

## DPS Records Subject Matter List

Pursuant to Public Officers Law §87(3)(c), the following is a reasonably detailed current list by subject matter, of all records in the possession of the agency, whether or not available under the Freedom of Information Law, Public Officers Law, Article 6. This list is updated annually. This list was updated on **October 13, 2016**. This list is linked to the website of the Committee on Open Government at [www.dos.ny.gov/coog](http://www.dos.ny.gov/coog).

1. Active Party Lists
2. Administrative Policies and Procedures
3. Affidavits of Service
4. Alternative Dispute Resolution
5. Assets Inventory
6. Appeals of Freedom of Information Law (FOIL) Determinations/Rulings
7. Audits, both Internal and of Utilities
8. Bid Packages
9. Cases before the Public Service Commission (requiring Public Service Commission action) including Petitions and Applications, Testimony, Memoranda, Briefs, Exhibits, Recommended Decisions, Joint Proposals and Stipulations, and Proposed Orders
10. Compliance Filings
11. Consumer Complaints
12. Contracts for Goods and Services including Consultants
13. Correspondence and E-mail
14. Disaster Preparedness Plans including Agency Evacuation Plans, Training Records, Fire Code Compliance, and Utility Compliance
15. Discovery Requests and Responses
16. Energy Service Companies (ESCO) including Applications, Sales Agreements, Notices to Customers, Certifications, Registration Information, and Migration Data
17. Equipment Supplies, Management and Maintenance Files
18. Guidance Documents/Policy Statements
19. Human Resources including ADA, Affirmative Action, OSHA, and Related Human Rights Compliance Materials required by NYS and Federal Government

20. Internal Control Program Files including Vulnerability Assessment Files
21. Interconnection Agreements
22. Intervenor Funding in Siting cases including Requests for Awards, Correspondence, Documentation of Fund Use, and Balance
23. Litigation Records including Motions, Complaint, Answer, Memoranda, Briefs, Subpoenas and Research Materials
24. Maps, Diagrams and Figures
25. Matters before the Public Service Commission (not requiring Public Service Commission action) including Analyses, Memoranda, Studies, etc.
26. Minority and Women-Owned Business (MWBE) Compliance
27. Name, Public Office Address, Title & Salary of Every Agency Officer and/or Employee
28. Notices to Agency from Utilities including Service Interruption, Accidents, and other Incidents
29. Notice to Public regarding Public Hearings, Public Service Commission Sessions
30. Orders of the Public Service Commission
31. Outreach Materials and Programs
32. Personal Privacy Protection Law Compliance including Annual Reports and Impact Statements Filed with the Committee on Open Government
33. Personnel Records
34. Planning Documents including Session Planners, and Individual Office Periodic Summaries
35. Press Releases
36. Public Comments Associated with Cases before the Public Service Commission, including Public Hearings and Public Statement Hearings
37. Public Service Commission Session Agendas and Supporting Materials
38. Records Retention Schedule
39. Reference and Research Materials, including Books, Catalogs, and Manuals
40. Reports of Utilities including Required Annual and Quarterly Filings
41. Requests for Proposals
42. Requests for Records under the Freedom of Information Law
43. Rulings of Public Service Commission, Secretary, Administrative Law Judges, and Records Access Officer
44. Security Breach Notifications – Pursuant to State Technology Law §208

45. Sign-in Sheets – Pursuant to Executive Law §166
46. State Administrative Procedure Act (SAPA) including Completed Forms in Connection with Proposed Rulemakings
47. Standards and Specifications for Bids
48. Statutes and Regulations
49. Tariffs and Tariff Schedules
50. Testimony of Commissioners and Senior Staff at Non-Public Service Commission Events, include before NYS Legislature and Congress.
51. Training and Course Information Materials
52. Transcripts of Public Service Commission Sessions
53. Voting Records of Commissioners
54. Whistleblower Complaints
55. Workers' Compensation including Occupational Injury, Illness and Incident Logs and Reports
56. Work Papers Associated with Cases or Matters Before the Public Service Commission