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
4. Personnel
   a. Agenda
   b. Minutes
   c. List of Members
   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
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