

NYSCA SUBJECT MATTER LIST

PLEASE NOTE: NYSCA MAY DETERMINE THAT CERTAIN DOCUMENTS IN THE CATEGORIES LISTED BELOW ARE EXEMPT FROM DISCLOSURE PURSUANT TO THE FREEDOM OF INFORMATION LAW (PUBLIC OFFICERS LAW, SECTION 84, ET SEQ.)

FOR MORE INFORMATION, PLEASE VISIT THE [COMMITTEE ON OPEN GOVERNMENT](#) WEBSITE

Executive

Correspondence with Legislators
Memoranda to the Governor, Chairman and Council Members
Correspondence with Constituents
Travel Budget/Requests
Division Initiatives Reports and Strategic Plans
Personnel/Staffing Information
Budget Materials

Budget and Human Resources

Please Note: NYSCA is a hosted agency. Requests for Human Resources Information and Payroll should be directed to the NYS Office of General Services.

Annual and Monthly Budget Reports
Budget Appropriation Reports
Employee Personnel Information Folders
Employee Timesheet Statements
Pay-Registers, Quarterly Registers/941's and W-2 copies
Worker's Compensation, Audit Reports
NYS Employees Retirement System Records and Payments
NYS Unemployment Records and Payments
Employee Expense Reports and Petty Cash Disbursement Slips
Employee Deferred Compensation Remittance Reports.
Employee Travel Reports

Loans and Grants

Correspondence Related to Grants Contracts and Awards
Correspondence with Legislators
Signed Award Letters
Background Information Gathered During Application Review
Internal Memoranda
Program Staff Review Notes
Council and Panel Memoranda regarding Prospect Reviews
Public Hearing Documents
Grant Disbursement Agreements
Loan Agreements

Programs

Applications
Awards Recommendation Record (ARR)

Allocation Plan
Advisory Panel Listings
Correspondence
Database Reports (Pearl Reports, Website Printouts, etc.)
Resumes of Advisory Panelists
Final Reports

Council

Correspondence
Affiliation Statements
Committee Listings (names of Council members serving on each Committee)
Committee Meeting Minutes
Council Meeting Minutes (See "Committee Meeting Minutes")
Council Member List (including official addresses)
Resumes of Council Members

Legal

FOIL Requests
Internal Memoranda
Correspondence

Public Affairs

Press Releases
Correspondence

Staff

Affiliation Statements
Memoranda Containing Instructions to Staff That Affect the Public
Staff Listing (including names, titles and salaries)
Resumes of Staff