

State University Construction Fund - Subject Matter List - Last Updated 02/02/2018

For more information about FOIL and subject matter lists, visit the Committee on Open Government's website [www.dos.ny.gov/coog](http://www.dos.ny.gov/coog)

Administrative Services	
Administration and Human Resources	Agency Recycling Reports
	Annual Reports
	Biweekly Payroll Processing Records
	Certified Payroll Records
	Employee Summary Service Records
	Employee's Withholding Allowance Certificates
	Employment Inquiry Files
	Equipment and Motor Vehicle Maintenance Records
	Freedom of Information Law Requests and Responses
	Inactive Record Tracking
	Operating Budget Records
	Personal History Files
	Personal Privacy Protection Law Requests and Responses
	Policies and Procedures
	Purchase/Accounts Payable Records Related to Agency-Let Contracts
	Records Disposition Authorizations
	Records Storage and Disposal Files
	Surplus Property Disposition Records
	Survivor Benefit Records
	Tax Reports and Social Security Reports
Tenant Records	
Vendor and State Contracts Reference Files	
Capital Procurement	Consultant Information
	Consultant Selection files
Opportunities Program	Minority and Women Owned Enterprise (MWBE) Reports and Annual Agency Goal Plans
	Minority and Women Owned Enterprise (MWBE) Project Files
Information Services	Application History and Maintenance Files
	Backup Files
	Director's Subject and Correspondence Files
	Help Desk Ticket Status and History Files
	Information Systems Documentation
	Research and Reference Files
Capital Program Finance	
Architects' Field Audit Files	
Bank Account Files	
Contractor Claim Files	
Federal Capital Aid - Federal Grants - (Thirty-Year Interest Subsidy Grants)	
Federal Grant Files	
Financial Statement/ General Ledger Files	
Financing Files	
General Correspondence File	
General Financial Files	
Repayment to the State Comptroller	
Supplemental Agreement / Bond Closing Files	

<b>Capital Program Management</b>
Aerial Photos
Amendment files (Capital Project Studies)
Campus planning & publication materials
Day Files
Engineer Agreement for Site Survey
Historical Job Data
Planning Budget Estimate (PBE) files
Project Bid Lists
Project Initiation files
Project Justifications (CP-3s)
Property/Topo Maps
Short Form Contract (under \$20,000) files
Special Fund Estimate (over \$15,000) files
Study files (Any investigation needed to develop project)

<b>Construction</b>
Architect Backcharges
Change Order Tracking File
Construction Project Files
Project Drawings and Specifications

<b>Controller</b>
Architect Payment files & Architect Payment Records
Budget Reports
Capital Budget Request
Contractor Payment files
Federal Grants file
Financial reports
Financial Statement/General Ledger files
General Correspondence files
Internal Controls
Office of State Comptroller Reports
Operating & Capital Budget Requests
Operating Budget Revenue & Expenditure files
Paid Vouchers
Planning Budget Estimate (PBE) Files
Procedures Manual & Bulletins (OSC/DOB)
Purchasing files
State Fixed Asset Accounting System Reports
VOU (Warrant Payee Listing)

<b>Corporate Integrity</b>
Contractor's Financial Statement/Experience Questionnaire
FOIL Appeal Determinations

<b>Counsel's Office</b>
Claims and Disputes files
Contract files
Contract Logs
General Correspondence
Insurance records
Internal Procedures & Directives
Legal Memoranda and Opinions
Legislation
Litigation Files
Outgoing Files
SUCF Trustee Files

Design
Architect & Engineer's Questionnaire
Architect's Agreement
Campus Master Plan Updates
Design Project Files
Outgoing Letter file
SEQRA Files

General Manager
Capital Budget Request
Confidential Day files
Day Files: General Manager
General Subject Files
SUCF Campus files