

Governor's Office of Employee Relations/Labor-Management Committees

Updated 5/18/20

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

Program Unit	Records
Executive	GOER/Executive Division/Subject Files Employee Relations Officer Memos Executive Special Projects Agency Public Information Files Public Information Subject Files
Anti Discrimination Investigations	Affirmative Action Case Files
Contract Negotiations	Contract Negotiations History Files Contract Administration Subject Files Strike Files Contract Negotiations and Administration Union Leave & Organizational Leave Performance Evaluation Program Files Performance Evaluation Appeals Board Files Routine Administrative Policies and Procedures for CNA M/C Performance Evaluation Program Files M/C Program Development & Administration Subject Files Safety & Health Subject Files Research Daybook Files Research Library Subject Files Routine Administrative Polices & Procedures Labor-Relations and Negotiations Subject Files Employee Benefits Negotiations Files Employee Benefits Joint Committee Files State Health Insurance Plan Program Files M/C Benefits Program Files Health Maintenance Organization Proposal Files Routine Administrative Policies & Procedures
Counsel's Office	Freedom of Information Law Subject Matter Lists Freedom of Information Requests and Appeals Executive Order #33 Implementation and Enforcement Files Improper Practice Charges & Legal Suit (Litigated) Legal Suits and IPP Charges/Settled and Withdrawn Legislation Arbitration Grievance Files/Litigation Arbitration Grievance Files/Settled & Withdrawn & Step 3 Grievances to the State Legal Daybook Files Indexes to Legal Suits Indexes to Legislation Files Indexes to Arbitration Files Strike Files on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
Disciplinary Administration	CSEA Time & Attendance Abuse Program Cases Disciplinary Cases – Database CSEA Disciplinary Cases Time and Attendance NOD's Not Heard Time and Attendance Cases – Database Step 3 Grievances - Case Management Database
Division for Administration	Executive 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 & Procedures

Division for Administration	Personnel
	Personal History Files
	Employee Summary Services – Index Card/File System
	Biweekly Payroll Listings (Salary Registers)
	Classification Files
	Subject and Correspondence Files
	Eligible List Certification Files
	Finance
	Purchase and Contract Records
	Vehicle Incident Records
	Surplus Property Disposition Schedules
	Publication Job Files
	Publication Production Records
	Duplication Service Job Files
	Publication and Duplication Subject Files
	Telecommunication Use Logs and Reports
	Employee Benefit Fund Purchase and Contract Records
Record of Payment Files	
Agency Budget Preparation Files	
Nonroutine Financial Reports and Studies	
Equipment, Furniture and Office Supply Inventories	
Workforce Organizational & Development Unit	Training Grants for M/C Programs
	Training Programs – Curricula Library (Includes Electronic Records)
	Statewide Learning Management System Files
	Statewide Employee Tuition Reimbursement Program
	Employee Tuition Reimbursement Program Database
	Training and Subject Files
	Employee Training & Development Policy (Union)
Contractor Selection Information, Contracts & Purchase Orders	
NYS/CSEA Partnership for Education & Training	LMC Policy Files
	Project Files
	Routine Administrative Policies & Procedures
Work Life Services Family Benefits Program	NYS-LMCFBP Official Files (Policy File in Oracle)
	NYS Worksite Child Care Centers
	Family Benefits Program Consultant and Project Files
Work Life Services Employee Assistance Program	Routine Administrative Policies & Procedures
	EAP Policy Files
	EAP Project and Subject Files
	EAP Consent for Release of Information Forms
Security Services Unit Labor- Management Committee	SSU-LMC Policy Files
	SSU-LMC Program Files
United University Professions Labor- Management Committee	UUP-LMC Policy Files
	UUP-LMC Project Files
	UUP-LMC Daybook Files