

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

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

Updated March 2019

**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

**STATE IDENTIFICATION BUREAU**

- Civil Biometric Files (Adult, Juvenile and Latent)

**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
- Travel Payment Files

**OFFICE OF FORENSIC SERVICES**

- Commission on Forensic Science Records
- DNA Databank Records
- DNA Databank—Use and Dissemination Agreement File

- DNA Subcommittee Records
- Forensic Training Records
- Public Forensic Laboratory Accreditation Records

#### **HUMAN RESOURCES MANAGEMENT**

- Attendance Records
- 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
- Reasonable Accommodation Files
- Recruitment Files
- Retirement Records
- Suitability Determination Records
- Training Files

#### **OFFICE OF INTERNAL AUDIT**

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

#### **OFFICE OF JUSTICE RESEARCH AND PERFORMANCE**

- Annual, Quarterly, and Monthly Reports
- Community Corrections Data Submission Files
- Computerized Criminal History Analytical Files
- Outside Research Files
- 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 Delinquency Prevention 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
- Statement of Financial Disclosure Required Filers Records
- Subpoena Log Records
- Use and Dissemination Agreements

#### **OFFICE OF PROBATION and CORRECTIONAL ALTERNATIVES**

- Access to Criminal History
- Alternate Correctional Facility Review Panel
- Alternatives to Incarceration
- American Probation and Parole Association
- Automation
- Automon/Caseload Explorer
- Budget (agency)
- Conditions of Probation
- Council of State Governments
- County Probation Departments (in alphabetical order)
- Domestic Violence
- Fees for Supervision
- Ignition Interlock

- Interstate Compact
- Juvenile Accountability Incentive Block Grant
- Juvenile Risk and Needs
- Kendra's Law
- Legislation
- Office of Court Administration (OCA)
- Organizational Structure
- Personnel
- Persons in Need of Supervision (PINS)
- Practice Reviews (misc. complaints)
- Pretrial Standards
- Probation and Parole Compact Administrators Association (PPCAA)
- Probation Commission
- Request for Proposals (RFPs)
- Sex Offender Management
- Sex Offender Registration Act (SOR)
- State Aid
- Swift and Certain Probation Violation Process
- Traffic Safety Committee, Governors
- Training
- YASI (Youth Assessment Screening Instrument)

#### **OFFICE OF PROGRAM DEVELOPMENT AND FUNDING**

- Federal 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
  - 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 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
  - County Re-entry Task Forces Records
  - Crime Analysis Centers
  - Crimes Against Revenue Program (CARP)
  - Employment Services for Probationer's and Parolee's Programs
  - GIVE (Gun Involved Violence Elimination) Initiative
  - Indigent Parolee Program
  - Jail-Base Cognitive Behavioral Intervention Programs
  - Legislative Sponsored Grant-in-Aid Awards
  - Motor Vehicle Theft and Insurance Fraud Prevention Program
  - NY Prosecutor's Training Institute
  - NYS Defenders Association
  - NYS Sexual Offense Evidence Collection Kit Distribution Records
  - Police Protective Equipment Program
  - Prisoners' Legal Services, Inc.
  - Probation Violation Residential Centers (PVRC)
  - 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