

March 13, 2017

New York State Committee on Open Government: <http://www.dos.ny.gov/coog/>

Introduction

In accordance with Public Officers Law §87(3)(c) and 21 NYCRR §1401.6, ORDA is required to maintain a “reasonably detailed current list by subject matter” of records in its possession, whether or not available pursuant to the FOIL. Pursuant to such authority, the following list includes the kinds of records maintained by ORDA and is presented in alphabetical order by subject matter. The following documents may or may not be available pursuant to FOIL.

Accident/Incident Reports

Acquisitions

Administration Files/Records Administrative Guidelines Agency Annual Reports

Architectural Designs/Plans Audits – Internal and External Bank Statements

Billing and Rentals

Board

- Agendas/Materials

- Bylaws

- Minutes

- Names

- Resolutions

- Training History

- Webcasts

Building Plans Specifications Collective Bargaining Agreements Concessionaire

Information Correspondence

Economic Reports

Employee Assistance Program Equipment and Supply Inventories Ethics

Event Information/History

Finance

- Accounts Payable

- Accounts Receivable

- Audited Financial Statements

- Bank Statements

- Budget

- Budget Reports

- Cancelled Checks/Bank Reconciliations
- Check Requisitions
- Contracts and Leases
- Credit Card Reconciliations
- Deposit Slips and Reports
- Disbursement Records
- General Ledger and Investment Data
- Financial Records
- Payroll and Associated Reports
- Profit and Loss Statements
- Purchase Orders
- Procurement Documents
- Procurement Policy
- Purchasing Documents
- Purchasing Policy
- Sales Reports/Tracking
- Tax records
- Travel Records
- Vouchers
- Warrants/Receipts
- W-2's

Freedom of Information Law ("FOIL") Human Resource Records

- AA / EEOC compliance
- Applications/Resumés
- Arbitrations
- Benefits and Health Insurance Administration
- Child Support Orders
- Compliance Posters
- Discipline
- Garnishment Records
- Grievances
- Job Descriptions
- Job Postings
- Labor Relations
- Letters of Interest
- Medical Support Orders
- Memorandums of Agreement/Understanding
- OSHA/PESH Logs
- Payroll Processing and Related Forms
- Payroll Reports
- Personal History Files

- Personnel Records
- Receipts
- Retiree Records
- Salary/Pay History
- Time and Attendance
- Training
- Unemployment Records
- Workers Compensation Files

Information Technology

- Computer Inventory
- E-mails
- Website
- Systems Documentation (software)
- System User Access Records

Inspection/Testing Histories Insurance Policies and Records

Internal Controls Procedures

Legal Files (non-litigation)

Litigation Related

Material Maintenance Records

Major Administrative and Operational Plans

Major Administrative Policies and Procedures Manuals

Maps / Topographical maps

Marketing/Sales Plans

Motor Vehicle History/Documentation

New York State Budget Documentation

Personal Privacy Protection

Organizational Charts

ORDA Statute (Title 28 Public Authorities Law)

Policy Documents

Presentations Press

Releases Pricing

Information Project

History Publications

Record Retention and Disposition

Reports of Major Administrative Studies

Requests for Proposals

Risk Management/Safety

Sales / Tracking

Signature Files

Sponsor Information

Strategic Planning
Subject and Correspondence Documents
Subpoenas
System Maintenance
Training Records
Unit Management Plans
Utilities Records (electric, gas, telephone, water, sewer, etc.)
Vendor Lists
Visitation
Website
Year - at - a - Glance