



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

PUBLIC ACCESS TO RECORDS - SUBJECT MATTER LIST

March 2021

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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 Subject Matter
- Out of Town Properties by Subject Matter
- Business Units by Subject Matter
- Administration and Operations by Subject Matter
- Finance and Accountability by Subject Matter
- Communications and Marketing by Subject Matter
- Real Property and Facilities Management 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

LEGAL SERVICES

- Executive Chamber
- Executive Offices
- Advisory Council on Procurement Lobbying
- State Procurement Council
- Council of Contracting Agencies
- Legal Services
- Administration
- Litigation
- Legislation
- Small Claims
- Freedom of Information Law Requests, Responses and Appeals
- Financing; Bonds and Certificates of Participation
- Legal Research and Opinions
- Rules and Regulations
- State Employees Federated Appeal (SEFA)
- Memoranda of Understanding (MOU) and Intergovernmental Agreements

Business Units

- Administration and Operations
- Design and Construction
- Procurement Services
- Real Property and Facilities Management including Building Administration and Real Estate Planning
- Business Services Center
- Finance and Accountability
- Service-Disabled Veteran-Owned Business Enterprise Program

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 (DHRM)

Human Resources Administration (HRA)

- Agency Human Resources Policy and Procedures
- Annual Management/Confidential (M/C) Merit Award Program Records
- Employee Recognition Program Records
- Commissioner Commendation Award Nominations and Selections
- NYS Civil Service Law – Policies and Procedures

Personnel Services Unit (PSU)

- Confidential Salary Requests [i.e.: Budget Director's Approval (BDAs)]
- Management Performance Measurement Information
- Early Departure Memos and Directed Early Departure Orders
- Civil Service Eligible Lists, Agency Promotion Lists, Transition Lists, Agency Title Specific Open Competitive Lists, and any decentralized Civil Service eligible lists.
- Examination File by Title
- Job Postings – present and past year
- Agency Outreach for Employment Opportunities
- Employment Applications – current year
- Position Classification Files

Workforce Development Office (WDO)

- Employee Development Records
- Job Skills and Career Development Program Information (i.e.: announcements, class rosters)
- Safe Driver Program Training Records
- Equipment Inventory for the 29th floor Training/Conference Room
- Program Presentations and Curricula

Labor Relations Unit (LR)

- 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 Governor's Office of Employee Relations (GOER)
- Arbitration Decisions
- General Employee Counseling and Discipline Records
- Workplace Violence Complaints and Assessments

Management Services Unit (MSU)

- Employee Health Service Examination Requests
- Reasonable Accommodation Requests and Determinations
- Employee Discretionary Leave Records
- Agency Alternative Work Schedule Agreements
- Mandatory Drug Testing Administrative Records
- Transfer of Function Files

SUPPORT SERVICES

Central Printing and Copy Center

- Memoranda of Understanding (MOU)
- 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 Logs

Emergency Management and Planning

- No public content due to security purposes

Food Distribution

- United States Department of Agriculture (USDA) Food Distribution
 - Finance and Budget Reports
 - USDA Grant Award Documents
 - Vehicle Utilization Logs
- 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
 - WebSupply Chain Management (WBSCM) Reports

- Federal Commodity Program
 - Commodity Container Fund Claims
 - Warehouse Vouchers
 - National School Lunch Program (NSLP) annual billings
 - Summer Camps Annual Billings
 - Child and Adult Care Food Program (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 Unprocessed Fruit and Vegetable Pilot Program
 - USDA Approved Submission Application
 - Report of Monthly Vendor Payments

Mail and Freight Security

- Mail and Freight Security
 - Vehicle Utilization Logs
 - Finance and Budget Reports
 - Memoranda of Understandings (MOU)
 - Daily Delivery Schedule
 - Mailing Cost Sheet
 - US Postal Service (USPS) Financial Report
 - USPS Postage Utilization
- Dockmaster and Screening Room
 - No public content due to security purposes

State and Federal Surplus Property

- Federal Surplus Property
 - Finance and Budget Reports
 - Eligibility Determinations
 - United States 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
 - Vehicle Utilization Logs
- State Surplus 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

Warehouse Consolidation and Distribution Operations

- Consolidated Warehousing and Distribution Operations
 - Client Agreements and Memoranda of Understanding (MOU)
 - Finance and Budget Reports
 - Lease Agreements
 - Inventory Reports
 - Vehicle Utilization Logs
 - Vendor Contracts
- Brentwood Distribution Center
 - Client Agreements and Memoranda of Understanding (MOU)
 - Finance and Budget Reports
 - Inventory Reports
 - Lease Agreements
 - Vehicle Utilization Logs
 - Vendor Contracts

- Campus Distribution Center
 - Inventory Reports
 - Vehicle Utilization Logs
 - Vendor Contracts

OTHER PROGRAMS

Affirmative Action/Equal Employment Opportunity

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

Convention and Cultural Events Office

- Convention Center
 - Equipment inventory
 - Event program files and correspondence
 - Purchasing records
 - Event calendars
- Empire State Plaza (ESP) Farmer's Market Initiative
 - Quantities of Produce and Baked Goods donated

Curatorial and Visitor Services

- 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

Flag Notifications

- Correspondence

PROCUREMENT SERVICES

Bid Solicitation Information

- Agency Purchase Requests filed
- Delivery Point and Quantities Sheets for filed requirement contracts, requirement letters filed by agencies (e.g.: fuels, milk and road salt)
- Invitations for Bid and Requests for Proposal 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 [Request for Proposals (RFP) with no direct price quote]
- Memoranda to the Office of the State Comptroller (OSC) 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 and Executive Contracts
- Notices of Contract Awards and related information (purchasing memoranda)
- Purchasing Instructions
- Copies of original bids of successful contractors [Prior to the 4/1/12 suspension of Office of the State Comptroller (OSC) pre-audit, original bids are filed with the OSC at the time of the award.]
- Request for Information (RFI) documents
- Request for Comments documents
- Procurement Record Memoranda and Checklists
- NYS Contract Reporter Advertisements
- Dispute correspondence
- 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 - Online Vendor Registration for Bidder Notification Service (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 of Agencies authorized to purchase from OGS Centralized Contracts – Purchaser Notification Service (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, solid waste management and energy efficient contracts (available on OGS website)
- Documents related to the NYS - New York Power Authority (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
- Design and Construction (D&C) Information Technology (IT)
- Plan File – NYS owned facilities

Quality

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

Scheduling

- Project Schedules

Division of Design

- Architect/Engineer (A/E) Documentation, Calculations, Photographs and Renderings
- Design Phase Project Correspondence
- Construction Specifications Institute (CSI) Master Specifications
- Topographic and Property Line Survey Maps of NYS facilities
- Computer Aided Design and Drafting (CADD) Related Drawings of NYS facilities
- Asbestos and Materials Testing Reports

Division of Construction

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

Division of Contract Management

- Notice of Award
- Consultant Payment Records
- Consultant Contracts
- Contractor's List of Sub-Contractors and Suppliers
- Construction Contract Payment Records
- Field Order and Change Order Records
- Construction Agreement / Bonds Bidding Documentation
- Records 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 AND FACILITIES MANAGEMENT

REAL PROPERTY AND FACILITIES MANAGEMENT

Director's Office / Building Administration

- General Subject files

Downstate Region

- Building files
- General Subject files
- Inspection Records
- Monthly Reports
- Service Contract Records

Empire State Plaza and Downtown Buildings Region

- Building files
- General Subject files
- Inspection Records
- Service Contracts Records
- Monthly Reports
- Permits to Demonstrate

Centralized Store Operations

- Counter Releases (signed copies of employee receipts when stock is withdrawn)
- Supply Stock Purchase Records

Harriman Campus and Upstate Region

- Building files
- General Subject files
- Inspection Records
- Service Contract Records
- Monthly Reports

Parking Management

- Miscellaneous Permit Sale and Visitor Parking Revenue Records
- Contractual Data
- Bus Operations
- Snow Removal
- Parking Locations - Albany areas; outlying areas
- Vehicle Damage Reports

Contract Administration and Purchasing Support

- Contract correspondence
- Supporting Purchase documentation
- Documentation for Construction Service billings

Capital Planning

- Project Initiation Request (PIR) form
- Project Approvals [BDC-153, Design and Construction (D&C) Project Acceptance Letter, B—1184 Approvals, etc.]
- Project Correspondence [Design Meeting Minutes, Design Documents, Certificate of Occupancies (CO), Construction Meeting Minutes, Project Close Out documents, etc.]

Capital/Preventative Maintenance and Rehabilitation and Improvement Programs

- Preventative Maintenance and Rehabilitation Improvement Plans (Plan Documents, Spending Reports, etc.)
- Project correspondence

UTILITIES MANAGEMENT

Statewide Energy Conservation Program

- Energy/Environmental/Capital Projects and Coordination Deliverables
- NY Power Authority (NYPA) Energy Services contracts
- NYS Department of Health (DOH) / NYCDOH Cooling Tower database
- Executive Order 88, 166, BuildSmart NY2025
- Program Unit Technical Training
- Energy Accounting files
- Consumption/Reduction Benchmarking Trends
- ENERGYSTAR-Portfolio Manager database
- Cooling Cost per ton
- Energy Calculations - fan cost per hour
- Digital Energy
- Web Enabled Advanced Metering
- Supervisory Control and Data Acquisition
- Production Servers – Facility Automation Enterprises

Empire State Plaza and Campus Central Air Conditioning Plants

- Air conditioning plant calculations
- Central Plant daily logbooks
- Electronic 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

- Title V Air Permit
- Opacity Reporting
- Diesel Generator Operating log
- Flue Gas temperature
- Flue Gas log
- Boiler log sheets
- Steam Flow recordings
- Steam Plant daily logbooks
- Steam Plant daily log sheets
- Water Treatment log sheets

Empire State Plaza, Riverfront Pumping Station

- Plant daily logbooks
- Plant daily log sheets
- Pump fore bay levels

All Buildings

- Equipment maintenance records and schedules

Health and Safety

- Hazardous Material files
- Air Quality and Environmental files
- Injury and 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 SERVICES

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 Evaluations and Recommendations
- RFP Contract Approval Documentation with Office of State Comptroller (OSC)

CONSTRUCTION / DESIGN MANAGEMENT AND TENANT SERVICES

Design Studio

- Project related emails
- Construction Design documents (e.g.: drawings, building permits, 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

Lease Administration Audit

- Operations
- Audit Reports
- Priority Project Reports
- Office Procedures
- Requisitions
- Performance Reports

Lease Management

- Leasing Procurement Documents including Requests for Information (RFI) and 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
- Rental Rates for State Office Buildings
- Disclosure/Vendor Responsibility
- Report of Current Leases (city, agency and/or county)
- Tenant Representative Services in New York City 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
- 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

STATE ASSET AND LAND MANAGEMENT

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, OGS Maps, Index Cards Covering Maps, Deeds, Letter Patents, US Deposit Fund, Mortgages, Licenses, Permits
- 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 and Regional mailing lists for Public Auction notification
- Minutes of the Board of Commissioner of the Land Office (for available years: 1784-1960)
- 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
- Notice of Sale
- State Environmental Quality Review Act Determinations
- Surveys, Legal Descriptions
- Title Information

BUSINESS SERVICE CENTER

[Inquiries concerning customer agency's records should be directed to the customer agency Public Information Office.]

FINANCE

Accounts Payable

- All agency payment records, except Design and Construction (D&C) records processed directly by D&C and out of Business Services Center (BSC) scope, and transactions processed by agencies including some grant payments.

Purchasing

- All agency purchase orders, except records processed directly by D&C and agency specific contract purchase orders, and grant purchase orders.
- Request for Quote (RFQ) information

Accounts Receivable

- Receipts on Accounts Receivable
- Accounts Dunning Letters
- Refunds of Appropriation for payments returned and/or refunded by vendors

Credit cards

- Procurement and/or Travel Card information
- Citibank Rebate data

Travel

- Travel Records

Human Resources – Personnel Administration

- Employment Eligibility Verification (I-9) forms
- No Fault Insurance Claim information requests
- Paid Family Leave applications
- Employee Personal History folders
- Employment Verification requests
- FOIL and Records requests

Benefits Administration

- Employee Benefit information
- OGS Employee Benefit selections and records
- Retirement System information
- Beneficiary information

Payroll Administration

- Agency Payroll information
- Employee Tax Withholding information
- Direct Deposit
- Verification of Employment

Time and Attendance

- Employee Time Records
- Overtime Records
- Miscellaneous payments recorded through LATS-NY
- Personal Data Changes

HUMAN RESOURCES INFORMATION TECHNOLOGY (HRIT) SYSTEM REPORTS

Administrative Services

- Internal Controls and Risk Management

Customer Care

- Customer Agency Listing
- Service Level Agreements and Memoranda of Understanding (MOU)
- Communications to customer agencies
- Assistant Secretary of the Army (ASA) Delegation of Authority forms

Data Analytics

- Performance Metrics
- Tableau Dashboard creation and maintenance
- Role Mapping for Statewide Financial System (SFS), RightNow, FileNet
- SFS Security Administration
- Database development and maintenance
- Agency reporting and distribution

Customer Support

- Incoming emails and phone inquiries
- RightNow development and maintenance
- Help Center Question & Answers (Q&A)

FINANCE AND ACCOUNTABILITY

Office of Minority/Women-Owned Business Enterprises (OMWBE)

- Investigations regarding non-compliance with agency mandates.
- Evaluations of the agency's current Minority and Women-Owned Business Enterprise practices, goal setting for OMWBE participation in procurements and Utilization Plan submissions.
- 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 OMWBE.
- OMWBE certification assistance in the form of expediting certification application request and assistance with general questions.
- Public information regarding contracting opportunities with OGS.
- OMWBE 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.
- OGS accounts receivable information
- OGS Internal Controls Certification information
- Statewide Capital Assets information

Fleet Management

- OGS vehicles
- Administrator for the Asset Management System (AMS) for agency vehicles
- All passenger 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 and 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 New York Independent System Operator (NYISO)
- All Natural Gas purchased by OGS.
- All documents related to the New York State - New York Power Authority (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