

Category of Records as of January 22, 2016

1. Commissioner
 - Correspondence
 - Policy, guidance, directives

2. Budget and Finance
 - Purchasing
 - a. Vouchers
 - b. Orders
 - c. Contract File from OGS
 - 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. Affirmative Action
 - MWBE
 - Training and Curriculum
 - Recruitment
 - Investigations
- 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

8. Real Property

Acquisitions

Contracts

Appraisals

Leases

Surplus

9. Capital Construction Prevailing

Wages

Plans/Design/Specifications

Consultant Reports

Permits

Bids

Approvals

10. Grants in Aid

Applications

Ratings

Awards
Contracts
Reviews

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 for marine law enforcement

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

Committee on Open Government:

<http://www.dos.ny.gov/coog/index.html>