

Office of Employee Relations/Labor-Management Committees

Updated 5/18/20

<http://www.dos.ny.gov/cooq/index.html>

Program Unit	Records
Executive	GOER/Executive Division/Subject Files
	Employee Relations Officer Memos
	Executive Special Projects
	Agency Public Information Files
	Public Information Subject Files
Anti Discrimination Investigations	Affirmative Action Case Files
Contract Negotiations	Contract Negotiations History Files
	Contract Administration Subject Files
	Strike Files
	Contract Negotiations and Administration Union Leave & Organizational Leave
	Performance Evaluation Program Files
	Performance Evaluation Appeals Board Files
	Routine Administrative Policies and Procedures for CNA
	M/C Performance Evaluation Program Files
	M/C Program Development & Administration Subject Files
	Safety & Health Subject Files
	Research Daybook Files
	Research Library Subject Files
	Routine Administrative Polices & Procedures
	Labor-Relations and Negotiations Subject Files
	Employee Benefits Negotiations Files
	Employee Benefits Joint Committee Files
	State Health Insurance Plan Program Files
	M/C Benefits Program Files
Health Maintenance Organization Proposal Files	
Routine Administrative Policies & Procedures	
Counsel's Office	Freedom of Information Law Subject Matter Lists
	Freedom of Information Requests and Appeals
	Executive Order #33 Implementation and Enforcement Files
	Improper Practice Charges & Legal Suit (Litigated)
	Legal Suits and IPP Charges/Settled and Withdrawn
	Legislation
	Arbitration Grievance Files/Litigation
	Arbitration Grievance Files/Settled & Withdrawn & Step 3 Grievances to the State
	Legal Daybook Files
	Indexes to Legal Suits
	Indexes to Legislation Files
	Indexes to Arbitration Files
	Strike Files on Individuals
	Employee Ethics Records
	Routine Administrative Policies and Procedures
Counsel's Office Subject Matter Files	
Disciplinary Administration	CSEA Time & Attendance Abuse Program Cases
	Disciplinary Cases – Database
	CSEA Disciplinary Cases
	Time and Attendance NOD's Not Heard
	Time and Attendance Cases – Database
	Step 3 Grievances - Case Management Database
Division for Administration	Executive
	Agency Copies of Fixed Assets Update Reports
	Space Allocation Planning Files
	Agency Forms History Files
	Records Inventory Files
	Records Storage Files
	Records Disposal Files
	Records Management Subject Files
	Executive Staff Daybook Files
	Special Projects
	Routine Administrative Policies & Procedures

Division for Administration	Personnel
	Personal History Files
	Employee Summary Services – Index Card/File System
	Biweekly Payroll Listings (Salary Registers)
	Classification Files
	Subject and Correspondence Files
	Eligible List Certification Files
	Finance
	Purchase and Contract Records
	Vehicle Incident Records
	Surplus Property Disposition Schedules
	Publication Job Files
	Publication Production Records
	Duplication Service Job Files
	Publication and Duplication Subject Files
	Telecommunication Use Logs and Reports
	Employee Benefit Fund Purchase and Contract Records
Record of Payment Files	
Agency Budget Preparation Files	
Nonroutine Financial Reports and Studies	
Equipment, Furniture and Office Supply Inventories	
Workforce Organizational & Development Unit	Training Grants for M/C Programs
	Training Programs – Curricula Library (Includes Electronic Records)
	Statewide Learning Management System Files
	Statewide Employee Tuition Reimbursement Program
	Employee Tuition Reimbursement Program Database
	Training and Subject Files
	Employee Training & Development Policy (Union)
Contractor Selection Information, Contracts & Purchase Orders	
NYS/CSEA Partnership for Education & Training	LMC Policy Files
	Project Files
	Routine Administrative Policies & Procedures
Work Life Services Family Benefits Program	NYS-LMCFBP Official Files (Policy File in Oracle)
	NYS Worksite Child Care Centers
	Family Benefits Program Consultant and Project Files
Work Life Services Employee Assistance Program	Routine Administrative Policies & Procedures
	EAP Policy Files
	EAP Project and Subject Files
	EAP Consent for Release of Information Forms
Security Services Unit Labor- Management Committee	SSU-LMC Policy Files
	SSU-LMC Program Files
United University Professions Labor- Management Committee	UUP-LMC Policy Files
	UUP-LMC Project Files
	UUP-LMC Daybook Files