



*New York State Archives*

## **Penfield (N.Y.) Records A4471**

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## Table of Contents

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Overview of the Records .....	3
Arrangement .....	3
Scope and Contents .....	3
Use of Records .....	4
Administrative Information .....	4
Access Terms .....	4

## Overview of the Records

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<b>Repository:</b>	New York State Archives
<b>Creator:</b>	Penfield (N.Y. : Town)
<b>Title:</b>	Penfield records
<b>Quantity:</b>	1.5 cubic feet
<b>Quantity:</b>	118 microfilm rolls
<b>Inclusive Date:</b>	1855-1992
<b>Series:</b>	A4471

[^ Return to Table of Contents](#)

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## Arrangement

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Arranged by type of record.

[^ Return to Table of Contents](#)

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## Scope and Content Note

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Microfilmed records include letters of credit (expired) documenting funds used for public improvements; finance ledgers documenting the financial transactions of the town; town development regulations and specifications for town development; subdivision maps and plans; construction files for town projects; town clerk's minute and record books (1855-1992); town tax assessment rolls; building permits; building permit maps and plans; zoning ordinance books and amendments; Oakwood Cemetery records; telephone and utility work notices; town audit reports; tax rolls; and variance records.

[^ Return to Table of Contents](#)

## Use of Records

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### Access Restrictions

There are no restrictions regarding access to or use of this material.

### Alternate Formats AvailableAlternate Formats Available

Microfilm is available for use at the New York State Archives or through inter-library loan.

Microfilm 118 rolls; 16 and 35 mm. Local Government Records Management Improvement Fund Grant Project Microfilm.

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## Administrative Information

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### Existence and Location of Originals

Originals held by local government.

### Custodial History

This microfilm was produced by a grant awarded and administered by SARA's Local Government Records Services for the 1994 grant cycle. Grantees submitted two copies of each roll of project film: a silver copy for secure storage at the State Records Center; and a duplicate copy, containing only non-restricted records, for public use at the State Archives research room.

Use copies of rolls containing restricted records are not maintained by the Archives, and are withdrawn from public use at time of accessioning. Security copies of such rolls are held at the State Records Center and are subject to restrictions under law.

Restricted film was marked and use copies were weeded at time of accession; 4 restricted rolls (use film only) were returned to the Penfield Town Clerk; 118 rolls of master negatives (security copy) were sent to the State Records Center (TL 95-48, 49).

[^ Return to Table of Contents](#)

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## Access Terms

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- Cemeteries--Recording

- Municipal finance
- Penfield (N.Y.)
- Zoning
- Local government records
- Microfilms
- Monroe County (N.Y.)
- Tax assessment
- Administering local government
- New York (State)