Subject Matter List Pursuant to POL § 87 (FOIL)

The following list describes the records maintained by the Niagara Falls Water Board and is current as of **October 2026**.

This list does not imply that all records are available to the public. All government records are subject to the exemptions stipulated in the Freedom of Information Law.

Many of the NFWB records that are of most interest to the public are posted to NFWB.org. To request other records, complete a Freedom of Information Law ("FOIL") request. A form for FOIL requests is available from customer service during business hours and at NFWB.org.

Administrative and Legal

- Administrative Files
- Annual Reports
- Bids & RFP files
- Board Agenda Packets, Minutes, Resolutions
- Board Member Records
- Claim and Litigation Files, including notice of claim, 50-h transcripts, pleadings, orders, motions, appellate documents, releases, correspondence, and similar documents generated in connection with claims and litigation
- Collective Bargaining Agreements
- Contracts
- Correspondence Files
- Enabling Law
- Grievance Files
- Insurance certificates
- Insurance Policies
- Intermunicipal Agreements
- Internal/External Correspondence

- Memoranda
- Monthly Operation & Maintenance Reports
- Policies
- Property Records, including leases, easements, deeds
- Rules and Regulations
- Visitor Log

Engineering

- Annual Reports
- As-built drawings
- Backflow Device Submittals
- Capital Plans
- Emergency Plans
- Grant Applications
- Grant Reimbursement Documents
- Internal/External Correspondence
- Monthly Discharge Monitoring Reports
- Permits
- Plans
- Project Files
- Specifications
- Studies & Reports
- Water and Sewer System Maps
- Website Records

Finance

- Accounts Payable
- Annual Budgets
- Audits
- Bank Statements
- Billing Records
- Customer Account Notes
- Debt Schedules
- Expense/Revenue Reports

- Internal/External Correspondence
- Invoices
- Journal Entries
- MWBE Reports
- Payment Agreements
- Purchase Orders
- W-2 and 1099
- Year End Files

Human Resources

- Accident/Injury Logs
- Employee Handbook
- Employment Verification Eligibility Records
- FOIL Files
- Health Insurance and Benefits
- Internal/External Correspondence
- Job Postings & Advertisements
- Job Specifications
- Organizational Chart
- Payroll Records
- Personnel Files
- Policies and Procedures
- Resumes/Applications
- Time Sheets
- Training Records
- Workers Compensation Records

Operational

- Backflow Device Testing Records
- Cross Connection Inspections
- Daily Log Sheets
- Equipment Manuals
- Fleet Management
- Internal/External Correspondence

- Laboratory Records
- Logbooks
- Monthly Reports
- Operation and Maintenance Manuals
- Outside Maintenance Work Orders
- Preventative Maintenance Records
- Security Camera Footage
- Sewer inspection reports
- SIU Permits
- SIU Sampling Records
- SIU Files
- Work Orders