# New York State Higher Education Services Corporation ("HESC")

Subject Matter List

February 10, 2017

Introduction

In accordance with Public Officers Law §87(3)(c) and 21 NYCRR §1401.6, HESC is required to maintain a "reasonably detailed current list by subject matter" of records in its possession, whether or not available pursuant to the Freedom of Information Law ("FOIL"). Pursuant to such authority, the following list includes the kinds of records maintained by HESC and is presented in alphabetical order by subject matter. Additionally, this list will be posted on HESC's website.

HESC's Subject Matter List

Affirmative Action

Policies and Procedures

Internal and External Complaint Records Reasonable Accommodation Reports

Reasonable Accommodation Requests and Determinations

Reports

Agency Annual Reports Agency Budget Request

Audio Files of Recorded Customer Service Calls Audits -Internal and External

Board of Trustees ("BOT")

Agendas

Attendance Records Audio Replay Minutes

Resolutions Voting Records

Briefing Documents

By-Laws of the New York State Higher Education Services Corporation College Access Challenge Grant

Applications

Grant Awards Reports

Correspondence

Disaster Preparedness and Recovery Plans

Equipment and Supply Inventories Ethics

Finance

Accounts Payable Accounts Receivable Bank Statements Budget Reports

Cancelled Checks/Bank Reconciliations Contracts and MOUs

Deposit Slips and Reports

General Ledger and Investment Data

.Financial Records Procurement Documents Travel Records

Vouchers Warrants/Receipts

Freedom of Information Law ("FOIL")

General Subject Files

Grants and Scholarships

Rosters

Scholarship Related Documentation

Tuition Assistance Program ("TAP") school and award data and documentation

Tuition Assistance Program audit information.

Loan Forgiveness Program documentation

Human Resource Records

Benefits and Health Insurance Administration \*

Civil Service Lists, Canvass Letters, Responses, Resumes Disciplinary Proceedings

Employee Suggestion Program

Labor-Management Process Records Labor Relations

Payroll Processing and Related Forms \*

Personal History Files

Personnel Records

Time and Attendance (except medical leave information)\*

Training

Workers Compensation Files

## \*(Note: The NYS Office of General Services Business Services Center assumed responsibility as of 11/5/15)

Information Security

Legislative

Article VII Proposals

Departmental Bills and Memos Litigation Related Material

Loans

- Administrative Wage Garnishment ("AWG") Bankruptcy

Default Purchase Transactions

Federal Family Education Loan Program Guaranty Agency Related Records Guarantee Agency Financial Report

Microfilm (Default Loan Finance) Paid in Full Lists

Promissory Notes Purchase/Accounts Payable Records

Transaction Folders - Student Loan Adjustments

New York Higher Education Loan Program annual report and records

Major Administrative and Operational Plans

Major Administrative Policies and Procedures

Manuals

New York's 529 College Savings Plan

Contractual and Legal Documents Disbursement Process Related Documents Program Enrollment Materials

Program Advertising

Marketing and Public Relations Documents Program Volume Reports

New York's Gaining Early Awareness and Readiness for Undergraduate Program

-NY GEARUP Annual Reports and Training Materials

New York State Budget Documentation Personal Privacy Protection

Policy Documents Presentations

Press Releases Procedures

Program Development Files -Historic Program Files

Public Outreach Activities Publications

Record Retention and Disposition Reports of Major Administrative Studies Risk Management

State Administrative Procedure Act

Regulations - NYCRR

Rulemaking Documents

Subject and Correspondence Documents Website

The Committee on Open Government oversees access to agency records. For more information on the Committee or records access you can visit: [http://www.](http://www/)dos.ny.gov/coog/index.html