Massapequa Water District
Listing of Files by Subject Matter
As of 1-1-2026

Pursuant to Public Officers Law §87(3)(c), the following is a reasonably detailed current list by subject matter, of all records in the possession of the Massapequa Water District, whether or not available under the Freedom of Information Law, Public Officers Law, Article 6. This list will be updated annually and was last updated on January 1, 2026.

General

1. Official Minutes
2. Board Meeting Agendas
3. Proof of Notice of Publication
4. General Correspondence
5. Election Files
6. Operational Policies
7. FOIL Requests
8. Easements & Deed Records
9. Ordinances
10. Insurance Policies

Archive Records/Record Management

1. Inventory of Records
2. Retention Schedule

Fiscal

1. Financial Reports
    a. Audited Annual Reports
    b. External Audits
2. Monthly, Quarterly and Other Periodic Reports
3. Banking Records
4. Debt Service Reports & Schedules
5. Grant Award and Payment Records
6. Annual Budgets
7. Payments Claims & Warrants
8. General Accounting
    a. General Ledger – summary of receipts and disbursements
    b. Subsidiary Ledgers-providing details of General Ledger Accounts
    c. Journal Entries and Budget Transfers
9. Procurement Records and Contracts
    a. Bid Awards and Contracts
10. Billing Records

Human Resource Records

1. Payroll Records

2. Personnel Records
3. Civil Service Records

Plant Operations

1. Water Service and Connection Records
2. Plant Maintenance Records
3. Water Sampling, Lab Testing and Reporting Records
4. Service Department Work Records
5. Cross Connection Records
6. Disaster Preparedness Plans