



Public Access to Records Subject Matter List

February 2016

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DIVISION OF REAL ESTATE PLANNING

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BUSINESS SERVICES CENTER

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FINANCE AND ACCOUNTABILITY

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PUBLIC ACCESS TO RECORDS

Fee Schedule for Copying

General:

Paper Prints (up to 9" x 14") \$.25 per page (8 pages or more) Plans, Drawings, Maps:

White prints \$.50 per square foot

Film \$1.50 per square foot

Aperture Cards \$.20 each

Glossy Photographs \$1.50 each (8" x 10" or 5" x 7" black and white only from existing negatives)

Other Records:

For any other record not specified above, the fee to be charged shall be the actual cost of reproducing the record, except when a different fee is otherwise prescribed by statute or regulation.

EXECUTIVE

COMMISSIONER AND EXECUTIVE DEPUTY COMMISSIONER

Executive

By Subject Matter

Subject

By Subject Matter

Local Properties

By Building

Out of Town Properties

By Building

Business Units

By Subject Matter

Administration and Operations

By Subject Matter

Finance and Accountability

By Subject Matter

Communications and Marketing

By Subject Matter

Real Estate and Development

By Subject Matter

NYS Procurement

By Subject Matter

Business Services Center

By Subject Matter

MWBE and Community Relations

By Subject Matter

Legal Services

By Subject Matter

Agency Files

By Agency

EXECUTIVE – LEGAL SERVICES

Executive Chamber Executive
Offices (OGS)
Advisory Council on Procurement Lobbying Legal
Services Administration

Business Units

Administration and Operations
Design and Construction
Procurement
Real Property Management & Development including Building Administration and Real Estate
Planning
Business Services Center
Finance and Accountability
Service-Disabled Veteran-Owned Business Enterprise Program
Claims
Claimant Defendant
Small Claims
Contracts (MOUs) for Services to the Agency, including amendments and supplements to and
assignments of contracts for:
Building Services
Centralized Services
Interagency and Intergovernmental Agreements
Miscellaneous Agency Requirements
Proprietary Purchases
Support Services
Copyrights
Disciplinary Cases
Freedom of Information Law Requests, Responses and Appeals
Financings: COPS, South Mall Bonds, Other
Labor Relations
Legislation: OGS Business units
Litigation
Opinions (Legal)
Rules and Regulations (OGS) State
Agencies
State Employees Federated Appeal (SEFA) – Community Campaign Files

EXECUTIVE – COMMUNICATIONS AND MARKETING

OGS Press Releases
OGS Authored Publications
OGS News Media Clippings
Miscellaneous Business Files
Freedom of Information Requests

ADMINISTRATION AND OPERATIONS

(Inquiries concerning hosted agency's records should be directed to the hosted agency Public Information Office)

Division of Human Resources Management

Confidential Salary Requests (i.e., Budget Director's Approval [BDAs])
NYS Civil Service Law – Policies and Procedures
Agency Human Resource
Policy and Procedures
Annual M/C Merit Award Program Records
Employee Recognition Program Records
Commissioner Commendation Award Nominations and Selections
Human Resource Management Performance Measurement Information
Early Departure Memos and Directed Early Departure Orders

Personnel Service Unit

Employment Applications – Current Year
Civil Service Eligible Lists, Agency Promotion Lists, Transition Lists, Agency Title Specific Open
Competitive Lists, and any decentralized Civil Service eligible lists.
Agency Personnel Records
Examination File, By Title
Job Postings – present and past year
Position Classification Files
Agency Employee Traineeship Records

Organizational and Workforce Development Office

Employee Development Records
Job Skills and Career Development Program Information – announcements, class rosters
Safe Driver Program Training Records
Equipment Inventory for the 29th floor Training/Conference Room
Employee Suggestion Program Files and Recommendations
Training Program Presentations and Curricula

Labor Relations Unit

Collective Bargaining Agreements
Grievance Determinations and Settlement Records
Labor-Management Committee Agendas, Meeting Minutes, and general records
Employee Relations Advisories and Policy Statements issued by GOER
Arbitration Decisions
General Employee Counseling and Discipline Records
Employee Incentive award- Bonus Award Programs Records

Enterprise Services Unit

Employee Health Service Examination Requests
Employee Discretionary Leave Records
Agency Alternative Work Schedule Agreements
Mandatory Drug Testing Administrative Records

Affirmative Action/Equal Employment Opportunity

Sexual Harassment in the Workplace Complaints
Reasonable Accommodation Requests and Determinations
Hostile Work Environment Complaints
Discriminatory Practice Complaints

Consolidated Warehouse Unit (Ferry Street and Guilderland)

Client Agreements and MOUs
Finance and Budget Reports
Lease Agreements
SFS Inventory Reports
Vehicle Utilization Logs
Vendor Contracts

Downstate Distribution Center

Client Agreements and MOUs
Finance and Budget Reports
Inventory Reports
Lease Agreement
Vehicle Utilization Logs
Vendor Contracts

Building 18 Warehouse

Inventory Reports
Vehicle Utilization Logs
Vendor Contracts

Central Printing and Copy Center

Client Agreements and MOUs
Finance and Budget Reports
Listing of Customer Agencies, Jobs and Job Costs
Samples of Materials Produced
Vendor Contracts and Purchasing Documents
State Agency Invoices
Print Order Forms
Inventory Reports

Bureau of Federal Property Assistance

Finance and Budget Reports
Eligibility Determinations
U.S. General Services Administration (GSA) Reports
Property Acquisition Documents
Listing of Approved Donees
Log of Property Applications Property
Disposition Documents
Material on transfer, receipt and payment for property, invoices
State Plan of Operation

State Surplus Personal Property

Auctioneer Contract
Finance and Budget Reports
Inventory Reports
Declarations of Surplus (CS-201 & CS0201.1)
Detailed Descriptions and Sales Results: eBay and Vehicle Auctions
Local Dispositions
Transfer Notices
Vehicle Auction Schedule

Food Distribution and Warehousing

Finance and Budget Reports
USDA Grant Award Documents

All Commodity Programs

Audit Reports
Physical Inventory Reports
Compliance Reviews
USDA Food Order Status Reports
Food Preference Survey
School Lunch Advisory Council (SLAC) members listing and meeting minutes
WebSupply Chain Management Reports

Federal Commodity Program

Commodity Container Fund Claims
Warehouse Vouchers-monthly
NSLP-Annual Billings
Summer Camps-Annual Billings
CACFP Annual Billings

The Emergency Food Assistance Program (TEFAP)

Food Bank Agreements

Processing Program

Agreements
Diversion Survey
List of Processors
Commodity Processing Items

Special Milk Program

Summer Camps/Year Round Child Care Institutions Agreements
Applications
Federal Letters of Credit
Claim Forms

USDA Fruit and Vegetable Pilot

USDA Approved Submission Application

Warehousing and Distributing Program

Contracts
Monthly Inventories
Monthly Receipts/Distribution

ESP Farmers' Market Initiative

Quantities of Produce and Baked Goods-Donated

Mail Center and Freight Center/Security

Vehicle Utilization Logs
Finance and Budget Reports
Client Agreements and MOUs
Daily Delivery Schedule
Mailing Cost Sheet
USPS/ARS Financial Report
USPS Postage Utilization

Dockmaster and Screening Room

No public Content Due to Security Purposes

Curatorial Services

Art Collection files
Art Commission Files
Art Loan files
Tour files
Purchasing Records
Past Perfect Database
Executive Mansion Preservation Society Files

Plaza Gift Shop

Purchasing and Sales Records

Convention and Cultural Events Office**Convention Center**

Equipment inventory
Event program files/correspondence
Purchasing records
Event calendars

Food Services

Food Service Proposals and Specifications
Information Questionnaires
Past/Present Food Service Contracts
Food Service Equipment Inventory/Statewide
Food Service Inspections
Food Service Surveys

Flag Notifications

Correspondence

Outside Employment

Correspondence

PROCUREMENT SERVICES

Bid Solicitation Information

Agency purchase requests filed
Delivery point and quantities sheets for filed requirement contracts requirement letters filed by agencies (fuels, milk and road salt)
Invitation for bids and request for proposals documents and any applicable purchasing memoranda
Request for quotation documents
Group specifications
Appendix A: Standard Clauses for NYS Contracts (available on OGS website)
Appendix B: General Specifications (available on OGS website)
Lists of bidders for specific bid openings bid tabulations for specific bid openings (RFPs with no direct price quote)
Memoranda to the Office of the State Comptroller regarding bid rejections for specific bid openings (after 4/1/12 agency specific procurements only)
Bid tabulation checklist for specific bid openings
Contract award letters/executive contracts
Notices of contract awards and related information (purchasing memoranda)
Purchasing instructions
Copies of original bids of successful contractors (prior to 4/1/12 suspension of OSC pre-audit, original bids are filed with the Office of the State Comptroller at the time of award)
Request for Information Documents
Request for Comments Documents
Procurement Record Memorandum and Checklists
New York State Contract Reporter Advertisements
Dispute Correspondences
Debriefing Documents
Contract assignment documents
Bidding 101 Guide to Legislative and Administrative Requirements

Mailing List Data

Database of Registered Vendors and Selected Products and Services Classifications (OVR/BNS) (NOTE: Procurement Services migrated to NYS Contract Reporter system for bidder notification in October 2014)

Miscellaneous Data

Group Assignment Listing
Schedule of Bid Openings
Term Contract Listing
Restricted Period List
Performance Measures
Documentation
Benchmarking and benefits summaries
NYS eMarketplace

Purchasing Procedures

NYS Procurement Council Procurement Guidelines
Correspondence
Purchasing Bulletins

Vendors

Contract Performance Information
Correspondence
Report of Contract Purchases
Report of Contract Deviations

Preferred Source Program

Preferred Source Guidelines (available on OGS website)
List of Preferred Source Offerings (available on OGS website)
Correspondence
Bulletins

Customer Services and Administration

Customer Database (Agencies authorized to purchase from OGS-Centralized contracts - PNS)
Purchaser Notification Service PNS – On-line site for purchasers to receive electronic contract notifications
Certificates of Qualification- Required of certain non-State agencies that receive OGS-Procurement Services contracts to confirm their eligibility.
Correspondence
Mailing lists, by commodity group or customer category
Training Presentations (available on OGS website/Purchasing Forum)
Schedule of Training Outreach Opportunities (available on NYSPRO roadshow webpage)
Web Publications for Businesses and Non-State Agencies:
Index of OGS Contracts
Guide to OGS Contracts

Business Outreach Program- (Resident, Small, Minority & Women-Owned Enterprises)

Correspondence with individual businesses and business organizations
Correspondence with other entities
Mailing list data
Record of contracts awarded
“Doing Business with NYS: A Guide to the State’s Procurement Practices” (available on OGS website)

Solid Waste/Energy Conservation Program

Listing of contracts incorporating recycled materials, and solid waste management/energy efficient contracts (available on OGS website)
Documents related to the NYS-NYPA contract

DESIGN AND CONSTRUCTION

Division of Cost Management

Financial Billing Reports
Contractual Services Reports
Effort Accounting Records
Cost Estimating Services
Change Management Services
Project Control
D&C IT
Plan File-NYS Owned Facilities

Quality

ISO 9001:2008 Oversight and responsibility Constructability
Code Review
Construction Permitting Records
Annual Construction Permitting

Scheduling

Project Schedules

Division of Design

A/E Documentation, Calculations, Photographs and Renderings
Design Phase Project Correspondence
CSI Master Specifications
Topographic & Property Line Survey Maps of NYS Facilities
CADD Related Drawings of NYS Facilities
Asbestos & Materials Testing Reports

Division of Construction

Construction Status Reports
Construction Contracts
Workload Distribution Reports
Approved Submittals and Shop Drawings
Construction Phase Construction Correspondence
Contractor's Progress Schedules & Revisions
Contractor's Certified Payroll

Division of Contract Management

Notice of Award
Consultant Payment Records
Consultant Contracts
Service Contracts
Contractor's List of Sub-Contractors & Suppliers
Construction Contract Payment Records
Field Order & Change Order Records
Construction Agreement/ Bonds Bidding Documentation
Record of contract
Contractor Responsibility Records
Contractors' Experience Questionnaires
Contractors' Financial Statements
Contractors Performance Evaluation
Dispute Records
Public Notification Service Subscription Records
Consultant Work Order Reports
Consultant Procedure Manual
Consultants' Letters of Interest and Requests for Proposals
Consultant Selection Reports
Modified SF254 Forms
Consultant Contract Reports
Consultant Pay Rate Schedules

REAL PROPERTY MANAGEMENT GROUP

Director's Office/Building Administration

Building files
General subject files

Downstate Region

Building files
General subject files
Inspection records
Monthly reports
Service contract records
Work orders

Empire State Plaza and Downtown Buildings Region

Building files
General subject files
Inspection records
Service contracts records
Foil requests
Permits to demonstrate

Construction Management

Design Studio

Project related emails
Construction design documents (drawings, building permits, and specifications)
Design calculations and estimates
Project related photos.

Construction Services

Project correspondence
Project files
General group activity files
Building asbestos results

Tenant Space Alteration Projects Management

Tenant Alteration Requests (TAR) form
Project correspondence

Harriman Campus and Upstate Region

Building files
General subject files
Inspection records
Service contract records
Supply stock/purchase records

Parking Management

Budget requests
Miscellaneous permit sale and visitor parking revenue records
Monthly activity reports
Contractual data
After-hours leasing
Bus operations
Snow removal
Employee listings
Permit holder lists by name and agency
Parking Locations - Albany areas; outlying areas
Vehicle damage reports
Legal Services' referrals

Contract Administration-Contract Management Services

Contract correspondence

Purchasing Support Services

Supporting purchase documentation
Documentation for Construction Service billings

Capital Planning

Capital Projects Management

Project Initiation Request (PIR) form
Project Approvals (BDC-153, D&C Project Acceptance Letter, B—1184 Approvals, etc.)
Project Correspondence (Design Meeting Minutes, Design Docs, C.O.s, Construction meeting minutes, project close out documents, etc).

Capital/Preventative Maintenance/Rehabilitation & Improvement Programs

PM/R&I Plan documents (plan in AiM, Spending reports, etc.)
Project correspondence

Centralized Stores Operations

Counter releases (signed copies of employee receipts when stock is withdrawn)
Supply stock/purchase records

Utilities Management

Statewide Energy Conservation Program

Energy files—NY Power Authority contracts

Empire State Plaza & Campus Central Air Conditioning Plants

Air conditioning plant calculations
Central plant daily log books
Electronic distribution log
Flow recordings
Pressure recordings
Refrigeration machine logs
Temperature recordings
Tons of refrigeration recordings
Discharge Monitoring Reports (DMR) for DEC
Sheridan Avenue Steam Plant and Campus Steam and Diesel Electric Plant

Diesel generator operating log
Flue gas temperature
Flue gas log
Boiler log sheets
Steam flow recordings
Steam Plant daily log books
Steam Plant daily log sheets
Water treatment log sheets

Empire State Plaza, Riverfront Pumping Station

Plant daily log books
Plant daily log sheets
Pump fore bay levels

All Buildings

Equipment maintenance records/schedules

Health and Safety

Hazardous material files
Air quality and environmental files
Injury & illness files
Lock out tag out and other safety procedures
Workplace Violence Risk Assessments

REAL ESTATE PLANNING AND DEVELOPMENT

Executive Office

Budget Preparation and Coordination
General Group Activity Files
Monthly Reports
Requisitions
Special Reports
Correspondence Files
Harriman Campus Land Use Survey
Request for Proposals (RFP) for Tenant Representative and Special Real Estate Service Contracts
RFP for Tenant Representative and Special Real Estate Service
RFP Evaluations and Recommendations
RFP Contract Approval Documentation with OSC

Bureau of Land Management

Administration

Monthly Financial and Revenue Reports
Budget Material
Correspondence Files
Equipment Requests
Individual Case Register Sheets
Miscellaneous Subject Files
Monthly Reports

Activities Relating to State Lands

Appraisal – Information available after project closed
Water Grant Index Maps, Miscellaneous survey records, NYS Historic Maps and OGS Maps
Index Cards Covering Maps, Deeds, Letter Patent, U.S. Deposit Fund, Mortgages, Licenses

Easements, Colonial Grants, Abandoned Canal Lands
Inventory of Selected State-owned Lands
Land Title Inventory, Land use Inventory
Active Surplus Property List for Auction Scheduling
Statewide & regional mailing lists for Public Auction notification
Minutes of the Board of Commissioner of the Land Office 1784-1960 (for available years)
*Real Property Case Files (generally, but not always for closed cases only)
Agency and Inter-agency Comments
Applications
Appraisal Contracts
Appraisal Reports
Correspondence
Environmental Impact Statement
Field Inspection Reports
Findings
Hearing Minutes
Inspection and Hearing Reports
Proposed Grant Documents
Remonstrances
State Environmental Quality Review Act Determinations
Surveys, Legal Descriptions
Title Information

Division of Real Estate Planning

Administration

Operations
Audit Reports
Priority Project Reports
Office Procedures
Requisitions
Performance Reports
Agency Surveys

Upstate/Downstate Real Estate Planning

Leasing Procurement Documents including RFIs & evaluations
Leasing Documents
Leases and Permits RPPU-555
Audit and Control Transmittals
Expiration Notices
Lease Offerings File
Landlord Transmittals
Lease Modification Agreements
Abstracts
Survey Reports on Properties Offered
Temporary Lease Agreements
Hold-Over Lease Agreements
Disclosure/Vendor Responsibility Sheets (ID #'s on SS# to be blacked out)
Report of Current Leases (city, agency and/or county)
Tenant Representative Services in NYC Contract Documentation
OGS Contractor/Vendor Obligations Under State Finance Law §139-J and §139-K form

Space Planning and Construction Services

Project Management Documentation
Planning documents
Agency Space Requirements
Position Codes and Standard Allocation
Space Assignments and Release Notices
Agency Contact Listing
Building Statistics
State Office Buildings
State Leased Buildings
Rental Chargeback Files and Reports
Rental Rates for State Office Buildings
Space Assignments by Agency for State Office Buildings
Space Assignments by Buildings for State Office Buildings
Minutes of Meetings
Inspection Reports
Project Schedules
Contractor's Proposals and/or Change Orders
Final Inspection Report
Tenant Representative Contract Construction Related Documents
Project Management Agreements/Task Orders/Payment Documentation

BUSINESS SERVICES CENTER

(Inquiries concerning customer agency's records should be directed to the customer agency Public Information Office)

Finance

Accounts Payable

All agency payment records with the exception of Design and Construction (D&C) records processed directly by D&C and grant payments out of BSC scope transactions processed by agencies.

Purchasing

All agency purchase orders with the exception of records processed directly by D&C and grant purchase orders directly by agencies.

Accounts Receivable

Receipts on accounts receivable accounts
Dunning Letters

Credit Cards

Procurement/travel card information
Citibank rebate data

Travel

Travel records

Human Resources

Personnel Administration

Employee name, address
Employee personal history folders
Emergency contact information

Benefits Administration

Employee benefit information
OGS employee benefit selections and records
Retirement system information
Beneficiary information

Payroll Administration

Agency payroll information
Employee withholding information

Time and Attendance

Employee time records
Overtime records

Administrative Services

Training presentations
SFS role mapping request forms

Customer Care

Customer Agency Listing
Service Level Agreements and MOUs
Communications to customer agencies
ASA Delegation of Authority forms

Project and Performance Management Office

Performance metrics

FINANCE AND ACCOUNTABILITY**Office of Minority/Women-Owned Business and Community Relations (MWBE)**

Article 15-A of New York Executive Law is fundamental to the purpose and role of this office. This law encourages and sets provisions for MWBE participation in the State's various contracts and other purchasing initiatives.

Investigate non-compliance with agency mandate

Evaluate agency's current Minority and Women-Owned Business Enterprise practices, goal setting for MWBE participation in procurements, and Utilization Plan submissions.

Monitors contractor compliance of goals through use of NYS Contract System

Quarterly, Annual and Quadrennial reports to Empire State Development (ESD) on OGS and host agency utilization of MWBE

MWBE certification assistance in the form of expediting certification application request and assistance with general questions.

Educate the public on contracting opportunities with OGS

MWBE Outreach Initiatives

Finance

Contracts and RFPs for OGS specific, non-construction contracts

OGS credit card records

OGS Budget related information

Executive Mansion financial information

Some Agency records related to billings and accounts receivable

Fleet Management

OGS vehicles

Statewide, all agency vehicle information as supplied to a central database by agencies

NYS fuel credit card system

Fuel billings to state agencies

Bureau of Risk & Insurance Management

All vehicle accidents involving state vehicles

All insurance policies entered into by the state

Energy Planning and Procurement Group

All electricity purchased by OGS on behalf of state agencies from the NYSIO

All Natural Gas purchased by OGS

All documents related to the NYS-NYPA contract

Service-Disabled Veterans' Business Development

Service-disabled veteran-owned business (SDVOB) certification applications

SDVOB certified businesses

Agency SDVOB goal plan documents

Reports on SDVOB usage