

**Office of Employee Relations/Labor-Management Committees**

**Updated 2/15/24**

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

<b>Program Unit</b>	<b>Records</b>
<b>Executive</b>	OER/Executive Division/Subject Files Employee Relations Officer Memo Executive Special Projects Agency Public Information Files
<b>Anti Discrimination Investigations</b>	Affirmative Action Case Files
<b>Contract Negotiations</b>	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 for Research Labor-Relations 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 for EBM
<b>Counsel's Office</b>	Freedom of Information Law Subject Matter Lists Freedom of Information Requests and Appeals Improper Practice Charges & Legal Suit (Litigated) Legal Suits and IPP Charges/Settled and Withdrawn Legislation Arbitration Grievance Files/Litigation Arbitration Grievance Files/Settled & Withdrawn & Step 3 Grievances to the State Legal Daybook Files Legal Subject Files Indexes to Legal Suits Indexes to Legislation Files Indexes to Arbitration Files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 GTU Database of Step 3 Grievance
<b>Disciplinary Administration</b>	CSEA Time & Attendance Abuse Program Cases Disciplinary Cases – Database CSEA Disciplinary Cases Time and Attendance NOD's Not Heard Time and Attendance Cases – Database
<b>Division for Administration</b>	<b>Executive</b> Space Allocation Planning Files Forms History Files Records Inventory Files Records Storage Files Records Disposal Files Records Management Subject Files Executive Staff Files Special Projects Routine Administrative Policies & Procedures

<b>Division for Administration</b>	<b>Personnel</b>
	Personal History Files
	Employee Summary Services – Index Card/File System
	Classification Files
	Subject and Correspondence Files
	Employment Inquiry Files
	Centralized Eligible List Certification Files
	Affirmative Action and Reasonable Accommodation Case Files
	Paycheck Log
	<b>Finance</b>
	Accounts Payable Records
	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
	Employee Benefit Fund Records
Agency Budget Preparation Files	
Nonroutine Financial Reports and Studies	
Equipment, Furniture and Office Supply Inventories	
<b>Workforce Organizational &amp; Development Unit</b>	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	
<b>NYS/CSEA Partnership for Education &amp; Training</b>	Partnership Board of Directors Policy Files
	Project Files
	Routine Administrative Policies & Procedures
<b>Work Life Services Family Benefits Program</b>	NYS-LMCFBP Official Files (Policy File in Oracle)
	NYS Worksite Child Care Centers
	Family Benefits Program Consultant and Project Files
<b>Work Life Services Employee Assistance Program</b>	Routine Administrative Policies & Procedures
	EAP Policy Files
	EAP Project Files
	EAP Consent for Release of Information Forms
<b>Security Services Unit Labor- Management Committee</b>	SSU-LMC Policy Files
	SSU-LMC Program Files
<b>United University Professions Labor- Management Committee</b>	UUP-LMC Policy Files
	UUP-LMC Project Files
	UUP-LMC Daybook Files