

Subject Matter List (Updated February 5, 2018)
Accident and Incident Reports , property management reports and related records including theft, arson, vandalism, bodily injury, property damage or similar occurrence.
Accounts Payable
ADA Compliance Records
Administrative Files
Annual, special or final report, summary, review or evaluation <ul style="list-style-type: none"> • Reports which reflect government policy, procedures, plans and directions, such as audited financial statements • Non final evaluative material
Archive / Records Management <ul style="list-style-type: none"> • Records disposition documentation • Inventory of records • Archival administration records
Banking Records <ul style="list-style-type: none"> • Bank statement, reconciliation, notification of voiding or return of check, cancellation of payment, or other notice for checking or savings account.
Budget Information <ul style="list-style-type: none"> • Annual budget • Budget request or estimate submitted by department head, including but not limited to the preliminary or tentative budget. • Budget appropriation and staffing requests • Estimate of revenues or expenditures • Narrative of services • Budget message, budget hearing and review files, and related records.
Building or Facility Security Records <ul style="list-style-type: none"> • Automated security system or false alarm reports, and • Records of building/room keys or passes issued.

Capital construction or public improvement project files

- Bids, specifications, contracts, performance guarantees, inspection reports, and environmental impact statements
- Feasibility studies
- Successful bids; plans, specifications and designs
- Project description
- Photographs
- Inspection reports
- Change orders and correspondence.
- Supplementary documentation, including application for payment, submittals, transmittals, project budget, interim fiscal reports, claims, contracts, vouchers, work orders, memoranda, worksheet, non-significant change orders, requests for information;
- Routine correspondence
- Detailed construction specifications
- Unsuccessful bids

Contractors' liability insurance records

- Certificate of insurance.

Educational Materials

- Maps, brochures, photographs and background research files.
- Notes, correspondence, memoranda, lists of participants and other routine records
- Teaching Materials

Electronic Data

- Data processing policies
- Data documentation
- Electronic Communications
- Internet Records related to usage and social media
- Video Surveillance and camera footage

Employee Information

- **Employees time cards**
- **Time records** covering leave, absences, hours worked and scheduling, and including but not limited to request for change of work schedule, vacation schedule, report of absence and request for leave without pay
- **Employee request** for and/or authorization given to employee to use or donate sick, vacation, personal or other leave, or to work overtime
- **Discipline**
- **Handbook**
- **Motor Vehicle Reports/LENS**
- **Training Materials**
- **Personnel records** Including applications for employment,

resumes, reports of personnel changes, evaluation, notice of resignation or termination, and correspondence.
Environmental quality review records Background materials and supporting documentation used in preparing statements and final reports
Freedom of Information records requests
Grant program files <ul style="list-style-type: none"> • Application, proposal, narrative, evaluation, and annual report for grants that have been rewarded • Background material, fiscal records, and supporting documentation for grants that have been awarded • Records relating to grants that have been rejected
Insurance policies covering fire, theft, property damage, personal injury liability, general liability, insurance of life or property
Internal Ministerial records <ul style="list-style-type: none"> • Calendars of appointments • Office and travel schedule • Memoranda • Routine internal reports, reviews, and plans, used solely to disseminate information or for similar administrative purposes
Internal investigation or non-fiscal audit records
Inventory of Supplies
Invoices, packing slips, shipping tickets, copies of bill of lading
Legal Agreements <ul style="list-style-type: none"> • Including contracts, permits, agreements, leases, settlements, waivers and releases • Parental consent records for child's participation in recreational activities whichever
Legal/Litigation Case Files <ul style="list-style-type: none"> • Notice of claim, complaints, court orders, motions, briefs, releases and settlements. • Legal Case Log • Legal Opinions
Mailing lists used for billing, calendar distributions, announcements and other administrative purposes
Maintenance, testing, service, operational and repair records and reports for buildings and other facilities or their mechanical, electrical systems or other infrastructure

<p>Media Records</p> <ul style="list-style-type: none"> • Newspaper clippings and articles • Recorded public meetings and Board meetings
<p>Meeting files for meeting of governing body or board or agency, commission or committee thereof, including agendas, background materials and other records used at meetings</p>
<p>Minutes and hearing proceedings of governing body or board</p>
<p>M/WBE Data</p> <ul style="list-style-type: none"> • Utilization Plans/Compliance • Outreach • Tracking
<p>Open NY Datasets and Compliance Records</p>
<p>Opinion Survey Records</p>
<p>Payroll Records</p>
<p>Plans, maps, designs, architectural drawings, and photographs for buildings or other facilities owned by the Trust, including index, and also including design file for capital construction or renovation project</p> <ul style="list-style-type: none"> • Final or "as built" plans, maps, designs, sketches, architectural drawings and photographs, for significant building or other facility • Final or "as built" plans, maps, designs, sketches, architectural drawings and photographs, for other than significant building or other facility • Mechanical, electric and other detailed schematic drawings, • Other related non-graphic design file documents, including correspondence, cost estimates, reports, planning studies and other records
<p>Publications, including newsletter, press release, published report, bulletin, homepage or other website file, educational or informational program material prepared by or for the Trust.</p>
<p>Operations Planning and Development records</p> <ul style="list-style-type: none"> • Facility construction, improvement and usage, • Requests, correspondence, fiscal records and authorizations.
<p>Project Sunlight compliance records</p>
<p>Proof of Publication or posting, legal notices, or certification</p>
<p>Public property sale or disposition records, except real property, including but not limited to description of property, bids or offers, bills of sale, and receipt of deed of gift.</p>

<p>Purchasing Files</p> <ul style="list-style-type: none"> • Purchase orders: purchase requisition, or similar record, used to obtain materials, supplies, or services • Receipts (received) or copy of receipt (issued) other than for payment of taxes
<p>Recordings including audio tape, videotape, and also including verbatim minutes used to produce official minutes and hearing proceedings, report, or other records.</p>
<p>Rule Making Documentation</p>
<p>Service-Disabled Veteran-Owned Business (SDVOB) Data</p> <ul style="list-style-type: none"> • Utilization Plans/Compliance • Outreach • Tracking
<p>Special event file, including but not limited to copies of any program or promotional literature, or photographs of events or performances, background materials and supporting documentation.</p>
<p>State or Federal-state reimbursement claim file including but not limited to summary and detail of claim, worksheets and other supporting documents such as documents required under NYSDHSES-OEM and FEMA.</p>
<p>Tax Exemption records, showing that the Trust is exempt from paying sales, use or other taxes.</p>
<p>Vendor File, including but not limited to list of vendors doing business with the Trust, vendor evaluation forms, price lists or other information received from vendors.</p>
<p>Workers Compensation data</p>

**In compliance with New York State Law, the above is a list of Hudson River Park Trust's records by subject matter, compiled on February 5, 2018.