



MSB List of Readily Available Records

Public Works & Capital Projects	Bid/Proposal/Quote Records
	Copies of Easements
	Aviation Advisory Board, Transportation Advisory Board, Wastewater & Septage Board meeting agenda's, minutes, packets and resolutions
	Final Inspections
	Pre-construction Meeting Notes
	Project Fact Sheets
	Subdivision Construction Manual
	Traffic Data
	Road Service Area Maintenance Contracts
	Road Maintenance & Repair Capital Projects List
	Disposal Permit/Ground Water & Gas Monitoring Plan
	Landfill Sequencing Plan
	Scale Certifications
	Couustomer Counts, Rates, and Acceptable Waste Data
	Annual Waste Tonnages
	Operating Plans and Permits
Finance	Land or Building Summary
	During the Appeal Period-Comps
	Ownership Information on Tax Accounts
	View 82's that are E-mailed Daily
	Legal Descriptions from Blue Books
	Building Card Information
	Copies of Master Files-Excluding Confidential Info
	Tax Account Information
	Micro-fiched Records-To the Owner of Record
	Certified Roll Values
	Plat Photo Copies
	All bid/Proposal/Quote/PO Records with the Exception of Confidential Info
Planning	Plats
	Soils, Covenants, Topographic maps from subdivision files
	Proposed subdivision information
	Right-of-Way Information
	Platting and Planning Board Agendas, Minutes, Packets and Resolutions
	Cert to Plat
	Preliminary Case Information
	Existing Reports of Lists-Land Use Permits Issued
	Copies of Public Review Documents-Comp Plan, Lake Management Plan
	Existing Comprehensive Plans, Watershed and Lake Management Plans

	Transportation Advisory Board and School Site Selection Agendas, Minutes, Packets and Resolutions
	Project Plans Produced and Supplied by Contractors
	Permits
DES	Fire Reports
Animal Care	Animal Medical history
	Rabies Certificate
	Vaccination records
	Kennel Card