

Subject Matter List (Updated February 15, 2016)
[NYS Committee on Open Government Website](#)

Accident and Incident Reports, property management reports and related records including theft, arson, vandalism, bodily injury, property damage or similar occurrence.

Accounts Payable

Administrative Files

Annual, special or final report, summary, review or evaluation

- Reports which reflect government policy, procedures, plans and directions, such as audited financial statements
- Non-final evaluative materials

Archive / Records Management

- Records disposition documentation
- Inventory of records
- Archival administration records

Banking Records

- Bank statement, reconciliation, notification of voiding or return of check, cancellation of payment, or other notice for checking or savings account

Budget Information

- 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

- Automated security system or false alarm reports
- 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

- Certificates 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

Employee Information

- **Employee 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 requests** 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, evaluations, notices 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 Law 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, bills 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
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
Media Records <ul style="list-style-type: none"> • Newspaper clippings and articles • Recorded public meetings and Board meetings

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
Minutes and hearing proceedings of governing body or board
M/WBE Data <ul style="list-style-type: none"> • Utilization Plans/Compliance • Outreach • Tracking
<u>Open NY datasets and compliance records</u>
Opinion survey records
Payroll Records
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 <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
Publications , including newsletters, press releases, published reports, bulletins, homepage or other website files, educational or informational program materials prepared by or for the Trust
Operations Planning and Development records <ul style="list-style-type: none"> • Facility construction, improvement and usage, • Requests, correspondence, fiscal records and authorizations.
Project Sunlight compliance records
Proof of Publication or posting, legal notices, or certifications
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.
Purchasing Files <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
Recordings including audio tape, videotape used to produce minutes and hearing proceedings, reports, or other records.

Rule Making Documentation
Service-Disabled Veteran-Owned Business (SDVOB) Data <ul style="list-style-type: none"> • Utilization Plans/Compliance • Outreach • Tracking Special event files , including copies of any program or promotional literature, or photographs of events or performances, background materials and supporting documentation.
State or Federal-state reimbursement claim file including summary and detail of claim, worksheets and other supporting documents such as documents required under NYSDHSES-OEM and FEMA.
Tax Exemption records , showing that the Trust is exempt from paying sales, use or other taxes.
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.
Workers Compensation data

** In compliance with NYS Law, the above is a list of Hudson River Park Trust's records by subject matter, compiled on February 15, 2016.