

**NEW YORK STATE UNIFIED COURT SYSTEM
OFFICE OF COURT ADMINISTRATION**

**FREEDOM OF INFORMATION LAW
SUBJECT MATTER LIST**

September 2021

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EXECUTIVE OFFICE

Chief Administrative Judge

Administrative Appeals

Appointments
Judicial

Correspondence

Forms
State-wide forms
Location-specific forms

Memoranda
Inter-agency
Intra-agency

Reports
Annual Reports
State of the Judiciary

Secure Pass Appeals

Chief of Operations

Budget
Universal budget system

Correspondence

Memoranda
Inter-agency
Intra-agency

Chief of Administration

Correspondence

Memoranda

Inter-agency

Intra-agency

Attorney Registration

Attorney Registration Forms

Admission lists

Database information (Section 468, 468-a, Part 118)

Adoption Affidavits

Data Services Unit

Retainer and Closing Records

Family Court forms (UCS 111)

Attorney Registration and Bar Admission forms

Fiduciary Records

Application for Appointment

Notice of Appointment Forms

Approval of Compensation Forms

Law Firm Reporting Forms

Approval of Compensation to Counsel to the Public Administrator

Printing/Reproduction Requests

Retainer & Closing Statements

Retainer Statements

Closing Statements

Judicial Institute

Continuing Judicial Education

**Programs
Agendas
Evaluations
Affirmations
Certificates**

Continuing Legal Education

**Programs
Agendas
Evaluations
Affirmations
Certificates**

Budget Records

Personnel Records

Judicial and Quasi-Judicial Services

**Judicial license plates
Judicial Oath Cards
JSC Certification files
JHO Designation files**

COUNSEL'S OFFICE

Administrative Orders

Budget records

Committee records

Advisory Committee on Civil Practice

Advisory Committee on Criminal Law and Procedure

Family Court Advisory and Rules Committee

Statewide Committee on Attorneys for Children

Family Violence Task Force

Commission on Parental Legal Representation

Advisory Council on Immigration Issues in Family Court

Surrogate's Court Advisory Committee

Local Courts Advisory Committee

Advisory Committee on Judicial Ethics

Judicial Campaign Ethics Subcommittee

Matrimonial Practice Advisory and Rules Committee

Contracts

Correspondence

FOIL requests

Inter-agency correspondence

Intra-agency correspondence

Employment applications

Miscellaneous

Judicial Conference records

Legislation

Bills and memoranda in support of bills proposed by Counsel's Office

Legislative memoranda prepared for the Governor's Counsel

Memoranda on non-court sponsored bills before the Legislature

Litigation

Caseload activity reports

Closed litigation files

Pending litigation files

Peripheral litigation files

Memoranda

Inter-agency memoranda
Intra-agency memoranda
Statutory memoranda
Miscellaneous memoranda

Purchasing records

OFFICE OF DIVERSITY AND INCLUSION

Complaints

Case files

Correspondence

Intra-agency

Inter-agency

Employment job staffing

Employee training

Outreach/recruitment

Miscellaneous

Informational postings

Memoranda

Reports

EEO4 reports

Resumes

Legal Fellows Program

Unsolicited resumés

Interns

Special project materials

Public service and outreach

Sexual harassment

Training programs

Judicial programs

Non-judicial programs

Conference materials

Association meeting materials

Judicial associations

Non-judicial associations

ETHICS COMMISSION

Financial Disclosure Statements

Requests for Public Access to Financial Disclosure Statements

Budget Records

**Administrative
Personnel Records**

Annual Reports

**Correspondence
Intra-agency
Inter-agency**

OFFICE OF COURT FACILITIES PLANNING

First Judicial District Court Facilities

Appellate Division, First Department
New York County (NYC)
Public Safety and Health/OSHA Issues
Midtown Community Court

Second Judicial District Court Facilities

Appellate Division, Second Department
Kings County (NYC)
Brooklyn Army Terminal - Record Storage
Court Officer Academy

Third Judicial District Court Facilities

Appellate Division, Third Department
Albany County
Columbia County
Greene County
Rensselaer County
Schoharie County
Ulster County
Sullivan County
City of Albany
City of Cohoes
City of Watervliet
City of Hudson
City of Rensselaer
City of Troy
City of Kingston
Court of Appeals
Court Officer Academy - Pond View, Castleton-On-Hudson

Fourth Judicial District Court Facilities

Clinton County
Essex County
Franklin County
Fulton County
Hamilton County
Montgomery County
St. Lawrence County
Saratoga County
Schenectady County
Warren County
Washington County
City of Plattsburgh

**City of Johnstown
City of Gloversville
City of Amsterdam
City of Mechanicville
City of Ogdensburg
City of Saratoga Springs
City of Schenectady
City of Glen Falls**

Fifth Judicial District Court Facilities

**Appellate Division, Fourth Department
Herkimer County
Jefferson County
Lewis County
Oneida County
Onondaga County
Oswego County
City of Little Falls
City of Watertown
City of Rome
City of Sherrill
City of Utica
City of Fulton
City of Syracuse
City of Oswego**

Sixth Judicial District Court Facilities

**Broome County
Chemung County
Chenango County
Cortland County
Delaware County
Madison County
Otsego County
Schuyler County
Tioga County
Tompkins County
City of Binghamton
City of Elmira
City of Norwich
City of Cortland
City of Oneida
City of Oneonta
City of Ithaca**

Seventh Judicial District Court Facilities

Appellate Division, Fourth Department

Cayuga County

Livingston County

Monroe County

Ontario County

Seneca County

Steuben County

Wayne County

Yates County

City of Auburn

City of Rochester

City of Geneva

City of Canandaigua

City of Bath

City of Corning

City of Hornell

Eighth Judicial District Court Facilities

Allegany County

Cattaraugus County

Chautauqua County

Erie County

Genesee County

Niagara County

Orleans County

Wyoming County

City of Olean

City of Salamanca

City of Dunkirk

City of Jamestown

City of Buffalo

City of Lackawanna

City of Tonawanda

City of Batavia

City of Lockport

City of Niagara Falls

City of North Tonawanda

Ninth Judicial District Court Facilities

Dutchess County

Orange County

Putnam County

Rockland County

Westchester County

City of Beacon

City of Poughkeepsie

**City of Middletown
City of Mount Vernon
City of Newburgh
City of Port Jervis
City of New Rochelle
City of Yonkers
City of Peekskill
City of Rye
City of White Plains
New York Judicial Institute**

Tenth Judicial District Court Facilities

**Nassau County
Suffolk County
City of Glen Cove
City of Long Beach**

Eleventh Judicial District Court Facilities

Queens County

Twelfth Judicial District Court Facilities

Bronx County

Thirteenth Judicial District Court Facilities

Richmond County

Leases

Surveys of Court Facilities

Studies

**Manhattan Validation Study for NYC Capital Plan
Kings County CO264 Study**

D.A.S.N.Y. Projects

Capital Plans for City and County Court Facilities

Court Facilities Capital Review Board

Renovations/Re-organizations of Court Facilities

Federal space for NYC facilities

American with Disabilities Act - Courthouse Access

Relocations of Court Facilities

Correspondence

Memoranda

Town and Village Justice Courts

DIVISION OF FINANCIAL MANAGEMENT

Budget Operations

**Budget Development
Budget Implementation
Position Management**

Fiscal

**Financial Planning and Control Manual
Contracts & Procurement
Purchasing
Expenditures
Travel
Revenue
Court Facilities**

Payroll

**Employee Payroll
Retirement
Time & Leave Audit**

DIVISION OF HUMAN RESOURCES

Labor Relations

Administrative

 Budget

 Purchasing

 Travel

Alternative disciplinary procedures

Arbitration files

Collective Bargaining Agreements

 Negotiation files

Compensation reference file

Correspondence

 Intra-agency

 Inter-agency

Memoranda

 Intra-agency

 Inter-agency

Court Recess

 Administrative Orders

 Internal memoranda

Disciplinary procedures reference file

Employee handbook

Employee Organization (Union) leave

Employee Right to Know training program

Fair Labor Standards Act reference file

Family Medical Leave Act reference file

Grievance files

HR Notes (automated information bulletin board)

Legislation files

Reference

Internal memoranda

Military leave

Negotiating Unit designations

Overtime reference file

Performance Evaluation appeals

 Case files

Public Employment Relations Board

 Improper practice case files

Reassignments reference file

Separation from service pamphlets

Sick leave banks

Time and Leave reference file

Training programs

Welfare Funds

Judiciary Benefits

Administrative files

Personnel

Contracts

The Hartford

Corporate Counseling (Work/Life Assistance Program)

Davis Vision

GHI

Correspondence

General

Intra-agency

Work/life program

Fiscal

Budget requests

Supply requests/orders

Purchases/approvals

Travel vouchers

Health Benefits

Enrollment

Changes

Cancellation

Transfers

Domestic partners

HOP/PEP enrollment form

M/C life insurance

National Medical Support order

Retirement

Security transfers/takeovers

Statement of dependency

Statement of disability

Supplemental insurance

Survivor's benefit program

Claims forms

Enrollment forms

Brochures

Internal Judiciary Benefits Assessment worksheets

Section 211 pension waivers

Personnel bulletins

Correspondence

Intra-agency

Inter-agency

Miscellaneous

Memoranda
Advisory
Intra-agency
Miscellaneous
Work Life Assistance Program

Classification Unit

Correspondence
Intra-agency
Inter-agency
Classification request forms
Classification determinations
Memoranda
Advisory
Intra-agency
Miscellaneous
Classification reports
Title Standards
Classification studies
Intra-agency

Payroll Certification Unit

Nominations for Appointment
Employee history records
Reinstatement records
Transfer of security records
Certification reports
Appointment letters

Examination Administration Unit

Contracts
Examinations
Schedules
Announcements
Applications
Candidate rosters
Admission notices
Restriction records
Seniority records
Veteran records
Purchasing records
Test monitor records
Correspondence
Candidates

Post-appointment verification
General/miscellaneous

Evaluation and Workforce Analysis Unit

Performance management data

Correspondence

Intra-agency

Miscellaneous

Memoranda

Advisory

Intra-agency

Miscellaneous

Reports

Intra-agency workforce analysis

External agency reports (for professional organizations)

Reports

Workforce diversity, Judicial diversity

EEO-4

EEOP

Court Officer Candidate Selection Process data analysis

Background Evaluation Board IRR analysis

Contracts

Computerized Testing

Psychological Evaluations – Court Officer

Structured Interview Forms, Interview Resource Center

Examination Development Unit

Job analysis surveys and studies

Examination development

Written exam questions and test booklets

Examination post-administration item analyses

Test validation studies

Workforce diversity studies

Reports

Job analysis

Research

Workforce diversity

Examination results and summary reports

Workforce analyses and list establishment

Correspondence

Intra-agency

General

Court Officer Staffing and Security Services

Application Verification Unit

- Court Officer background investigation**
- Correspondence**
 - Intra-agency**
 - Inter-agency**
- Memoranda**
 - Intra-agency**
- Court Officer Evaluation Board determinations**

Court Officer Staffing

- Contracts**
 - Employee Health Service--MOU**
 - Law Enforcement Psychological Services**
 - Court Officer candidate/Court Clerks Firearms Screening**
 - Pre-appointment Medicals**
 - Physical ability tests**
 - Written psychological tests**
 - Psych interview reports**
 - Billing records**
 - Medical/psychological reports for employees**
 - Fitness for Firearms**
 - Return to Work**
 - Psychological Appeals**
 - Appeal Letter**
 - Appeal Report**
 - Correspondence**
 - Candidate**
 - Inter-office**
 - General**
 - Court Officer Recruit Deployment**
 - Academy class rosters**
 - NYC**
 - Albany**

Special Projects/Peace Officer Resource Unit

- Fingerprint records**
- Off-duty Security Employment applications**
- Correspondence**
- Memoranda**
- Secure Pass**
- Investigative reports**
- Memoranda**

WTC-SL Rescue, Recovery and Clean-up Operations Unit

NYS Employee Retirement System

Notices

Applications

Correspondence

VCF

Employment Verification Letters

Third Party Verification Requests

NYS Workers' Compensation Board

Notices

Applications

Correspondence

Training and Professional Development Unit

Administrative

Budget

Contracts and Purchasing

Correspondence

Intra-departmental

Inter-departmental

Training inquiries

Vendors

Panel interviews

Miscellaneous

Memoranda

Training announcements

New initiatives

Conferences

Equipment

Reports

OCA employee satisfaction survey

Training

Manuals

Literature

Brochures

Participant registry

Training proposals

New employee orientation

Supervisor training

Training and Development Office calendar

Attendance

Evaluations

Reproduction requests

Travel

Guidelines

Travel approval requests

Reimbursement

Time Management Unit

Alternative Work Schedules

Leave of Absence

Applications for leave

Military service

Voluntary leave without pay program

FMLA records

Certificates of physician forms (WH-38C)

Certificates of health provider (WH-380)

Supporting Documentation for Absences

World Trade Center Sick Leave

Timesheets/Cards

Sick Leave Bank

Membership reports

Donation participation forms

Enrollment forms

Terminal Leave

Eligible employees

Non-eligible employees

Appointments Unit

Transfer of security records

Certified eligible lists

Certification lists

Availability inquiries

Location preference records

Correspondence

Intra-agency

General

Systems Management Unit

HR Automation Unit

Administrative

Personnel

Emergency contact information

Supply requests/orders

Training

Project Administration

HR business process analysis

RFP/award documentation/vendor proposals

Cedar/Hunter contract

Business process analysis
Software Procurement
RFP/vendor proposals
Vendor evaluations
Kronos supporting agreement
Kronos statements of work
PeopleSoft license and service agreement
PeopleSoft statement of services
Kronos
 Billing/invoices
 Procedures
 Implementation
 PeopleSoft
 RFP for implementation services partner
 Consulting services bid proposals and documentation
 Vendor selection and award documentation
 PeopleSoft/Oracle invoices
 CedarCrestone Contract and billing
 Implementation
 Data collection
 IDP documentation
 Specifications
 Conversion documentation
 Training
 Post-production Support
 PeopleSoft deleted transactions
 Automated Interface administration files
 Procedural correspondence/bulletins
 Active employee lists

Workplace Safety Unit

DOL Notices/Orders
Workplace Violence Prevention Program Reference File
Communicable Diseases Reference File

OFFICE OF THE INSPECTOR GENERAL

Managing Inspector General for Bias Matters

Managing Inspector General for Fiduciary Appointments

Investigative Files

Closed and Pending Investigations

Fiduciary Appointment Investigations

Housing Court Judicial Candidates

Letters Re Retired Peace Officers

General Intelligence Files

Internal Audit Services

Final reports for UCS audits

Final reports for Town & Village audits

Reports to District Attorneys/NY State Police Investigators

UCS Internal Controls report issued by external audit firms (tri-annual)

OFFICE OF JUSTICE COURT SUPPORT

Administrative

Judicial oath of offices

Relatives of Justices to serve as Court Clerks within Town and Village Courts

Blank legal forms

Correspondence

Justice Court Assistance Program (JCAP) grants

Legal research files

Memoranda and reports

Legal

Criminal

Civil

Small Claims

City Court

Summary proceedings

DWI

Vehicle & Traffic

Legislation

Ethics

Personnel files

Reference materials

Town and Village education and training materials

OFFICE FOR JUSTICE INITIATIVES

Division of Access to Justice

Bridge the Gap
CourtHelp
Court Navigator Pilot Program
DIY Form Program
 Usage
 Surveys
NYC Housing Court Guardians ad Litem (GAL)
Organizational chart
Law students/graduates Service
Volunteer Service/Programs
 Volunteer Lawyers Program (VLP) (NYC Housing Court)
 Volunteer Lawyer for the Day Program (VLFD) (NYC Housing Court)
 Volunteer Attorney Program (NYC Family Court)
Personnel/Administration
 Travel
 Vehicle
Pro Bono Week Celebrations
Purchasing records
Requests for promotional materials
Reports
 1st Department
 2nd Department
 CUNY

Division of Family Justice and Child Welfare

Child Welfare Court Improvement Project
Contracts/Financial
Correspondence
Federal Grants
Reports
 Child Welfare Data Metrics

Judiciary Civil Legal Services

Audits
Budget
Contracts/Financial
Correspondence
Memoranda of Understanding
Reconciliation Reports
Reports
RFP Records
Site Visit Forms

Division of Policy and Planning

Problem-Solving Courts

Court Directories
Data Requests
Forms
Grant Applications/Reports
Policy & Procedure Manuals
Participant Handbooks
Training Materials

Domestic Violence/Integrated Domestic Violence

Court Directories
Data Requests
Forms
Grant Applications/Reports
Training Materials

Driving While Impaired

Court Directories
Forms
Grant Applications/Reports
Handbooks
Newsletters
Training Materials

Elder Justice

Resource Guides

Foreclosures

Annual Reports
Forms
Training Materials

Credentialed Alcoholism and Substance Abuse Counselor (CASAC)

Affirmations
Agendas
Certificates
Evaluations
Programs

Division of Youth and Emerging Adult Justice

Raise the Age

Administrative Orders
Data requests
Judicial Certification Records
 Accessible Magistrates
 Youth Parts
Reports

DIVISION OF PROFESSIONAL AND COURT SERVICES

Accessibility (ADA)

Requests for reconsideration from administrative denials

Alternative Dispute Resolution

Attorney for the Child

Contracts/Financial
Budget
Quarterly Reconciliations
Contractor Audits
Reports
 Miscellaneous
Correspondence

Children's Centers Program

Contracts/Financial
RFP/Rating Sheets
Budget
Quarterly Reconciliation Reports
Usage/Referral Summary Reports
Site Visit Forms
Advisory Committee Meeting Minutes
Update Surveys
Intake Forms
Incident/Accident Reports
Miscellaneous
Contract Agency Pamphlets/Newsletters
Media/Press Clippings
Correspondence

Continuing Legal Education

Accredited Provider Records
 Provider List
 Year-End Reports
Applications
Attorney Audit Files
CLE Board
 Meeting Minutes
 Members List

- Regulations and Guidelines
- Correspondence
- Course Summaries
- CLE Website
 - CLE Board News and Notices
 - CLE FAQs
 - Accredited Provider Announcements
- CLE Program Rules
- Pro Bono Provider Records
- Provider List

Grants and Contracts Office

Administrative

- Publications
- Training
- Travel

Purchasing

- Budget
- Contracts
- Vouchers
- Invoices

Correspondence

- Intra- agency
- Inter-agency

Grants

Applications

- US Department of Justice
 - Bureau of Justice Assistance
 - Office of Juvenile Justice and Delinquency Programs
 - Office on Violence Against Women
 - National Institute of Justice
- Substance Abuse and Mental Health Services Administration
 - Center for Substance Abuse Treatment
- US Department of Transportation
 - National Highway Traffic Safety Administration
- NYS Division of Criminal Justice Services

Database

Workshops

Reports

- Financial
- Progress
- Closeout records

Memoranda

Guardian Assistance Network

Guardian Training Records
Attendance Certificates
Certificates of Completion
Assistance and Inquiry Records

Language Access and Court Interpreters

Interpreter Applications
Interpreter Files
Testing
Oral Assessments
Correspondence
Electronic Scheduling System (eSystem)
Interpreter Scheduling
Completed Appearances
Language Usage
Training
User Manual
Manual and Code of Ethics

Brochures
Candidate Guide
Outreach
Remote Interpreting Services
Reports
Assessments
Skills Enhancement Training
Language Skills Screening
Voucher Paid Interpreters
Training Materials
Reports

Office of Record Production

Court Reporter Manual Committee
Court Reporter Manual
Memoranda
Intra-agency
Correspondence

Research Files
Surveys
 Transcriber

Parent Education and Awareness Program (PEAP)

Providers' Compliance
 Correspondence
 Material Distribution
 Memoranda
 Outreach
 Projects
 Certification and Re-certification
 Site Review Evaluation Forms
 Certificates of Completion of Training
 Class Schedules
 Program Fee Schedules
 Contact Listings
 Quarterly Reporting
 Complaint Logs and Incident Reports
Reports
Surveys

Records Management

Bulletins
Listing of offsite records storage
Association and Societies books
 Association of Information Imaging Management
 Association of Records Managers and Administrators
Budgets
Personnel records
Purchasing records
Contracts
 Equipment maintenance
 Records management services
Correspondence
Legal memoranda
Vendor files
Records disposal authorizations
Records management guidelines and policies
Records management projects and programs

Records retention schedules
Records management studies, surveys, and reports
Statistics
Indexes to microfilmed records
Inventories of court records

Brooklyn Army Terminal Records Center

Administrative

Records center user authorization forms
Records center transmittal forms
Retrieval requests
Schedule of incoming records
Vehicle logs
Payment records
Equipment receipt files
Water receipt files
Work orders
Records center inventory
Authorized records disposition request forms
Statistics

Legal Information (Law Libraries)

Personnel records
Budgets
Purchasing records
Correspondence
Legal information contracts
Law Library Board of Trustees records
Annual reports
Memoranda
Court accounts
Legal Reference purchase orders and requests
Reports
Library programs (statewide activity)
Document delivery service records
Online public access catalog
Remote access computer assisted legal reference training and assistance

Community Dispute Resolution Centers Program

Contracts/Financial
RFP/Rating Sheets
Budget

Reconciliation Reports
Mini-grant applications (training, program or technology)
Audits
Contractors
UCS Internal
Site Visit Forms
Bi-annual Progress Reports
Electronic and Paper Case Data Submissions
Trainer Certification Application/Trainer Observation Forms
Reports
Manuals
New York Mediator Newsletter
Brochures
Correspondence

Attorney Client Fee Dispute Resolution Program

Correspondence
Memoranda
Brochures
Contracts
Budgets
Reports
Board of Governors' meeting minutes
Administrative

OFFICE OF PUBLIC AFFAIRS

Public Outreach Materials

Schools

Faith Leaders

Senior Communities

Recruitment

Miscellaneous

Internship Application Materials

Correspondence

Inter-agency

Intra-agency

Inter/Intra-agency E-mail Correspondence

OFFICE OF PUBLIC INFORMATION

Correspondence
 Intra-agency
 Inter-agency

Media Advisories

Memoranda
 Intra-agency
 Inter-agency

Press Clippings

Press Releases

Reports

DEPARTMENT OF PUBLIC SAFETY

Automated External Defibrillator Records
Form UF-159 (Monthly Maintenance Record)
Schedule A (Quality Assurance Form)
Usage Download Reports

Evacuation Drill Reports

Command Center Daily Log

Contraband Reports

Court Officer Rules and Procedure Manual

Electronic Aided and Unusual Occurrence Reports

Electronic Employee Identification Card Records

Emergency Preparedness Plans

Judicial Threat Files

Justice Court Assistance Program Security Equipment Funding Recommendations

Magnetometer Calibration Reports

Peace Officer Registry
Firearm Transaction Records
Shield Records
Peace Officer Registration Information

Secure Pass Program Requests

Security Policy Updates and Revisions

Town and Village Court Security Surveys

Town and Village Judge Identification Card Records

Webcam Camera footage (14 days)

SMALL CLAIMS ASSESSEMENT REVIEW

Applications

Forms

Correspondence

Administrative Orders

Memoranda

Intra-agency

DIVISION OF TECHNOLOGY AND COURT RESEARCH

Division of Technology

25 Beaver Street, New York, New York

**Contracts
Budget
Purchasing requisitions
Unit Personnel Files
Miscellaneous Memoranda
Correspondence**

125 Jordan Road, Troy, New York

**Contracts
Budget
Purchasing Requisitions
Unit Personnel Files
Bank Statements for Secure Pass bank account
Surplus Equipment
Leased Vehicles**

Office of Court Research

**Caseload Statistical Data and Reports
Personnel Files
Memoranda
 intra-agency
Correspondence**

Criminal History Record Search

**Requests
 Access agreements
 Searches
Reports**

Jury Support Office

Handbooks

Grand Jurors

Petit Jurors

Jury Information for Employers

Resources

Jury Information for Federal Courts in NYS

ABA Principles for Juries and Jury Trials

Best Practices for Jury System Operations

Annual Reports Pursuant to Section 528 of the Judiciary Law

Implementing NY's Civil Voir Dire Law and Rules

National Center for State Courts – Center for Jury Studies

Memoranda

Intra-agency

WEB DESIGN TEAM

Manual

**Personnel Records
Applications
Evaluations**

Contracts

Purchasing Invoices

**Correspondence
Miscellaneous**