

NEW YORK STATE UNIFIED COURT SYSTEM  
OFFICE OF COURT ADMINISTRATION

FREEDOM OF INFORMATION LAW  
SUBJECT MATTER LIST

December 2022

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## Executive Office

### Chief Administrative Judge

- Administrative Appeals
- Appointments
  - Judicial
- Correspondence
- Forms
  - State-wide forms
  - Location-specific forms
- Memoranda
  - Inter-agency
  - Intra-agency
- Reports
  - Annual Reports
  - State of the Judiciary
- Secure Pass Appeals

### Chief of Operations

- Budget
  - Universal budget system
- Correspondence
- Memoranda
  - Intra-agency
  - Inter-agency

### Chief of Administration

- Correspondence
- Memoranda
  - Intra-agency
  - Inter-agency
- Attorney Registration
  - Attorney Registration Forms
  - Admission lists
  - Database information (section 468, 468-a, Part 118)
  - Adoption Affidavits
- Data Services Unit
  - Retainer and Closing Records
  - Family Court forms (UCS 111)
  - Attorney Registration and Bar Admission forms
- Fiduciary Records
  - Application for Appointment
  - Notice of Appointment Forms
  - Approval of Compensation Forms
  - Law Firm Reporting Forms
  - Approval of Compensation to Counsel to the Public Administrator

Printing/Reproduction Requests  
Retainer & Closing Statements  
    Retainer Statements  
    Closing Statements

Judicial Institute

Continuing Judicial Education  
    Programs  
    Agendas  
    Evaluations  
    Affirmations  
    Certificates  
Continuing Legal Education  
    Programs  
    Agendas  
    Evaluations  
    Affirmations  
    Certificates  
Budget Records  
Personnel Records

Judicial and Quasi-Judicial Services

Judicial license plates  
Judicial Oath Cards  
JSC Certification files  
JHO Designation files

COUNSEL'S OFFICE

Administrative Orders

Budget records

Committee records

Advisory Committee on Civil Practice

Advisory Committee on Criminal Law and Procedure

Family Court Advisory and Rules Committee

Statewide Committee on Attorneys for Children

Family Violence Task Force

Commission on Parental Legal Representation

Advisory Council on Immigration Issues in Family Court

Surrogate's Court Advisory Committee

Local Courts Advisory Committee

Advisory Committee on Judicial Ethics

Judicial Campaign Ethics Subcommittee

Matrimonial Practice Advisory and Rules Committee

Contracts

Correspondence

FOIL requests

Intra-agency correspondence

Inter-agency correspondence

Employment applications

Miscellaneous

Judicial Conference records

Legislation

Bills and memoranda in support of bills proposed by Counsel's office

Legislative memoranda prepared for the Governor's Counsel

Memoranda on non-court sponsored bills before the Legislature

Litigation

Caseload activity reports

Closed litigation files

Pending litigation files

Peripheral litigation files

Memoranda

Intra-agency memoranda

Inter-agency memoranda

Statutory memoranda

Miscellaneous memoranda

Purchasing records

OFFICE OF DIVERSITY AND INCLUSION

Complaints

Case files

Correspondence

Intra-agency

Inter-agency

Employment job staffing

Employee training

Outreach/recruitment

Miscellaneous

Informational postings

Memoranda

Reports

EEO4 Reports

Resumes

Unsolicited resumes

Interns

Special project materials

Public service and outreach

Sexual harassment

Training programs

Judicial programs

Non-judicial programs

Conference materials

Association meeting materials

Judicial associations

Non-judicial associations

ETHICS COMMISSION

Financial Disclosure Statements

Requests for Public Access to Financial Disclosure Statements

Budget Records

Administrative

    Personnel Records

Annual Reports

Correspondence

    Intra-agency

    Inter-agency



OFFICE OF COURT FACILITIES PLANNING

First Judicial District Court Facilities

- Appellate Division, First Department
- New York County (NYC)
- Public Safety and Health/OSHA Issues
- Midtown Community Court

Second Judicial District Court Facilities

- Appellate Division, Second Department
- Kings County (NYC)
- Brooklyn Army Terminal – Record Storage
- Court Officer Academy

Third Judicial District Court Facilities

- Appellate Division, Third Department
- Albany County
- Columbia County
- Greene County
- Rensselaer County
- Schoharie County
- Ulster County
- Sullivan County
- City of Albany
- City of Cohoes
- City of Watervliet
- City of Hudson
- City of Rensselaer
- City of Troy
- City of Kingston
- City of Appeals
- Court Officer Academy – Pond View, Castleton-On-Hudson

Fourth Judicial District Court Facilities

- Clinton County
- Essex County
- Franklin County
- Fulton County
- Hamilton County
- Montgomery County
- St. Lawrence County
- Saratoga County
- Schenectady County
- Warren County
- Washington County
- City of Plattsburgh
- City of Johnstown

City of Gloversville  
City of Amsterdam  
City of Mechanicville  
City of Ogdensburg  
City of Saratoga Springs  
City of Schenectady  
City of Glen Falls

#### Fifth Judicial District Court Facilities

Appellate Division, Fourth Department  
Herkimer County  
Jefferson County  
Lewis County  
Oneida County  
Onondaga County  
Oswego County  
City of Little Falls  
City of Watertown  
City of Rome  
City of Sherrill  
City of Utica  
City of Fulton  
City of Syracuse  
City of Oswego

#### Sixth Judicial District Court Facilities

Broome County  
Chemung County  
Chenango County  
Cortland County  
Delaware County  
Madison County  
Otsego County  
Schuyler County  
Tioga County  
Tompkins County  
City of Binghamton  
City of Elmira  
City of Norwich  
City of Cortland  
City of Oneida  
City of Oneonta  
City of Ithaca

### Seventh Judicial District Court Facilities

Appellate Division, Fourth Department

Cayuga County

Livingston County

Monroe County

Ontario County

Seneca County

Steuben County

Wayne County

Yates County

City of Auburn

City of Rochester

City of Geneva

City of Canandaigua

City of Bath

City of Corning

City of Hornell

### Eighth Judicial District Court Facilities

Allegany County

Cattaraugus County

Chautauqua County

Erie County

Genesee County

Niagara County

Orleans County

Wyoming County

City of Olean

City of Salamanca

City of Dunkirk

City of Jamestown

City of Buffalo

City of Lackawanna

City of Tonawanda

City of Batavia

City of Lockport

City of Niagara Falls

City of North Tonawanda

### Ninth Judicial District Court Facilities

Dutchess County

Orange County

Putnam County

Rockland County

Westchester County

City of Beacon

City of Poughkeepsie  
City of Middletown  
City of Mount Vernon  
City of Newburgh  
City of Port Jervis  
City of New Rochelle  
City of Yonkers  
City of Peekskill  
City of Rye  
City of White Plains  
New York Judicial Institute

Tenth Judicial District Court Facilities

Nassau County  
Suffolk County  
City of Glen Cove  
City of Long Beach

Eleventh Judicial District Court Facilities

Queens County

Twelfth Judicial District Court Facilities

Bronx County

Thirteenth Judicial District Court Facilities

Richmond County

Leases

Surveys of Court Facilities

Studies

Manhattan Validation Study for NYC Capital Plan  
Kings County CO264 Study

D.A.S.N.Y. Projects

Capital Plans for City and County Court Facilities

Court Facilities Capital Review Board

Renovations/Re-organizations of Court Facilities

Federal space for NYC facilities

American with Disabilities Act – Courthouse Access

Relocations of Court Facilities

Correspondence

Memoranda

Town and Village Justice Courts

DIVISION OF FINANCIAL MANAGEMENT

Budget Operations

- Budget Development
- Budget Implementation
- Position Management

Fiscal

- Financial Planning and Control Manual
- Contracts & Procurement
- Purchasing
- Expenditures
- Travel
- Revenue
- Court Facilities

Payroll

- Employee Payroll
- Retirement
- Time & Leave Audit

DIVISION OF HUMAN RESOURCES

Labor Relations

- Administrative
  - Budget
  - Purchasing
  - Travel
- Arbitration files
- Collective Bargaining Agreements
  - Negotiation files
- Correspondence
  - Intra-agency
  - Inter-agency
- Memoranda
  - Intra-agency
  - Inter-agency
- Court Recess
  - Administrative Orders
- Employee Handbook
- Employee Organization (Union) leave
- Employee Right to Know
- Grievance files
- HR Notes (automated information bulletin board)
- Negotiating Unit designations
- Performance Evaluation appeals
  - Case files
- Public Employment Relations Board
  - Improper practice case files
- Sick leave banks
- Training programs

Judiciary Benefits

- Administrative files
  - Personnel
- Contracts
  - The Hartford
  - Corporate Counseling (Work/Life Assistance Program)
  - Davis Vision
  - GHI
- Correspondence
  - General/Miscellaneous
  - Intra-agency
  - Inter-agency
- Fiscal
  - Budget requests
  - Supply requests/orders
  - Purchases/approvals

- Travel vouchers
- Health Benefits
  - Enrollment
  - Changes
  - Cancellation
  - Transfers
  - Domestic partners
  - HOP/PEP enrollment form
  - M/C life insurance
  - National Medical Support order
  - Retirement
  - Security transfers/takeovers
  - Statement of dependency
  - Statement of disability
  - Supplemental insurance
  - Survivor's benefit program
  - Claims forms
  - Enrollment forms
  - Brochures
- Internal Judiciary Benefits Assessments
- Section 211 pension waivers
- Personnel bulletins
- Memoranda
  - Intra-agency
  - Miscellaneous
- Work Life Assistance Program

#### Classification Unit

- Correspondence
  - Intra-agency
  - Inter-agency
  - Classification request forms
  - Classification determinations
- Memoranda
  - Intra-agency
  - Miscellaneous
- Classification studies and reports
- Title Standards

#### Examination Administration Unit

- Contracts
- Examinations
- Schedules
- Announcements
- Applications
- Candidates

- Candidate rosters
- Admission notices
- Restriction records
- Seniority records
- Veteran records
- Purchasing records
- Test monitor records
- Correspondence
- Post-appointment verification
- General/miscellaneous

#### Evaluation and Workforce Analysis Unit

- Performance management data
- Correspondence
  - Intra-agency
  - Miscellaneous
- Memoranda
  - Intra-agency
  - Miscellaneous
- Reports
  - Workforce diversity analyses
  - Judicial diversity
  - EEO-4
  - EEOP
  - External agency reports (for professional organizations)
- Court Officer Candidate Selection Process data analysis
  - Background Evaluation Board IRR analysis
- Contracts
  - Computerized Testing
  - Psychological Evaluations – Court Officer
- Structured Interview Forms, Interview Resource Center

#### Examination Development Unit

- Job analysis surveys and studies
- Examination development
- Written exam questions and test booklets
- Examination post-administration item analyses
- Test validation studies
- Workforce diversity studies and reports
- Reports
  - Job analysis
  - Research
  - Examination results and summary reports
  - List establishment
- Correspondence
  - Intra-agency



General/Miscellaneous

Court Officer Staffing and Security Services

Applicant Verification and Compliance Unit

Court Officer background investigations

Correspondence

Intra-agency

Inter-agency

Memoranda

Intra-agency

Court Officer Evaluation Board determinations

Fingerprint records

Court Officer Staffing

Contracts

Employee Health Service--MOU

Law Enforcement Psychological Services

Court Officer candidate/Court Clerks Firearms Screening

Pre-appointment Medicals

Physical ability tests

Written psychological tests

Psych interview reports

Billing records

Medical/psychological reports for employees

Fitness for Firearms

Return to Work

Psychological Appeals

Correspondence

Candidate

Inter-agency

General

Court Officer Recruit Deployment

Academy class rosters

Off-duty Security Employment applications

Special Projects/Peace Officer Resource Unit

Correspondence

Memoranda

WTC-SL Rescue, Recovery and Clean-up Operations Unit

NYS Employee Retirement System

Notices

Applications

Correspondence

Victim's Compensation Fund

Employment Verification Letters

Third Party Verification Requests

NYS Workers' Compensation Board

- Notices
- Applications
- Correspondence

Training and Professional Development Unit

- Administrative
  - Attendance
  - Travel
  - Guidelines
  - Reimbursement
- Budget
- Contracts and Purchasing
- Correspondence
  - Intra-agency
  - Inter-agency
  - Training inquiries
  - Vendors
  - Miscellaneous
- Memoranda
  - Training announcements
  - New initiatives
  - Conferences
- Equipment
- Training
  - Manuals
  - Literature
  - Brochures
  - Participant registry
  - Training proposals
  - New employee orientation
  - Supervisor training
- Evaluations
- Reproduction requests

Appointments Unit

- Nominations for Appointment
- Employee history records
- Reinstatement records
- Transfer of security records
- Certification reports
- Appointment letters
- Transfer of security records
- Certified eligible lists
- Certification lists

- Availability inquiries
- Location preference records
- Correspondence
  - Intra-agency
  - Inter-agency
  - General/Miscellaneous

#### Systems Management Unit

- HR Automation Unit
  - Active employee lists
  - Administrative
  - Personnel
  - Emergency contact information
  - Supply requests/orders
  - Training
- Project Administration
  - HR business process analysis
- RFP's/Contracts
  - Vendor proposals
  - Vendor selection and award documentation
  - RFP for implementation services partner
  - Business process analysis
  - Software Procurement
  - Vendor evaluations
  - Kronos
    - Supporting agreement
    - Statements of work
  - Billing/invoices
  - Procedures
  - Implementation
  - PeopleSoft
    - License and service agreement
    - Statement of services
    - PeopleSoft/Oracle invoices
    - Deleted transactions
- Consulting services bid proposals and documentation
- Implementation
- Data collection
- IDP documentation
- Specifications
- Conversion documentation
- Training
- Post-production Support
- Automated Interface administration files
- Procedural correspondence/bulletins

Workplace Safety Unit  
DOL Notices/Orders  
Workplace Violence Prevention Program  
Communicable Diseases

OFFICE OF THE INSPECTOR GENERAL

Managing Inspector General for Bias Matters

Managing Inspector General for Fiduciary Appointments

Investigative Files

Closed and Pending Investigations

Fiduciary Appointment Investigations

Housing Court Judicial Candidates

Letters Re Retired Peace Officers

General Intelligence Files

Internal Audit Services

Final reports for UCS audits

Final reports for Town & Village audits

Reports to District Attorneys/ NY State Police Investigators

UCS Internal Controls report issued by external audit firms (tri-annual)

OFFICE OF JUSTICE COURT SUPPORT

Administrative

Judicial oath of offices

Relatives of Justices to serve as Court Clerks within Town and Village Courts

Blank legal forms

Correspondence

Justice Court Assistance Program (JCAP) grants

Legal research files

Memoranda and reports

Legal

Criminal

Civil

Small Claims

City Court

Summary proceedings

DWI

Vehicle & Traffic

Legislation

Ethics

Personnel files

Reference materials

Town and Village education and training materials

OFFICE FOR JUSTICE INITIATIVES

Division of Access to Justice

- Bridge the Gap
- CourtHelp
- Court Navigator Pilot Program
- DIY Form Program
  - Usage
  - Surveys
- NYC Housing Court Guardians Ad Litem (GAL)
- Organizational chart
- Law students/graduates service
- Volunteer Service/Programs
  - Volunteer Lawyers Program (VLP) (NYC Housing Court)
  - Volunteer Lawyer for the Day Program (VLFD) (NYC Housing Court)
  - Volunteer Attorney Program (NYC Family Court)
- Personnel/Administration
  - Travel
  - Vehicle
- Pro Bono Week Celebrations
- Purchasing records
- Requests for promotional materials
- Reports
  - 1<sup>st</sup> Department
  - 2<sup>nd</sup> Department
  - CUNY

Division of Family Justice and Child Welfare

- Child Welfare Court Improvement Project
- Contracts/Financial
- Correspondence
- Federal Grants
- Reports
  - Child Welfare Data Metrics

Judiciary Civil Legal Services

- Audits
- Budget
- Contracts/Financial
- Correspondence
- Memoranda of Understanding
- Reconciliation reports
- Reports
- RFP Records
- Site Visit Forms

Division of Policy and Planning

Problem-Solving Courts

Court Directories

Data Requests

Forms

Grants Applications/Reports

Policy & Procedure Manuals

Participant Handbooks

Training Materials

Domestic Violence/Integrated Domestic Violence

Court Directories

Data Requests

Forms

Grant Applications/Reports

Training Materials

Driving While Impaired

Court Directories

Forms

Grant Applications/Reports

Handbooks

Newsletters

Training Materials

Elder Justice

Resource Guides

Foreclosures

Annual Reports

Forms

Training Materials

Credentialed Alcoholism and Substance Abuse Counselor (CASAC)

Affirmations

Agendas

Certificates

Evaluations

Programs

Division of Youth and Emerging Adult Justice

Raise the Age

Administrative Orders

Data requests

Judicial Certification Records

Accessible Magistrates



Youth Parts  
Reports

DIVISION OF PROFESSIONAL AND COURT SERVICES

Accessibility (ADA)

Requests for reconsideration from administrative denials

Alternative Dispute Resolution

Attorney for the Child

Contracts/Financial

Budget

Quarterly Reconciliations

Contractor Audits

Reports

Miscellaneous

Correspondence

Children's Centers Program

Contracts/Financial

RFP/Rating Sheets

Budget

Quarterly Reconciliation Reports

Usage/Referral Summary Reports

Site Visit Forms

Advisory Committee Meeting Minutes

Update Surveys

Intake Forms

Incident/Accident Reports

Miscellaneous

Contract Agency Pamphlets/Newsletters

Media/Press Clippings

Correspondence

Continuing Legal Education

Accredited Provider Records

Provider List

Year-End Reports

Applications

Attorney Audit Files

CLE Board

Meeting Minutes

Members List

Regulations and Guidelines

Correspondence

Course Summaries

CLE Website

CLE Board News and Notices

CLE FAQs

Accredited Provider Announcements  
CLE Program Rules  
Pro Bono Provider Records  
Provider List

Grants and Contracts Office

Administrative

Publications

Training

Travel

Purchasing

Budget

Contracts

Vouchers

Invoices

Correspondence

Intra-agency

Inter-agency

Grants

Applications

US Department of Justice

Bureau of Justice Assistance

Office of Juvenile Justice and Delinquency Programs

Office on Violence Against Women

National Institute of Justice

Substance Abuse and Mental Health Services Administration

Center for Substance Abuse Treatment

US Department of Transportation

National Highway Traffic Safety Administration

NYS Division of Criminal Justice Services

Database

Workshops

Reports

Financial

Progress

Closeout records

Memoranda

Guardian Assistance Network

Guardian Training Records

Attendance Certificates

Certificates of Completion

Assistance and Inquiry Records

Language Access and Court Interpreters

Interpreter Applications

- Interpret Files
  - Testing
  - Oral Assessments
- Correspondence
- Electronic Scheduling System (eSystem)
  - Interpreter Scheduling
  - Completed Appearances
  - Language Usage
  - Training
    - User Manual
    - Manual and Code of Ethics

- Brochures
  - Candidate Guide
  - Outreach
- Remote Interpreting Services
  - Reports
  - Assessments
- Skills Enhancement Training
- Language Skills Screening
- Voucher Paid Interpreters
- Training Materials
- Reports

- Office of Record Production
  - Court Reporter Manual Committee
    - Court Reporter Manual
  - Memoranda
    - Intra-agency
  - Correspondence
  - Research Files
  - Surveys
    - Transcriber

- Parent Education and Awareness Program (PEAP)
  - Providers' Compliance
    - Correspondence
    - Material Distribution
    - Memoranda
    - Outreach
    - Projects
    - Certification and Re-certification
    - Site Review Evaluation Forms
    - Certificates of Completion of Training
    - Class Schedules
    - Program Fee Schedules
    - Contact Listings

Quarterly Reporting  
Complaint Logs and Incident Reports

Reports  
Surveys

Records Management

Bulletins  
Listing of offsite records storage  
Budgets  
Personnel records  
Purchasing records  
Contracts  
    Equipment maintenance  
    Records management services  
Correspondence  
Legal memoranda  
Vendor files  
Records disposal authorizations  
Records management guidelines and policies  
Records management projects and programs  
Records management purge training materials  
Records retention schedules  
Records management studies, surveys, and reports  
Statistics  
Indexes to microfilmed records  
Inventories of court records

Brooklyn Army Terminal Records Center

Administrative  
    Records center user authorization forms  
    Records center transmittal forms  
    Retrieval requests  
    Schedule of incoming records  
    Vehicle logs  
    Visitor logs  
Payment records  
Equipment receipt files  
Water receipt files  
Work orders  
Records center inventory  
Authorized records disposition request forms  
Statistics

Legal Information (Law Libraries)

Personnel records  
Budgets

- Purchasing records
- Correspondence
- Legal information contracts
- Law Library Board of Trustees records
- Annual reports
- Memoranda
- Court accounts
- Legal Reference purchase orders and requests
- Reports
- Library programs (statewide activity)
- Document delivery service records
- Online public access catalog
- Remote access computer assisted legal reference training and assistance

#### Community Dispute Resolution Centers Program

- Contracts/Financial
- RFP/Rating Sheets
- Budget
- Reconciliation Reports
- Mini-grant applications (training, program or technology)
- Audits
- Contractors
- UCS Internal
- Site Visit Forms
- Bi-annual Progress Reports
- Electronic and Paper Case Data Submissions
- Trainer Certification Application/Trainer Observation Forms
- Reports
- Manuals
- New York Mediator Newsletter
- Brochures
- Correspondence

#### Attorney Client Fee Dispute Resolution Program

- Correspondence
- Memoranda
- Brochures
- Contracts
- Budgets
- Reports
- Board of Governors' meeting minutes
- Administrative

OFFICE OF PUBLIC AFFAIRS

Public Outreach Materials

Schools

Faith Leaders

Senior Communities

Recruitment

Miscellaneous

Internship Application Materials

Correspondence

Inter-agency

Intra-agency

Inter/Intra-agency E-mail Correspondence

OFFICE OF PUBLIC INFORMATION

Correspondence  
    Intra-agency  
    Inter-agency  
Media Advisories  
Memoranda  
    Intra-agency  
    Inter-agency  
Press Clippings  
Press Releases  
Reports



DEPARTMENT OF PUBLIC SAFETY

Automated External Defibrillator Records  
    Form UF-159 (Monthly Maintenance Record)  
    Schedule A (Quality Assurance Form)  
    Usage Download Reports  
Evacuation Drill Reports  
Command Center Daily Log  
Contraband Reports  
Court Officer Rules and Procedure Manual  
Electronic Aided and Unusual Occurrence Reports  
Electronic Employee Identification Card Reports  
Emergency Preparedness Plans  
Judicial Threat Files  
Magnetometer Calibration Reports  
Peace Officer Registry  
    Firearm Transaction Records  
    Shield Records  
    Peace Officer Registration Information  
Secure Pass Program Requests  
Security Policy Updates and Revisions  
Town and Village Court Security Surveys  
Town and Village Judge Identification Card Records  
Webcam Camera footage (14 days)

SMALL CLAIMS ASSESSMENT REVIEW

Applications

Forms

Correspondence

Administrative Orders

Memoranda

Intra-agency

DIVISION OF TECHNOLOGY AND COURT RESEARCH

Division of Technology

25 Beaver Street, New York, New York

Contracts

Budget

Purchasing requisitions

Unit Personnel Files

Miscellaneous Memoranda

Correspondence

125 Jordan Road, Troy, New York

Contracts

Budget

Purchasing requisitions

Unit Personnel Files

Bank Statements for Secure Pass bank account

Surplus Equipment

Leased Vehicles

Office of Court Research

Caseload Statistical Data and Reports

Personnel Files

Memoranda

Intra-agency

Correspondence

Criminal History Record Search

Requests

Access agreements

Searches

Reports

Jury Support Office

Handbooks

Grand Jurors

Petit Jurors

Jury Information for Employers

Resources

Jury information for Federal Courts in NYS

ABA Principles for Juries and Jury Trials

Best Practices for Jury System Operations

Annual Reports Pursuant to Section 528 of the Judiciary Law

Implementing NY's Civil Voir Dire Law and Rules

National Center for State Courts – Center for Jury Studies

Memoranda

Intra-agency

WEB DESIGN TEAM

Manual

Personnel Records

    Applications

    Evaluations

Contracts

Purchasing Invoices

Correspondence

    Miscellaneous