



## SUBJECT MATTER LIST

**Note:** The fact that a record is listed does not necessarily mean that it is subject to public disclosure under the Freedom of Information Law (FOIL). This list is updated through December 31, 2020. The Committee on Open Government, which is responsible for overseeing and advising with regard to FOIL, may be accessed online at: <https://www.dos.ny.gov/coog/>

### Agricultural Development

- Agribusiness Child Development Program (day care) records
- Agricultural Fairgrounds Infrastructure Improvement Program records
- Agritourism Grant Program records
- Community Garden Grants Program records
- Food and Agriculture Industry Development Grant Program records
- Farm Products Dealers Licensing (Article 20) records
- Farm to School Program records
- Farmers' Market Nutrition Program records
- Farmers' Market Grant Program records
- Farmland Viability Grant Program records
- Farm worker Certification Program (labor training) records
- Federal State Marketing Improvement Grant records
- Food Export USA/Northeast records
- Fresh Connect Program records
- Grape Pricing records
- Industrial Hemp Processing Program records
- Legislative Local Assistance Appropriation Program records
- Marketing Orders (apple, onion, cabbage, sour cherry) records
- New York State Grown and Certified Program records
- Organic Certification Reimbursement Program records
- Specialty Crop Block Grant and SC Multi-State Grant records
- TasteNY records

- Trade Shows records
- Vital Brooklyn Activities records

## **Animal Industry**

- Accredited Veterinarians files
- Animal Disease files (Brucellosis, Tuberculosis, EIA, Pseudorabies, Pullorum, Avian Influenza) records
- Biologic files
- Circulars
- Domestic Animal Health Permit holders (Livestock dealers, poultry transporters) records
- Fair Reports
- Herd Files (Bison, Cattle, Deer, Sheep, Goats, Swine, Llamas)
- Import/Export files (horses, livestock, cats, dogs, cattle, birds, swine, llama, sheep, goats)
- Indemnity claims
- Live Poultry Markets records
- Market Cattle Slaughter records
- National Poultry Improvement Plan Participants
- NYSCHAP Participants
- NYSGHAP Participants
- NYS Ear tag files
- Pamphlets
- Penalty files
- Pet Dealers Inspection Reports, License Applications and Licenses
- Poultry wholesalers
- Rescue Registry Application
- Ring Tests files
- State Labels files
- Veterinarian Work Schedules and Daily Reports

## **Counsel's Office**

- Administrative adjudications-grant, denial, or revocation of permits/registrations/licenses, slaughterhouse, seizures

- Advisory opinions- relative to powers and duties of Commissioner, requests for general information relative to State laws and regulations
- Assignment tracking- history and status of assignments
- Contracts/"MOUs"- program and budget implementation, cooperation with State and federal entities.
- Correspondence- with regulated parties, attorney representatives, judges and court staff
- Determinations-regarding producers' claims against security and license actions.
- Environmental audit reports- assess environmental status of Department activities.
- Ethics issues-outside activity, travel reimbursement, honorariums, potential conflicts, postemployment restrictions
- Freedom of Information Law- issues of whether and Agency records must or may be released to or withheld from public inspection
- Legislative proposals and memoranda- Department bills and support memoranda, analysis, comments on other Agency proposals, and bill positions.
- Litigation-Injunction actions, applications for administrative warrants of inspection, Article 78 proceedings, Court of Claims cases
- Local restrictive ordinance reviews-examination of local laws for compliance with prohibitions against unreasonably restricting farm operations
- Notice of Intent reviews-agricultural impacts of public acquisition of land or advance of funds for projects within an agricultural district
- Opinion assignments-opinions rendered by attorneys.
- Penalty recovery cases- assessment notices and collection steps.
- Procedures and guidelines-directives and list outlining required legal steps or program protocol.
- Rulemakings-adoption, repeal or amendment of regulations, rule review.
- Sound Agricultural Practice reviews-examination, upon request, of farming practices for soundness.

## **Fiscal Management**

- Budget Requests-annual request for appropriations, State Fair
- Contracts-documentation for each and every contract entered into by the agency
- Fiscal and Personnel Plans-govern implementation of the enacted Budget

- Fleet and Equipment Inventory-records regarding purchases including leased vehicles, including cost, maintenance, and disposition
- Purchase orders and vouchers- payment authorization of supplies, materials or services ordered by and delivered to the Department
- Request for Proposals (RFPs) and Invitation for bids (IFB) for services and/or goods sought and grant programs.
- Travel, including Travel Vouchers-official station, travel authorization, payment records
- Credit Cards-travel and purchasing

### **Food Safety and Inspection**

- Animal Feed Tonnage Reports-submitted annually by feed manufacturers and distributors
- Application for Licenses-food processing, retail food store, food warehouse, small animal slaughterhouses, rendering plants, salvage dealers and refrigerated warehouses
- Circulars
- Consumer Complaints-narrative investigations of complaints received from consumers that deal with food
- Controlled Atmosphere-volume of apples in storage
- Correspondence with Regulated Parties-industry compliance sessions, enforcement actions and warning letters
- Inspector Dailies-electronically submitted accountability reports
- Investigation Reports- narrative reports of food-related incidents including recalls, disaster and refrigerated warehouse extensions
- Licenses Issued-food processing, small animal slaughterhouses, rendering plants, salvage, retail food store, food warehouse, dealers and refrigerated warehouse
- Penalties- summary or summation of penalty
- Pet Food-annual registrations
- Samples-reports of sampling and analysis
- Sanitation Inspections-food safety inspection reports of approximately 36,000 firms
- Seizures-inventory of unfit unmerchantable foods
- Volume Reports-list the number and volume of commodity-based inspections

### **Human Resources**

- Accident Files- Records pertaining to all work-related injuries/illnesses

- Accrual Records-Timesheets which contain information relating to employees' attendance
- Canvass Files-Pending and completed canvasses for Department positions
- Confidential Files- Information relating to labor relations issues, human rights complaints, employee terminations, etc.
- Classification Files-Records which contain job descriptions for each title in the Department.
- Division Files-Correspondence sent to the Department's Divisions pertaining to personnel matters
- Eligible Lists
- Employee Records-Personnel files which contain all employment-related information
- Employment Verification Log-Record of all inquiries concerning verification of employment
- Internal Memoranda-Correspondence sent to staff both intra-and inter-Division
- Performance Evaluations-Individual employee job performance appraisals
- Title Folders-Records containing examination information, etc. for each title in the Department

### **Kosher Law Enforcement**

- Inspection reports and related documents
- Kosher registries

### **Internal Audit**

- External reports (B-350 + Internal Control Certification)
- External audit documentation/reports
- Internal Audit Reports and associated work papers
- Risk assessments

### **Land and Water Resources**

- Agency and Entity Memos of Understanding
- Agricultural District Program records
  - Agricultural Assessment
  - Agricultural District Creation/Annual Inclusion and Eight Year Review
  - Review of Local ordinances affecting farm operations
  - Review of Agricultural District Notice of Intent Filings
  - Sound Agricultural Practices Reviews
  - Agricultural District SEQR Responses

- Agricultural Environmental Management (AEM) – AEM Guide, Annual Reports, Technical Advisory Committee minutes, memoranda, AEM Base Program SWCD contracts
- Agricultural Nonpoint Source Program-RFPs, Program tracking database, Project Lists, Proposal Contracts
- Climate Resilient Farming Program- RFPs, Program tracking database, Project Lists, Proposal Contracts.
- Comprehensive Nutrient Management Plan (CNMP)-Training Manual, Sample Plans
- Conservation Districts State Aid to Districts, Annual Reports, Annual Workplans, Treasurers Report
- Farmland Protection Program- County and Town Approved Farmland Protection Plans, Applicant Contracts, Project Lists
- NYS Soil and Water Conservation Committee-Agenda, Minutes, Committee Policies, Technical Services Contracts
- Public Service Law/Art. 7 and 10 proceedings-relative to avoidance or mitigation of adverse impacts on agriculture.

### **Milk Control and Dairy Services**

- Article 4 license-licenses issued to all milk samplers and testers for bacteria and chemical results
- Audits-documents and information collected through auditing milk dealers
- Consumer Complaints-all complaints received and investigated
- Correspondence-letters sent to regulated parties and others
- Dairy Promotion Reports-obligation information for payments to the State of New York under the New York State Dairy Promotion Order, details of advisory board meetings, contract information, and progress reports
- Equipment Dealers-all dealers permitted to install farm and processing plant equipment
- FL sample report-the official sample reports for all dairy products sampled by Dairy Product Specialist and tested at the State Food Lab
- Import Permit Holders-permits for all companies importing dairy products into New York State from other states
- Inspection Reports-inspection reports for all establishments under license or permit (includes milk receivers, testers, certified milk inspectors)

- Internal Department Memoranda-Information sent within the Department.
- Mailing Lists-interested parties for different division programs, regulated parties, statistical information releases.
- Memoranda-memos written to Division Personnel
- Milk Dealer License Applications-includes application, correspondence, security and financial information
- Milk Producers Security Fund and Bonding-information lists participants, account balances, financial information, and other administrative information.
- Miscellaneous Violations-all unusual investigations
- Penalties-All penalties submitted
- Seizures/Quarantines-all seizure and quarantine reports
- Statistics, Data and related information-collected under the market information program, and includes plant reports, bulk tank unit reports, route sales reports, payment reports.
- Western New York Milk Marketing Area-information located in Buffalo, NY includes plant reports, payment reports, audit summaries, milk dealer information, and all associated documents related to the operation of the WNYMMO.
- Wholesale Frozen Dessert License-all frozen dessert establishment licenses

## **Plant Industry**

- Annual Reports-nurseries, greenhouses and plant dealers; commercial fertilizer and agricultural liming materials; Division summary of activities
- Application for Licenses-nursery dealers, plant growers, commercial fertilizer distributors, sellers of agricultural liming materials, agricultural soil or plant inoculants
- Correspondence
- Program files related to Industrial Hemp (Growers)- research partner applications and authorizations, annual reports, inspection and sample reports, harvest reports.
- Industrial Hemp Agricultural Research Pilot Program - research partner applications, research partner annual reports, research partner inspection reports, research partner sample reports, research partner harvest reports.
- Inspection Daily Reports-horticultural and apiary inspectors
- Inspection Reports-plants, commodity, apiary, commodity sampling

- Licenses-nursery dealers, plant growers, commercial fertilizer distributors, sellers of agricultural liming materials, agricultural soil or plant inoculants, ammonium nitrate
- Mailing Lists
- Notice of Non-Compliance with 1 NYCRR Part 575
- Penalties-penalties submitted
- Tonnage Reports-commercial fertilizers, agricultural liming materials

## **State Fair**

- Accident, injury, incident reports and claims with related correspondence
- Budget reports
- Contracts and related correspondence
- Correspondence
- Mailing Lists-interested parties for State Fair e-newsletter, vendors/exhibitors, potential bidders, advisory board
- Memoranda of Understanding (MOUs)
- OGS Fixed Asset Reports
- Personnel matters-employee records, performance evaluations, employee's notification, time and attendance
- Policies and procedures
- Press Releases
- Purchase records and related correspondence
- State Fair-related information (e.g. ticket sales, event calendars, competition entries)

## **Weights and Measures**

- Annual reports of municipal directors
- Correspondence with Federal, state and municipal agencies, regulated parties and consumers
- Device Inspection reports
- Field quality system manuals, test procedures and related documents
- Metrology laboratory quality system manuals, test procedures and related documents
- Petroleum sampling test results
- Publications issued (e.g. W&M Law and Regulations, consumer guides and information)
- Records of completed investigations and enforcement actions
- Retail gas station compliance for Fuel-NY program

- State and municipal inspector training (records of training provided)
- Weigh master license applications and licenses