

## **NYSCA SUBJECT MATTER LIST**

**PLEASE NOTE: NYSCA MAY DETERMINE THAT CERTAIN DOCUMENTS IN THE CATEGORIES LISTED BELOW ARE EXEMPT FROM DISCLOSURE PURSUANT TO THE FREEDOM OF INFORMATION LAW (PUBLIC OFFICERS LAW, SECTION 84, ET SEQ.)**

**FOR MORE INFORMATION, PLEASE VISIT THE [COMMITTEE ON OPEN GOVERNMENT](#) WEBSITE**

### Executive

Correspondence with Legislators  
Memoranda to the Governor, Chairman and Council Members  
Correspondence with Constituents  
Travel Budget/Requests  
Division Initiatives Reports and Strategic Plans  
Personnel/Staffing Information  
Budget Materials

### Budget and Human Resources

Annual and Monthly Budget Reports  
Budget Appropriation Reports  
Employee Personnel Information Folders  
Employee Timesheet Folders  
Pay-Registers, Quarterly Registers/941's and W-2 copies  
Worker's Compensation, Audit Reports  
NYS Employees Retirement System Records and Payments  
NYS Unemployment Records and Payments  
Employee Expense Reports and Petty Cash Disbursement Slips  
Employee Deferred Compensation Remittance Reports.  
Employee Travel Reports

### Loans and Grants

Correspondence Related to Grants Contracts and Awards  
Correspondence with Legislators  
Signed Award Letters  
Background Information Gathered During Application Review  
Internal Memoranda  
Program Staff Review Notes  
Council and Panel Memoranda regarding Prospect Reviews  
Public Hearing Documents  
Grant Disbursement Agreements  
Loan Agreements

### Programs

Applications  
Awards Recommendation Record (ARR)  
Allocation Plan  
Advisory Panel Comments or Notes Taken on Proceedings of Panel Meetings  
Advisory Panel Listings

Correspondence  
Database Reports (Pearl Reports, Website Printouts, etc.)  
Resumes of Advisory Panelists  
Final Reports

Council

Correspondence  
Affiliation Statements  
Committee Listings (names of Council members serving on each Committee)  
Committee Meeting Minutes  
Council Meeting Minutes (See "Committee Meeting Minutes")  
Council Member List (including official addresses)  
Resumes of Council Members

Legal

FOIL Requests  
Internal Memoranda  
Correspondence

Public Affairs

Press Releases  
Correspondence

Staff

Affiliation Statements  
Memoranda Containing Instructions to Staff That Affect the Public  
Staff Listing (including names, titles and salaries)  
Resumes of Staff