

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

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

Updated March 2021

ADMINISTRATIVE SERVICES

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

OFFICE OF CRIMINAL JUSTICE RECORDS

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

STATE IDENTIFICATION BUREAU

- Biometric Training Records
- Civil Biometric Files (Adult, Latent)
- Civil Vendor-Managed Network Files
- Criminal Biometric Files (Adult, Latent)
- Public DCJS Latent Laboratory Accreditation Records
- State Identification Bureau Policies and Procedures

FINANCIAL SERVICES

- Accounts Payable Files
- Audit Reports and Responses
- Bank Account Files
- Contract Files
- Federal and State Grant Records
- Purchase Orders
- Purchase Requisitions
- Revenue Accounting Records

- State Fiscal Policies and Procedures
- State Grant Program Records
 - Indigent Parolee Program
 - Soft Body Armor
- Travel Payment Files

OFFICE OF FORENSIC SERVICES

- Commission on Forensic Science Records
- DNA Databank Records
- DNA Subcommittee Records
- Forensic Training Records
- NYS Sexual Offense Evidence Collection Kit Management Records
- Public Forensic Laboratory Accreditation Records
- SABIS User Management Records

HUMAN RESOURCES MANAGEMENT

- Attendance Records
- COVID-19
- Disciplinary/Grievance Records
- Dual Employment Records
- Eligible List Files
- Examination Announcements Files
- Grievance Files
- Individual Personnel Files
- Information Systems Repository
- Job Classification Records
- Job Title Specifications Files
- Orders of Protection/Domestic Violence Files
- Outside Employment Records
- Recruitment Files
- Retirement Records
- Suitability Determination Records
- Training Files

OFFICE OF AUDIT SERVICES and COMPLIANCE

- Criminal Justice Records Compliance Files

- DCJS Internal Audit Files
- Fiscal Audit Files

OFFICE OF JUSTICE RESEARCH AND PERFORMANCE

- Analytical Files
- Annual, Quarterly, and Monthly Reports
- Community Corrections Data Submission Files
- Outside Research Records
- Performance and Lean Program Records
- Research Consortium and Knowledge Bank Records
- Statistical Request for Information Records

OFFICE OF YOUTH JUSTICE

- Juvenile Justice Advisory Group Records
- Juvenile Justice Reform Act Compliance Records

OFFICE OF LEGAL SERVICES

- Agency Legislation
- Agency Regulations
- Contracts and Letters of Agreement
- Freedom of Information Law Request Records
- Litigation Records
 - Agency Litigation Files
 - Division of Human Rights Complaints
- Memoranda of Understanding Between Governmental Agencies
- Mental Hygiene Law Article 10 Records
- Non-Disclosure Agreements
- Outside Employment Requests
- Reasonable Accommodation Files
- Statement of Financial Disclosure Required Filers Records
- Subpoena Log Records
- Use and Dissemination Agreements

OFFICE of PROBATION and CORRECTIONAL ALTERNATIVES

- AutoMon/Caseload Explorer Contract Records
- Community Correction Course Curricula and Training Records
- Community Correction Legislation File

- Council of State Governments File
- County Probation Departments Files
- Criminal Procedure Law §420.10 (8) Financial Obligation Reports
- Domestic Violence File
- Executive Law Article 13-A Alternatives to Incarceration Records
- Fees for Supervision Reports
- Governors Traffic Safety Committee Grant Records
- Ignition Interlock Program Reports
- Interstate Compact Files
- Juvenile Accountability Incentive Block Grant Records
- Juvenile Delinquency Reports
- Juvenile Risk and Needs Reports
- Kendra's Law File
- Local Commission Conditional Release Reports
- Office of Court Administration File
- Persons in Need of Supervision Reports
- Practice Reviews (misc. complaints) Files
- Pretrial Standards File
- Probation and Parole Compact Administrators Association File
- Probation Commission Records
- Request for Proposals Files
- Sex Offender Management File
- Sex Offender Registration Act File
- State Aid Program Records
- Use and Dissemination Agreement

OFFICE of PROGRAM DEVELOPMENT and FUNDING

- Federal Grant Program Records
 - BJA Soft Body Armor Partnership Program
 - Coverdell Forensic Services
 - Edward Byrne Formula Grant Program
 - John R. Justice Program
 - Juvenile Justice and Delinquency Prevention Act Grant Programs
 - National Criminal History Improvement Program (NCHIP)

- NICS Act Record Improvement Program (NARIP) for States and State Court Systems
- Non-Fatal Shooting Initiative
- Prison Rape Elimination Act (PREA) grants
- Residential Substance Abuse Treatment Grant Program
- Sex Offender Registration and Notification Act (SORNA)
- Sexual Assault Services Program
- Violence Against Women Act Grant Programs
- State Grant Program Records
 - Aid to Crime Labs
 - Aid to Defense
 - Aid to Prosecution
 - Aid to Special Narcotics Prosecutor
 - Alternatives to Incarceration (ATI) programs, including
 - Article 13A/Classification Program Grants
 - Employment Services Program for Probationers and Parolees
 - Jail-Based Cognitive Behavioral Intervention Programs
 - Probation Violation Residential Centers (PVRC)
 - County Re-entry Task Forces
 - Crime Analysis Center Contracts
 - Crimes Against Revenue Program (CARP)
 - GIVE (Gun Involved Violence Elimination) Initiative
 - Legislative Sponsored Grant-in-Aid Awards
 - Motor Vehicle Theft and Insurance Fraud Prevention Program
 - NY Prosecutor's Training Institute
 - NYS Defenders Association
 - Police Protective Equipment Program
 - Prisoners' Legal Services, Inc.
 - Sexual Assault Crisis and Prevention Services Program
 - SNUG

OFFICE OF PUBLIC SAFETY

- Administrative Police Studies
- Assets Forfeiture Reporting Program Records State and Federal
- Breath Test Instrument and Radar Maintenance Records

- Committee on Coordination of Police Services for Elderly Persons Minutes and Records
- Crime Analysis Centers
- Executive Law §845-a Flags Presented to Families of Fallen Officers Program Files
- Federal Excess Property-1033 Program
- Files Generated from Human Trafficking Victim Referrals
- Governor's Police Officer of the Year Award Program Files
- Law Enforcement Agency Files
- Medical and Physical Fitness Standards and Procedures for Police Officer Candidates
- Missing Persons Clearinghouse
- Municipal Police Training Council Minutes and Records
- NYS Law Enforcement Accreditation Council Minutes and Program Records
- Operation IMPACT/GIVE (Gun Involved Violence Elimination) initiative
- Police Officers Memorial Records
- Police/Peace Officer Registry Records
- Police/Peace Officer Training Records and Course Curricula
- Private College Campus Security Officers Training Records and Curriculum
- Security Guard Advisory Council Minutes and Records
- Security Guard Training Records and Course Curricula
- SNUG Street Outreach Program

OFFICE OF SEX OFFENDER MANAGEMENT

- Sex Offender Registry Records

OTHER AGENCY RECORDS

- Language Access Records