



NYS OFFICE OF GENERAL SERVICES

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*Serving New York*

**Public Access to Records  
Subject Matter List**

**September 11, 2008**

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# **PUBLIC ACCESS TO RECORDS**

## **Fee Schedule for Copying**

### **General:**

Paper Prints	\$.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)

### **Special:**

Design and Construction Contract Specifications	\$9.90 each
Copies from State Archives	\$1.00 each

# **EXECUTIVE**

## **COMMISSIONER AND FIRST DEPUTY COMMISSIONER**

### **I. Executive**

By Subject Matter

### **II. Subject**

By Subject Matter

### **III. Program**

- A. Real Property Management & Development  
By Subject Matter
- B. Local Properties  
By Building
- C. Out of Town Properties  
By Building
- D. Administration  
Human Resources  
Finance  
By Subject Matter
- E. Design & Construction  
By Subject Matter
- F. Organizational Effectiveness  
By Subject Matter
- G. Information Technology & Procurement Services Group  
By Subject Matter
- H. Legal Services  
By Subject Matter
- I. Support Services  
By Subject Matter

### **IV. Agency Files**

By Agency

### **V. Business Plans and Performance Reviews**

Chronologically

## **EXECUTIVE – LEGAL SERVICES**

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

### **Business Units**

Administration  
Design and Construction  
Information Resource Management and Procurement Services  
Real Property Management & Development including Building Administration and Real Estate Planning

### **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 – PUBLIC AFFAIRS**

Administration  
OGS Press Releases  
OGS Authored Publications  
OGS News Media Clippings  
Miscellaneous Business Files  
Quarterly Reports to the Governor  
Photographs and Negatives

# **EXECUTIVE - OFFICE OF ORGANIZATIONAL EFFECTIVENESS**

## **Strategic Planning and Related Planning Files**

### **Performance Measurement**

Performance Reports from Business Units

Performance Measurement Database and Related System Maintenance Records

Development Files

## **Organization Review and Budget Planning Files**

### **Publication Files**

OGSNewsNow Newsletter Development Files

Annual Performance Summary

Strategic Plan

### **Miscellaneous**

Special Project Files

Business Unit Background Files

Presentation Files

Research Information and Development Files

## **Project Management Center Files**

IT Project Files

Project Management Research and Information Files

Records on Other Agency Projects

Project Management Training Files

## **ADMINISTRATION**

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

### **Division of Financial Administration**

All Agency payment records with the exception of Design and Construction records processed directly by D&C.

Agency Payroll Information

All Agency contracts and purchase orders with the exception of PSG statewide contracts with no money attached and D&C contracts not using capital funds.

All agency financial reports, including Accounts Receivable, Accounts Payable, financial statements and budgeting information and reports.

Procurement/travel card information  
State Certificate of Participation information  
Statewide Fixed Asset information  
Statewide Agency Usage of New York Power Authority Services  
Travel Records  
Agency Internal Control information  
General Administration Manual

### **Energy Planning and Procurement**

EO111 Records

### **Bureau of Risk and Insurance Management**

Self-insured Auto Files  
Insurance Files  
Equipment Maintenance Program Files

### **Division of Human Resources Management**

Agency's NS Salary Plan – M/C and non-M/C  
Confidential Salary Requests (i.e., Budget Director's Approval [BDAs])  
Agency Ethics Disclosure Forms and Required Filers List  
NYS Civil Service Law – Policies and Procedures  
Agency Human Resource Policy Statements  
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 HRIS Personnel Records

Reasonable accommodation requests and determinations

Mandatory drug testing administrative records

Examination File, By Title

Job Postings – present and past year

Personnel Policies and Procedures

Position Classification Files

Employee Rosters

### **Employee Records Unit**

Employee Name, address, and withholding information

Employee Time Records

Overtime Records

Employee Personal History Folders

Employee emergency contact information

### **Employee Development Office**

Employee Development Records

Job Skills and Career Development Program Information – announcements, class rosters

Safe Driver Program Training Records

Equipment Inventory for the 29<sup>th</sup> floor Training/Conference Room

LMSnet records

### **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

### **Benefits Unit**

Employee Benefit Information

OGS Employee Benefit Selections and Records

Retirement System Information

Beneficiary Information

Employee Health Service Examination Requests

Employee Discretionary Leave Records

Agency Alternative Work Schedule Agreements

### **Affirmative Action/Equal Employment Opportunity**

Sexual Harassment in the Workplace Complaints

Reasonable Accommodation Requests and Determinations

Mandatory Drug Testing Administrative Records

Hostile Work Environment Complaints

Discriminatory Practice Complaints

Records of Confidential Agency Investigations  
NYS Division of Human Rights Complaints Information  
Federal Equal Employment Opportunity Violation Complaints  
Agency Employee Traineeship Records  
Employee Suggestion Program Files and Recommendations

### **Health and Safety**

Right-to-Know Files  
Air Quality Files  
Agency accident/injury/illness data records

### **Office of Minority /Women Owned Businesses and Community Relations**

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 no-compliance with agency mandate  
Evaluate agency's current Minority and Women-Owned Business Enterprise practices  
Goal setting for MWBE participation in procurements  
Quarterly Reports to Empire State Development (ESD) on OGS and host agency utilization of MWBE  
MWBE Certification assistance  
Educate the public on contracting opportunities within OGS  
Community relationship-building through involvement of community based organizations and ethnic groups in OGS Special Events and initiatives

### **Central Printing and Copy Center**

#### **Administration**

Budget Reports  
Journal Vouchers  
Listing of Jobs and Job Costs  
Printing Orders/ Quick Copy  
Samples of Materials Produced  
Vendor Contracts and Purchasing Documents

### **Alternative Fueled Vehicles Program**

#### **Alternative Fueled Vehicle and Electric Vehicle Statistics Reports:**

- Agency Breakdown
- Number of vehicles reported under Energy Policy Act of 1992
- Number of vehicles received, total in service, projections
- Fuel types acquired by agency, by year
- Vehicle models acquired by year

**Audits**

Office of the Comptroller Electric Vehicle Audit (2000); related materials; OGS response

**Business Plans – Clean Fueled Vehicles Program**

Annual Plans

Mid-Year Performance Reports

Year-End Performance Reports

**Clean Fueled Vehicles Council**

Member Listing and Mailing Lists

Meeting Minutes

Council Newsletters

**Clean Water/Clean Air Bond Act**

Legislation

Reimbursement Application Forms

Expenditure and Reimbursement Reports from OGS Finance

**Clean Cities Correspondence and Materials**

Greater Long Island; Capital District

Clean Cities National Conference Materials

**Fuel Usage Reports**

Commercial CNG Usage Reports (Annual)

CNG Fuel Usage Reports by Site

Clean Energy CNG Station Usage Reports

E-85 Ethanol Usage Reports (OGS & NYS Thruway Authority Only)

Biodiesel Usage (on- road) Reports (OGS only)

**Contracts**

Alternative Fueled Vehicles

Electric Vehicles

Biodiesel

Ethanol

Compressed Natural Gas Fueling Equipment

Kingdom Group contract for 16 High Volume CNG Stations

Clean Energy contract to build/operate State-owned CNG Stations

**Energy Policy Act (EPAAct) Annual Reporting**

U.S. Department of Energy reporting guidelines and correspondence

Mailing list of covered agencies, authorities, SUNYs and community colleges

Annual Reports from State agencies, authorities, the State University of New York and community colleges

Transmittal correspondence to U.S. Department of Energy

**Executive Order No. 111 Reporting**

Legislation

Implementation Guidelines Working Group correspondence

## **Executive Order No. 142 Reporting**

Legislation

Draft Clean Fueled Vehicles Council Report – Ethanol and Biodiesel in NYS Fleet Vehicles

## **Internal Controls**

Program materials and annual reporting

## **Lease Agreement**

Honda FCX Fuel Cell Vehicle Demonstration Program

FCX Deployment Schedule to NYS Entities

Air Products Hydrogen Fueling Station Information and materials

## **Monthly Report to the Governor**

### **Performance Measures**

Alternate Fueled Vehicle Program performance measure correspondence

### **Proposal in Response to NYSERDA Program Opportunity Notice 1082**

Proposed plan for Hydrogen/CNG Fueling Capability at McCarty Avenue, Albany

### **Procedure Manual**

Alternate Fueled Vehicle Program Procedures

### **Statewide Infrastructure**

NYSERDA Agreement #9378 Alternative Fueling Facility Ethanol E-85  
Semi- Annual Reports (1/31-7/31)

Infrastructure Plan Map and Fueling Site Listings

Transitional CNG Station correspondence and related materials

Request for Proposal for High volume Compressed Natural Gas Stations

Kingdom Group correspondence

Correspondence from agencies regarding infrastructure needs

NYS Ethanol Working Group correspondence

Clean Energy Correspondence/Reports

### **Training**

AFV and Mechanic Training Materials

Schedules and Lists of Participants

### **Program Awards and Recognition Files**

Honda Environmental Leadership Award

Clean Cities National Partner Award

Natural Gas Vehicle Association Award

Council on State Governments Innovations Award

### **Web Site**

Clean Fueled Vehicles web site development correspondence

### **Miscellaneous Records**

Alternative Fueled Vehicle manufacturer literature

Industry newsletter, notices, and correspondence

## **Properties & Fleet Administration**

Administer a variety of fleet services for all State agencies including:

- A Fuel and Billing Service
- The Fuel Credit Card System
- To acquire and maintain a vehicle fleet that meets the operating needs of OGS and the Executive Chamber
- Support state agencies in their acquisition, maintenance and disposal efforts

## **Bureau of Federal Property Assistance**

### **Administration**

Budget Reports

Monthly Reports

Eligibility Determinations

Property Acquisition Documents

Log of Property Applications

Property Disposition Documents

Material on transfer, receipt and payment for property

State Plan of Operation

## **State Surplus Personal Property**

### **Administration**

Budget Reports

Check Registers and Inventory Logs

Declarations of Surplus

Detailed Descriptions of Sales

Local Dispositions

Transfer Notices

## **Food Distribution and Warehousing**

### **Administration**

Budget Requests

State Administrative Expense Reports

Special Reports

### **All Commodity Programs**

Audit Reports

Closing/ Physical Inventory Reports

Contracts/Applications

Food Distribution Reports Requisition

Inspection/Civil Rights Compliance Reviews

### **Financial Records – Federal Commodity Program**

Claims – Commodity Container Fund

Monthly Warehouse Vouchers

Bi-annual Billings - New York State Education Department  
Yearly Billing Summer Camps  
CACFP Quarterly Billings

**The Emergency Food Assistance Program**

Administration  
Agreements  
Closing/ Physical Inventory Reports  
Application  
Inspections  
Orders  
Product Data

**Processing Agreements**

Agreements  
Audit Reports  
List of Processors  
Processing Contracts  
Procurement/Warehousing School Lunch Commodities including City of New York

**Special Milk Program**

Summer Camps/Year Round Child Care Institutions  
Agreements  
Audit Reports  
Consumption Records  
Applications  
Federal Letters of Credit  
Inspection/Civil Rights Compliance Reviews  
Payment Vouchers

**Warehousing Program**

Contracts  
Monthly Inventories  
Monthly Receipts/Distribution

**Mail Center and Freight Center/Security**

Administration  
Reports  
Courier Logs  
Vehicle Utilization  
Budgets

**Curatorial Services**

Art Collection files  
Art Commission Files  
Art Loan files  
Tour files  
Purchasing Records  
Past Perfect Database

## **PROCUREMENT SERVICES GROUP**

### **Bid Solicitation Information**

Agency Purchase Requests Filed

Delivery Point and Quantities Sheets for Filed Requirement Contracts

Requirement Letters Filed by Agencies

    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

Appendix B: General Specifications

Lists of Bidders for Specific Bid Openings (when OVR/BNS is or is not utilized)

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

Bid Tabulation Checklist for Specific Bid Openings

Contract Letters

Notices of Contract Awards and Related Information (Purchasing Memoranda)

Purchasing Instructions

Original bids of successful contractors are filed with the Office of the State Comptroller at the time of award.

### **Mailing List Data**

Database of Registered Vendors and Selected Products and Services Classifications (OVR/BNS)

### **Miscellaneous Data**

Group Assignment Listing

Cost Auditing Analyses/Benchmarking

Monthly Activity Report

Schedule of Bid Openings

Term Contract Listing

Performance Measures Documentation

Benchmarking

### **Purchasing Procedures**

Agency Inspection Guidelines

NYS Procurement Council Procurement Guidelines

Correspondence

Purchasing Memoranda

### **Vendors**

Contract Performance Information

Correspondence

Report of Contract Purchases

### **Preferred Source Program**

Preferred Source Guidelines

List of Preferred Source Offerings

Correspondence

**Customer Services and Administration**

Customer Database (Agencies authorized to purchase from OGS-PSG contracts - PNS)  
Certificates of Qualification – Required of certain non-State agencies that receive OGS-PSG contracts to conform their eligibility.

Correspondence

Mailing lists, by commodity group or customer category

Training Presentations

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

**Solid Waste/Energy Conservation Program**

Listing of contracts incorporating recycled materials

Listing of contracts containing solid waste management/energy efficient products

Listing of contracts for green cleaning (Executive Order 134)

Correspondence

**Quality Control and Inspection Services**

**Administration**

Monthly Activity Report

Quality Control

Analyses of Test Results by independent laboratories

Inspection Services

Inspector's Assignment Sheets

Inspection Reports

## **INFORMATION RESOURCE MANAGEMENT**

### **Various Contracts**

Records of RFP's and Contract Awards involving OGS participation  
Vendor Quotes  
Consultant Contracts  
Contract Awards  
Purchase Orders  
Purchase Requisitions  
External Audits  
Software Licensing  
Warranty for Hardware

### **Policies and Procedures**

Computer and Network Use Policies  
E-mail Policy  
Internet Policy  
Cellular /Wireless Communication Services & Use Policy  
Internal Customer Support Procedures  
Internal Technical Support Procedures  
Application Programming and Security Guidelines

### **Miscellaneous Data**

Remedy System Ticket Reports  
PbViews Performance Measure Data  
Monthly and Weekly Reports  
Correspondence  
Inventory Records  
Application Documentation

## **INFORMATION SECURITY OFFICE**

### **General**

Information Security Office Annual Plan  
Day to Day Correspondence  
(does not include information about personnel disciplinary related matters)  
Internal control forms and records

### **Incidents**

Computer Incidents and Incident Response Records

### **Information**

Information Inventory

### **Monitoring, Compliance, and Audits**

Policy Gap Analysis and Compliance Status Reports  
External Audits  
Results of Spot-Checking Surplus Computers for Sanitized Hard Drives

**Policies, Procedures & Standards**

Information Security Policies  
Information Security Procedures  
Information Security Standards

**Security Awareness Training**

Slide Presentation for Monthly New Employee Orientation Sessions  
Information Security Quick Reference Card

**User Records**

Remote Access Forms  
Third Party Connection Agreements

**Vendors**

Vendor Quotes  
Vendor Invoices  
Consulting Contracts

## **DESIGN AND CONSTRUCTION GROUP**

### **Administration**

Financial Billing Reports  
Contractual Services Reports  
Effort Accounting Records  
Construction Permitting Records  
Annual Construction Permitting Report  
Design Projects Exception Reports  
Design Projects Status Reports  
Mylar Drawings of NYS Owned Facilities  
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

### **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  
Estimate Breakdown Reports  
Capital Construction Planning System (CCPS) Documentation  
Energy Conservation Reporting System (ECRS) Documentation

### **Division of Construction**

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

### **Division of Contract Administration**

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  
M/WBE Compliance Records

## **REAL PROPERTY MANAGEMENT GROUP**

### **Director's Office**

Computerized Maintenance Management System (CMMS)  
Custodial Services  
Memorials  
State Office Building Security Measures

### **Food Services**

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

### **Building Administration**

Building Files  
General Subject Files  
Policy & Procedure File

### **Downstate Region**

Building Files  
General Subject Files  
Inspection Records  
Monthly Reports  
Performance Measures  
Service Contract Records  
Staffing/Schedule Information  
Supply Stock/Purchase Records  
Work Orders

### **Empire State Plaza & Downtown Buildings Region**

Building Files  
General Subject Files  
Inspection Records  
Monthly Reports  
Performance Measures  
Service Contract Records  
Staffing/Schedule Information  
Work Orders  
3R's Records  
Tenant Safety Files

### **Harriman Campus & Upstate Region**

Building Files  
General Subject Files  
Inspection Records

Monthly Reports  
Performance Measures  
Service Contract Records  
Staffing/Schedule Information  
Work Orders

## **Parking Management**

### **Administration**

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  
Waiting Lists

### **Parking Locations**

Albany Areas  
Outlying Areas

### **Vehicle Damage Reports**

Legal Services' referrals

## **Dockmaster**

Responsible for Maintaining the Safety of all Agencies, Vendors, and Employees:

- Empire State Plaza
- Swan Street Building
- Alfred E. Smith Office Building (AESOB).

## **Empire State Plaza Convention & Cultural Events Office**

### **Convention Center**

Event Program files/correspondence  
Equipment Inventory  
Customer satisfaction survey

### **Special Events Office**

Event program files/correspondence  
Photographs  
Purchasing Records  
Event calendars

## **Program Support**

Service Contract Specification Files  
After-hour Access Program MOU's  
General Administration Files  
Performance Measures Reports for State Office Buildings  
Program Monthly Report

## **Capital Planning**

Capital Construction Budget Submission to OGS Finance  
Preventive Maintenance Program Reports

## **Centralized Stores Operations**

Supply stock/purchase records

## **Construction Management**

Design and Construction Coordination  
General Group Activity Files  
Engineering – Surveys' Reports, Design and Specifications  
Estimates – Alterations to Buildings and Facilities  
Project Files

## **Construction Services**

Project Files  
General Group Activity Files  
Estimates

## **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  
Honeywell Environmental Control Facility – Computer Printout – Alarms logging and trends  
Electric Distribution Log  
Flow Recordings  
Pressure Recordings  
Refrigeration Machine Logs  
Temperature Recordings  
Tons of Refrigeration Recordings

### **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**

Chemical Treatment Records  
Plant Daily Log Books  
Plant Daily Log Sheets  
Water Tide Level Recordings

**All Buildings**

Equipment Maintenance Records/Schedules  
Materials Requested

**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  
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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**

### **Planning Related**

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

### **Construction Related**

Operations  
Project Log  
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

### **Lease-Purchase Construction Related**

Request for Proposals (RFP) and Recommendations for Lease Purchase Projects  
Review of contractor/Architectural Proposals and Correspondence  
Architectural/Engineering Reviews  
On-site Inspection Reports  
Project Schedules  
Construction Drawings/As Builts and Correspondence  
Meeting Minutes  
Furniture Orders and Correspondence  
Payment Requisitions and Correspondence  
Change Order Request/Review/Approvals  
Certificates of Occupancy  
Financial, Budgetary and Accounting Records for Lease- Purchase Projects  
Accounting Pro-formas  
Construction, Furniture and Equipment Draw Transmittals  
Real Estate Operating Budgets  
Building Management contracts  
Real Estate Taxes  
Furniture Proposals and Fiscal Evaluations