

**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**
  - 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' Proposal 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
  
- **Diversity & Inclusion**
  - Equal Opportunity and Diversity (EOD) Records
  - EOD Policies and Procedures
  
- **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
  - Contract Management and Quality Assurance Records and Files

- Upstate and Downstate System Files
- Integrated Eligibility System (IES) Records and Files
- State Supplement Program (SSP) Records & Files
- State Supplement Personal Needs Allowance (SSPNA) Records & Files
- Electronic Benefits Transfer (EBT) Records and Files
- Working Policy Files
- Permanent Policy Files
- Social Security Payments (SSI, SSP and SSPNA Payment 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**
  - 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 Appeals and Appeal Determinations
  - Personal Privacy Protection Law (PPPL) Appeals and Appeal Determinations
  - PPPL Appeals from Requests for Record Amendments or Corrections and Appeal Determinations
  - Third-Party Subpoenas and related materials.
  - Memoranda of Agreement and Memoranda of Understanding
  - Internal Employee Discrimination Complaints (prior to December 2018)
  - External Employee Discrimination Complaints
  - SNAP Applicant/Recipient Civil Rights Complaints
  
- **Management Services Records**
  - 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 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/>.