

Subject Matter List

Compiled Pursuant to Public Officers Law Section 87(3)

Updated January 7, 2019

For information regarding New York's Freedom of Information Law, contact the Committee on Open Government at www.dos.ny.gov/coog.

ADMINISTRATIVE HEARINGS

- General Correspondence
- Program Administration, including master copy of agency forms; case inventory database (hearing record, correspondence with parties and ALJ, and transcripts), administrative documents
- Publications, including final

ADMINISTRATIVE RULES

- General Correspondence
- Forms Control Program Administration
- Master copy of agency forms
- Inventory database, including: number, title, revision date, description, type, and file format
- Manuscripts
- Requests for publications
- Back copies of Department of State publications, including New York State Register and Division Publication List
- *New York State Register* filings, for current year, including state agency filings submitted for publishing notices of rule proposals and adoptions
- *Official Compilation of Codes, Rules and Regulations of the State of New York* (NYCRR) master compilation and filings, including official agency filings that amend NYCRR, outdated NYCRR pages, and material incorporated into regulations by agency referencing of such material in the text of regulations

ADMINISTRATIVE SUPPORT SERVICES

- General correspondence
- Health and safety materials relating to enforcement of standards and responses to oversight agency directives
- Parking records
- Postage records
- Property management and space planning records, including buildings, equipment and furniture, maintenance and services
- Records management: inventory forms, index of existing records, disposition authorizations, State Records Center and Archives transfer lists
- Telecommunications records

AFFIRMATIVE ACTION

- General correspondence
- Policies and procedures related to Affirmative Action, Equal Opportunity and Diversity
- Copies of applicable laws, rules and regulations
- Training materials
- Reports
- Affirmative Action/Equal Employment Opportunity Compliance, Monitoring and Complaint Information

- Investigations
- Reasonable Accommodation Requests and Determinations
- Minority and Women-Owned Business Enterprise Program Compliance and Monitoring Files
- Service Disabled Veterans-Owned Business Enterprise Program Compliance and Monitoring Files

ATHLETIC COMMISSION

- General Correspondence
- Commission meeting minutes and agendas
- Disciplinary proceedings
- Combat sports event records (e.g. judge's score cards, inspectors' reports, admissions and tax records)
- Medical Advisory Board materials
- License records for participants including, but not limited to:
 - Boxer/Mixed Martial Artist/Combatant
 - Manager
 - Second/Trainer
 - Matchmaker
 - Timekeeper
 - Referee
 - Judge
 - Professional Wrestling Promoter
 - Authorized Sanctioning Entity
 - Gym/Training Facility

BUILDING STANDARDS AND CODES

- General correspondence
- Applicable laws, rules, and regulations
- Approved portable kerosene heater list
- Local government financial assistance records
- State Fire Prevention and Building Code Council files
 - More Restrictive Local Standards
 - Acceptance Letters for Local Governments
 - Meeting Minutes of State Fire Prevention and Building Code Council
 - Transcripts of Public Hearings related to Uniform and Energy Code Updates
- Code Interpretation, including applications
- Technical Bulletins and Letters pertaining to matters involving the Uniform Code and Energy Conservation Construction Code
- Certificates of Acceptability – to 2003
- Laboratory Accreditations – to 2003
- Training Course records
- Part 1203 Annual Reports of Enforcement Activities by Local Governments
- Part 1204 Annual Reports of Enforcement Activities by State Agencies and Authorities
- Manufactured Housing Program Certification of manufacturers, retailers, installers and mechanics
- List of opted-out local governments for which the Division performs enforcement activities
- Building Permit Applications and Certificates of Occupancy
- Fire Inspection and Property Maintenance reports
- Variance Applications, including transcripts of hearings and written decisions
- Complaints

- Review of Code Enforcement Programs at local level
- Factory-Manufactured (Modular) Building Approvals

CEMETERIES

- General correspondence
- Board meeting minutes and agendas
- Reports
- Advisory Committee Correspondence and Minutes (1988 – 1990)
- Cemetery records, including names/addresses, audits, reports, sales/purchases, complaints, lists of officers and trustees

COMMUNITY SERVICES

- General correspondence
- Interagency agreements
- Applications for financial assistance
- Management plans
- Public hearing transcripts
- Program instructions
- Contracts
- Federal and state guidelines and regulations
- Instructions / guidelines to local service agencies
- Poverty and census data
- Local service agency boards of directors and policies
- Community Services Block Grant (CSBG) Advisory Council grant information, discretionary grant denials, contracts, reports, budgets, and materials
- AmeriCorps and AmeriCorps VISTA materials

CONSUMER PROTECTION

- General correspondence
- Consumer complaints
- Referrals to other agencies
- Statistics
- Calendar of events
- Educational materials
- Do Not Call complaints, research, investigation, enforcement
- Utilities Intervention Unit materials
- Reports
- Security breach notification forms
- Children's product safety notice of incident forms, certificate of disposition forms, children's product safety request for extension to file certificate of disposition forms, recall investigation files
- United State Consumer Product Safety Commission collaboration files

CORPORATIONS, STATE RECORDS & UNIFORM COMMERCIAL CODE

- General Correspondence
- Production and revenue reports and statistics
- Corporate and other Business Entity Certificates
- Daily Report of Corporate Filings
- Biennial Statements for Business Corporations and LLCs and Five-Year Statements for LLPs.
- Secretary of State proclamations – Corporations and LLPs, including quarterly proclamations list of domestic stock corporations dissolved by proclamation and foreign stock corporations whose authority has been annulled and quarterly proclamations list of Registered Limited Liability Partnerships whose registration has

been revoked and registered foreign limited liability partnerships whose status has been revoked

- Summons and Complaints served on the Secretary of State as agent for certain foreign and domestic corporations, LLCs, LLPs, LPs, condominium boards of managers and other entities served, non-resident owners and operators of motor vehicles, motor boats and aircraft; service receipt.
- Notices of Claim
- Adirondack Park Agency Orders
- Civil Service Rules, Regulations and Resolutions
- Clemency Good Conduct
- Code of Ethics Filing; original signed statements from state employees disclosing a financial interest in excess of \$10,000 in any state regulated enterprise.
- Commissioner of Deeds Appointments
- County Officers, Notices of Election and Certifications from County Boards of Elections
- County Clerks and Surrogates
- Department of Transportation Official Orders pertaining to abandoning or transferring interest in land.
- Designations for Service of Process related to Securities Offerings
- Hotel/Motel Names, Names, Marks and Devices
- Income Executions
- Land Recordings between the State of New York and individuals or business (Letters of Patent and Miscellaneous Deeds and Title Papers).
- Land Records Microfilm
- Miscellaneous Appointments
- Municipal Agencies and Authorities Memberships and filings
- Municipal Filings
- Oaths of Office/Statements in Lieu of Oath
- Railroad Police Commissions
- State Notices and Further State Notices and Stock Exchange Lists
- Trademarks and Service Marks
- Trading Stamp Registrations
- Waivers of Extradition and Extradition "D" Cases
- Electoral College
- Governor's Official Executive Office Filings
- Public Officer Law filings
- Inter Local Agreements
- Interstate Compacts and Agreements,
- Local Laws adopted by various municipalities
- Resolutions (Joint) of the Senate/ Assembly
- Amendments to Constitution
- Session Laws of New York
- Registrations of Names or Marks in relation the Use of Carts, Cases, Trays, Baskets, Boxes and Other Containers
- Concurrent Resolutions of Legislature proposing amendments to the constitution
- Notice of discovery – Public Lands Law section 82
- UCC Filings, including financing statements, amendments, federal tax liens, miscellaneous UCC forms
- UCC Search and Copy Requests
- Program Fiscal Records
- State Tax Warrant Notices
- Child Support Enforcement Notices

EXECUTIVE

- General correspondence
- Reports
- Briefings
- Directives
- Freedom of Information Law (FOIL) requests
- News Releases
- Fact Sheets
- Reports
- Databases

FISCAL MANAGEMENT

- General correspondence
- Budget records
- Transactions
- Purchase orders
- Procurement and Contract records
- Vouchers
- Financial reports
- Vehicle records
- Travel reimbursement records: non-employee (hardcopy) and employee (electronic).
- Interagency Memorandums of Understanding
- Federal Grant Awards

GENERAL COUNSEL

- General correspondence
- Legal research
- Instructions, policies and procedures
- Statistical data
- Declaratory Rulings and Legal Opinions
- Letters or memoranda issued pursuant to the State Administrative Procedures Act (SAPA)
- Litigation records
- Program subject files
- Administrative Adjudicatory Determinations

HUMAN RESOURCES MANAGEMENT

- General correspondence
- Resource/research documents
- Classification, including: lists of Civil Service job titles, descriptions, classification and compensation forms, postings
- Labor Relations records
- Personnel records
- Payroll records
- Attendance records
- Personnel roster

LICENSING SERVICES

- General correspondence
- Reports
- Examination papers for all disciplines tested
- Hearing records
- Licensee files and investigative records

- Apostilles, Ledger of Apostilles/Authentications, County Clerk and designee signatures, original Apostille/Certificate of Authentication Request forms
- License records relating to:
 - Apartment Information Vendor/Sharing Agent
 - Appearance Enhancement
 - Armored Car Carrier/Armored Car Guard
 - Athlete Agent
 - Automobile Broker
 - Bail Enforcement Agent
 - Barbering
 - Bedding
 - Central Dispatch Facility
 - Children's Product Safety and Recall Act
 - Coin Processor
 - Document Destruction Contractor
 - Health Club Services
 - Hearing Aid Dispenser
 - Home Inspector
 - Notary Public
 - Pet Cemeteries
 - Political Consultants
 - Private Investigator
 - Real Estate Salesperson/Real Estate Broker
 - Real Estate Appraiser
 - Security and Fire Alarm Installer
 - Security Guard
 - Telemarketer Business
 - Ticket Reseller
 - Watch, Guard and Patrol Agencies

LOCAL GOVERNMENT

- General correspondence
- Records including: policy and program files, and purchase requisitions
- Applications and guidance information
- Mailing lists
- Workshop information
- Applications received
- New York State project recommendations
- Award and non-award letters
- Appalachian Regional Development Program records
- Northern Border Regional Development Program records
- Local Government Efficiency Program records
- Presentations and publications related to local government reorganization and cooperation
- Contracts and Project Management records
- Local Government Training and Technical Assistance Program records
- Contact information for elected officials

NEW AMERICANS

- General correspondence
- Administration, Federal and State Fund records
- Interagency agreements
- Program instructions
- Presentations and publications

- Contracts
- Federal and state guidelines and regulations
- Travel policies
- Mailing lists
- ONA Grant records
- Reports

COMMITTEE ON OPEN GOVERNMENT

- General correspondence
- Monthly reports
- Advisory Opinions, including initial request and responses for advisory opinions on Freedom of Information, Open Meeting and Personal Privacy Protection activities
- Appeal and Determinations records involving denials of requests for records and agencies' final determinations
- Committee meeting agendas, minutes, materials, background
- Annual Reports
- Legislative Memoranda and recommendations
- Master State Agency Index including requests and determinations made under the law for each agency subject to Personal Privacy Protection Law.
- Personal Privacy Protection Law Reports
- Regulations including submissions to the Committee by state agencies, authorities and public corporations, local municipalities

PLANNING AND DEVELOPMENT

- General correspondence
- NOAA - Ocean & Coastal Resources Management records
- Federal Grant records
- Federal Consistency Review records
- Technical consultations and communications for consistency review of New York Rising Implementation Projects
- State Consistency Review records
- Local Waterfront Revitalization Program (LWRP)/Environmental Protection Fund (EPF) records
- Contracts
- Ocean and Great Lakes Program - Environmental Protection Fund (EPF) records
- South Shore Estuary Reserve Program - Environmental Protection Fund (EPF) records
- Brownfield Opportunity Area records
- NYC Watershed Protection Program records
- Smart Growth records

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