

<b>Subject Matter List (Updated July 2020)</b>
<b>Accident and Incident Reports</b> , property management reports and related records including theft, arson, vandalism, bodily injury, property damage or similar occurrence.
<b>Accounts Payable</b>
<b>ADA Compliance Records</b>
<b>Administrative Files</b>
<b>Annual, special or final report, summary, review or evaluation</b> <ul style="list-style-type: none"> <li>• Reports which reflect government policy, procedures, plans and directions, such as audited financial statements</li> <li>• Non final evaluative material</li> </ul>
<b>Archive / Records Management</b> <ul style="list-style-type: none"> <li>• Records disposition documentation</li> <li>• Inventory of records</li> <li>• Archival administration records</li> </ul>
<b>Banking Records</b> <ul style="list-style-type: none"> <li>• Bank statement, reconciliation, notification of voiding or return of check, cancellation of payment, or other notice for checking or savings account.</li> </ul>
<b>Budget Information</b> <ul style="list-style-type: none"> <li>• Annual budget</li> <li>• Budget request or estimate submitted by department head, including but not limited to the preliminary or tentative budget.</li> <li>• Budget appropriation and staffing requests</li> <li>• Estimate of revenues or expenditures</li> <li>• Narrative of services</li> <li>• Budget message, budget hearing and review files, and related records.</li> </ul>
<b>Building or Facility Security Records</b> <ul style="list-style-type: none"> <li>• Automated security system or false alarm reports, and</li> <li>• Records of building/room keys or passes issued.</li> </ul>

**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**

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

**Media Records**

- 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**

- Utilization Plans/Compliance
- Outreach
- Tracking

**Open NY Datasets and Compliance Records**

**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

- 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 newsletter, press release, published report, bulletin, homepage or other website file, educational or informational program material prepared by or for the Trust.

**Operations Planning and Development records**

- Facility construction, improvement and usage,
- Requests, correspondence, fiscal records and authorizations.

**Project Sunlight compliance records**

**Proof of Publication** or posting, legal notices, or certification

**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><b>Purchasing Files</b></p> <ul style="list-style-type: none"> <li>• Purchase orders: purchase requisition, or similar record, used to obtain materials, supplies, or services</li> <li>• Receipts (received) or copy of receipt (issued) other than for payment of taxes</li> </ul>
<p><b>Recordings</b> including audio tape, videotape, and also including verbatim minutes used to produce official minutes and hearing proceedings, report, or other records.</p>
<p><b>Rule Making Documentation</b></p>
<p><b>Service-Disabled Veteran-Owned Business (SDVOB) Data</b></p> <ul style="list-style-type: none"> <li>• Utilization Plans/Compliance</li> <li>• Outreach</li> <li>• Tracking</li> </ul>
<p><b>Special event file</b>, 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><b>State or Federal-state reimbursement claim file</b> 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><b>Tax Exemption records</b>, showing that the Trust is exempt from paying sales, use or other taxes.</p>
<p><b>Trademark Records</b>, reflecting marks and logos owned by the Trust</p>
<p><b>Vendor File</b>, 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><b>Workers Compensation data</b></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 July 10, 2020.