



NYS OFFICE OF GENERAL SERVICES

Serving New York

**Public Access to Records
Subject Matter List**

February 2007

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PUBLIC ACCESS TO RECORDS

Fee Schedule for Copying

General:

Paper Prints	\$.25 per page (8 pages or more)
Plans, Drawings, Maps:	
White prints	\$.50 per square foot
Film	\$1.50 per square foot
Aperture Cards	\$.20 each
Glossy Photographs	\$1.50 each (8" x 10" or 5" x 7" black and white only from existing negatives)

Special:

Design and Construction Contract Specifications	\$9.90 each
Copies from State Archives	\$1.00 each

EXECUTIVE

COMMISSIONER AND FIRST DEPUTY COMMISSIONER

I. Executive

By Subject Matter

II. Subject

By Subject Matter

III. Program

- A. Real Property Management & Development
By Subject Matter
- B. Local Properties
By Building
- C. Out of Town Properties
By Building
- D. Administration
Human Resources
Finance
By Subject Matter
- E. Design & Construction
By Subject Matter
- F. Organizational Effectiveness
By Subject Matter
- G. Information Technology & Procurement Services Group
By Subject Matter
- H. Legal Services
By Subject Matter
- I. Support Services
By Subject Matter

IV. Agency Files

By Agency

V. Business Plans and Performance Reviews

Chronologically

EXECUTIVE – LEGAL SERVICES

Executive Chamber
Executive Offices (OGS)
Advisory Council on Procurement Lobbying
Legal Services Administration

Business Units

Administration
Design and Construction
Information Resource Management and Procurement Services
Real Property Management & Development including Building Administration and Real Estate Planning
Support Services

Claims

Claimant
Defendant
Small Claims

Contracts (MOUs) for Services to the Agency, including amendments and supplements to and assignments of contracts for:

- Building Services
- Centralized Services
- Interagency and Intergovernmental Agreements
- Miscellaneous Agency Requirements
- Proprietary Purchases
- Support Services

- Copyrights
- Disciplinary Cases
- Freedom of Information Law Requests, Responses and Appeals
- Financings: COPS, South Mall Bonds, Other
- Labor Relations
- Legislation: OGS Business units
- Litigation
- Opinions (Legal)
- Rules and Regulations (OGS)
- State Agencies
- State Employees Federated Appeal (SEFA) – Community Campaign Files

EXECUTIVE – PUBLIC AFFAIRS

Administration
OGS Press Releases
OGS Authored Publications
OGS News Media Clippings
Miscellaneous Business Files
Monthly Reports to the Governor
Photographs and Negatives

EXECUTIVE - OFFICE OF ORGANIZATIONAL EFFECTIVENESS

Strategic Planning and Related Planning Files

Performance Measurement

Performance Reports from Business Units

Performance Measurement Database and Related System Maintenance Records

Development Files

Organization Review & Budget Planning Files

Publication Files

OGSNewsNow Newsletter Development Files

Annual Performance Summary

Strategic Plan

Miscellaneous

Special Project Files

Business Unit Background Files

Presentation Files

Research Information and Development Files

Project Management Center Files

IT Project Files

Project Management Research and Information Files

Records on Other Agency Projects

Project Management Training Files

ADMINISTRATION

Bureau of Food Services

Food Service Proposals & Specifications
Information Questionnaires
Past/Present Food Service Contracts
Correspondence
Food Service Equipment Inventory/Statewide
Food Service Inspections
Food Service Surveys

Division of Financial Administration

All Agency payment records with the exception of Design and Construction records processed directly by D&C.

Agency Payroll Information

All Agency contracts and purchase orders with the exception of PSG statewide contracts with no money attached and D&C contracts not using capital funds.

All agency financial reports, including Accounts Receivable, Accounts Payable, financial statements and budgeting information and reports.

Procurement/travel card information
State Certificate of Participation information
Statewide Fixed Asset information
Statewide Agency Usage of New York Power Authority Services
Travel Records
Agency Internal Control information
General Administration Manual

Bureau of Risk and Insurance Management

Self-insured Auto Files
Insurance Files
Equipment Maintenance Program Files

Division of Human Resources Management

Agency's NS Salary Plan – M/C and non-M/C
Confidential Salary Requests (i.e., Budget Director's Approval [BDAs])
Agency Ethics Disclosure Forms and Required Filers List
NYS Civil Service Law – Policies and Procedures
Agency Human Resource Policy Statements
Annual M/C Merit Award Program Records
Employee Recognition Program Records
Commissioner Commendation Award Nominations and Selections
Human Resource Management Performance Measurement Information
Early Departure Memos and Directed Early Departure Orders

Personnel Service Unit

Employment Applications – Current Year
Civil Service Eligible Lists, Agency Promotion Lists, Transition Lists, Agency Title Specific
Open Competitive Lists, and any decentralized Civil Service eligible lists.
Agency HRIS Personnel Records

Examination File, By Title
Job Postings – present and past year
Personnel Policies and Procedures
Position Classification Files
Employee Rosters

Employee Records Unit

Employee Name, address, and withholding information
Employee Time Records
Overtime Records
Employee Personal History Folders

Employee Development Office

Employee Development Records
Job Skills and Career Development Program Information – announcements, class rosters
Safe Driver Program Training Records
Equipment Inventory for the 29th floor Training/Conference Room

Labor Relations Unit

Collective Bargaining Agreements
Grievance Determinations and Settlement Records
Labor-Management Committee Agendas, Meeting Minutes, and general records
Employee Relations Advisories and Policy Statements issued by GOER
Arbitration Decisions
General Employee Counseling and Discipline Records
Building Services Assistant Bonus Award Program Records

Benefits Unit

Employee Benefit Information
OGS Employee Benefit Selections and Records
Retirement System Information
Beneficiary Information
Employee Health Service Examination Requests
Employee Discretionary Leave Records
Agency Alternative Work Schedule Agreements

Affirmative Action/Equal Employment Opportunity

Sexual Harassment in the Workplace Complaints
Reasonable Accommodation Requests and Determinations
Mandatory Drug Testing Administrative Records
Hostile Work Environment Complaints
Discriminatory Practice Complaints
Records of Confidential Agency Investigations

NYS Division of Human Rights Complaints Information
Federal Equal Employment Opportunity Violation Complaints
Agency Employee Traineeship Records
Employee Suggestion Program Files and Recommendations

Health and Safety

Right-to-Know Files
Air Quality Files

Empire State Plaza Convention & Cultural Events Office

Convention Center

Event Program files/correspondence
Equipment Inventory
Purchase Records

Special Events Office

Event program files/correspondence
Photographs
Purchasing Records

MLK Diversity Programs

Photographs
Program and Event Literature

Curatorial Services

Art Collection files
Art Commission Files
Art Loan files
Tour files
Purchasing Records
Past Perfect Database

PROCUREMENT SERVICES GROUP

Bid Solicitation Information

Agency Purchase Requests Filed

Delivery Point and Quantities Sheets for Filed Requirement Contracts

Requirement Letters Filed by Agencies

 Invitation for Bids and Request for Proposals Documents and any Applicable Purchasing Memoranda

Request for Quotation Documents

Group Specifications

Appendix A: Standard Clauses for NYS Contracts

Appendix B: General Specifications

Lists of Bidders for Specific Bid Openings (when OVR/BNS is or is not utilized)

Bid Tabulations for Specific Bid Openings (RFPs with no direct price quote)

 Memoranda to the Office of the State Comptroller Regarding Bid Rejections for Specific Bid Openings

Bid Tabulation Checklist for Specific Bid Openings

Contract Letters

Notices of Contract Awards and Related Information (Purchasing Memoranda)

Purchasing Instructions

Original bids of successful contractors are filed with the Office of the State Comptroller at the time of award.

Mailing List Data

Database of Registered Vendors and Selected Products and Services Classifications (OVR/BNS)

Miscellaneous Data

Group Assignment Listing

Cost Auditing Analyses/Benchmarking

Monthly Activity Report

Schedule of Bid Openings

Term Contract Listing

“OGS or Less” File

Performance Measures Documentation

 Correspondence regarding Small Business Initiatives and Filed price Agreements

Purchasing Procedures

Agency Inspection Guidelines

NYS Procurement Council Procurement Guidelines

Correspondence

Purchasing Memoranda

Vendors

Contract Performance Information

Correspondence

Report of Contract Purchases

Preferred Source Program

Preferred Source Guidelines
List of Preferred Source Offerings
Correspondence

Customer Services and Administration

Customer Database (Agencies authorized to purchase from OGS-PSG contracts - PNS)
Certificates of Qualification – Required of certain non-State agencies that receive OGS-PSG contracts to conform their eligibility.
Correspondence
Mailing lists, by commodity group or customer category
Web Publications for Businesses and Non-State Agencies:
 Index of OGS Contracts
 Guide to OGS Contracts

Business Outreach Program – (Resident, Small, Minority & Women-Owned Enterprises)

Correspondence with individual businesses and business organizations
Correspondence with other entities
Mailing list data
Record of contracts awarded

Solid Waste/Energy Conservation Program

Listing of contracts incorporating recycled materials
Listing of contracts containing solid waste management/energy efficient products
Listing of contracts for green cleaning (Executive Order 134)
Correspondence

Quality Control and Inspection Services

Administration

Monthly Activity Report

Quality Control

Analyses of Test Results by independent laboratories

Inspection Services

Inspector's Assignment Sheets

Inspection Reports

INFORMATION RESOURCE MANAGEMENT

Various Contracts

Records of RFP's and Contract Awards involving OGS participation
Vendor Quotes
Consultant Contracts
Contract Awards
Purchase Orders
Purchase Requisitions
External Audits
Software Licensing
Warranty for Hardware

Policies and Procedures

E-mail Policy
Internet Policy
Cellular /Wireless Communication Services & Use Policy
Internal Customer Support Procedures
Internal Technical Support Procedures
Application Programming and Security Guidelines

Miscellaneous Data

Remedy System Ticket Reports
PbViews Performance Measure Data
Monthly and Weekly Reports
Correspondence
Inventory Records
Application Documentation

INFORMATION SECURITY OFFICE

General

Information Security Office Annual Plan
Day to Day Correspondence
(does not include information about personnel disciplinary related matters)
Internal control forms and records

Incidents

Computer Incidents and Incident Response Records

Information

Information Inventory

Monitoring, Compliance, and Audits

Policy Gap Analysis and Compliance Status Reports
External Audits
System Vulnerability Data
Wireless Access Point Scan Results
Results of Spot-Checking Surplus Computers for Sanitized Hard Drives
Intrusion Detection System (IDS) Reports

User Account Audits

Policies, Procedures & Standards

Information Security Policies

Information Security Procedures

Information Security Standards

Security Awareness Training

Slide Presentation for Monthly New Employee Orientation Sessions

Information Security Quick Reference Card

User Records

User Account Records

Remote Access Forms

Third Party Connection Agreements

Vendors

Vendor Quotes

Vendor Invoices

Consulting Contracts

DESIGN AND CONSTRUCTION GROUP

Administration

Financial Billing Reports
Contractual Services Reports
Effort Accounting Records
Construction Permitting Records
Annual Construction Permitting Report
Design Projects Exception Reports
Design Projects Status Reports
Mylar Drawings of NYS Owned Facilities
Consultant Work Order Reports
Consultant Procedure Manual
Consultants' Letters of Interest and Requests for Proposals
Consultant Selection Reports
Modified SF254 Forms
Consultant Contract Reports
Consultant Pay Rate Schedules

Division of Design

A/E Documentation, Calculations, Photographs and Renderings
Design Phase Project Correspondence
CSI Master Specifications
Topographic & Property Line Survey Maps of NYS Facilities
CADD Related Drawings of NYS Facilities
Asbestos & Materials Testing Reports
Estimate Breakdown Reports
Capital Construction Planning System (CCPS) Documentation
Energy Conservation Reporting System (ECRS) Documentation

Division of Construction

Construction Status Reports
Construction Contracts
Workload Distribution Reports
Approved Submittals and Shop Drawings
Construction Phase Construction Correspondence
Project Schedules
Daily & Final Inspection Reports
Notice of Award
Contractor's List of Sub-Contractors & Suppliers
Contractor's Progress Schedules & Revisions
Contractor's Certified Payroll

Division of Contract Administration

Consultant Payment Records
Consultant Contracts
Construction Contract Payment Records
Field Order & Change Order Records
Bidding Documentation

Contractor Responsibility Records
Contractors' Experience Questionnaires
Contractors' Financial Statements
Contractors Performance Evaluation
Dispute Records
Public Notification Service Subscription Records
M/WBE Compliance Records

SUPPORT SERVICES

Central Printing and Copy Center

Administration

Budget Reports
Journal Vouchers
Listing of Jobs and Job Costs
Printing Orders
Samples of Materials Produced
Vendor Contracts and Purchasing Documents

Bureau of Federal Property Assistance

Administration

Budget Reports
Monthly Reports
Eligibility Determinations
Property Acquisition Documents
Log of Property Applications
Property Disposition Documents
Material on transfer, receipt and payment for property
State Plan of Operation

State Surplus Personal Property

Administration

Budget Reports
Check Registers and Inventory Logs
Declarations of Surplus
Detailed Descriptions of Sales
Local Dispositions
Transfer Notices

Fleet Administration

General Fleet Administration

Agency Name and Address Files
Correspondence – Agency Transportation Coordinators
Identification of State Passenger Vehicles
Ownership of Vehicles

Food Distribution and Warehousing

Administration

Budget Requests
Special Reports

All Commodity Programs

Audit Reports
Closing Inventory Reports
Contracts/Applications
Food Distribution Reports Requisition
Inspection/Civil Rights Compliance Reviews

Financial Records – Federal Commodity Program

Claims – Commodity Container Fund
Monthly Warehouse Vouchers
Bi-annual Billings - New York State Education Department
Yearly Billing Summer Camps
CACFP Quarterly Billings

The Emergency Food Assistance Program

Administration
Agreements
Application
Inspections
Orders
Product Data

Processing Agreements

Agreements
Audit Reports
List of Processors
Processing Contracts
Procurement/Warehousing School Lunch Commodities including City of New York

Special Milk Program

Summer Camps/Year Round Child Care Institutions
Agreements
Audit Reports
Consumption Records
Applications
Federal Letters of Credit
Inspection/Civil Rights Compliance Reviews
Payment Vouchers

Warehousing Program

Contracts
Monthly Inventories
Monthly Receipts/Distribution

Bureau of Parking Management

Administration

Budget Requests
Miscellaneous Permit Sale and Visitor Parking Revenue Records
Monthly Activity Reports

Contractual Data

After-hours Leasing
Bus Operations
Snow Removal

Employee Listings

Permit Holder Lists by Name and Agency
Waiting Lists

Parking Locations

Albany Areas
Outlying Areas

Vehicle Damage Reports

Legal Services' referrals

Mail Center

Administration
Reports
Courier Logs
Vehicle Utilization
Budgets

Clean Fueled Vehicles Program

Alternative Fueled Vehicle and Electric Vehicle Statistics Reports:

- Agency Breakdown
- Number of vehicles reported under Energy Policy Act of 1992
- Number of vehicles received, total in service, projections
- Fuel types acquired by agency, by year
- Vehicle models acquired by year

Audits

Office of the Comptroller Electric Vehicle Audit (2000); related materials; OGS response

Business Plans – Clean Fueled Vehicles Program

Annual Plans
Mid-Year Performance Reports
Year-End Performance Reports

Clean Fueled Vehicles Council

Member Listing and Mailing Lists
Meeting Minutes

Council Newsletters

Clean Water/Clean Air Bond Act

Legislation

Reimbursement Application Forms

Expenditure and Reimbursement Reports from OGS Finance

Clean Cities Correspondence and Materials

Greater Long Island; Capital District

Clean Cities National Conference Materials

Fuel Usage Reports

Commercial CNG Accounts (OGS only)

CNG Fuel Usage Reports by Site

Clean Energy CNG Station Usage Reports

Ethanol Usage Reports

Biodiesel Usage Reports

Contracts

Alternative Fueled Vehicles

Electric Vehicles

Biodiesel

Ethanol

Compressed Natural Gas Fueling Equipment

Kingdom Group contract for 16 High Volume CNG Stations

Clean Energy contract to build/operate State-owned CNG Stations

Energy Policy Act (EPAct) Annual Reporting

U.S. Department of Energy reporting guidelines and correspondence

Mailing list of covered agencies, authorities, SUNYs and community colleges

Annual Reports from State agencies, authorities, the State University of New York and community colleges

Transmittal correspondence to U.S. Department of Energy

Executive Order No. 111 Reporting

Legislation

Implementation Guidelines Working Group correspondence

Executive Order No. 142 Reporting

Legislation

Draft Clean Fueled Vehicles Council Report – Ethanol and Biodiesel in NYS Fleet Vehicles

Internal Controls

Program materials and annual reporting

Lease Agreement

Honda FCX Fuel Cell Vehicle Demonstration Program

FCX Deployment Schedule to NYS Entities

Air Products Hydrogen Fueling Station Information and materials

Monthly Report to the Governor

Performance Measures

Clean Fueled Vehicle Program performance measure correspondence

Proposal in Response to NYSERDA Program Opportunity Notice 1082

Proposed plan for Hydrogen/CNG Fueling Capability at McCarty Avenue, Albany

Procedure Manual

Clean Fueled Vehicles Program Procedures

Statewide Infrastructure

Infrastructure Plan Map and Fueling Site Listings

Transitional CNG Station correspondence and related materials

Request for Proposal for High volume Compressed Natural Gas Stations

Kingdom Group correspondence

Correspondence from agencies regarding infrastructure needs

NYS Ethanol Working Group correspondence

Clean Energy Correspondence/Reports

Training

AFV and Mechanic Training Materials

Schedules and Lists of Participants

Program Awards and Recognition Files

Honda Environmental Leadership Award

Clean Cities National Partner Award

Natural Gas Vehicle Association Award

Council on State Governments Innovations Award

Web Site

Clean Fueled Vehicles web site development correspondence

Miscellaneous Records

Alternative Fueled Vehicle manufacturer literature

Industry newsletter, notices, and correspondence

Mail and Freight Security Unit

Report

Common Carrier Delivery Logs

Freight Delivery Schedules

REAL PROPERTY MANAGEMENT GROUP

Director's Office

Computerized Maintenance Management System (CMMS)
Custodial Services
Memorials
State Office Building Security Measures

Building Administration

Building Files
General Subject Files
Policy & Procedure File

Downstate Region

Building Files
General Subject Files
Inspection Records
Monthly Reports
Performance Measures
Service Contract Records
Staffing/Schedule Information
Supply Stock/Purchase Records
Work Orders

Empire State Plaza & Downtown Buildings Region

Building Files
General Subject Files
Inspection Records
Monthly Reports
Performance Measures
Service Contract Records
Staffing/Schedule Information
Work Orders
3R's Records
Tenant Safety Files

Harriman Campus & Upstate Region

Building Files
General Subject Files
Inspection Records
Monthly Reports
Performance Measures
Service Contract Records
Staffing/Schedule Information
Work Orders

Program Support

Service Contract Specification Files
After-hour Access Program MOU's
General Administration Files
Performance Measures Reports for State Office Buildings
Program Monthly Report

Capital Planning

Capital Construction Budget Submission to OGS Finance
Preventive Maintenance Program Reports

Centralized Stores Operations

Supply stock/purchase records

Construction Management

Design and Construction Coordination
General Group Activity Files
Engineering – Surveys' Reports, Design and Specifications
Estimates – Alterations to Buildings and Facilities
Project Files

Construction Services

Project Files
General Group Activity Files
Estimates

UTILITIES MANAGEMENT

Statewide Energy Conservation Program

Energy Files – NY Power Authority Contracts

Empire State Plaza & Campus Central Air Conditioning Plants

Air Conditioning Plant Calculations
Central Plant Daily Log Books
Honeywell Environmental Control Facility – Computer Printout – Alarms logging and trends
Electric Distribution Log
Flow Recordings
Pressure Recordings
Refrigeration Machine Logs
Temperature Recordings
Tons of Refrigeration Recordings

Sheridan Avenue Steam Plant and Campus Steam and Diesel Electric Plant

Diesel Generator Operating Log
Flue Gas Temperature
Flue Gas Log
Boiler Log Sheets
Steam Flow Recordings
Steam Plant Daily Log Books
Steam Plant Daily Log Sheets

Water Treatment Log Sheets

Empire State Plaza, Riverfront Pumping Station

Chemical Treatment Records

Plant Daily Log Books

Plant Daily Log Sheets

Water Tide Level Recordings

All Buildings

Equipment Maintenance Records/Schedules

Materials Requested

REAL ESTATE PLANNING AND DEVELOPMENT

EXECUTIVE OFFICE

Budget Preparation and Coordination
General Group Activity Files
Monthly Reports
Requisitions
Special Reports
Correspondence Files

Harriman Campus Land Use Survey
Request for Proposals (RFP) for Tenant Representative and Special Real Estate Service
Contracts
RFP Evaluations and Recommendations
RFP Contract Approval Documentation with OSC

Bureau of Land Management

Administration

Monthly Financial and Revenue Reports
Budget Material
Correspondence Files
Equipment Requests
Individual Case Register Sheets
Miscellaneous Subject Files
Monthly Reports

Activities Relating to State Lands

Appraisal – Information available after project closed
Water Grant Index Maps, Miscellaneous survey records, NYS Historic Maps and OGS Maps
Index Cards Covering Maps, Deeds, Letter Patent, U.S. Deposit Fund, Mortgages, Licenses
Easements, Colonial Grants, Abandoned Canal Lands
Inventory of Selected State-owned Lands
Land Title Inventory, Land use Inventory
Active Surplus Property List for Auction Scheduling
Statewide & regional mailing lists for Public Auction notification
Minutes of the Board of Commissioner of the Land Office 1784-1960 (for available years)
*Real Property Case Files (generally, but not always for closed cases only)
Agency and Inter-agency Comments
Applications
Appraisal Contracts
Appraisal Reports
Correspondence
Environmental Impact Statement
Field Inspection Reports
Findings
Hearing Minutes

Inspection and Hearing Reports
Proposed Grant Documents
Remonstrances
State Environmental Quality Review Act Determinations
Surveys, Legal Descriptions
Title Information

DIVISION OF REAL ESTATE PLANNING

Administration

Operations
Audit Reports
Priority Project Reports
Office Procedures
Requisitions
Performance Reports
Agency Surveys

Upstate/Downstate Real Estate Planning

Leasing Procurement Documents including RFIs & evaluations
Leasing Documents
Leases and Permits
RPPU-555
Audit and Control Transmittals
Expiration Notices
Lease Offerings File
Landlord Transmittals
Lease Modification Agreements
Abstracts
Survey Reports on Properties Offered
Temporary Lease Agreements
Hold-Over Lease Agreements
Disclosure/Vendor Responsibility Sheets (ID #'s on SS# to be blacked out)
Report of Current Leases (city, agency and/or county)
Tenant Representative Services in NYC Contract Documentation
OGS Contractor/Vendor Obligations Under State Finance Law §139-J and §139-K form

Space Planning and Construction Services

Planning Related

Project Management Documentation
Planning documents
Agency Space Requirements
Position Codes and Standard Allocation
Space Assignments and Release Notices
Agency Contact Listing
Building Statistics
State Office Buildings
State Leased Buildings

Rental Chargeback Files and Reports
Rental Rates for State Office Buildings
Space Assignments by Agency for State Office Buildings
Space Assignments by Buildings for State Office Buildings

Construction Related

Operations
Project Log
Minutes of Meetings
Inspection Reports
Project Schedules
Contractor's Proposals and/or Change Orders
Final Inspection Report
Tenant Representative Contract Construction Related Documents
Project Management Agreements/Task Orders/Payment Documentation

Lease-Purchase Construction Related

Request for Proposals (RFP) and Recommendations for Lease Purchase Projects
Review of contractor/Architectural Proposals and Correspondence
Architectural/Engineering Reviews
On-site Inspection Reports
Project Schedules
Construction Drawings/As Builts and Correspondence
Meeting Minutes
Furniture Orders and Correspondence
Payment Requisitions and Correspondence
Change Order Request/Review/Approvals
Certificates of Occupancy
Financial, Budgetary and Accounting Records for Lease-Purchase Projects
Accounting Pro-formas
Construction, Furniture and Equipment Draw Transmittals
Real Estate Operating Budgets
Building Management contracts
Real Estate Taxes
Furniture Proposals and Fiscal Evaluations