

Category of Records last updated 2021

1. Commissioner

- Correspondence
- Policy, guidance, directives

2. Budget and Finance

Purchasing

- a. Vouchers
- b. Orders
- c. Contract File
- d. State contracts
- e. Procedures
- f. Surety Bonds

Travel

- a. Vouchers
- b. Credit Card statements
- c. Comptroller's Regulations
- d. Reimbursements

Accounting

- a. Release of funds
- b. Report forms

Appropriations

- a. Capital Construction Fund
- b. Reports

Budget Bulletins

Cash Expenditure Ceilings

- a. allocations
- b. Fiscal Plans
- c. Reports

Revenue

- a. Concession receipts/database
- b. Operating receipts/database
- c. Reports

Office Services

- a. Telephone/Telecommunication services
- b. Mail and Supply records
- c. Floor Plans

3. Communications (Public Information)

New Releases

- Transcripts of speeches
- New Releases

- Photos
- Publications (brochures)
- State Council of Parks/ Regional Park Commissions
  - a. Agenda
  - b. Minutes
  - c. List of Members
- 4. Personnel
  - Titles and qualifications
  - Training
  - Time and attendance
  - Salary
  - Employee Housing
  - Hiring/Termination dates
  - Organization chart
  - OSHA compliance
  - Appointments
  - Recruitment
  - Rating systems
- 5. Historic Preservation – Field Services
  - Survey information available on-line
  - Project reviews
  - Historic Preservation Tax Credits
  - Applications
  - National and State Register
    - a. Nominations
    - b. Review
  - Board for Historic Preservation
    - a. Members
    - b. Agendas
    - c. Meeting Minutes
- 6. Historic Sites
  - Preservation and Restoration
    - a. Drawings and blueprints
    - b. Photos
    - c. Paint Analysis
    - d. Historic Structures report
    - e. Field notes
    - f. Consultant reports
  - Conservation and Collections Care
    - a. Accession
    - b. Photographs
    - c. Object research
    - d. Condition and inspection reports
    - e. Conservation and examination reports

- f. Acquisition
- g. Museum Reproductions

- Publications
- Schematic and Construction drawings
- Attendance figures
- Master Plans
- Site Analysis

7. Planning and Environmental Management

- Master Plans
- Economic analysis
- Maps
- Surveys
- Attendance
- Inventory – real estate and buildings
- Project reviews
- SEQRA documentation
- Studies
- Test results
- Permits/Applications to other agencies/federal gov't
- Notices
- Public Hearings
- Park classification
- Heritage Areas
- GIS mapping

8. Real Property

- Acquisitions
- Contracts
- Appraisals
- Leases
- Surplus

9. Capital Construction

- Prevailing Wages
- Plans/Design/Specifications
- Consultant Reports
- Permits
- Bids
- Approvals
- Contracts/procurement record
- Bonds
- Payment

10. Grants in Aid

Applications  
Ratings  
Awards  
Contracts  
Reviews

11. Recreation

Water Safety

- a. Manual
- b. Equipment
- c. Contracts
- d. Reports
- e. Training records/certifications

Operations

- a. Equipment/Surplus
- b. Maintenance logs/Work Orders
- c. Accident reports
- d. Permits
- e. Safety Training

Marine and Recreational Vehicles

- a. Snowmobile and Boating accident reports
- b. Permits
- c. Licensing
- d. Inspection
- e. Education and Safety
- f. Inventories
- g. Equipment
- h. Financial Assistant to Localities

Camping

- a. Permits
- b. Manual

12. Law Enforcement

Incident Reports

Manual

Equipment

Training

Rescue

Tickets

Arrest Reports

Investigations

13. Concessions

RFPs

Bids

Awards

Contracts  
Revenue reporting  
Inspections

14. Legal Services

Rules and Regulations  
Delegations  
FOIL requests, responses, appeals  
Claims  
Contracts, leases, licenses