

**TOWN OF HAMMOND**  
**Subject Matter List**  
**Last revised June 2022**

**Committee on Open Government**

The following is a list of information which may be available after making a request under the Freedom of Information Law:

**Town Clerk's Office:**

Town Board meeting files and minutes  
Minutes of Planning Board  
Property tax information  
Dog licensing  
Marriage licensing  
Accessible permits  
Hunting and Fishing licensing  
General correspondence  
Death & Birth Records  
Burial Permits  
Alcohol licensing  
Tax Collection  
Town of Hammond Local Laws  
Contract/agreement files  
Audit records  
Budgets  
Bidders' file  
FOIL requests  
Employee records  
Insurance files  
Supervisor reports  
Notices

**Highway Department:**

Road listing, mileage  
Equipment listing  
Repair record of roads  
Repair record of equipment  
Record of equipment fuel usage

**Justice Court:**

Information re violation of following laws:  
Penal  
Vehicle & Traffic  
Agriculture & Markets  
Environmental Conservation  
Public Health  
Transportation  
Town of Hammond Local Laws &  
Ordinances  
Parking violations  
Civil matters  
Summary Proceeding  
Small Claims matters

**Supervisor's Office:**

Correspondences  
Town fiscal matters  
Various monthly reports  
Budget records  
Comprehensive plan

**Enforcement Office:**

Building permit files  
Special Permit files  
Site Plan Review files  
Subdivision files  
Variance inquiries  
Fire Reports, analysis & correspondence  
Fire Safety Inspections  
Mobile home parks  
Certifications & violation notices  
Inspection Reports

**Assessor's Office:**

Tax Maps  
Assessment Roll  
Exemptions  
Property Files  
PILOT program  
Article 7  
Grievance Files

**Bookkeeping:**

Monthly/annual reports  
AUD  
Payroll  
Retirement  
Accounts receivable/payable  
Worker's Compensation