

**Governor's Office of Employee Relations/Labor-Management Committees - Updated 2-13-15**

<http://www.dos.ny.gov/coog/index.html>

PROGRAM UNIT	RECORDS
<b>Executive</b>	GOER/Executive Division/Subject Files Employee Relations Officer Memos Executive Special Projects Employee Travel Payment Files
<b>Contract Negotiations</b>	Contract Negotiations History Files Contract Administration Subject Files Contract Negotiations and Administration Union Leave & Organization Leave Strike Files Performance Evaluation Programs Performance Evaluation Appeals Board Routine Administrative Policies and Procedures Employee Travel Payment Files
<b>Legal</b>	Freedom of Information Law Subject Matter Lists Freedom of Information Requests and Appeals Personal Privacy Impact Statements Personal Privacy Records Access Requests & Appeals Requests For Record Amendments/Correction & Appeal Personal Privacy Annual Reports Improper Practice Charges & Legal Suit (Litigated) Legal Suits and IPP Charges/Settled & Withdrawn Legislation Arbitration Grievance Files/Litigation Arbitration Grievance Files/Settled & Withdrawn & Step 3 Grievances to the State Legal Daybook Files Indexes to Legal Suits Indexes to Legislation Files Indexes to Arbitration Files Strike Files on Individuals Employee Ethics Records Routine Administrative Policies and Procedures Counsel's Office Subject Matter Files Employee Travel Payment Files
<b>Disciplinary Administration</b>	CSEA Time & Attendance Abuse Program Cases Disciplinary Cases – Database CSEA Disciplinary Cases Time and Attendance NOD's Not Heard
<b>Disciplinary</b>	Time and Attendance Cases – Database

<b>Administration Continued</b>	Employee Travel Payment Files
<b>Division for Administration</b>	<p><b><u>Executive</u></b>  Agency Copies of Fixed Assets Update Reports  Space Allocation Planning Files  Agency Forms History Files  Records Inventory Files  Records Storage Files  Records Disposal Files  Records Management Subject Files  Executive Staff Daybook Files  Special Projects  Routine Administrative Policies and Procedures</p> <p><b><u>Personnel</u></b>  Personal History Files  Employee Summary Services – Index Card/File System  Biweekly Payroll Listings (Salary Registers)  Classification Files  Subject and Correspondence File  Employment Inquiry Files  Eligible List Certification Files  Affirmative Action and Reasonable Accommodation Subject Files</p> <p><b><u>Finance</u></b>  Contractor Selection Information, Contracts and Purchase Orders  Vehicle Incident Records  Surplus Property Disposition Records  Publication Job Files  Camera Ready Copies, Printing Masters, Mechanicals  Duplication Service Job Files  Publication and Duplication Subject Files  Telecommunications Use Logs and Reports  Employee Benefit Fund Records  Division of the Budget Certification Approvals  Record of Payments  GOER Budget and Reappropriation Requests  Internal Expenditure Reports  Equipment, Furniture and Office Supply Inventories  Employee Travel Payment Files</p>

<b>Workforce Organization &amp; Development Unit</b>	<p>Training Grants for M/C Programs</p> <p>Training Programs – Curricula Library (Includes Electronic Records)</p> <p>Statewide Employee Tuition Reimbursement Program</p> <p>Employee Tuition Reimbursement Program Database</p> <p>Training and Subject Files</p> <p>Employee Training &amp; Development Policy (Union)</p> <p>Contractor Selection Information, Contracts and Purchase Orders</p> <p>Employee Travel Payment Files</p>
<b>NYS/CSEA Partnership for Education &amp; Training</b>	<p>LMC Policy Files</p> <p>LMC Project Files</p> <p>Routine Administrative Policies and Procedures</p> <p>Employee Travel Payment Files</p>
<b>Work Life Services Family Benefits Program</b>	<p>NYS LMCCAC Official Files (Policy File in Oracle)</p> <p>NYS Worksite Child Care Centers WLS-FBP Consultants and Projects Employee Travel Payment Files</p>
<b>Employee Assistance Program</b>	<p>Routine Administrative Policies and Procedures</p> <p>LMC Policy Files</p> <p>LMC Project Files</p> <p>EAP Consent for Release of Information Forms</p> <p>Employee Travel Payment Files</p>
<b>Security Services Unit Labor-Management Committee</b>	<p>SSU LMC Policy Files</p> <p>SSU LMC Program Files</p> <p>Employee Travel Payment Files</p>
<b>United University Professions Labor-Management Committee</b>	<p>UUP LMC Policy Files</p> <p>UUP LMC Project Files</p> <p>UUP LMC Daybook Files</p> <p>Routine Administrative Policies and Procedures</p> <p>Employee Travel Payment Files</p>