

**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
<b>Environmental quality review records</b> , Background materials and supporting documentation used in preparing statements and final reports
<b>Freedom of Information Law requests</b>
<b>Grant program files</b> <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>
<b>Insurance policies</b> covering fire, theft, property damage, personal injury liability, general liability, insurance of life or property
<b>Internal Ministerial records</b> <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>
<b>Internal investigation or non-fiscal audit records</b>
<b>Inventory of Supplies</b>
<b>Invoices, packing slips, shipping tickets, bills of lading</b>
<b>Legal Agreements</b> <ul style="list-style-type: none"> <li>• Including contracts, permits, agreements, leases, settlements, waivers and releases</li> <li>• Parental consent records for child's participation in recreational activities</li> </ul>
<b>Legal/Litigation Case Files</b> <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>
<b>Mailing lists</b> used for billing, calendar distributions, announcements and other administrative purposes
<b>Maintenance, testing, service, operational and repair records and reports</b> for buildings and other facilities or their mechanical, electrical systems or other infrastructure
<b>Media Records</b> <ul style="list-style-type: none"> <li>• Newspaper clippings and articles</li> <li>• Recorded public meetings and Board meetings</li> </ul>

<b>Meeting files</b> for meeting of governing body or board or agency, commission or committee thereof, including agendas, background materials and other records used at meetings
<b>Minutes and hearing proceedings of governing body or board</b>
<b>M/WBE Data</b> <ul style="list-style-type: none"> <li>• Utilization Plans/Compliance</li> <li>• Outreach</li> <li>• Tracking</li> </ul>
<a href="#"><u>Open NY datasets and compliance records</u></a>
<b>Opinion survey records</b>
<b>Payroll Records</b>
<b>Plans, maps, designs, architectural drawings, and photographs</b> 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"> <li>• Final or "as built" plans, maps, designs, sketches, architectural drawings and photographs, for significant building or other facility</li> <li>• Final or "as built" plans, maps, designs, sketches, architectural drawings and photographs, for other than significant building or other facility</li> <li>• Mechanical, electric and other detailed schematic drawings,</li> <li>• Other related non-graphic design file documents, including correspondence, cost estimates, reports, planning studies and other records</li> </ul>
<b>Publications</b> , including newsletters, press releases, published reports, bulletins, homepage or other website files, educational or informational program materials prepared by or for the Trust
<b>Operations Planning and Development records</b> <ul style="list-style-type: none"> <li>• Facility construction, improvement and usage,</li> <li>• Requests, correspondence, fiscal records and authorizations.</li> </ul>
<b>Project Sunlight compliance records</b>
<b>Proof of Publication</b> or posting, legal notices, or certifications
<b>Public property sale or disposition records</b> , except real property, including but not limited to description of property, bids or offers, bills of sale, and receipt of deed of gift.
<b>Purchasing Files</b> <ul style="list-style-type: none"> <li>• <b>Purchase orders:</b> purchase requisition, or similar record, used to obtain materials, supplies, or services</li> <li>• <b>Receipts (received) or copy of receipt (issued) other than for payment of taxes</b></li> </ul>
<b>Recordings</b> including audio tape, videotape used to produce minutes and hearing proceedings, reports, or other records.

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

\*\* 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.