New York State
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
  - 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 Budget Request

- **Child Support Services Records**
  - Federal Tax Offset Program Files
  - 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
  - Audit Files and Responses
• **Commissioner’s Office Records**  
  o Commissioner’s Files  
  o Executive Deputy Commissioner’s Files  
  o Executive Correspondence Clearance Unit (ECCU) Files  

• **Contract/Purchasing Records**  
  o Contract Files (Including Payment Documentation)  
  o Purchase Order Files (Non-Contracts – Excluding Payment Documentation)  
  o Bidders’ Proposal Files  

• **Data Management Records**  
  o Various Monthly, Quarterly, and Annual Statistical Reports  

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

• **Diversity & Inclusion**  
  o Equal Opportunity and Diversity (EOD) Records  
  o EOD Policies and Procedures  

• **Employment and Income Support Records**  
  o Supplemental Security Income (SSI) Files  
  o Temporary Assistance Program Files  
  o Home Energy Assistance Program (HEAP) Files  
  o Supplemental Nutrition Assistance Program (SNAP) Files  
  o Employment Program Files  
  o Contract Management and Quality Assurance Records and Files
• **Administrative Hearings Records**
  - Fair Hearing Information System (FHIS) Records and Reports
  - Fair Hearing Issued Decisions
  - Audio Recordings of Fair Hearings
  - FHIS records of Withdrawn and Abandoned Fair Hearings
  - Administrative Disqualification Hearing Issued Decisions and Files
  - Fair Hearings Procedures Transmittals
  - Fair Hearing Subject and Correspondence Files

• **Finance Records**
  - General Subject and Correspondence Files
  - State Fiscal Policies and Procedures Records
  - Routine Internal Status and Activity Reports
  - Nonroutine Financial Reports and Studies
  - Audit Reports, Responses and Work Papers
  - Reconciliation Work Papers
  - Accounts Payable Records
  - Employee Travel Authorizations and Expense Files
  - Revenue Bank Account Files
  - Payment Bank Account Files
  - Accounts Receivable Records
  - Local District/State Agency Claims
  - County Central Services Plan Files
  - Social Security Payments (SSI, SSP & SSPNA) Files
  - Random Moment Study Files
  - Quarterly Financial Reports
  - DFAFS (Department Federal Assisted Financing) Records
  - Public Assistance Program Grant Awards Files
  - Quarterly Expenditure Reports Work Papers
  - Decision Letters – PA Grants
  - SNAP Files
  - Disability Determinations Reports Files
• **Housing and Shelter Services Records**
  - Housing Project Files
  - Rejected Application Files
  - Subject and Correspondence Files for Housing
  - Family and Adult Shelter Facility Files
  - Central Files
  - Electronic Tracking Database Files

• **Human Resources Records**
  - Personal History Files
  - Employee Summary Service Records
  - Subject and Correspondence Files
  - Employment Inquiry Files
  - Classification Files
  - Centralized Eligible List Certification Files
  - Decentralized Eligible List Certification Files
  - Examination Development Files
  - Examination Administration Files
  - Freedom of Information Law and Personal Privacy Protection Law Files
  - Traineeship Files
  - Office Management Files
  - Budget Director’s Approval 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
  - Employee/Applicant Requests for Reasonable Accommodation
  - Public Requests for Reasonable Accommodation
  - Electronic Recommended Appointments System and Recruitment Files
  - Workforce Data Statistics

• **Intergovernmental Affairs Records**
  - Legislative Inquiries and Files
  - Senate and Assembly Bill Files
• Internal Audit Records
  o Internal Audit Reports, Responses, and Work Papers
  o Corrective Action Files
  o Reports of Routine Administrative Studies and Consultations
  o Administrative Study and Survey Work Papers
  o General Administrative Records

• Legal Affairs Records
  o Department Regulation Files
  o Litigation Files
  o State Plans and Amendments
  o FOIL Appeals and Appeal Determinations
  o Personal Privacy Protection Law (PPPL) Appeals and Appeal Determinations
  o PPPL Appeals from Requests for Record Amendments or Corrections and Appeal Determinations
  o Third-Party Subpoenas and related materials.
  o Memoranda of Agreement and Memoranda of Understanding
  o Internal Employee Discrimination Complaints (prior to December 2018)
  o External Employee Discrimination Complaints
  o SNAP Applicant/Recipient Civil Rights Complaints

• Management Services Records
  o Policy and Procedures Bulletins and Manuals
  o General Transportation Correspondence and Reports
  o Department-Owned State Vehicle Record File
  o Space Planning Files
  o Health and Safety Files
  o General Administrative Files
  o Facility Management Files
  o Prompt Payment Files
  o Forms Unit Correspondence and Administrative Files
  o Forms Management Files
  o Remote Meter Resetting System Postage
  o Mail Services Files
  o Records Management Files
  o Printing Files
  o Distribution Files
  o Disaster Preparedness, Response, and Recovery Files
  o Continuity of Operations Plan Files
  o Asset Management Files
  o Agency Identification Card Files
• Minority- and Women-Owned Business Enterprise (MWBE) Records
  • 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
  • FOIL Subject Matter Lists
  • FOIL Requests and Responses
  • PPPL Records Access Requests and Responses
  • PPPL Record Amendment/Correction Requests and Responses
  • PPPL Annual Reports
  • Press Release Files
  • Annual Report Development Files
  • Agency Annual Reports

• Refugee Services Records
  • Refugee Services Program, Policy, and Administration Files
  • Response to Human Trafficking Program, Policy, and Administration Files
  • NYS Confirmation Program, Policy, and Administration Files
  • Translation Unit Program, Policy, and Administration Files
  • Language Access Program, Policy and Administration Files
  • Refugee Services Administrative Directives and Manual Bulletins
  • Response to Human Trafficking Administrative Directives and Manual Bulletins
  • NYS Confirmation Administrative Directives and Manual Bulletins
  • Language Access Administrative Directives and Manual Bulletins
  • Refugee Services Federal Laws, Regulations, and Action Transmittals
  • Refugee Services Contract Files
  • Response to Human Trafficking Contract Files
  • Translation Unit Contract Files
  • Refugee Services Request for Proposal Files
  • Response to Human Trafficking Request for Proposals
  • Language Services Request for Proposals

• Service Disabled Veteran Owned Business (SDVOB) Records
  • SDVOB Contractors’ Completed MWBE Forms and Monthly and Quarterly Compliance Reports
  • Annual SDVOB Master Goal Plan
- SDVOB Electronic Data Reports
- SDVOB Program Management Unit Policy and Procedures 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/](http://www.dos.ny.gov/coog/).