recommendations of Oswego Town Water Committee 1987, including info on water mains, water related transactions for Mentra Ave., Washington Blvd., and Oswego State University water.	N/A

TOWN OF PALERMO

Accounting Books	Town Supervisor	1910 – present	Chron.	Town formed from Volney in 1832	History of what the town has paid out in bills, also tracks town’s revenue for the year.	N/A
Annual Budgets	Town Supervisor	1943 – present	Chron.	N/A	Contains details of how the town money will be spent & into what appropriation accounts, how money was spent previously & propositions for the coming year, and other details of town spending.	N/A
Annual Reports	Town Supervisor	1939 – present	Chron.	N/A	End of year report showing from year to year all the finances of the town and how they were handled.	N/A
Assessment Cards	Town Assessor	? – present	Chron.	N/A	Contain info for property listed, consisting of building sq. footage, age, condition, quality of structures, style of homes, lot size and type of land, picture is included if there is a residence.	N/A
Assessment Review Applications	Town Board of Review	1978 – present	Chron.	N/A	Record of request for grievances to be heard by the board, held once a year, & shows the decision that was made.	N/A
Birth Records	Town Clerk	1847 – present 1850 – 1871	Chron.	N/A	Contains name of child, parents’ names, how many other children there are, whether silver nitrate was used for the eyes(this is omitted later) and more.	DOH
Bonds	Town Supervisor	1948 – 1981	Chron.	N/A	Record of money borrowed by the town to pay for things such as equipment, when the town expends its budget unexpectedly in emergency situations.	N/A
Building Permits	Town Clerk	1974 – present	Chron. then Alpha	N/A	Record of construction that takes place in the town, which are issued by Code Enforcement Officer & filed with Town Clerk, contain record of applicant, address, type of construction & estimated cost, contractor info, & completed forms.	N/A

Burial Permits	Town Clerk	1930 – present	Chron.	N/A	Contains record of all persons buried in cemeteries in the town consisting of name, DOD, age, place of death, cause of death, address, name of cemetery, funeral home, who issued permit and time cert. was filed.	DOH
Cash Book	Town Clerk	1964 – present	Chron.	N/A	Contain a listing of transactions that happen in in clerk’s office on a daily basis, include name of person, transaction type, date & amount paid and totals for the end of the month.	N/A
Chattel Mortgages	Town Supervisor	1952 – 1967	Chron.	N/A	Includes name of mortgagor, mortgagee, date, amount borrowed, when due & when filed.	N/A
Civil Dockets	Town Justice	1922 – 1942	Chron.	N/A	Contains a record of cases that town justice has heard & the results.	N/A
Criminal Dockets	Town Justice	1899 – 1920	Chron.	N/A	Contains a record of cases town justice has heard of a criminal nature and the results.	N/A
Death Records	Town Clerk	1881 – present	Chron.	N/A	Contains the name of deceased, time & date of death, age, DOB, address of deceased, info of attending physician, names of parents and surviving spouse, cause of death, and other info.	DOH
Doctor Ledger	Town Clerk	1904 – 1927	Chron.	N/A	Ledger for payments made to doctors in the town for various services.	N/A
Election Results	Town Board of Elections	1969 – present	N/A	N/A	Election results at local, county & state levels.	N/A
Equalization Rates	Town Assessor	1968 – present	Chron.	N/A	Record of the town’s appraisal for level of assessment.	N/A
Goods Sold	Town Supervisor	1899 – 1927	Chron.	N/A	Contains items that doctors bought such as cheese salt, hay, fabric, curtains, etc., and a record of payments due to town doctors.	N/A
Historian’s Records	Town Historian	1854 – present	Chron.	N/A	Contains records from newspapers on marriage, deaths, births, anniversaries, school events, scrapbooks recording all sorts of events, town history written in 1985, and other info.	N/A

Ledgers/Cash Books	Town Supervisor	1932 – 1977	Chron.	N/A	Contains a list of accounts of the highway & general funds.	N/A
Ledgers for School Money	Town Supervisor	1890 – 1944	Chron.	N/A	Record of monies spent by the town on the different school in the town.	N/A
Marriage Records	Town Clerk	1881 – present	Chron.	1881 was 1 <sup>st</sup> year that State required vital records	Record contains bride and groom names, addresses, ages, DOBs, SSN, occupation(s), names of parents, solemnization date & time, consent of parent if necessary, and file number.	DOH
Mass Appraisal Records	Town Assessor	1991	Chron.	Town changed to Full Value Assessment	Town hired Hunnicut Company to assess each home in accordance to the fair market value.	N/A
Minutes	Planning Board	1984 – present	Chron.	N/A	Record containing info of what action that the board will take for matters of subdivisions, site plans & overseeing town's structure.	N/A
Minutes of Town Board	Town Clerk	1908 – present	Chron.	N/A	Contains official record of all actions of town board such as resolutions, local laws, motions are recorded, along with budget matters, construction and expansion of town buildings & projects covered.	N/A
Oath of Office	Town Clerk	1950 – present	Chron.	N/A	Sworn statements by elected/appointed officials to uphold the Constitution of the US & NYS, and to do their duties to the best of their abilities, containing person's name, position, date office expires, & official signature.	N/A
Payroll	Town Supervisor	1939 – present	Chron.	N/A	Contains record of wages paid for all town employees, elected & appointed, copies of W-2's, taxes paid out, & no. of hours worked.	N/A
Railroad Ceiling & Special Franchise Assessment Determination Records	Town Assessor	1968 – present	Chron.	N/A	Contains assessments for utilities properties such as telephone, electricity, and cable companies.	N/A

Record of Conditional Sales	Town Supervisor	1959 – 1960	Chron.	N/A	Contains the names of the buyers and sellers of goods & amounts of the contract, date of contract, time of filing and date of cancellation.	N/A
School Ledger	Town Supervisor	1900 – 1914	Chron.	N/A	Contains financial ledger for School District #2 in the Town of Palermo.	N/A
Short Term Notes	Town Supervisor	1942 – 1970	Chron.	N/A	Record of Short Term Notes or Certificate of Indebtedness.	N/A
Tax Maps	Town Assessor	2000	N/A	N/A	Copy of the “official” tax map held by the county and is updated by the town every year.	N/A
Tax Roll	Town Assessor	1971 – 1972, 1975 – 1977, 1993 – present	Chron. & Alpha	N/A	Records document the assessment of the town residences and properties.	N/A
Trailer Permits	Code Enforcement Officer	1966 – 1973	Chron.	After 1973, trailer permits were replaced with regular building permits	Contains a permit for each mobile home that was placed in the Town of Palermo.	N/A
Welfare	Town Supervisor	1942 – 1971	Chron.	N/A	Contains orders drawn by the Supervisor & the amounts to whom, deposits were made & checks drawn, amounts and what they were for. Also contains records of financial transactions from Welfare & Home Relief.	N/A
Welfare Reports	Town Supervisor	1950 – 1971	Chron.	N/A	Contains records of payment roll for Home Relief and the town’s monthly claim for reimbursement.	N/A
Welfare Warrant Relief	Town Supervisor	1943, 1951 - 1972	Chron.	N/A	Contains Resolutions by the town board to borrow money for Home Relief, and monthly reports on home relief & applications for public assistance.	N/A
<a href="#"><u>TOWN OF PARISH</u></a>						
Birth Records	Town Clerk	1881 – present	Chron.	N/A	Includes name of child, DOB, parents’ names, age, address, place(s) of employment.	DOH
Birth Records, Village of Parish	Town Clerk	1914 – present	Chron.	N/A	Contains the name of child, DOB, parents’ names, ages, occupation(s).	DOH

Board Minutes	Town Clerk	1912 – present	Chron.	N/A	Consists of the official record of all town board actions and proceedings.	N/A
Burial Permits	Town Clerk	1934 – present	Chron.	Town inc. 1828	Record death of person in town and are a valuable record because they are the link to the place of death for those persons buried in the town, many records prior to 1934 have been lost or destroyed.	DOH
Death Records	Town Clerk	1881 – present	Chron.	N/A	Includes name of deceased, DOD, cause of death, place of burial, parents’ names, and place of birth.	DOH
Death Records, Village of Parish	Town Clerk	1914 – present	Chron.	N/A	Contains deceased’s name, DOD, DOB, place of birth, age, address, occupation, and parents’ names.	DOH
Historian’s Records	Town & Village Historian	1802 – present	Chron. & Alpha	Village Historian is also the Town Historian	Record of events and people, documents the life & times of Parish, includes scrapbooks, photographs, quilts, newspapers, family histories, videos, and artifacts.	N/A
Marriage Records	Town Clerk	1881 – present	Chron.	N/A	Includes names of bride and groom, place of birth, parents’ names, ages and occupations.	DOH
Tax Rolls	Town Clerk	1853	Alpha.	N/A	Contains property owner and amount of tax assessed.	N/A
<u>VILLAGE OF PARISH (LOCATED WITHIN THE TOWN OF PARISH)</u>						
Board Minutes	Village Clerk	1883 – present	Chron.	N/A	Record of proceedings of the village board.	N/A
Enumeration Records	Village Clerk	1898 – 1902	Chron.	N/A	Village census records.	N/A
Oaths of Office	Village Clerk	1896 – present	Chron.	N/A	Signed oaths of elected officials.	N/A
Tax Rolls	Village Clerk	1885 – present	Chron.	N/A	Includes owner’s name, lot No., amount of tax assessed and address of owner.	N/A
<u>VILLAGE OF PHOENIX (LOCATED WITHIN IN THE TOWN OF SCHROEPPPEL)</u>						
Abstracts	Village Clerk	1988 – present	Chron.	N/A	Brief reports of village dept. finances including payroll, water/sewer budget, etc.	N/A
Annual Budgets & Reports	Village Clerk	1930 – present	Chron.	N/A	Reports of finances received & disbursed for village clerk & misc. dept., including cash flow & more.	N/A



Assessment Rolls	Village Clerk	1876 – present	Chron.	N/A	Record of property assessed with amount of tax, owner & location of property, & other tax info.	N/A
Birth Records	Village Clerk	1913 – present	Chron.	N/A	Includes names of parents, name of child, DOB, maiden name of mother, parent’s address, and more.	DOH
Birth & Death Certificates	Village Clerk	1806 – 1974	N/A	N/A	Certificate copies form state files, registered with the village; includes some correspondence.	DOH
Bonds	Village Clerk	1977 – present	N/A	N/A	Includes papers granted to village by federal government for a specified amount, due at specified time, & record of whether it was paid or not.	N/A
Contract Documents/ Proposals	Village Clerk	1996 – 1997	Chron.	N/A	Includes copies of proposals made & contracts agreed upon for village by engineering companies.	N/A
Contractors’ Bids	Village Clerk	1970’s – present	Chron.	N/A	Requests by private contractors to do work for village in areas such as construction, renovation, including whom the contractors are, how much they bid for, etc.	N/A
Criminal Docket	Village Justice	1934 – 1971	Chron.	N/A	Record of case against defendant stating charge & proceedings thereof including dates & original signatures.	N/A
Death Records	Village Clerk	1913 – present	Chron.	N/A	Includes name & address of deceased, his/her parents’ names, burial permits/permission for disposition of the body, records are indexed.	DOH
Election Records	Village Clerk	1950 – 1980	Chron.	N/A	Includes poll lists, set up for polling locations, etc.	N/A
Grant Files	Village Clerk	UNKN	N/A	N/A	Record of application & receipt of grants for village clerk, including progress reports, updates, completion forms, and more.	N/A
Historian’s Records	Village Historian	1877 – present	N/A	N/A	Documentation for the history of Phoenix including a collection of newspaper clippings, maps, photographs, building plans, and more.	N/A

Hydroelectric Project	Village Clerk	1974	N/A	N/A	Includes land & water surveys for feasibility, written reports on different sites throughout the village.	N/A
Inventory Reports	Village Clerk	1990 – 1991	Chron.	N/A	Includes village clerk & mayor’s preliminary inventory results including dates, titles, etc.	N/A
Journals/Ledgers	Village Treasurer	1918 – 1980	Chron.	N/A	Gives financial info such as cash received and disbursed; misc. in order & content, includes some logbooks, records are indexed.	N/A
Legal Notices	Village Clerk	1962 – present	Chron.	N/A	Contains newspaper clippings from local newspapers & letters from village of legal notices such as bankruptcy, government auctions, etc.	N/A
Local Laws/ Codification	Village Clerk	1985 – present	Chron.	N/A	Descriptions of laws passed by local government for local use.	N/A
Maps	Village Clerk	1907 – 1998	N/A	N/A	Includes canal improvement plans, water system change, and some public buildings.	N/A
Matrimony/Charter	Village Clerk	1861	N/A	N/A	An old marriage certificate and charter for village.	N/A
Minute Books	Village Board of Trustees	1863 – present	Chron.	N/A	Includes recorded proceedings of board meetings such as budgets, who attended, public comments, mayor & trustee comments, and more.	N/A
Oath of Office	Village Clerk	1934 – 1986	Chron.	N/A	Includes sworn statements by elected officials to take office with statement of duties.	N/A
Payroll	Village Clerk	1957 – present	Chron.	N/A	Gives name, SSN, amount of earnings given to employees of the village, includes hours worked, taxes taken, funds removed for retirement/benefits in full report form.	N/A
Personnel Files	Village Clerk	1992 – present	Alpha	N/A	Files on employees of the village including resumes applications, write-ups, and assorted evaluations.	N/A
Planning Board Records	Village Clerk	1975 – present	Chron.	N/A	Includes minutes, annual reports, resolutions, and correspondence.	N/A

Police Files	Village Police Dept.	1963 – 1982	Chron.	N/A	Includes duty reports, ticket stubs, radio logs, blotters, and financial reports.	N/A
State/Federal Aid Reports	Village Clerk	1960s – present	N/A	N/A	Includes all paperwork needed to request, receive & use state & federal aid including vouchers, applications, and final reports.	N/A
Village Register	Village Clerk	1909, 1911	Chron.	N/A	Village’s local newspaper.	N/A
Vouchers	Village Clerk	1994 – present	Chron.	N/A	Vouchers for village to be reimbursed for monies spent for village expenses that are not taken out of the general fund.	N/A
Water & Sewer Reports	Village Clerk	1975 – present	Chron.	N/A	Includes sanitation reports, studies conducted, receipts & proofs for construction, financial ledgers for proposal & granting of construction for water & sewage flow.	N/A
Zoning Variances	Village Clerk	1978 – present	Chron.	N/A	Includes changes in zoning laws and locations, property transfers, permits & applications, and correspondence.	N/A

*VILLAGE OF PULASKI AND THE TOWN OF REDFIELD ARE NOT AVAILABLE AT THIS TIME! WE APOLOGIZE FOR ANY INCONVENIENCES.*

TOWN OF RICHLAND

Birth Records	Town Clerk	1883 – present	Chron.	Town inc. 1807 from Williamstown	Includes child’s family name, child’s name, DOB, sex, color/race, place of birth, mother’s maiden name, parents’ address, occupation(s), name of medical attendant, date birth was registered and more.	DOH
Death Records	Town Clerk	1885 – present	Chron.	Town inc. 1807	Includes DOD, name of deceased, age, marital status, race, occupation, POB, address, parents’ names and birthplaces, deceased’s place of death, cause of death, medical attendant, place of burial.	DOH
Headstone Inscriptions	Town Clerk	1976	Alpha by surname	N/A	Contains info transcribed from headstones of Pulaski Village Cemetery, Brown’s Landing, Holmes Family Cemetery, Stowell Drive Cemetery, Richland Hamlet Cemetery, Daysville Cemetery and a notebook on General Casimir Pulaski Day - a large town celebration.	N/A

Historian's Records	Town Historian	1895 – present	N/A	Town inc. 1807, Village of Pulaski inc. 1832	Contains materials including “Gripps” – a 1902 Historical Souvenir of Pulaski, & “Landmarks of Oswego County New York” – published 1895.and includes history and biographical family sketches.	N/A
Local Laws	Town Clerk	1959 – present	Chron.	N/A	Laws enacted by the town board to help resolve local problems and cover such subjects as: fire prevention codes, bingo & games of chance, parking regulations, sewage disposal systems, fish industry regulations and more.	N/A
Marriage Licenses	Town Clerk	1908 – present	Chron.	Town inc. 1807	Shows full names of bride and groom, their residence(s), age(s), occupation(s), place of birth, parents' names, previous marriages, date of license, date & place of marriage, name of person solemnizing the marriage and witnesses.	DOH
Mass Appraisal Records	Town Assessor	1989 – present	Numeric by tax map No.	N/A	Contains a complete description of property, no. and size of buildings, porches, decks, the acreage, and type of soil.	N/A
Oaths of Office	Town Clerk	1947 – present 1981 – 1990	Chron.	N/A	Contain signed statements by elected or appointed public employees to uphold the Constitution of the United States and State of New York & faithfully discharge their duties, and provide name of town official, office held, signature & date, each is witnessed or notarized.	N/A
Property Record Cards	Town Assessor	1964 – present	Numeric by tax map No.	N/A	Contain parcel identification, audit control, sales info, land breakdown & type, site info, record of improvements, pictures and/or drawings of structures & improvements.	N/A
Riverside Cemetery Records & Plot Map	Town Clerk	1919 – present	Misc.	International Order of Odd Fellows(IOOF) originally owned the cemetery	Record book includes various income records, perpetual care records, expense records, lot assessments by name & amount assessed, lots purchased, lot rates, deed holders, annual reports, and the plot map shows plots located by last name taken from headstones.	N/A

Town Board Minutes	Town Clerk	1823 – present 1883 – 1935	Chron.	N/A	Record of town meetings, appointed town officials, equipment purchases, town budgets, bills for approved payment, resolutions, etc.	N/A
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*TOWN OF SANDY CREEK NOT AVAILABLE AT THIS TIME! We apologize for any inconveniences!*

TOWN OF SCHROEPPPEL

Assessment Tax Rolls	Town Assessor	1916 – 1998	Chron.	Fire destroyed records prior to 1916, however, see town historian for 1850-1900 tax records	Includes property information, name of property owner, amount of taxes, and school district property is located in.	N/A
Bingo/Games of Chance	Town Clerk	1973 – present	Chron.	Town formed from Volney in 1832	Includes all paperwork needed to conduct Bingo games, such as licenses, rosters, and account balances for those organizations that sponsored bingo games.	N/A
Birth Records	Town Clerk	1916 – present	Chron.	Pre 1916 town records lost in fire of 1916	Includes parents' names, address, name of child, attending physician/midwives, parents' age, race, occupation, and more.	DOH
Board Minutes	Town Clerk	1916 – present	Chron.	N/A	Recordings of town board meetings including officers' reports, matters dealt with and more.	N/A
Board Minutes	Town Planning Board	1975 – present	Chron.	N/A	Recording of matters dealt with by town planning board with such matters as appointment of board members, property disputes, and community issues.	N/A
Building Permits - Blueprints	Town Assessor	1984 – 1993	Numeric	N/A	Blueprints of building for construction, gives location of building and the architecture of the building.	N/A
Building Permits - Issuance Records	Town Assessor	1970 – 1993	Chron.	N/A	Receipts for granting of a building permit, carbon copies of applications for building permits, and includes names and dates for application.	N/A
Building Permits - Maps	Town Assessor	1975 – present	Chron.	N/A	Includes maps and layout plans for various buildings in the town.	N/A

Chattel Mtgs/Cond. Sales Contracts	Town Clerk	1916 – 1963	Alpha	N/A	List of sales & distribution of chattel mtgs. by name of buyer/seller (mortgagor/mortgagee) along with property info and financial amounts.	N/A
Civil Case Files/ Small Claims	Town Justice	1984 – 1999	Chron.	N/A	Evictions and small claims actions for town court including any reports used for case hearings.	N/A
Civil Docket	Town Justice	1929 – 1962	Chron.	N/A	States defendant’s pleading, justice presiding, case as it followed, any money charges made, and a summary of the case at the end.	N/A
Conservation Records	Town Clerk	1966 – 1999	Alpha	N/A	Includes info such as hunting safety certification with birth dates, year training occurred, what they were certified for(ie:Big Game) sometimes includes legal residence, certificate number, etc.	N/A
Criminal Cases Completed	Town Justice	1984 – 1994	Alpha	N/A	Files on defendants who have been charged with violations of penal law and/or DWI’s.	N/A
Criminal Docket	Town Justice	1914 – 1962	Chron.	N/A	Includes name of judge presiding, name of defendant, proceedings that dealt with the matter, warrant info, pleadings, whether case was triable or not, and more.	N/A
Death Records	Town Clerk	1916 – present	Chron.	Pre 1916 town records lost in fire of 1916	Includes info such as deceased’s name, names of parents, cause of death, certification by physician including original signatures, place of burial or removal type.	DOH
Election Records	Town Clerk	1920 – 1998	N/A	N/A	Includes election law books, referendum records, district maps & statistics, and more.	N/A
Fiscal Reports	Town Clerk	1931 – 1996	Chron.	N/A	Account of financial transactions that occurred in the town.	N/A
General Ledgers	Town Clerk	1925 – 1992	Chron.	N/A	Account of transactions made by town offices, including cash transactions, receipts & disbursements.	N/A
General Payroll/Stubs	Town Clerk	1940 – 1992	Chron.	N/A	Contains info about town employees including all departments, their pay info, etc.	N/A

Grant Files	Town Clerk	1990 – 1994	N/A	N/A	Includes all paperwork needed to be recorded for all SARA grants including some results of grants, for instance; inventories, financial invoices, and more.	N/A
Highway Vouchers	Town Highway Dept.	1988 – present	Numeric & Chron.	N/A	Includes abstracts of audited vouchers, gives voucher No., date, name of claimant, monies tendered, reasons for voucher & any other additional info needed with the voucher.	N/A
Historian’s Records	Town Historian	1850 – present	Alpha & Chron	N/A	Includes family histories, research materials, newspapers, published local histories, cemetery records, postcards, photos, obituary files, artifacts, Tax Assessment records from 1850 – 1900, and a collection of Phoenix High School Yearbooks.	N/A
Local Laws	Town Clerk	1971 – 1999	Chron.	N/A	Includes ordinances of local laws made, mostly about highway/zoning matters, master summary of violations.	N/A
Maps	Town Clerk	1970’s – 1999	N/A	N/A	Contains drawings of various areas of town when building projects and zone changes occurred.	N/A
Marriage Records	Town Clerk	1916 – present	Chron.	Pre 1916 town records lost in fire of 1916	Contains list of marriages registered in the town along with info such as addresses of both parties, DOBs, parents’ birthplaces, prior marriage info, physician’s statements, and original signatures.	DOH
Motor Vehicle Docket	Town Justice	1930 – 1962	Chron.	N/A	Includes name of defendant, proceedings, and plea.	N/A
Payroll	Town Highway Dept.	1940 – 1980s	Chron.	N/A	Includes employee name, gross pay, deductions, net pay, and totals.	N/A
Plan Unit Development Files	Town Clerk	1997 – present	Chron.	N/A	Letters & requests for water & sewer service by of improvements and/or construction, along with road area disputes settled.	N/A
Record of Taxes and Assessments	Board of Assessment & Taxation	1947 – 1955	Chron.	N/A	Contains such information as when tax was received, by whom, receipt number, what district the tax originated.	N/A

Register of Voters (Poll Books)	Town Clerk	1960 – 1966	Alpha	N/A	Includes voter's name, sex, address, registration No., and ballot No., these are duplicates of originals.	N/A
Relief Records	Town Supervisor	1988 – 2000	Chron. & Numeric	N/A	Gives voucher No., date, name of claimant, money amount, reasons for voucher, & sometimes extra info needed.	N/A
School Tax List	Town Clerk	1925 – 1995	Chron.	N/A	Includes school tax list for all town residents containing names, address, amount due, whether amount was paid, etc.	N/A
Social Services Case Records	Town Supervisor	1930 – 1970s	Chron.	N/A	Includes financial info on all Social Services cases conducted in the town, money issues, and matters recorded.	N/A
Sporting License Applications	Town Clerk	1987 – 1995	Chron.	N/A	Includes such info as applicant's name, address, original signature, tag numbers, date, & cost.	N/A
Supervisor Reports	Town Supervisor	1983 – 1995	Chron.	N/A	Includes cashbooks, annual reports, old office documents, journals for revenue, appropriations, payroll, and bookkeeping ledgers, and more.	N/A
Town Budgets	Town Clerk	1943 – 1991	Chron.	N/A	Proposed budgets for town's spending including: what money is to be spent, how much, where money is allocated, etc. and also includes some copies of budgets and County Budget for 1981.	N/A
Trust, Agency, & Savings Account Records	Town Clerk	1960 – present	Chron.	N/A	Includes info on town trusts, savings accounts, that the town has made, with financial info.	N/A
Vehicle & Traffic Files	Town Justice	1991 – 1999	Alpha	N/A	Files on defendants who have been charged with violations of vehicle & traffic law, includes docket pages & actual tickets issued.	N/A
Water & Sewer Feasibility Study	Town Supervisor	1975	N/A	N/A	Study of the town for the possibility for new water & sewer construction or improvements.	N/A



Zoning Appeals	Zoning Board	1959 – present	Chron.	N/A	Recorded accounts of appeals made to Zoning Board on passed issues and ordinances passed. Includes minutes of proceedings, and any extra paperwork needed for appeals.	N/A
<u>TOWN OF SCRIBA</u>						
Annual Budget	Town Clerk	1922 – present	Chron.	N/A	Contains detailed plans for expenditures and revenues for each department as well as information on proposed appropriations and unexpected balances from previous years.	N/A
Annual/Special Reports	Town Clerk	1937 – present	Chron.	N/A	Contains information related to the administration of funds and specific duties required of each department.	N/A
Birth Records	Town Clerk	1848 – present 1850 – 1883	Alpha & Chron.	N/A	Contains name of child, name of parents, their residence, birth dates, and other information.	DOH
Building & Property Regulation	Town Clerk	1986 – present	Alpha	N/A	Records related to the design, construction, improvement, repairs and expansion of the new municipal building and other projects, includes designs, contract books and manuals, building permits, correspondence and more.	N/A
Cemetery Records	Town Clerk	1932 – present	Chron.	N/A	Includes burial record book, burial permits for various cemeteries located throughout the town.	DOH
Civil Defense/Disaster Preparedness Records	Town Clerk	1972 – 1988	Chron.	N/A	Civil defense plans for evacuation, and nuclear plant emergency plans.	N/A
Conservation Advisory Council Records	Town Clerk	1984 – 1988	Alpha	N/A	Includes information files such as reports and interrogatives, meeting minutes, proposals, resolutions, correspondence, reports, and more.	N/A
Death Records	Town Clerk	1848 – present 1850 – 1862 1864 – 1881	Alpha & Chron.	N/A	Contains name of deceased, DOB, DOD, place of death, burial permission, and more.	DOH
Environmental Health Records	Town Clerk	1978, 1982 - 1989	Chron.	N/A	Mining-permit applications and correspondence, negative declaration of environmental impact; records are relative to projects constructed in town.	N/A

Flood Control Records	Town Clerk	1970 – present	Chron.	N/A	Includes federal flood insurance maps, flood control and insurance maps, studies, and more.	N/A
Historian Records	Town Historian	1790 – present	UNKN	N/A	Contains records for all Scriba cemeteries, some of Oswego City cemeteries, church records, organizational records, business records, obituary and marriage announcements, files on some Scriba families, and some census records.	N/A
Local Laws, Ordinances and Resolutions	Town Clerk	1922 – present	Chron.	N/A	Contains purpose for enactment and enforcement procedures.	N/A
Marriage Records	Town Clerk	1848 – present 1850 – 1862 1864 – 1881	Alpha & Chron.	N/A	Contains registers that list individual’s names, occupations, age, residence, and more.	DOH
Official Maps	Town Clerk	circa 1960 - present	Alpha by Subj.	N/A	Contains maps of water, sewer, subdivision, and town building projects.	N/A
Official Minutes	Town Clerk	1824 – present	Chron.	N/A	Contain recordings of proceedings and actions taken by the board during meetings.	N/A
Personnel/Civil Service Records	Town Clerk	1937 – present	Alpha, Chron., & by Subj.	N/A	Contains different records for volunteer fire dept., recreation board, town officers, planning board members, and Oaths of Office Certificates.	N/A
Public Property & Equipment Records	Town Clerk	1965 – present	Chron.	N/A	Contains a list of all equipment and materials owned by the town.	N/A
School District Records	Town Clerk	1843 – 1962, (scattered)	Chron.	N/A	Contain historical information comprised of financial and residential listings.	N/A
Supervisor’s Annual Report	Town Supervisor & Town Clerk	1930 – present	Chron.	N/A	Contains accurate comprehensive reports of all money expended by the town covering all departments and budgetary items.	N/A
Valuation and Assessment Records	Town Clerk	1831 – present	Alpha	N/A	Contains assessment and tax rolls, equalization rates, railroad ceiling & special franchise. assessment certificates.	N/A

TOWN OF VOLNEY

Birth Records	Town Clerk	1884 – present	Chron., Alpha	Later births were not always recorded in the town because child was born in city hospital.	Contains name of child, name of parents, DOB, parents’ address, occupation(s), and more.	DOH
Board Minutes & Elections	Town Clerk	1905 – present	Chron.	Series has valuable school record info & early health info	Includes Record of School Collector’s Bonds with year, date of bond, when filed, amount of bond, school collector’s name & names of sureties all signed by Town Clerk; also includes of school moneys by district, and minutes recording apportionment name of town supervisor, business of meeting, resolution, and payment of expenses.	N/A
Building Permits, Code Violations, & Certificates of Occupancy	Code Enforcement Officer	1950 – present	Chron.	CE Officer and Building Inspector positions were created in 1970’s	Contains building permits for any building project or construction within the town limits; also includes detailed specs, location, size, building type, estimated cost, who is doing the work and more.	N/A
Burial Permits	Town Clerk	1890 – present	Alpha by surname	N/A	Provides the name of the deceased, DOD, the place of death, place of burial, and cause of death and more.	DOH
Chattel Mortgages	Town Clerk	1897 – 1964	Chron. (1897-1926) Alpha (1926-1964)	Farm animals, vehicles or household goods were financed by lending institutions were recorded carefully by the town clerk	Contains mortgagor’s and mortgagee’s full name, number of mortgage, property covered, amount of mortgage, date, time, date due, whether mortgage was cancelled or renewed and when.	N/A
Conditional Sales	Town Clerk	1922 – 1964	Alpha	See “Chattel Mortgage” historical note	Contains name of buyer & seller, description of goods, price named in contract, date of contract, time of filing, and date of cancellation or renewal.	N/A
Death Records	Town Clerk	1900 – present	Chron., Alpha	1999 – Seneca Hill Manor submitted all deaths occurred there to the town for recording	Contains name of deceased, former residence, DOB, DOD, place and cause of death, place of burial, coroner’s statement, and more.	DOH,

General Ledgers	Town Bookkeeper	1919 – 1982	Chron.	N/A	Contains information such as who provided what service, the fund to be credited, account information, and cash book receipts.	N/A
Historian’s Records	Town Historian	1809 – present	Alpha, Chron.	Agriculture is primary and industry played an important role but has phased out in the town	Contains information of the start of the town in 1806, how it got its name, how it has progressed, and other information about the schools, military, farm, and industries, and includes pictures and scrapbooks.	May see records by appt only!
Marriage Records	Town Clerk	1881 – present	Chron., Alpha	N/A	Contains bride and groom’s names, occupation, age, residence(s), name of parents, marriage license information, and social security no. after 1998, name and title of official solemnizing marriage, and names of witnesses.	DOH
Tax Rolls	Town Assessor	1851 – present	Alpha by surname	Assessor has placed a value on personal property & has taxed it accordingly	Contains owner’s name, address, abutting property owners, character of property, tax value outside village less all exemptions and more.	N/A
<u>TOWN OF WEST MONROE</u>						
Assessors Road Books	Town Assessor	1970 – present	By location	Town was formed from Constantia in 1839	Includes name and address of property surveyed, photos, dates value was assessed, amount of land, and history of road development in town.	N/A
Birth Records	Town Clerk	1884 – present	Chron.	Have very few records from 1978	Includes name of child, names of parents, no. of siblings, parents’ address, and more.	DOH
Building Permits	Town Assessor	1977 – present	Chron., Alpha	N/A	Includes dated permits, receipts, inspection receipts, construction applications, inspection reports, water tests, surveys, floor plans, violations, and more.	N/A
Cash/Ledger Books	Town Clerk	1918 – 1953	Chron.	N/A	Includes person’s name, date fee was paid, reason for fee, cash received for things like various licenses.	N/A
Cemetery/Burial Records	Town Clerk	1923 – present	Alpha	N/A	Includes date, DOD, date of disposal/burial, place of burial, DOB, name of funeral home, cause of death, and includes records from cemeteries beyond the town’s borders.	DOH

Claims Book	Town Clerk	1942 – 1959	Chron.	N/A	Contains name of claimant, date paid, amount paid, character of claim and more.	N/A
Death Records	Town Clerk	1884 – present	Chron.	N/A	Includes name of deceased, DOB, DOD, parents' names, home address, occupation(s), and more.	DOH
Historian's Records	Town Historian	1800s – present	Chron., Alpha	N/A	Includes, but not limited to, published local histories, maps, newspapers, manuscript materials, photos, and scrapbooks.	N/A
Maps	Town Clerk	1796	UNKN	N/A	Displayed in a book to enable easy reading/viewing and shows land divided by Revolutionary War Veterans.	N/A
Maps	Town Clerk	1946	UNKN	N/A	Includes: Miller Subdivision, Big Boy Water, Big Bay, Cultural Sensitive Areas, Oneida Lake areas, aerial maps, misc. area maps, some maps from township of Scriba, and West Monroe treatment plan.	N/A
Marriage Records	Town Clerk	1884 – present	Chron.	N/A	Includes names of both parties, addresses, DOBs, occupation(s), parents' names, license date & no.	DOH
Minute Books	Town Clerk	1839 – present	Chron.	N/A	Includes names and issues concerning board meetings, dates of meeting, and more.	N/A
Register of Attendance	Town Clerk	1925 – 1926	Chron.	N/A	Contains dates and names of persons attending school, a census schedule, health reports, for school district #1.	N/A
Register of Voters	Town Clerk	1922	Alpha	N/A	Includes person's name, address, date of registration, registration number, and more.	N/A
Tax Rolls	Town Assessor	1900 – 1974	Chron.	N/A	Includes names of property owners, lot no., village where tax was paid, amount of tax and addresses of taxpayers.	N/A
<a href="#"><u>TOWN OF WILLIAMSTOWN</u></a>						
Abstracts	Town Clerk	Early 1900s - present	UNKN	N/A	Includes maps and other information associated with property in the town.	N/A

Assessment Rolls	Town Assessor/ Town Clerk	1881 – present	Chron.	Fire destroyed records prior to 1881, even though town was formed in 1804	Contains listing of property, the owner, tax info on property, whether tax was paid or not, and more.	N/A
Attendance Register	Town Clerk/School Board	1907 – 1911	Chron.	N/A	List of names for students in attendance at schools within the town.	N/A
Birth Records	Town Clerk	1878 – present	Chron.	N/A	Includes all information on births that occurred in the town such as parents’ names, their address, DOBs, name of child, sex, and more.	DOH
Burial Permits	Town Clerk	1917 – present	Chron.	N/A	Contains burial info for all cemeteries located in the town including name of deceased, lot no., name of owner of lot, reason for death, and more.	DOH
Cash Book	Town Clerk	1989 – present	Chron.	See fire destruction note for the town	Includes balances for town accounts including revenues and expenditures, amount of liabilities, and more.	N/A
Cemetery Deed Records	Town Clerk	UNKN	Numeric	N/A	Record of lots in the three cemeteries in the town, a list of the lot owners, location of these lots, and price paid for ownership of property.	DOH
Census Records	Town Clerk	1855 – 1925	Chron.	These records are only copies, not originals	List of names of people residing in the town, giving name of person, address, no. of people in household, race, gender, profession of persons, and more.	N/A
Conservation Licenses	Town Clerk	1982 – present	Chron.	N/A	Includes a monthly summary sheet of licenses sold for conservation purposes including names, addresses, purpose of license, and more.	N/A
Death Records	Town Clerk	1881 – present	Chron.	Fire destroyed records prior to 1881 even though town was formed in 1804	Includes listing of all persons declared dead in the town with information such as name of deceased, their address, DOB, DOD, undertaker’s statement, physicians declaration of death and reason for death.	DOH
Deeds	Town Clerk	Early 1900s - present	Chron.	N/A	Record of the granting of land to property owners with a description of property, its location, names of the buyer and seller, date sold, and more.	N/A

Final Election Results	Town Clerk/ Election Board	1988 – present	Chron.	N/A	Contains ballot forms with names of candidates giving information such as who won, how many how many votes per candidate, what office the election was held for, and more.	N/A
Flood Control Records	Town Clerk	1968 – present	UNKN	N/A	Includes maps, plans, correspondence, statements made for control of water by the town.	N/A
General Fund Ledger	Town Clerk	1987 – 1992	Chron.	N/A	Includes all financial transactions made, year-end balances for town expenditures, information on highway department spending, and more.	N/A
Historian’s Records	Town Historian	1881 – present	Alpha, Chron.	See “Fire” note	Includes: family histories in the town including cross-references to other family names, DOBs, deaths, marriages, etc.; scrapbooks with newspaper clippings of special stories, important events, old pictures of important people of the town, and pictures of the town.	N/A
History Book	Town Clerk	1801 – 1973	UNKN	N/A	Contains the history of the town including stories of famous people associated with the town, dates interesting events took place, progress of the town, and other various things associated with the town.	N/A
<i>J.I. Case</i> File	Town Clerk	Copywrited 1991, 1995	UNKN	N/A	Record of the history of J.I. Case, an important figure in the development of the town; includes family history of the man, and important historical information on the town.	N/A
Ledger	Town Clerk	1854 – 1900	Chron.	N/A	Report of monies used by officials employed by the town.	N/A
Marriage Records	Town Clerk	1881 – present	Chron.	Fire destroyed records prior to 1881 even though town was formed in 1803	Contains all vital information on both parties of the marriage such as; DOBs, previous marriages, names of parents, addresses, license no. issued, occupation(s), and more.	DOH
Minute Books	Town Clerk	1837 – present	Chron.	N/A	Includes report of proceedings of town board meetings such as officials’ reports, treasurer’s report, record of who was in attendance at meeting, matters that were discussed, old/new business, etc.	N/A

<i>The Beacon</i>	Town Clerk	1937 – 1947	Chron.	N/A	Books donated by an individual to the town clerk; a cross between a yearbook and a school newspaper, which were published on a monthly basis and included names of students, their activities, etc.	N/A
<u>OSWEGO COUNTY (Os. Co.)</u>						
Tax Assessment Rolls	County Assessment and Taxation	1850 – 1911	Alpha by township	N/A	Tax assessment rolls including info such as name of taxpayer, property taxed, amount paid, when tax was paid. These rolls were recorded by Os. Co. except for the City of Oswego rolls.	N/A
Tax Assessment Rolls: City of Oswego	County Assessment & Taxation	1855 – 1969 1853-4, 1965	Numeric by Ward no.	N/A	Same type of record as other county tax rolls, but limited to tax rolls of Oswego City-East & West.	N/A
Annual Financial Report	County Treasurer	1950 – 1953	Chron.	N/A	Record of balances, disbursements, department accounts and more.	N/A
Cash Journal	County Treasurer	1939 – 1947	Chron.	N/A	Record of the amount of cash received and disbursed by Treasurer's Office	N/A
Judgments	County Supreme, Town, County, & Family Courts	1955 – 1981	Alpha & Numeric	N/A	Records taken from actual judgments; includes name of plaintiff and defendant, presiding judge, and other info.	N/A
Minutes (Trial) Books	County Circuit Court	1823 – 1905	Chron.	N/A	Includes cases concerning naturalizations, defaulted jurors, marriages, mtg. foreclosures, name changes, probate matters, and more.	N/A
Minutes of Sessions	County Court of Sessions	1831 – 1895	Chron.	This court no longer existed after 1895. Jurisdiction was transferred to County Court in 1896.	Account of proceedings of the court for matters including criminal cases such as desertions, vice, bastardy, apprenticeship disputes, and probate records. Indexed by defendant's name.	N/A
Minutes (Trial) Books	Oyer & Terminer Court	1846 – 1901 1876 – 1886	Chron.	Court ended ca. 1895	Account of court's proceedings including names of participants, outline of proceedings, descriptions of actions brought, decisions made, and more.	N/A



Official Oaths	County Personnel/ Civil Service Dept.	1870 – 1968	Chron.	N/A	Includes oaths for public notaries, county officials, Justices of the peace, and public officials. Gives name, signature of official, signature of the County Clerk, date, and more	N/A
Record of Inmates	County Home & Infirmary	1916 – 1970	Chron. & Numeric	N/A	Contains name and vital info of inmates including family info, DOB, place of birth, DOD (if applicable), SSN, date and reason for discharge.	N/A
Bonds	County Clerk	1915 – 1943	Chron.	N/A	Record of bonds due to town supervisors as long as town supervisors faithfully discharge all duties.	N/A
Census Records	County Clerk	1850 – 1925	N/A	N/A	Includes the names of persons living at the residence listed, their occupation(s), age, race, and gender.	N/A
Certificates of Incorporation	County Clerk	1882 – 1932	Chron.	N/A	Certificates granting permission for a business to become a legal corporation and gives statement of corporation and expenses made by formation of the entity and other info.	N/A
Collector's Bonds	County Clerk	1838 – 1974 pre – 1838	Chron. & Alpha	N/A	Contains record of bonds docketed including name of collector. Missing vol. 1 of series.	N/A
County Properties	County Clerk	1926 – 1940	Alpha by township	N/A	Record of the properties of the county, who owns what property, how large the property is, tax amounts and sales of that tax for different years.	N/A
Deeds	County Clerk	1816 – 1960	Chron.	N/A	Typescript record of deeds granted allowing the buyer to obtain title to a specified piece of property.	N/A
Discharge of Mtgs.	County Clerk	1944, 1957-80	Chron.	N/A	Includes mortgagor and mortgagee and other info.	N/A
Employee's Time Records	County Clerk	1928 – 1931	Chron.	N/A	Includes employee's name, wage, hours or days worked and SSN.	N/A
Index for Cond. Sale of Goods & Chattels	County Clerk	1922 – 1955	Alpha	N/A	Master index to the records of Conditional Sale of Goods & Chattels.	N/A

Index to Chattel Mortgages	County Clerk	1880 – 1955	Alpha	N/A	A master listing of mortgages giving name of mortgagor and mortgagee.	N/A
Index of Deeds	County Clerk	1791 – 1986	Alpha	Series splits into two categories in order of grantor/grantee	Index for the granting of deeds giving page and book no. of corresponding deed books, along with some property info.	N/A
Lien Bond Docket	County Clerk	1929 – 1933	Alpha	N/A	Gives name of owner, name of claimant, where property is located, the time of filing, and amount of claim. Includes only two entries, Fanning and Hunter.	N/A
Liens Docket - Individual Surety Bonds	County Clerk	1944 – 1967	Alpha	N/A	Gives name of sureties, amount of bond, file no., name of court where orders were made, title of action, description of property, and cancellation of record (when applicable).	N/A
Miscellaneous Records	County Clerk	1816 – 1972	Chron.	N/A	Record of various events not covered by the usual series of records.	N/A
Mortgages	County Clerk	1816 – 1960	Chron.	N/A	Typescript record of mortgages granted.	N/A
Mortgage Tax Record	County Clerk	1912 – 1967	Chron.	N/A	Record of mtg, recording tax which gives the name of mortgagor, mortgagee, amount of mtg., tax paid, and the date. Volumes are assigned serial numbers.	N/A
Officials & Bonds Undertakings	County Clerk	Nov-Dec 1933	Chron.	N/A	Record of bonds for town clerks to faithfully discharge their duties as well as regular bonds	N/A
Register of Notaries	County Clerk	1891 – 1906	Alpha	N/A	Includes listing of public notaries giving name, date of appointment, when qualified, expiration of term, and sometimes gives location of where notary was certified.	N/A
Registered Bonds	County Clerk	1908 – 1915	Numeric	N/A	Gives the amount of the bond, who the bond was issued to; contains bonds due from 1911-1920.	N/A
Roster	County Clerk	1859 – 1959 1862 – 1864 1868 – 1900 1904 – 1942	Chron.	N/A	Record of delivery of mortgages, deeds; gives name of grantor, grantee, who it was delivered to, and when it was delivered.	N/A

Service Record for World War I: Army & Navy	County Clerk	1917 – 1920	Alpha	N/A	Record of men serving in the either the Army or Navy from City of Oswego. Includes name, address, immediate family, age, enlistment information, discharge date (if applicable), and any information on military service.	N/A
Title Searches Conducted by County Clerk	County Clerk	1792 – present	Alpha	N/A	Searches taken from deeds, removal of land, etc.	N/A
Common Rules	County Court	1858 – 1933	Chron.	N/A	Record of common rulings such as judgments for divorces, civil actions, misdemeanors, etc.	N/A
Declarations of Intention	County Court	1868 – 1956	Numeric	N/A	Includes naturalization forms filled out by persons wanting to be citizens of the U.S. giving the reason why they want to become a citizen and sworn statements to be loyal to the U.S.	N/A
Executions: Includes Sheriff's Certificates	County Court	1900 – 1948 1939 – 1940	Chron.	N/A	Record of court orders for the garnishee of wages, or the sale or transfer of real/personal property, to satisfy a judgment debt.	N/A
Executions Returned Unsatisfied	County Court	1882 – 1906	Alpha by defendant	N/A	Record of court order for the garnishee of wages, or the sale or transfer of real/personal property, to satisfy a judgment debt that was unsatisfied or defective. Most volumes are illegible.	N/A
Minute (Trial) Books: County Court	County Court	1847 – 1971 1952 – 1970	Chron.	Court began in 1847 & took over the duties of the Court of Common Pleas	Includes matters such as minor equity cases, and some appeals. Contains records of the judgments made only for some cases. Record gives names of plaintiff and defendant, and name of judge who presided over the trial.	N/A
Minutes of County Court – Criminal	County Court	1895 – 1951	Chron.	Created after Court of Session no longer had jurisdiction over criminal cases	Includes accounts of County Court criminal proceedings. Indexed.	N/A
Naturalization: Petition & Record	County Court	1899 – 1955	Numeric	N/A	Contains forms completed by individuals who have applied to become naturalized citizens of the United States.	N/A

Register of Lunacy	County Court	1867 – 1969	Chron.	N/A	Brief record for cases determining a plaintiff or is declared lunatic and institutionalized. Contains records of proceedings by date, gives attorneys' names and some other info. Indexed.	N/A
Transcript Records for Counties other than Oswego	County Court	1790 – 1873	Chron.	N/A	Transcribes the transfer of property formerly belonging to Onondaga & Oneida Counties and becoming the possession of Os. Co., also gives names, locations, and description of transfer case that has occurred.	N/A
Trial Minute Books	County Court	1969 – 1973	Chron.	N/A	Gives account of jurors selected, name of defendant, witnesses sworn in, the outcome of the trial, name of presiding judge, what crime was being tried, and case number.	N/A
Judgment Dockets	County Supreme Court	1840 – 1977 1871 – 1874	Alpha & Chron.	N/A	Record of the names of debtor and creditor, date, time, and court where judgment was entered, the amount of money due, and whether judgment was satisfied or not.	N/A
Judgments	County Supreme Court	1816 – 1954 1881 – 1887 1920 – 1922	Chron.	N/A	Record of judgments from the Supreme Court & Justices Court for civil trials, such as divorces, bankruptcy, etc.	N/A
Minute (Trial) Books: Civil	County Supreme Court	1905 – 1951	Chron.	N/A	Record of proceedings of civil cases including domestic relations, divorces, naturalizations, and appeals from the County Surrogate Court.	N/A
Minute (Trial) Books: Criminal	County Supreme Court	1901 – 1918	Chron.	N/A	Record of proceedings of criminals case for trial term giving the name of the defendant, plaintiff, judge presiding and other information.	N/A
Minute (Trial) Books: Special Term	County Supreme Court	1880 – 1886	Chron.	N/A	Records of the summons made, judgments rendered and other information.	N/A
Minute (Trial) Books: Supreme Court in Equity	County Supreme Court	1847 – 1849	Chron.	Series begin the same year Supreme Court started hearing appeals from the Surrogate Court	Record of proceedings of the Supreme Court in the matters of equity.	N/A

Minutes of Jury Drawing	County Supreme Court	1863 – 1980	Chron.	N/A	Gives a listing of possible jurors along with their occupation and address for all county courts. Series is incomplete, missing books “A” – “C” for years prior to 1863.	N/A
Minute (Trial) Books: General and Special Term	County Supreme Court	1847 – 1955	Chron.	N/A	Account of Supreme Court proceedings of both civil and criminal cases and also includes County Surrogate Court appeals.	N/A
Minutes of Supreme Court	County Supreme Court	1873 – 1879	Chron.	N/A	Contain complete record of proceedings of the court from the beginning to the end.	N/A
Administrator’s Bonds	County Surrogate Court	1896 – 1967	Chron.	N/A	Includes original bonds with the name of the administrators of the estates, along with a court record entry of the bond. Indexed.	N/A
Common Orders	County Surrogate Court	1856 – 1887	Chron.	N/A	Record of the administration of goods, chattels, wills & testaments, and matters of deceased.	N/A
Estate and Trust Fund Register	County Surrogate Court	1896 – 1951	Chron.	N/A	Gives listings of date and actions taken to probate wills, and records the court-ordered deposit of monies pending distribution to a beneficiary.	N/A
Final Settlement	County Surrogate Court	1856 – 1972 1924 – 1929 1959 – 1964	Chron.	N/A	Record of cases describing the final accounting of the estates of the deceased, names of deceased, name of administrators, where the deceased was from, amount that was granted/settled and to whom it was granted. Indexed.	N/A
Guardians Bonds	County Surrogate Court	1896 – 1967	Chron.	N/A	Contains guardian agreement to bond, amount of bond, guardian agreement of duties to hold, and undertakings requiring the fiduciary to pay a specified amount if conditions of the obligation are not fulfilled. Vol. 1 missing (pre-1896).	N/A
Letters of Administration	County Surrogate Court	1816 – 1976	Chron.	N/A	Letters to the administrators of recently deceased persons from the surrogate judge informing the administrator of their role as administrator and informing them of their responsibilities.	N/A
Letters of Guardianship	County Surrogate Court	1853 – 1894 1896 – 1916	Chron.	N/A	Record of documents appointing responsibilities of guardians, agreement of guardian’s duties.	N/A

Letters of Testamentary	County Surrogate Court	1825 – 1972	Chron.	N/A	Record of cases describing “the matter of proving the last will and testament of deceased”, cases that a will is valid, and is ordered to be admitted to probate & to be recorded. Actual wills are not included, only dates, name of judge, and the deceased’s name.	N/A
Minute (Trial) Books: Proceedings, Orders, and C.	County Surrogate Court	1834 – 1864	Chron.	N/A	Includes matters such as the orders for estates of deceased, including names of deceased, the administrator and executor of the estate & other information. Missing book “A” (pre-1834).	N/A
Orders	County Surrogate Court	1933 – 1971	Chron.	N/A	Record of cases in the county court with direct orders to abide by in settling the matter at hand, including accident claims, real estate, etc.	N/A
Orders Admitting Wills to Probate	County Surrogate Court	1885 – 1972	Chron.	N/A	Record of cases for “the matter of proving the last will & testament of deceased,” cases finding that wills are valid and are to be admitted to probate & recorded.	N/A
Orders – Estate Records	County Surrogate Court	1885 – 1914	Chron.	N/A	Orders for executors of deceased person’s estate to place notices in newspapers for a specified amount of time so that creditors can call upon executor for their claims.	N/A
Orders in Vacation	County Surrogate Court	1858 – 1941 1899 – 1902	Chron.	N/A	Record of court proceedings and decisions which cover a broad range of topics including guardianship orders and appeals. Vol. 8 missing.	N/A
Record of Bonds	County Surrogate Court	1890 – 1897	Chron. & Numeric	N/A	Records regarding estates and other acquired sums produced by a death; gives the amount of bond, date, sworn statement to pay, and obligation to administrate deceased assets.	N/A
Record of Real Estate Sales	County Surrogate Court	1816 – 1896	Chron.	N/A	Record of surrogate court proceedings dealing with the matter of granting the administrator the authority to mortgage, lease, or sell the property of the deceased for the payment of the deceased debts, or funeral expenses.	N/A

Record of Wills	County Surrogate Court/County Clerk	1872 – 1875 1892 – 1895	Chron.	N/A	Records of proving last will and testament of deceased persons; includes some attached articles; gives name of deceased and their heirs. Includes only books “U” & “L”, indexed.	N/A
Taxable Transfer of Property	County Surrogate Court	1892 – 1977 1909-18, 1925-49, 1952-54	Chron.	N/A	Contains date, name of payee, name of deceased, date of death, and amount of tax paid.	N/A
Wills	County Surrogate Court	1816 – 1869	Chron.	N/A	Record of wills and testaments as seen by the Surrogate Court, stating beneficiaries, desires of the deceased for use of property, monies, and other items of the deceased as written by the deceased.	N/A
Wills Proved	County Surrogate Court/County Clerk	1816 – ca. 1879	Alpha	N/A	Includes instructions for use and purpose, gives brief info on last wills & testaments proved, stating other names or info, only if granted real property or if sale occurred.	N/A