

**NEW YORK STATE
DIVISION OF CRIMINAL JUSTICE SERVICES
SUBJECT MATTER LISTING OF RECORDS
[Pursuant to Public Officers Law Section 87(3)(c)]
[Updated July 2012]**

OFFICE OF CRIMINAL JUSTICE OPERATIONS

- Criminal History Record File
- Fingerprint Files (Adult and Juvenile)
- Domestic Incident Reports
- DNA Databank Specimen Submission Forms and Supporting Documentation
- Use and Dissemination Agreement File
- Office of Operations Administrative Files
- Missing Persons Clearinghouse Records
 - Missing Children Registry/Leads
 - Missing Vulnerable Adult Registry/Leads
 - Missing College Student Information
 - Unidentified (Deceased and Living) Person Information
 - Operation Safe Child Database

OFFICE OF JUSTICE INFORMATION SYSTEMS

- Agency File
- Statewide Automated Fingerprint Identification System (SAFIS) File
- Sabis Procurement Documents
 - RFP and Evaluation
 - Contract Award
- Coded Law File
- Computer Systems Documentation and User Manuals
- Crime Mapping System Records

- Wanted, Missing and Unidentified Database
- New York Data Exchange

OFFICE OF FORENSIC SERVICES

- DNA Databank Records
- DNA Databank - Use and Dissemination Agreement File
- Commission on Forensic Science Records
- DNA Subcommittee Records
- Public Forensic Laboratory Accreditation Records
- Training Records

OFFICE OF PUBLIC SAFETY

- Law Enforcement Agency Files
- Security Guard Training Records and Course Curricula
- Police/Peace Officer Registry Records
- Private College Campus Security Officers Training Records and Curriculum
- Police/Peace Officer Training Records and Course Curricula
- NYS Law Enforcement Accreditation Council Minutes and Program Records
- Operation IMPACT
- Crime Analysis Centers
- Administrative Police Studies
- Breath Test Instrument and Radar Maintenance Records
- Federal Excess Property-1033 Program
- Medical and Physical Fitness Standards and Procedures for Police Officer Candidates
- Municipal Police Training Council Minutes and Records

- Police Officers Memorial Records
- Assets Forfeiture Reporting Program Records - State and Federal
- Security Guard Advisory Council Minutes and Records

OFFICE OF JUVENILE JUSTICE

- Juvenile Justice Advisory Group Records
- Juvenile Justice Delinquency Prevention Act Compliance Records

OFFICE OF PROGRAM DEVELOPMENT AND FUNDING

- State Program Records
 - Legislative Sponsored Grant-in-Aid Awards
 - NYS Defenders Association
 - Prisoners' Legal Services, Inc.
 - Indigent Parolee Program
 - Aid to Prosecution
 - Aid to Defense
 - Aid to Crime Labs
 - Aid to Special Narcotics Prosecutor
 - NY Prosecutor's Training Institute
 - Crimes Against Revenue Program (CARP)
 - Motor Vehicle Theft and Insurance Fraud Prevention Program
 - Drug Abuse Alternative to Prison (DTAP) Program
 - NYS Sexual Offense Evidence Collection Kit Distribution Records
 - County Re-entry Task Forces Records
 - Alternatives to Incarceration (ATI) programs, including Classification/Drug & Alcohol programs, Demonstration and Shared Services ATI Programs, and Probation Violation Residential Centers (PVRC, aka Residential Stabilization Centers in NYC)
 - 200 % of Poverty Probation Grants
 - Probation Eligible Diversion Programs (PEDS)
 - Supervision and Treatment of Specialized Offenders (SATSO)
 - GTSC Ignition Interlock Device Monitoring Program
- Federal Program Records
 - Edward Byrne Formula Grant Program
 - John R. Justice Program
 - Coverdell Forensic Services
 - Juvenile Justice and Delinquency Prevention Act Grant Programs

- Violence Against Women Act Grant Programs
- Sexual Assault Services Program
- Juvenile Accountability Incentive Block Grant Program
- Residential Substance Abuse Treatment Grant Program
- BJA Soft Body Armor Partnership Program

OFFICE OF LEGAL SERVICES

- Agency Regulations
- Freedom of Information Law Request Records
- Litigation Records
 - Agency Litigation Files
 - Division of Human Rights Complaints
- Statement of Financial Disclosure Required Filers Records
- Subpoena Log Records
- Human Trafficking Records

OFFICE OF JUSTICE RESEARCH AND PERFORMANCE

- OJRP Federal Grant Award Records
- Uniform Crime Reporting System Records
- NYS Incident-Based Reporting (IBR) System Records
- Computerized Criminal History Analytical Files
- Request for Information Records
- Criminal Justice Trend and Performance Reports
- Case Specific Program Data Files

OFFICE OF SEX OFFENDER MANAGEMENT

- Training/Outreach Records
- Sex Offender Registry Records

- Mental Hygiene Law Article 10 Records
- Subpoena Log Records
- Litigation Files

ADMINISTRATIVE SERVICES

- Telecommunications File
- Records Management File
- Agency Vehicles File
- Mail/Shipping Operations File
- Property Leases File
- Space Planning and Allocation File
- Inventory Control Records
- Security Records and Logs

FINANCE

- State Fiscal Policies and Procedures
- Budget Certificates of Approval Records
- Routine Internal Status and Activity Reports
- Audit Reports and Responses
- Purchase Requisitions
- Contract Files
- Purchase Orders
- Travel Payment Files
- Revenue Accounting Records

- Bank Account Files
- Federal and State Grant Records
- Accounts Payable Files

HUMAN RESOURCES MANAGEMENT

- Individual Personnel Files
- Health Insurance Records
- Attendance Records
- Job Title Specifications Files
- Examination Announcements Files
- Grievance Files
- Retirement Records
- Employment Inquiries
- Training Files
- Eligible List Files
- Recruitment Files
- Workers Compensation Records
- Benefit Records
- Job Classification Records
- Federal Employee's Withholding Allowance Certification (W-4) Records
- Payroll Processing Reports
- Bi-Weekly Payroll Processing Records
- Bi-Weekly Payroll Listings (Salary Registers)
- Confidential Agency Roster (lists ethnicity, veteran status, and disability status)

- Reasonable Accommodation Records
- Sexual Harassment Complaints Records
- Disciplinary/Grievance Records
- Suitability Determination Records (includes employment determinations for employees with criminal records)
- Medical Records

AUDIT UNIT

- Criminal Justice Records Compliance Files
- Fiscal Audit Files
- DCJS Internal Audit Files
- Federal Single Audit Files

OFFICE of PROBATION and CORRECTIONAL ALTERNATIVES

- Access to Criminal History
- Adirondack Residential Center
- Administrative Officer
- Affirmative Action
- AIDS Interagency Task Force
- Alcoholism and Substance Abuse Services, Office of
- Alternate Correctional Facility Review Panel
- Alternatives to Incarceration
- American Correctional Association
- American Probation and Parole Association
- Americans w/Disabilities

- Annual Reports (OPCA)
- Assembly
- Association of Counties, NYS
- Attorney General, NYS
- Automation
- Automon/Caseload Explorer
- Budget (agency)
- Budget, Division of
- Business Case
- Center for Alternative Sentencing Services (CASES)
- Center for Community Alternatives
- Center for Sex Offender Management
- Center for Substance Abuse Treatment
- Children and Family Services, Office of
- Civil Service, Department of
- Civil Service Employees Association Committee to Study Probation
- Code of Ethics for Probation Personnel
- Community Corrections Act
- Community Corrections Inventory
- Community Safety Act
- Community Service Standards
- COMPAS
- Conditional Release
- Conditions of Probation

- Conferences
- Conflict of Interest Policy
- Coordinated Childrens Services Initiative (CCSI)
- Correction, Commission of
- Correctional Association of New York
- Correctional Services, Department of
- Council of Probation Administrators (COPA)
- Council of State Governments
- Council on Children and Families
- Counsel
- County Probation Departments (in alphabetical order)
- Crime Victims
- Crime Victims Workgroup
- CrimeStat
- Criminal Aliens
- Criminal Justice Advisory Board
- Criminal Justice Agency
- Criminal Justice Educators Association
- Criminal Justice Services, Division of
- Critical Incidents
- CURE New York
- Data Committee
- Day Fines/Centers

- Defender Based Advocacy
- Designation of Authority
- Developmental Disabilities
- DNA
- Domestic Violence
- DPCA Statewide Symposium
- Drug and Alcohol Programs
- Drug Courts
- Drug Law Reform
- Education and Assistance Corporation (EAC)
- Electronic Monitoring
- Employee Relations, Office of
- Ethics in Government
- Examinations
- Executive Committee Meetings
- Expansion of Treatment Services
- Family Court
- Fees for Supervision
- Fight Crime: Invest in Kids NY
- Fingerprinting
- Firearms Survey
- Fiscal Controls Workgroup
- Fortune Society
- Future of Probation Task Force

- Gangs
- General Rules and Regulations
- General Services, Office of
- Governors Office
 - Appointments
 - Correspondence Control Unit
 - Criminal Justice Conference
 - Criminal Justice Director
 - Executive Orders and Press Releases
 - Hispanic Heritage Committee/MLK Committee
 - Lt. Governor
 - Secretary to Governor
 - State of the State
 - State Operations Director
 - Transition
 - Violence Agenda
 - Washington Office
- Health Departments Brain Injury Initiative
- Ignition Interlock
- Incidents in Counties
- Inspector Generals Office
- Integrated Domestic Violence Court Advisory Board
- Intensive Supervision Program
- Interim Probation Supervision
- Intermediate Sanctions
- Internal Controls
- International Community Corrections Association (ICCA)
- Interstate Compact
- ITSMR (Institute for Traffic Safety Management & Research)
- Jail Management

- Justice Assistance, Bureau of (BJA)
- Justice System Assistance Team (JSAT)
- Juvenile Accountability Incentive Block Grant
- Juvenile Delinquency
- Juvenile Intensive Supervision Program
- Juvenile Justice
- Juvenile Justice 3 Year Plan
- Juvenile Justice Advisory Group (JJAG)
- Juvenile Justice Indicators, Task Force on
- Juvenile Justice Training Institute
- Juvenile Risk and Needs
- Kendra's Law
- LaBodega de Familia
- Labor, Department of
- Labor Management
- Latessa Assessment Training Program
- Leadership Forums
- Leandra's Law
- Legal Action Center
- Legislation
- Legislature
- Litigation
- Managed Care
- Mandate Relief

- Mental Health, Office of
- Mental Health-Juvenile Justice Group
- Mentally Disabled, Commission on Quality of Care for the Aging
- Middle Atlantic States Correctional Association (MASCA)
- Minority/Women Business Development
- Mission
- Motor Vehicle, Department of
- National Association of Probation Executives (NAPE)
- National Institute of Corrections (NIC)
- New Directors Executive Leadership
- New York Association of Alternative Sentencing Programs (NYAASP)
- New York Association of Pretrial Service Agencies (NYAPSA)
- New York Corrections and Youth Services Association
- Office of Court Administration (OCA)
- Omnibus Procurement Act
- Organizational Structure
- Parole, Division of
- Partners for Children
- Pathways to Employment
- Peace Officers
- Personnel
- Persons in Need of Supervision (PINS)
- Police, New York State

- Practice Reviews (misc complaints)
- Presentence Investigation Committee
- Pretrial Services
- Pretrial Standards
- Probation and Parole Compact Administrators Association (PPCAA)
- Probation Commission
- Probation Eligible Diversion
- Probation Field Information Officers
- NYS Probation Officers Association
- Prober Plus
- Project Return
- Prostitution and Trafficking Workgroup
- Qualifications Workgroup
- ReEntry
- Regulatory Reform, Governors Office of
- Request for Proposals (RFPs)
- Restitution
- Restorative Justice
- Rockefeller Institute
- SAMSHA Grants
- Safety Committee
- School of Criminal Justice
- School/Community Task Force
- School Violence Prevention

- Senate
- Sex Offender Management
- Sex Offender Registration Act (SOR)
- Sex Offender Address Verification
- Shared Population Workgroup
- Shared Services Contracts
- Simon Wiesenthal Center for Tolerance
- Speeches
- Staff Meetings/Memos
- State Aid
- State Cluster Initiative
- State Comptroller, Office of
- State Comptroller Audits
- State, Department of
- State Director Memos
- State Prison Diversion
- State University of New York at Albany
- Statewide Permanency Planning Team
- Statewide Wireless Network
- Statistics
- Stein Commission
- Strategic Planning
- Technical Rules Violation Centers
- Technology, Office of

- Technology Workgroup
- Temporary Assistance to Needy Families (TANF)
- Traffic Safety Committee, Governors
- Training
- Training Committee
- Transition from Prison to Community Initiative
- UNYRIC (Upstate NY Regional Intelligence Center)
- VERA Institute of Justice
- Victims
- Violence Against Women Act (VAWA)
- Waivers
- Warrant and Violations Workgroup
- Welfare Reform
- Welfare to Work
- Women in Corrections
- Women Offenders
- Womens Prison Association
- YASI (Youth Assessment Screening Instrument)
- Youth Courts
- Youthful Offender Initiative ReEntry Grant Program

OTHER AGENCY RECORDS

- Agency Publications File