

NEW YORK STATE
DIVISION OF CRIMINAL JUSTICE SERVICES
SUBJECT MATTER LISTING OF RECORDS
[Pursuant to Public Officers Law Section 87(3)(c)]
[Updated July 13, 2009]

OFFICE OF CRIMINAL JUSTICE OPERATIONS

- Criminal History Record File
- Fingerprint Files (Adult and Juvenile)
- Use and Dissemination Agreement File
- Office of Operations Administrative Files
- Missing and Exploited Children Clearing House Records
 - Missing Children Registry/Leads
 - Missing College Student Information
 - Unidentified (Deceased) 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

OFFICE OF FORENSIC SERVICES

- DNA Databank Records
- DNA Database - Use and Dissemination Agreement File
- Commission on Forensic Science Records
- DNA Subcommittee Records
- Training Records

OFFICE OF PUBLIC SAFETY

- 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
- Administrative Police Studies
- Breath Test Instrument and Radar Maintenance Records
- Defense Logistics Agency - Excess Property Program Records
- Height, Weight, Physical Fitness Standards for Police Officer Candidates
- Municipal Police Training Council Minutes and Records
- Security Guard Advisory Council Minutes and Records
- Drug Abuse Resistance Education (DARE) Program Records
- Assets Forfeiture Reporting Program Records
 - State
 - Federal

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 Law Enforcement
 - Aid to Special Narcotics Prosecutor
 - Motor Vehicle Theft and Insurance Fraud Prevention Program
 - Drug Abuse Alternative to Prison (DTAP) Program
 - Capital Prosecution Extraordinary Assistance Program
 - NYS Sexual Offense Evidence Collection Kit Distribution Records
 - County Re-entry Task Forces Records

- Federal Program Records
 - Edward Byrne Formula Grant Program
 - Juvenile Justice and Delinquency Prevention Act Grant Programs
 - Violence Against Women Act Grant Programs
 - 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

OFFICE OF JUSTICE RESEARCH AND PERFORMANCE (OJRP)

- OJRP Federal Grant Award Records
- Uniform Crime Reporting System Records
- NYS Incident-Based Reporting (IBR) System Records
- Indictment Statistical System Records
- Computerized Criminal History Analysis File Records
- Domestic Incident Reporting System Records
- Technical Assistance Response System Records
- Data Request Records
- Criminal Justice Agency Directory Records
- Death Penalty Case Records
- Death in Custody Reporting Act Data
- Crimestat Records
- Offender Reentry Risk Scores for Use by County Reentry Task Forces

OFFICE OF SEX OFFENDER MANAGEMENT

- Training/Outreach Records
- Sex Offender Registry Records
- Mental Hygiene Law Article 10 Records

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
- Resume Files
- Training Files
- Tuition Reimbursement Records
- Eligible List Files
- Workers Compensation Records
- Benefit Records
- Job Classification Records
- Federal Employee's Withholding Allowance Certificate (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

OTHER AGENCY RECORDS

- Agency Publications File