

**New York State Division of Criminal Justice Services
Subject Matter Listing of Records**

Pursuant to Public Officers Law Section 87(3)(c)

Updated March 2018

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

OFFICE OF CRIMINAL JUSTICE RECORDS

- Criminal History Record File
- Domestic Incident Reports
- Use and Dissemination Agreement File
- Uniform Crime Reporting Records

STATE IDENTIFICATION BUREAU

- Biometric Files (Adult, Juvenile and Latent)
- DNA Databank Specimen Submission Forms and Supporting Documentation

FINANCIAL SERVICES

- State Fiscal Policies and Procedures
- Audit Reports and Responses

- Contract Files
- Purchase Requisitions
- Purchase Orders
- Travel Payment Files
- Revenue Accounting Records
- Bank Account Files
- Federal and State Grant Records
- Accounts Payable Files

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
- Forensic Training Records

HUMAN RESOURCES MANAGEMENT

- Individual Personnel Files
- Information Systems Repository
- Attendance Records
- Job Title Specifications Files
- Examination Announcements Files
- Grievance Files
- Retirement Records
- Training Files

- Recruitment Files
- Eligible List Files
- Job Classification Records
- Disciplinary/Grievance Records
- Suitability Determination Records (includes employment determinations for employees with criminal records)
- Outside Employment Records
- Dual Employment Records

OFFICE OF INTERNAL AUDIT

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

OFFICE OF JUSTICE RESEARCH AND PERFORMANCE

- Annual and Quarterly Reports
- Research Consortium and Knowledge Bank Records
- Gun Involved Violence Elimination (GIVE)
- Computerized Criminal History Analytical Files
- Request for Information Records
- Case Specific Program Data Files

OFFICE OF YOUTH JUSTICE

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

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
- Mental Hygiene Law Article 10 Records
- Non-Disclosure Agreements
- Memoranda of Understanding Between Governmental Agencies
- Use and Dissemination Agreements
- Contracts and Letters of Agreement
- Outside Employment Requests
- Agency Legislation

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 Children's 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
- DWI
- 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
- Governor's 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
- Homicide Gun Violence Reduction
- Ignition Interlock
- Incidents in Counties
- Inspector General's 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
- Probation Supervision
- NYS Probation Officers Association
- Prober Plus
- Project Return
- Prostitution and Trafficking Workgroup
- Qualifications Workgroup
- Re-Entry
- Regulatory Reform, Governor's 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
- Swift and Certain Probation Violation Process
- 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
- Women's Prison Association
- YASI (Youth Assessment Screening Instrument)
- Youth Courts
- Youthful Offender Initiative Re-entry Grant Program

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
 - Sexual Assault Crisis and Prevention Services Program
 - NYS Sexual Offense Evidence Collection Kit Distribution Records
 - County Re-entry Task Forces Records
 - Police Protective Equipment Program
 - Alternatives to Incarceration (ATI) programs, including
 - Article 13A/Classification Program grants
 - GIVE (Gun Involved Violence Elimination) Initiative
 - Crime Analysis Centers
 - Probation Violation Residential Centers (PVRC)
- 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
 - Residential Substance Abuse Treatment Grant Program
 - BJA Soft Body Armor Partnership Program
 - NICS Act Record Improvement Program (NARIP) for States and State Court Systems
 - Sex Offender Registration and Notification Act (SORNA)
 - Prison Rape Elimination Act (PREA) grants
 - National Criminal History Improvement Program (NCHIP)

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/GIVE (Gun Involved Violence Elimination) initiative
- 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
- Files Generated from Human Trafficking Victim Referrals
- Committee on Coordination of Police Services for Elderly Persons Minutes and Records
- Missing Persons Clearinghouse
- Governor's Police Officer of the Year Award program files
- Executive Law §845-a Flags Presented to Families of Fallen Officers Program files

OFFICE OF SEX OFFENDER MANAGEMENT

- Training/Outreach Records
- Sex Offender Registry Records
- Subpoena Log Records
- Litigation Files

OTHER AGENCY RECORDS

- Agency Publications File