NEW YORK STATE | Office of General Services

**Committee on Open Government**: : https://opengovernment.ny.gov/

# PUBLIC ACCESS TO RECORDS - SUBJECT MATTER LIST

**May 2025**


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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 DIVISION*

### HUMAN RESOURCES

#### Human Resources Administration (HRA)

- Agency Human Resources Policy and Procedures
- NYS Civil Service Law – Policies and Procedures
- Early Departure Memos and Directed Early Departure Orders

#### Personnel Services Unit (PSU)

- Confidential Salary Requests [i.e.: Budget Director's Approval (BDAs)]
- 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
- Employment Applications – current year
- Position Classification Files
- Employee Discretionary Leave Records

#### Workforce Development Office (WDO)

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

**Leave Management Unit (LMU)**

- Family and Medical Leave Act (FMLA)
- Non-FMLA Medical Leave
- Maternity and Paternity Leave
- Workers' Compensation
- Military Leave
- Requests for Sick Leave at Half-Pay
- Leave Donation/Paid Parental Leave
- Short Term & Long-Term Disability
- Paid Family Leave
- Employee Health Service Examination Requests

**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 the Office of Employee Relations (OER)
- Arbitration Decisions
- General Employee Counseling and Discipline Records
- Workplace Violence Complaints and Assessments
- Sexual Harassment in the Workplace Complaints
- Hostile Work Environment Complaints
- Discriminatory Practice Complaints

**Management Services Unit (MSU)**

- Reasonable Accommodation Requests and Determinations
- Agency Alternative Work Schedule Agreements
- Mandatory Drug Testing Administrative Records
- Transfer of Function Files
- Unemployment
- 206c Coordinator
- Work at Home
- Domestic Violence Liaison
- VRWS
- Performance Evaluations – Reviews and Unsatisfactory Appeals
- Part-Time Agreements

**Inclusion & Employee Engagement (I&E)**

- Diversity & Inclusion Reporting Requirements
- Employee Recognition Programs (Performance Awards, Years of Service, etc.)
- Recruitment & Outreach for Employment Opportunities
- OGS “Foundations” Orientation Program

- Employee Exit and Engagement Surveys
- Student Internship Program
- Retirement Transactions
- Retirement Letters/Certificates

## 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

### Fleet Management

- OGS vehicles
- All passenger vehicle information as supplied to a central database by agencies
- WEX fuel card system for OGS vehicles
- Fuel billings to state agencies for State owned facilities
- All vehicle accidents involving state vehicles

### 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 Childcare 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
    - FedEx Postage Utilization
- Dockmaster and Screening Room

**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 & CS201.1)
  - Detailed Descriptions and Sales Results: Gov Deals 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

### 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

### 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

## OFFICE OF LANGUAGE ACCESS

### Records

- Annual language services utilization reports for agencies covered by the Language Access Law
- Data and analysis reports related to New Yorker with limited English proficiency and services provided to them by state agencies
- Documents with guidance, training and best practices in the provision of language services
- Event presentations
- Research summary documents
- Language access complaints submitted by the public and agencies
- Overview of the Language Access Coordinator role
- Project management records
- Records and materials from quarterly meetings with stage agency Language Access Coordinators
- Surveys about language access services issues to agencies, OGS contractors, the public and other partnering entities

# *SHARED SERVICES DIVISION*

## 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 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 [Agency Specific Procurements only between 04/01/2012 and 08/15/2019.]
- 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 [After 08/15/2019 (reinstatement date of OSC pre-audit), copies of original bids are also filed with OSC
- 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

### 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
- Training Presentations (available on OGS website/Purchasing Forum)
- Schedule of Training Outreach Opportunities (available on Procurement Services Training Resources webpage)

**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)

## BUSINESS SERVICE CENTER

### 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, 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
  - 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

**Support**

- Administrative Services
    - Support BSC recruitment and hiring process
    - BSC employee information such as evaluations, floor plans, service line and supervisor information, organization charts
    - Liaison to OGS Human Resources, OGS Finance and building managers
- Customer Care
    - Customer Agency Listing
    - Service Level Agreements and Memoranda of Understanding (MOU)
    - Communications to customer agencies
    - Delegation of Authority forms
- Human Resources Information Technology (HRIT)
    - System changes and maintenance for LATS-NY and HCM
    - Miscellaneous payments and adjustments
    - Database development and maintenance
    - Role Mapping/Access and System User Audits
- Customer Support
    - Incoming emails and phone inquiries
    - RightNow development and maintenance
    - Help Center Question & Answers (Q&A)
    - Personal History Files

# *DESIGN AND CONSTRUCTION GROUP*

## DESIGN AND CONSTRUCTION

### 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

**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

**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

**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

# *DIVISION OF REAL ESTATE*

## ADMINISTRATION

### Contract Administration and Purchasing Support

- Contract Documentation
- NY Power Authority (NYPA) Energy Services Contract
- Contract Correspondence
- Supporting Purchase Documentation
- Procurement Records
- Requisitions

## REAL PROPERTY AND FACILITIES MANAGEMENT

### Building Administration

- Building Files
- Inspection Records
- Service Contract Site Visit Records
- Equipment Maintenance Records and Schedules

### Centralized Store Operations

- Counter Releases
- Supply Stock Purchase Records

### Parking Management

- Permit and Visitor Parking Revenue Records

- Parking Locations **-** Albany areas; outlying areas
- Patron Vehicle Damage Reports
- Bus Operations

**Asset Management & Planning**

- Project Documentation
- Budget Documentation
- Preventative Maintenance and Rehabilitation Improvement Documentation

**Space Planning/Tenant Alteration Requests (State Owned Locations)**

- Project Documentation
- Space Assignments by Agency
- Space Assignments by Buildings

**Health and Safety**

- Hazardous Material Files
- Air Quality and Environmental Files
- Injury and Illness Files
- Accident / Incident Reports
- Health and Safety Procedures
- Workplace Violence Risk Assessments
- Safety Policies and Procedures

**Utilities Administration**

- Energy Project Documentation
- NYS Department of Health (DOH) / NYCDOH Cooling Tower database
- Executive Order 166, BuildSmart Goals
- Energy Accounting Documentation
- Domestic and River Water Trending & Archiving
- Medium & High Voltage Electrical Distribution Log Preventative Program

**Empire State Plaza and Harriman Campus Central Air Conditioning Plants**

- Air Conditioning Plant Calculations – General & Production
- Central Plant Log Books
- Machine Logs and Recordings

### Sheridan Avenue Steam Plant (Diesel Generators) and Harriman Campus Plant

- Plant Generation & Production Calculations
- DEC, Title V Air Permit
- DEC, NYS Air Permit Program
- Opacity Reporting
- Plant Log Books
- Diesel Generator Operating Log Books
- Machine, Boiler, Steam, Water Treatment, Flue Logs and Recordings

### Empire State Plaza Riverfront Pumping Station

- Plant Log Books
- Water Withdrawal Program
- SPDES, Discharge Monitoring
- Preventative and Compliance Programs

### Emergency Management and Planning

- Agency Emergency Plans
  - Continuity of Operations Plan for a State Disaster Emergency involving a Communicable Disease
  - OGS Emergency Management Operations Protocol (EMOP)
  - OGS Emergency Notification Support Annex
  - OGS Continuity of Operations Plan
  - Empire State Plaza Special Event Incident Support Plan
- Empire State Plaza Special Event Incident Coordination Plans (event specific, updated annually)
- List of Resources Deployed or Requested coordinated by EM&P on behalf of the OGS
- List with Emergency Preparedness Summaries of Certain Special Events Occurring at the Empire State Plaza

## LEASING SERVICES

### Lease Construction Services

- Project specific emails to the landlord and occupying agency
- *Fair & Reasonable* approval letters and corresponding landlord estimate
- Setoff Letters to Landlord
- *Substantial Completion* notification
- Building Condition Assessments
- Room Data Sheets (RDS)
- Design drawings

- Meeting Minutes
- Inspection Reports (Health & Safety)

### Space Planning/Tenant Alteration Requests (Leased Locations)

- Project Documentation
- Space Assignments by Agency
- Space Assignments by Location

### Lease Administration Audit

- Audit Determination

### Lease Management

- Requests for Information (RFI)
- Leasing and Permits
- Lease Modification Agreements
- Abstracts
- Temporary Lease Agreements
- Rental Rates for State Office Buildings
- Vendor Responsibility Documents
- Report of Current Leases
- OGS Contractor/Vendor Obligations under State Finance Law §139-J and §139-K form

## STATE ASSET AND LAND MANAGEMENT

### Land Management Administration

- Monthly Financial and Revenue Reports
- Budget Material
- Correspondence files
- 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
- Outer Continental Shelf Study
- Library of Reference Material
- Canal Board Minutes
- Atlases
- State boundary records

## *FINANCIAL ADMINISTRATION DIVISION*

### Deputy Commissioner/Associate Commissioner

- Executive Mansion Financial Information

### Office of Business Diversity (OBD)

- Investigations regarding non-compliance with agency MWBE/SDVOB mandates
- Evaluations of the agency's current Minority and Women-Owned Business Enterprise practices, goal setting for MWBE & SDVOB participation in procurements and Utilization Plan submissions
- Contractor compliance of goals through use of NYS Contract System & DcNet
- Quarterly, Annual, and Quadrennial reports to Empire State Development (ESD) on OGS and host agency utilization of MWBE's. And the same reported to the OGS Division of Service-Disabled Veterans' Business Development for the use

of SDVOBs on OGS only procurements
- MWBE certification assistance in the form of expediting certification application request and assistance with general questions
- Public information regarding contracting opportunities with OGS
- MWBE/SDVOB Outreach Initiatives

**Finance**

- Contracts and solicitation for OGS specific contracts and hosted agencies, non-construction contracts
- Contracts and solicitations for competitive and non-competitive grants for hosted agencies
- OGS credit card records
- OGS Budget related information
- Some Agency records related to billings
- OGS accounts receivable information
- OGS Internal Controls Certification information (through March 31, 2025)
- Statewide Capital Assets information
- All policies placed by Bureau of Risk and Insurance Management on behalf of OGS and other agencies and authorities as requested.
- Insurance requirements for solicitations and contracts

**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
- Investigations regarding non-compliance with agency SDVOB mandates
- SDVOB Outreach Initiatives

## *RESILIENCY AND SUSTAINABILITY DIVISION*

**Records**

- Zero Emission Vehicles & EV charging infrastructure

- Agency plans to convert to ZEVs
- OGS's participation on the GreenNY Council
- NYS Buy Clean Concrete Guidelines

# *STRATEGIC INITIATIVES*

## STRATEGIC INIATIVES

### Records

- 2023 Strategic Plan
- Strategic Plan Initiative reporting
- Project documents
- Vehicle use logs
- Purchasing records
- Travel expense records

## PROJECT MANAGEMENT OFFICE

### Records

- Documents pertaining to past (inactive) projects
- Documents pertaining to current (active) projects
- Documents pertaining to projects under consideration for intake
- Project management templates and tools
- Project status reports (weekly, monthly, quarterly)

## OFFICE OF DATA ANALYTICS

### Records

- Project files for agency initiatives
- Data extracts for agency projects/initiatives
- Dashboard files for visualization projects
- Reports and analyses
- Office status reports (weekly)
- BSC Data Analytics
    - Performance Metrics
    - Tableau Dashboard creation and maintenance
    - Agency reporting and distribution
    - HR System Reports