

Records for the Town of Brighton are available to the Public for inspection and/or copying. A Subject Index is below. All records are located at the Brighton Town Hall, 12 County Road 31 (aka Jones Pond Road) in Paul Smiths, New York.

There is a fee of twenty-five cents (\$.25) a page (up to 11" X 14") to copy these records.

The designated Records Access Officer is Elaine Sater, Brighton Town Clerk at PO Box 260, Paul Smiths, NY 12970, Phone (518) 327-3202 or Fax (518) 327-5387. The Town Hall is open to the public on Tuesday and Thursday, 12 Noon until 5:00 p.m.

Requests to view records must be in writing. Please use the attached form and mail or bring it to the Town Hall. Payment must be made before copies will be given out.

Any person denied access to a record has the right to appeal to the Town of Brighton Supervisor at PO Box 260, Paul Smiths, NY 12970.

## **INDEX BY SUBJECT MATTER**

<u>TOPIC</u>	<u>DATES</u>
Annual Budget	1951 - Present
Annual Financial Report	1936 - Present
Assessment Rolls	1859 - Present
Audit Accounts	1936 - Present
Bank Statements-Tax collector	2001 - Present
Board of Assessment Review Minutes	1975 - Present
Board of Education	1917
Bond Register	1889 - Present
Cash Books	1942 - 1948
Census Books	1875, 2000
Chattel Mortgages	1919 - 1968
Civil Defense/Disaster Preparedness	2007
Claims Book	1943 - 1947
Code Enforcement Records	1975 - Present
Court Dockets/Criminal Disposed	1963 - 1993
Court Dockets/V&T Disposed	2001 - Present
Daily School Register	1864 - 1882
Deeds to Town Property	1901 - Present

<u>TOPIC (Con't)</u>	<u>DATES</u>
Dog License Book	1890, 2008
Election Poll Booklets	1892 -1918
Election Results	1914
Equalization Rates	1960 - Present
Fiscal Records	2001 - Present
Highway	1960 - Present
Historian	1859 - Present
Insurance	2001 - Present
Journal of Board of Supervisors	1865 - 1918
Journal of Proceedings	1950 - 1958
Ledgers, E. Otis	1924 - 1940
List of Land In Arrears of Taxes	1856 - 1882
Local Laws	1978 - Present
Military Enrollment	1889 - 1956
Minutes- Town Board	1859 - Present
Ordinance Book	1975 - Present
Payroll Records	1948 - Present
Physicians Midwives	1914
Planning Project/Program	1970 - Present
Public Welfare	1930 - 1933
School District Audit	1963
School District Maps	
School District Officers	1916 - 1926
School District Tax Booklets	1870 - 1918
School Tax Rolls	
Supervisor Accounts	1917 - 1941
Supervisor Files- Various Topics	1985 - Present
- Adirondack Park Agency	
- Airport	
- HUD	
- Insurance	
- Landfill	
- Park/Recreation	
Property Assessment Record Card	1958 - Present
Tax Collection Records	2001 - Present
Town Clerk Annual Report	1932 - Present
Town Clerk Cash Book	1968 - Present
Town Clerk Report	2001 - Present
Town Maps	
Vital Records, Birth, Death, Marriage Viewing)	1878 - Present (Not available for Public Viewing)
Voter Registration Book	1859 - 1946

DATE:

TO: Records Access Officer

FROM:

RE: Request for Public Information

I hereby apply to INSPECT or RECEIVE (Circle one) a copy of the following:

(Please describe the information in detail that you are seeking): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representing

\_\_\_\_\_  
Mailing Address

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For Agency Use Only

Access to the record described above is:

\_\_\_\_ Approved: This record will be available to be inspected/picked up\* during regular business hours on or after \_\_\_\_\_.

\*For copies there is a cost of \$.25 per page for a Total of \$\_\_\_\_\_ for \_\_\_\_\_ pages.  
Paid per Receipt No. \_\_\_\_\_

\_\_\_\_ Denied (You may appeal per the Notice below.)

\_\_\_\_ Record of which this agency is legal custodian cannot be found

\_\_\_\_ Record is not maintained by this agency

\_\_\_\_\_  
Elaine W. Sater

Records Access Officer

\_\_\_\_\_  
Date

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NOTICE: You have the right to appeal a denial of this request within 30 days to the Supervisor of the town at the above address as per the Freedom of Information Law.