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
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 RFI's & 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