



# Office of General Services

**Committee on Open Government:** <https://www.dos.ny.gov/coog/index.html>

## **Public Access to Records Subject Matter List**

**June 2017**

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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

#### **Minority and Women-Owned Business Enterprises**

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  
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  
Transfer of Function Files  
Agency outreach for employment importunities

**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 (Albany, Guilderland and Rensselear)**

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  
Vehicle Utilization

**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

**USDA Food Distribution**

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  
Capitol Commission Files  
Vietnam Gallery 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 RIF's and Specifications  
Food Services Proposals  
Information Questionnaires  
Past/Present Food Service Contracts, Leases and Permits  
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**

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**

Miscellaneous permit sale and visitor parking revenue records  
Contractual data  
Bus operations  
Snow removal  
Employee listings  
Parking Locations - Albany areas; outlying areas  
Vehicle damage reports

**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  
Accident/Incident Reports  
Lock out tag out and other safety  
procedures Workplace Violence Risk  
Assessments  
Safety Policies and Procedures  
Safety Data Sheets

## **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 the D&C and out of BSC scope transactions processed by agencies including some grant payments.

#### **Purchasing**

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

#### **Accounts Receivable**

Receipts on accounts receivable  
Accounts Dunning Letters  
Request for Bid documents

#### **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 Enterprises (OMWBE)**

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 solicitation 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

All vehicle accidents involving state vehicles

**Bureau of Risk & Insurance Management**

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

All electricity purchased by OGS on behalf of political subdivisions from the NYISO

**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