ESD SUBJECT MATTER LIST
(As of March 22, 2022)

PLEASE NOTE: ESD MAY DETERMINE THAT CERTAIN DOCUMENTS LISTED BELOW ARE EXEMPT FROM DISCLOSURE PURSUANT TO THE FREEDOM OF INFORMATION LAW (PUBLIC OFFICERS LAW, SECTION 84, ET SEQ.)

Committee on Open Government: http://www.dos.ny.gov/coog/

**Contract and Project Administration**
Executed Procurement Contracts and Executed Grant Agreements
Payments for Procurement Contracts and Grant Agreements
Purchase Requests/Purchase Orders
Bid Proposal Documents (and other procurement records)
Annual Procurement Reports
MWBE/SDVOB Goal Information
MWBE/SDVOB Project-Specific Compliance Data
Quarterly MWBE/SDVOB Compliance Reports MWBE/SDVOB Utilization Plans/Addition Requests

**Division of Economic Analysis and Research**
Library Reports
Administrative Files
Serials Database Records
Purchasing Records
Interlibrary Loan Files
Records Inventory Files
Records Disposition Authorization Files
Records Management (Storage and Disposal Files)

**Division of Minority and Women’s Business Development**
Certification Applications
Compliance and Policy Records and Correspondence
Annual Reports
Utilization Records
Marketing Outreach and Promotional Materials
Disparity Studies
NYS MWBE Directory of Certified Firms

**Economic Incentives – Tax Benefit Programs**
Film and Post-Production Tax Credit Applications
Musical and Theatrical Tax Credit Applications
Commercial Tax Credit Applications
Excelsior Jobs Program Applications
Jobs Retention Program Applications
START-UP NY Applications
Employee Training Incentive Program Applications
Life Sciences Tax Credit Program Applications
Restaurant Return-To-Work Tax Credit Applications
NYC Musical and Theatrical production Tax Credit Applications
Entrepreneurship Assistance Centers ("EAC")
Response for Applications (RFA) Proposals and RFAs Responses
Board Materials Grant Disbursement Agreements
General Correspondence (including award letters, non-compliance letters and written requests for information)
Program Reports
Annual Report to the Governor and the State Legislature
Database Program Reports
Program Payment Requisitions

Environmental Investment Program (EIP)
Application Information
Contract Information
Project Summaries and Costs (for all funding awards since program was created in 1988)

ESD Subsidiaries
Transaction Documents, Including Leases, Declarations, Development Agreements
Litigation Documents (including valuation appraisals) Architectural Drawings
Financial Records

Finance
Employee Timesheet Folders
ADP Pay-Registers, Quarterly Registers/941's and W-2 copies
Workers Comp Audit Reports
NYS Employees Retirement System Records and Payments
NYS Unemployment Records and Payments
Employee Expense Reports
Employee Credit Union, United Way and Deferred Comp Remittance Reports
Employee Pay Information
Petty Cash Records
Audited Financial Statements
Annual Board Approved Operating Budget
OSC Paris Budget and Financial Plan Report
NYS Voluntary Defined Contribution Plan Records and Payments
NYS Employee Health Insurance Bills and Payments
NYS Disability Insurance Bills and Payments
Flexible Spending Account (FSA) and Dependent Care (DCAP) Records and Claim Payments
Annual Certification of Employees on Payroll Records
Citibank Corp Card Bills and Payments
W-9 Vendor Tax Forms
1099 Report

Fiscal Management
Temporary Employee Timesheets
Employee Expense Reports
Citibank Corporate and Procurement Credit Card Payments
Fiscal Status Reports
Budget Documents and Reports
Accounting Documents and Records
Accounts Payable Records – Agency
Accounts Receivable Records – Agency
Procurement Records- Agency
Contract Management (to include bid solicitations, bid process and awards)
Global NY
Office and Budget Files for Foreign Office Contracts and Administered Programs
Export Marketing Assistance Service (EMAS) Files
Global NY State Trade Expansion Program (STEP) Files
Global NY Grant Fund Program Files
General Files and Other (including announcements of upcoming Global NY trade show missions and other trade promotion opportunities)

Human Resources
Personnel Folders/Personnel History Files
Employee Medical Folders/Workers’ Compensation Files
Vendor Invoices/Payment Authorizations
Active Vendor Service Information/Agreements
Benefit Plan Documents/Summary Plan Descriptions
Personnel Policies and Procedures/EE Handbook
Civil Service Eligible List and Reports of Canvass
Reasonable Accommodations
Telecommuter Agreement & Work Plans
Employment Verification: I-9 Form Documentation
Job Description Database
Position Data Files
Examination Planning Files
Training Course, Workshop and Seminar Files/Other Educational Assistance Records
Performance/Annual Reviews
Employer Relations (counseling/discipline files)
DocuSign Mailbox Folder (various letters, memos, forms, vouchers with signatures via DocuSign)

Legal
Internal Memoranda
Closing Documents for all ESD Real Estate Related Transactions
Minutes and Directors’ Materials for ESD, JDA and ESD Subsidiaries ESD, JDA and ESD Subsidiary By-Laws and Certificates of Incorporation
Bond Issuance Materials
FOIL Requests and Appeals and Responses Thereto
Retainer Agreements for Outside Counsel
Litigation Documents (relating to litigation and administrative proceedings, including employment matters)
PACB Related Documents
Interagency Agreements
General Project Plans and Related Documents
Program Regulations and Guidelines
NYSDED Contract Files
Legislative Files
I ♥ NY and Trademark Related Files
MWBE Appeal Files
Tax Credit/Regulation Files
Internal Control Assessment Files
Confidentiality Agreements

Linked Deposit Program
Data on Applicants and Participants
**Loans and Grants**
Correspondence Related to Offers of ESD Assistance
Quarterly Reports to Legislation per Legislation
Annual Reports to the Governor and Certain Legislative Chairpersons per Legislation
Signed Offer Letters
ESD Universal Applications
Background Information Gathered During Application Review
Award Letters to Grantees/Borrowers
Directors Materials
Public Hearing Documents
PACB Related Documents
Grant Disbursement Agreements
Loan Agreements Invoices/Closing Documentation Project Certifications – projects administered by Loans and Grants
Confidentiality Agreements Program Guidelines – programs administered by Loans and Grants

**Marketing, Advertising and Tourism**
Administrative Files
Marketing Files for ESD Advertising
Business Marketing Files (Brochures, Budget, Plans, etc.)
Earned Media/Public Relations Files
Web Site, Digital Media and 1-800-ILOVE-NY/800-CALL-NYS Records
Segment Tourism Marketing Initiatives Files
Tourism Industry Support Files
Licensing Files
International Tourism Files
Experiential/ Event Marketing Files

**Motion Pictures and TV Development**
Administrative Files
Location Files
Facilities and Services Files
Travel and Event Documents
Marketing, Advertising and Communication Files
Industry Report and Research Files

**Planning, Environmental Review and Architecture**
Architectural and Engineering Plans, Specifications, Studies and Reports
Design Guideline Compliance Submissions
State Environmental Quality Review Act (“SEQRA”) Review Documents for Special Projects and Grant/Loan Projects
Phase I Environmental Site Assessments for Loan Projects
State Historic Preservation Office (“SHPO”) Review Documents for Special Projects and Grant/Loan Projects
State Agency Environmental Audit and Toxic Release Inventory Compliance Documents
Smart Growth Impact Statements

**Public Affairs**
Press Releases
Media Advisories
Meeting Agendas
Newsletters
Press Briefings
Broadcast Messages
Public Agendas
Public Memos

**Publications Division – Graphic Design Unit**
Project Files
Formal Bid Project Files
Publications/Printed Collateral Files

**Publications Division – Photography Unit**
Governor Photo Assignments
ESD and Tourism Photo Assignments
Lab & Print Orders
Photo Database and Library for Tourism and ESD
Video Database and Library for Tourism and ESD
Tourism Stock Library

**Small Business Division**
Administrative Files
Small Business Advisory Board Minutes (*Advisory Board is inactive, but files are still maintained*)
Small Business Interagency Task Force Minutes (*Task Force is inactive, but files are still maintained*)
Small Business Awards and Conferences (*Program is inactive, but files are still maintained*)
Programmatic Information (contractual materials and documents and reporting documents)

**Small Business Environmental Ombudsman**
Administrative Files
Annual Reports
Outreach Efforts (SBEO-related seminars, workshops, conferences, meetings, and Clean Air Act related
documents)

**Strategic Business Division**
Records on Industrial Sites, Buildings and Shovel-Ready Sites
Administrative Files
Project Files

**Training and Professional Development**
Training Course, Workshop and Seminar Files

**Treasury**
Investments
- Regulatory Reports
- Custody Statements with Holdings and Transactions
Bonds/Debt
- Regulatory Reports
- Issuance Documents
- Interest Rate Swaps Reports
JDA Warrants