

NYS Office of Temporary and Disability Assistance Subject Matter List

Maintained pursuant to Public Officers Law § 87(3)(c)

(Note: Not all listed records are available pursuant to the Freedom of Information Law [FOIL]).

- **AUDIT AND QUALITY IMPROVEMENT RECORDS**
 - Operational Assessments and Program Files
 - Office Administrative Files
 - Administration and Management Files
 - Quality Control and Reporting Records
 - Audit Work Papers, Reports, and Responses
 - Correspondence Files

- **BUDGET RECORDS**
 - General Subject and Correspondence Files
 - State Fiscal Policies and Procedures Records
 - Routine Internal Status and Activity Reports
 - Non-Routine Financial Reports and Studies
 - Program Unit Budget Request Files
 - Agency Budget Preparation Files
 - Agency Copies of Agency Budget Requests

- **CHILD SUPPORT SERVICES RECORDS**
 - State Tax Offset Program Files
 - Local District Files
 - Lottery Offset Program Files
 - Correspondence Files
 - Working Policy Files
 - Permanent Policy Files
 - Training Files
 - Program Administration, Management, and Legal Files
 - Documentation Related to System Requirements and Enhancements
 - Fiscal Data Files
 - Program Contract Files
 - Advance Planning Documents
 - Federal Reports
 - Program Vouchers
 - Collection, Caseload, and Performance Statistics Files

- **COMMISSIONER'S OFFICE RECORDS**
 - Commissioner's Files
 - Executive Deputy Commissioner's Files
 - Executive Correspondence Clearance Unit (ECCU) Files

- **CONTRACT PURCHASING RECORDS**
 - Contract Files (Including Payment Documentation)
 - Purchase Order Files (Non-Contracts – Excluding Payment Documentation)
 - Bidders' Proposals Files

- **DATA MANAGEMENT RECORDS**
 - Various Monthly, Quarterly, and Annual Statistical Reports

- **DISABILITY DETERMINATIONS RECORDS**
 - Fiscal Processing Records/Data (Paper and Imaged Documents)
 - Budget and Finance Records
 - Case Processing Related Records
 - Social Security Administration (SSA) Case-Processing-Related Data on the SSA Network
 - SSA Network System Architecture and Design Documentation
 - Disability Determinations Services (DDS) Security Plan
 - Continuity of Operations Plan (COOP)
 - Business Continuity Plan
 - Security Handbook
 - Disaster Recovery Plan
 - Strategic Plan
 - Emergency Evacuation Plan

- **EMPLOYMENT AND INCOME SUPPORT RECORDS**
 - Supplemental Security Income (SSI) Files
 - Temporary Assistance Program Files
 - Home Energy Assistance Program (HEAP) Files
 - Supplemental Nutrition Assistance Program (SNAP) Files
 - Employment Program Files
 - Upstate and Downstate System Files
 - State Supplement Program Records and Files
 - Electronic Benefits Transfer (EBT) Records and Files
 - Working Policy Files
 - Permanent Policy Files

- Social Security Payments (SSI and State Supplemental Personal Needs Allowance [SSPNA] Files)
- **EQUAL OPPORTUNITY AND DIVERSITY RECORDS**
 - Internal Employee Discrimination Complaints
 - External Employee Discrimination Complaints
 - SNAP Applicant/Recipient Civil Rights Complaints
 - Employee/Applicant Requests for Reasonable Accommodation
 - Electronic Recommended Appointments System and Recruitment Files
 - Protected Class Data/Documentation (Employment) (prior to 2012)
 - Workforce Data Statistics (prior to 2012)
 - New York Statewide Affirmative Action Advisory Council Documentation (prior to 2012)
 - Affirmative Action Program Activities Files (prior to 2012)
 - EOD Policies and Procedures
- **ADMINISTRATIVE HEARINGS RECORDS**
 - Fair Hearing Information System (FHIS) Records and Reports
 - Fair Hearing Issued Decisions and Files
 - Withdrawals and Defaults Files
 - Administrative Disqualification Hearing Issued Decisions and Files
 - Fair Hearings Procedures Transmittals
- **FINANCE RECORDS**
 - General Subject and Correspondence Files
 - Employee Travel Payment Files
 - Accounting/Fiscal Status Reports (Except Year-End Reports)
 - Payment Bank Account Files
 - Revenue Accounting (Billing and Accounts Receivable) Files
 - Local District/State Agency Claims Documentation
 - County A-87 Plan Files
 - Random Moment Study Files
 - Non-Routine Financial Reports and Studies
 - Revenue Accounting (Billing and Accounts Receivable) Records
 - Routine Administrative Policies and Procedures Files (Including Background and Development Files)
 - Data Processing Unit Subject Files
 - Data Systems Specifications
 - Data Documentation
 - Quarterly Financial Reports

- Public Assistance Program Grant Awards Files
- Quarterly Expenditure Reports and Work Papers
- Letters Regarding Public Assistance Grants/Programs
- SNAP Files
- Disability Determinations Reports Files
- Reconciliation Work Papers
- Director's Administrative Files
- Miscellaneous Correspondence

- **HOUSING AND SHELTER SERVICES RECORDS**
 - Housing Project Files
 - Rejected Application Files
 - Subject and Correspondence Files for Housing
 - Family and Single Adult Shelter Facility Files
 - Central Files
 - Electronic Tracking Database Files

- **HUMAN RESOURCES RECORDS**
 - Personal History Files
 - Employee Summary Service Records
 - Employee Time Records
 - Subject and Correspondence Files
 - Employment Inquiry Files
 - Employment Eligibility Verification Forms
 - Classification Files
 - Centralized Eligible List Certification Files
 - Decentralized Eligible List Certification Files
 - Examination Development Files
 - Examination Administration Files
 - Biweekly Payroll Processing Records
 - Payroll Records – Overtime Vouchers
 - Freedom of Information and Privacy Act Files
 - Traineeship Files
 - Office Management Files
 - Budget Director's Approval File
 - Local District Salary Survey File
 - Local District Files
 - Local District Unit Correspondence/Subject Files
 - Local District Commissioner's Files
 - Subject Files – Labor Relations

- Performance Evaluation Appeals Files
- Local District – Operations Files
- Grievance Files
- Notice of Discipline Files – Labor Relations
- Worker’s Compensation Claims Documentation
- Ethics Correspondence Files
- Ethics Processing Files

- **LEGISLATIVE AFFAIRS RECORDS**
 - Legislative Inquiries and Files
 - Correspondence Files
 - Senate and Assembly Bill Files

- **INTERNAL AUDIT RECORDS**
 - Internal Audit Reports, Responses, and Work Papers
 - Corrective Action Files
 - Reports of Routine Administrative Studies and Consultations
 - Administrative Study and Survey Work Papers
 - General Administrative Records

- **LEGAL AFFAIRS RECORDS**
 - Department Regulation Files
 - Litigation Files
 - State Plans and Amendments
 - FOIL Request Appeals and Appeal Determinations
 - Personal Privacy Protection Law (PPPL) Records Access Request Appeals and Appeal Determinations
 - PPPL Requests for Record Amendments or Corrections Appeals and Appeal Determinations

- **MANAGEMENT SERVICES RECORDS**
 - Department of Parking Records for Office of General Services (OGS) Facilities
 - Director’s Outgoing Correspondence Files
 - Policy and Procedures Bulletins and Manuals
 - General Transportation Correspondence and Reports
 - Department-Owned State Vehicle Record File
 - Space Planning Files
 - Health and Safety Files
 - General Administrative Files

- Facility Management Files
 - Prompt Payment Files
 - Forms Unit Correspondence and Administrative Files
 - Forms Management Files
 - Remote Meter Resetting System Postage
 - Mail Services Files
 - Records Management Files
 - Printing Files
 - Distribution Files
 - Disaster Preparedness, Response, and Recovery Files
 - Continuity of Operations Plan Files
 - Asset Management Files
 - Agency Identification Card Files
 - Internal Control Program Files
- **MINORITY- AND WOMEN-OWNED BUSINESS ENTERPRISE (MWBE) RECORDS**
 - MWBE Enterprise Files
 - MWBE Contractors' Completed MWBE Forms and Quarterly Compliance Reports
 - Annual MWBE Master Goal Plan
 - MWBE Electronic Data Reports
 - MWBE Program Management Unit Policy and Procedures Files
- **PUBLIC INFORMATION RECORDS**
 - Information Inquiries and Requests Records
 - FOIL Subject Matter Lists
 - FOIL Requests and Responses
 - Personal Privacy Impact Statements
 - PPPL Records Access Requests and Responses
 - PPPL Record Amendment/Correction Requests and Responses
 - Personal Privacy Annual Reports
 - Press Release Files
 - Annual Report Development Files
 - Agency Annual Reports
- **REFUGEE SERVICES RECORDS**
 - Program, Policy, and Administration Files
 - Administrative Directives and Manual Bulletins
 - Federal Laws, Regulations, and Action Transmittals

- Contract Files
- Request for Proposal Files

- **TRAINING AND STAFF DEVELOPMENT RECORDS**
 - Course Information Records
 - Course Registration Processing Records
 - Employee Training History

For further information on the Freedom of Information Law, please visit the website of the Committee on Open Government, at <http://www.dos.ny.gov/coog/>.