Category of Records last updated 2021

1. Commissioner
   Correspondence
   Policy, guidance, directives

2. Budget and Finance
   Purchasing
   a. Vouchers
   b. Orders
   c. Contract File
   d. State contracts
   e. Procedures
   f. Surety Bonds
   Travel
   a. Vouchers
   b. Credit Card statements
   c. Comptroller’s Regulations
   d. Reimbursements
   Accounting
   a. Release of funds
   b. Report forms
   Appropriations
   a. Capital Construction Fund
   b. Reports

Budget Bulletins

Cash Expenditure Ceilings
   a. allocations
   b. Fiscal Plans
   c. Reports

Revenue
   a. Concession receipts/database
   b. Operating receipts/database
   c. 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
  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

7. 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

8. Real Property
  Acquisitions
  Contracts
  Appraisals
  Leases
  Surplus

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

10. Grants in Aid
11. 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

12. Law Enforcement
   Incident Reports
   Manual
   Equipment
   Training
   Rescue
   Tickets
   Arrest Reports
   Investigations

13. Concessions
    RFPs
    Bids
    Awards
Contracts
Revenue reporting
Inspections

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