

Category of Records last updated 2023

1. Commissioner
 - Correspondence
 - Policy, guidance, directives

2. Budget and Finance
 - Purchasing
 - a. Vouchers
 - b. Orders
 - c. Contracts
 - d. State contracts
 - e. Procedures
 - f. Procurement card materials
 - Travel
 - a. Vouchers
 - b. Credit Card materials
 - c. Out of State Travel Requests
 - d. Travel Regulations
 - e. Reimbursements
 - Accounting
 - a. Capital Tracking System: funding requests
 - b. Report forms
 - Appropriations
 - a. Agency Appropriations
 - b. Agency Budget Request
 - c. Appropriation Reports

 - Budget Bulletins

 - Cash Expenditure Ceilings
 - a. allocations
 - b. Fiscal Plans
 - c. Reports
 - Revenue
 - a. Park Operations Revenue and Tracking System
 - b. Reports
 - Office Services
 - a. Telephone/Telecommunication services
 - b. Mail and Supply records
 - c. Floor Plans

3. Communications (Public Information)
 - New Releases
 - Transcripts of speeches
 - New Releases

- Photos
- Publications (brochures)
- State Council of Parks/ Regional Park Commissions
 - a. Agenda
 - b. Minutes
 - c. List of Members
- 4. Personnel
 - Titles and qualifications
 - Training
 - Time and attendance
 - Salary
 - Employee Housing
 - Hiring/Termination dates
 - Organization chart
 - OSHA compliance
 - Appointments
 - Recruitment
 - Rating systems
- 5. Historic Preservation – Field Services
 - Survey information available on-line
 - Project reviews
 - Historic Preservation Tax Credits
 - Applications
 - National and State Register
 - a. Nominations
 - b. Review
 - Board for Historic Preservation
 - a. Members
 - b. Agendas
 - c. Meeting Minutes
- 6. Historic Sites
 - Preservation and Restoration
 - a. Drawings and blueprints
 - b. Photos
 - c. Paint Analysis
 - d. Historic Structures report
 - e. Field notes
 - f. Consultant reports
- 7. Conservation and Collections Care
 - a. Accession
 - b. Photographs
 - c. Object research
 - d. Condition and inspection reports

- e. Conservation and examination reports
- f. Acquisition
- g. Museum Reproductions

Publications
Schematic and Construction drawings
Attendance figures
Master Plans
Site Analysis

8. Planning and Environmental Management

Master Plans
Economic analysis
Maps
Surveys
Attendance
Inventory – real estate and buildings
Project reviews
SEQRA documentation
Studies
Test results
Permits/Applications to other agencies/federal gov't
Notices
Public Hearings
Park classification
Heritage Areas
GIS mapping

9. Real Property

Acquisitions
Contracts
Appraisals
Leases
Surplus

10. Capital Construction

Prevailing Wages
Plans/Design/Specifications
Consultant Reports
Permits
Bids
Approvals
Contracts/procurement record
Bonds
Payment

11. Grants in Aid

Applications
Ratings
Awards
Contracts
Reviews

12. Recreation

Water Safety

- a. Manual
- b. Equipment
- c. Contracts
- d. Reports
- e. Training records/certifications

Operations

- a. Equipment/Surplus
- b. Maintenance logs/Work Orders
- c. Accident reports
- d. Permits
- e. Safety Training

Marine and Recreational Vehicles

- a. Snowmobile and Boating accident reports
- b. Permits
- c. Licensing
- d. Inspection
- e. Education and Safety
- f. Inventories
- g. Equipment
- h. Financial Assistant to Localities

Camping

- a. Permits
- b. Manual

13. Law Enforcement

Incident Reports
Manual
Equipment
Training
Rescue
Tickets
Arrest Reports
Investigations

14. Concessions

RFPs
Bids

Awards
Contracts
Revenue reporting
Inspections

- 15. Legal Services
 - Rules and Regulations
 - Delegations
 - FOIL requests, responses, appeals
 - Claims
 - Contracts, leases, licenses