

# NYS Education Department Subject Matter List

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## **Adult Career and Continuing Education Services (ACCES)**

### **Deputy Commissioner's Office**

- General Administrative Files
- Management Information reports
- General Correspondence
- Material Submitted to Regents – Monthly Meetings
- ACCES FOIL's
- General Correspondence
- Material Submitted to Regents – Monthly Meetings

### **Assistant Commissioner's Office**

- General Administrative Files
- Model Transition Programs
- VR Quality Assurance and Monitoring Reports

### **District Office Administration**

- Marketing files
- Service Delivery files
- VR policy and partnerships

### **Fiscal and Administrative Services Team**

- Fiscal files
- Contract files
- Vendor files
- Case Procurement files
- Social security/Ticket to Work files  
Social Security Unit – General Administrative
- Administrative Support files

### **Independent Living**

- Administrative Correspondence
- Evaluations of Independent Living Centers
- Center Fiscal Files
- Independent Living Center Contract Files
- State Independent Living Council Fiscal Records
- Federal & State Notices, Issuances, Directives, Circulars
- State Independent Living Council Meeting Records

# NYS Education Department Subject Matter List

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## **Chief Financial Officer**

### **Bureau of Budget Coordination**

- Department-wide Budget Information
- Federal Programs Budget Information
- Regents Budget Proposals
- Files – Special Legislative Projects
- Budget Materials

### **Bureau of Fiscal Management**

- Processing of all non-state aid and non-Grant payments.
- Payment of Preschool 4410 claims
- ACCES Case Service payments including M&T
- Bad Check Advice
- Refunds
- Contract Payments
- Revenue Documents
- Consolidated Advance Records
- William Vorce Account
- Payments to Vendors
- Travel Documents

## **Commissioner of Education**

- Correspondences

## **Communications and External Affairs**

- Editorial Reference Files
- News Releases

## **Counsel, Office of**

- Allocation of financial Aid to School District Files (1998 to ~2006)
- Indian Lease Files
- State Historic Sites Files
- Proposed Changes in Rules & Regulations
- Education Law §312 -- Files of Appeals before the Commissioner of Education (i.e. appeals pursuant to Education Law §310 and §306)
- General Correspondence & Subject Files
- Court Case Files

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- Waivers & Consents to Incorporations Under Ed. Law
- Legislative Proposals, Bills, Reports
- Counsel Notes
- Regents Charters & Incorporation Files
- FOIL, PPPL & SAPA Appeals
- Administrative General legislative Records
- Public Officers Ethics Forms (2013 to present )

## **Cultural Education**

### **Anthropology Unit**

- Site Reports & Publication Manuscripts
- Photographs of Archeological Sites & Artifacts
- Research & Reference Publications
- State Archeologist & Curators of Anthropology Prof.
- Archeological Excavation Catalogs
- Cultural Resources Survey Program #2
- Cultural Resources Survey Program Data #1
- State Archeological Site File
- Maps, Plans, Charts
- Site Excavation & Survey Records

### **Archives**

- State Archives
  - Subject & Correspondence Files
  - Administration Files
  - Budget Files
- Archives Partnership Trust
  - CEO's Office Files
  - Budget/Financial Files
  - Development Files
  - Public Program Files
  - Hackman Research Residency Files
  - Membership Files

### **Grant Unit**

- Local Government Records Management Improvement Fund Grant Files
- Regional Advisory Officers Files
- Regional Advisory Committee Files
- Travel Files
- Workshop & Public Development Files
- Records Storage, Retrieval, Destruction Files

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- Team Activities files
- Documentary Heritage Program Grant Files

## **Archival Services**

- Accessioning Records Files
- Technical Assistance Files
- Collections – Historical
- Motion Picture Division Backup Files

## **Collections Management Services**

- Treatment & Preservation Files
- Disaster & Response Files
- Reformatting & Processing Files

## **Access Services**

- Development of Archival Standards & Training Files
- Electronic Records & Digitization Files

## **NYS Historical Records Advisory Board (SHRAB)**

- Program Files
- Meeting Minutes

## **Local Government Records Advisory Council (LGRAC)**

- Program Files
- Meeting Minutes

## **Public & Educational Program**

- Newsletter & Publication Files
- Press Releases
- Subject & Correspondence Files
- Student Research Awards
- Government Records Unit
- Appraisal Report Case Files
- Records Disposition Request Files
- OGS Record Series Inventory Forms (RM-14)
- Records Transfer Lists

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## **Biological Survey**

- Collections (Biological Survey)
- Biological Survey Correspondence Research Aquatic Sciences
- Research - Botany
- Research – Entomology
- Research – Environmental Biology
- Research – Zoology

## **Deputy Commissioner's Office**

- Subject and Correspondence Files

## **Geological Survey**

- Geological Survey Correspondence Files
- Geological Survey Research
- Geological Survey Collections
- Geological Survey Open File

## **History, Office of State History**

- Subject and Correspondence Files
- Collections Files

## **Library Development, Division of**

- General Correspondence of Division Director
- Annual Reports/Budgets of Public Library Systems
- Annual Reports/Budgets of School Library Systems
- Annual Reports/Budgets of 3R's Library Systems
- Annual Reports of Public Libraries
- Certification of Public Librarians
- Chartering of Public Libraries
- Conservation/Preservation Programs
- Construction for Public Libraries
- Coordinated Collection Development Aid
- Correctional Library Services
- Equal Access Project
- E-rate (Universal Service Telecommunications Discount Program for Schools & Libraries)
- Adult Literacy Library Services Programs
- Family Literacy Library Services Programs
- Federal & State Cooperative Public Library Statistics (FSCS) Programs
- Free Direct Access

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- Gates/WebJunction Library Initiative
- Indian Library Services
- Institution Library Services
- Legislative Bill Comments
- Legislative Planning & Regulations
- Library Development Travel Records
- LSTA (Library Services & Technology Act) Program
- Love Your Library License Plate Program
- Making It REAL! – NYSL/IMLS Recruitment Grant Project
- Minimum Public Library Standards
- NOVELNY (New York Online Virtual Electronic Library) Pilot Project
- NYLINE Electronic Mailing Lists
- Outcome-Based Evaluation Training
- Plans of Service for Library Systems
- Public Library Districts Initiatives
- Public Library System, School Library System, Reference & Research Library Resources (3Rs) System Services
- Regional Bibliographic Data Bases & Interlibrary Resource Sharing Programs
- Spanish Language Outreach Project (WebJunction)
- Special Legislative Projects
- State Aid for Libraries & Systems
- Statewide Summer Reading Programs
- Trustees – NYS Association of Library Boards (NYSALB)
- Youth Services

## **State Library, Manuscripts & Special Collections**

- Correspondence Manuscripts & History

## **Museum Chartering**

- Copies of Chartering & Incorporation Files for Regents Education Corporations
- Copies of Consent Files for Not-For-Profit Corporations
- Databases and Address Lists of Chartered Institutions

## **Museum Education Office**

- Public Programs – Special Events
- Museum Education School Programs
- Visitor Services Group Registration Files

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## **Museum Research & Collections**

- Director's Office Files
- Loan Records
- Office/Operational Files

## **Cultural Education, Preservation**

- Preservation Unit Surveys, Logs, Treatment Records

## **Public Broadcasting Program**

- Station Finance Files
- Station General Files
- Administrative Office Files
- General Subject Files

## **State Library, Research Library**

- General Correspondence of Division Director
- Internal Statistics
- Annual Reports

## **State Library, Office of Assistant Commissioner**

- Requisitions & Contracts
- Administrative Files
- Correspondence & Informational Files

## **State Museum. Director**

- Official Correspondence Files
- Museum Exhibit Design Drawings

## **Summer School of the Arts**

- Files relating to the administration of the New York State Summer School of the Arts

## **Higher Education**

### **Office of College and University Evaluation**

- Institution files:
  - Registration documents
  - General correspondence

## NYS Education Department Subject Matter List

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- Complaints
- Site visits
- Program proposals
- Extension center and branch campus applications
- Master plan amendments
- Applications for degree-granting authority
- Inventory of Registered Programs
- Regents institutional accreditation institution files
  - Site visit reports and responses
  - Annual reports
  - Regents Advisory Council records
  - Operational records of the accrediting function
  - Correspondence to USDE
- Regents accreditation of teacher education files
- Information on closed colleges
- Transcripts for certain closed institutions  
<http://www.highered.nysed.gov/ocue/spr/closedInstDirectory.htm>
- Policies, forms, rules, and regulations
- Miscellaneous policy development records (field memos, task forces, process improvement teams, research, etc.)
- Certifications of compliance with Article 129-A
- Preregistration database
- Travel and consultant records
- Permission to operate institution files
- Autism training provider applications
- Commissioner's consents
- Doctoral program statewide review project (historical)
- Office administration files (personnel, budget/financial, purchase orders, printing requisitions)
- Director/coordinator general correspondence

### **Office of K-16 Initiatives and Access Programs**

- Higher Education Opportunity Program (HEOP)
  - Interim Reports
  - Final Reports
  - Budgets
  - Site Visit reports
- Science and Technology Entry Program (STEP)
  - Interim Reports
  - Final Reports
  - Budgets
  - Site Visit reports
- Collegiate Science and Technology Entry Program (CSTEP)
  - Interim Reports



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- Final Reports
- Budgets
- Site Visit reports
- Liberty Partnerships Program (LPP)
  - Interim Reports
  - Final Reports
  - Budgets
  - Site Visit reports
- Smart Scholars Early College High School (SS ECHS)
  - Interim Reports
  - Final Reports
  - Budgets
  - Site Visit reports
- NYS Pathways in Technology Early College High School (NYS P-TECH)
  - Interim Reports
  - Final Reports
  - Budgets
  - Six Year Scope
  - Site Visit reports
- Perkins Career and Technical Education Act program (CTEA)
  - Interim Reports
  - Final Reports
  - Budgets
  - Site Visit reports
- Perkins Comprehensive Annual Report (CAR)
- Office of Civil Rights Review (OCR)
  - Ranking and Selection Procedures
  - Site Visit Letters
  - Letter of Findings
  - Voluntary Compliance Plans
  - Monitoring Reports
  - Bi-Annual Reports
- General Correspondence
- Requests for Proposals
- Proposals
  - Reviewer Comments
  - Proposal Scores
  - Award Letters
  - Debriefing Letters
- Meeting Agendas/Minutes
- Program Rosters
- Scholarships for Academic Excellence
  - Applications
  - Awards
- Regents Physician Loan Forgiveness Program
  - Applications

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- Awards
- Medical Contract Awards
- Cook/Batcheller Scholarship Awards
- Regent Bridgman Scholarship Awards
- Standards of Academic Progress
- By Institution of Higher Education
- Standardized Testing Records
- Statewide Plan for Higher Education

## **Office of Teaching**

- Office, Personnel, Financial Records
- Admin office General Correspondence
- Purchase Orders & Printing Requisitions
- Teacher Certification Microfilm Files
- Transcripts & Correspondence of Applicants for Teacher Certification (under our records retention we only maintain the paper record for three years)
- TEACH electronic files
- Electronic files for all documents generated by the Directors office

## **Office of Test Security and Educator Integrity**

- Educator Moral Character Files (8 NYCRR Part 83)
  - Complaints
  - Investigative materials
  - Legal Files
  - Decisions
  - Vouchers
- Fingerprint Criminal History Records (SAVE Law, 8 NYCRR Part 87)
  - Rap sheets and related material
  - Investigative materials
  - Correspondence
- Teacher Tenure Hearing Cases (Education Law 3020-a)
  - Case files
  - Transcripts
  - Vouchers
  - Contracts
- Complaints
- Corrective Action Plans
- Case files
- General Correspondence

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## P- 12 Education

### **Bilingual Education & Foreign Language Studies**

- General Correspondence
- Title I Consolidated Application and related documents
- Part 154 Plan's

### **Career and Technical Education**

- Federal VTEA documents
- Driver Education Teacher & Course Approvals
- General Correspondence

### **Child Nutrition Program Administration Including the Summer Food Service Program**

- Program Operational Material – National School Food Service Program
- Correspondence & Training Reports
- Administrative Files/Office Management Files
- Audits of National School Food Service Programs
- Federal Reports
- Management Company Contracts

### **Civil Rights/Intercultural Relations**

- Project, Program, Research Files
- Complaint Files
- Administrative Files
- Advisory Councils, Commissions, Committees
- School & Central School District Files
- Technical Assistance & Training

### **Curriculum, Assessment and Educational Technology**

- BEDS Reports & Chapter I Projects
- NYS English/Language Arts Curriculum K-12
- English Tests – Past Usage
- Administration Files
- Federal & State Mandates, Recommendations, Issues
- Curriculum/Program Development
- Assessments – Students/Programs
- Staff Development Records
- Social Studies Curriculum
- Examination & Test Files – non-secure only

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- TAG – Technical Advisory Group
- Legislation
- Administrative & Correspondence Files
- BOCES & Public School Files

## **ESEA/NCLB Title I**

- Title I Consolidated Application and related documents
- Title II Application materials
- ECIA Chapter 1/PSED grant application – Migrant
- Migrant Education projects & correspondence
- Homeless Application materials and correspondence

## **School Improvement**

- General Subject & Resource Files
- Grants Program Files
- Special Project Files
- Development & Training Files
- School Files
- Staff Administrative Files
- Administrative Files
- Resource Files
- Development & Training
- Federal & State Programs

## **School Operations and Management Services (Facilities Planning / Education Management)**

- School Bus Driver & Instructor Training Records
- School District Capital Project & Correspondence Files
- Plans & Specific of School District Capital Construction
- State Environmental Quality Review Act & Site Approvals
- General Correspondence

## **Student Support Services**

- Administrative & General Subject Files
- Regents Records
- School District Files
- Program Files

## **Special Education Services**

- Child Count Records

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- IDEA Applications for Federal Funds
- Administrative & Correspondence Records
- Legal guidelines & Publications
- Site Visit Reports & Documentation
- Application for Requests for Approval for Services
- Interagency Placement of Students with Disabilities
- Administrative Records
- Miscellaneous Subject files
- School Program Files
- Statewide Training Program Materials
- Impartial Hearing Officer Records
- Parent Center files
- Preschool approvals and modifications
- SED approved school-age special education program approvals and revisions
- PBIS Records
- Statewide Special education quality assurance monitoring reports
- Special education policy
- Special education publications
- Early childhood direction center records
- Non-district Unit records

### **State Operated Schools - NY School for the Blind at Batavia**

- Board of Visitors Minutes
- Resident Program Plans
- ICF Therapy Assessments of Residents
- In-service Program Files of Staff
- Administrative Records
- Superintendent's Correspondence
- Health & Safety Correspondence
- Cash Accounts Records
- General Correspondence
- Daily Stores Requisitions
- Federal Breakfast/Lunch Reimbursement

### **State Operated Schools - NYS School for the Deaf - Rome**

- Board of Visitors Minutes
- Equipment Inventory
- Budget Support Documents
- Accounts Payable – Fiscal Year Records – OTPS
- General Correspondence
- Health & Safety Correspondence & Laws
- Facilities/Capital Construction Correspondence

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- Accounting/Payroll/Budget Manuals & Bulletins
- Administrative Services
- Correspondence Files
- In-service Training Education Files
- Asbestos Reports (AHERA Program)
- Transportation Records

## **Professions**

- General Administrative Files
- Closed School Student & School Files (Nursing)
- School Supervision Files (Nursing)
- Professional License and registration records
- Professional disciplinary records
- Professional assistance program records
- Professional business entity records
- Professional Program Review Records
- Professional Licensing examination materials
- Approved Continuing Education providers

## **Project Improvement Management Services**

### **Facilities and Business Services**

- Capital Project Files
- Records Management Files
- Security Post Orders
- Parking Communication File
- Statewide Lease Files

### **Office Services**

- Inserting and Labeling Requests
- SED Statewide Health and Safety Meeting Minutes
- Automated External Defibrillators Administration File
- USPS Postage Records
- Surplus Property Records
- Supply Room Program Request Orders

### **Facilities Operations**

- Maintenance Work Orders
- Project Files

# NYS Education Department Subject Matter List

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- Building Blueprints
- SED ID Card Files

## **Publication and Print Operations**

- Print Job Work Orders
- Billing For In-House Printing
- Requisition for Printing
- Press Time Sheets

## **Test Distribution Unit**

- Regents Pack and Ship Documents

## **Secretary to the Board of Regents**

- Charters & Amendments (copies)
- Subject & Correspondence Files
- Regents Meeting Files (Prior & During Meetings)
- Summaries of Meetings of the Board of Regents (Journal)
- Files on Individual Regents