

ESD SUBJECT MATTER LIST

(As of April 2, 2025)

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 Administration and Office of Contractor & Supplier Diversity

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

Digital Media

Administrative Files
Outreach Efforts (Digital Game Development Conferences, Webinars, Marketing)
NYS Digital Game Studios lists

Division of Economic Analysis and Research

Administrative Files
Purchasing Records
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 Reports
Marketing Outreach and Promotional Materials
Disparity Studies
NYS MWBE Directory of Certified Firms

Economic Incentives – Tax Benefit Programs

Film Production and Post-Production Tax Credit Applications
NYS Musical and Theatrical Tax Credit Applications
NYC Musical and Theatrical Tax Credit Applications
NYS Digital Game Development 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
COVID-19 Capital Costs 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)

Summary of Awards/Contracts (since 2017)
Project Summaries of Completed Awards/Contracts (since 2017)

ESD Subsidiaries

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

Finance

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

Fiscal Management

Employee Expense Reports
JP Morgan 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 (includes 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 (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
Benefit Plan Documents/Summary Plan Descriptions
Personnel Policies and Procedures/EE Handbook
Civil Service Eligible List and Reports of Canvass
Reasonable Accommodations
Severance Agreements
Telecommuter Agreement & Work Plans
Employment Verification: I-9 Form Documentation
Job Description Database
Position Description 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)
Organizational Charts
Probationary Reports/Introductory Period Forms
Broadcast Messages (related to Human Resources)

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
Retainer Agreements for Outside Counsel
Litigation Documents
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
Confidentiality Agreements Program Guidelines

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, 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, Studies and Reports
Design Guideline Compliance Submissions
State Environmental Quality Review Act ("SEQRA") Review Documents for Special Projects and Grant/Loan Projects
State Historic Preservation Office ("SHPO") Review Documents for Special Projects and Grant/Loan Projects
State Agency Environmental Audit 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
Small Business Interagency Task Force Minutes
Small Business Awards and Conferences
Programmatic Information (Contractual materials and documents and reporting documents)

Small Business Environmental Support Office (SBESO)

Administrative Files
Annual Reports
Outreach Efforts (SBESO-related seminars, workshops, conferences, meetings, and Clean Air Act and other environmental compliance related documents)

Strategic Business Division

Industrial Sites, Buildings and Shovel-Ready Sites Documentation
Administrative Files
Project Files
FAST NY Files
Restore NY Files
County Infrastructure program Files

Training and Professional Development

Mandated Training Compliance Reports
Training Course, Workshop and Seminar Files
Applications and approval for payment or reimbursement for Educational Assistance Program

Treasury

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