

**New York State Higher Education Services Corporation
Subject Matter List**

Pursuant to Public Officers Law § 87(3)(c)

- Agency Annual Reports
- Agency Budget Requests
- Audio Recordings of Customer Service Calls
- Audits
 - Annual Audit Plan
 - Charter
 - Internal and external audits
- Board of Trustees
 - Agendas
 - Attendance Records
 - Audit Committee Reports
 - Minutes (including voting records)
 - Recordings
 - Resolutions
- Briefing Documents
- By-Laws of the Higher Education Services Corporation
- Call Center Records
- Correspondence
- Disaster Preparedness and Recovery Plans
- Equipment and Supply Inventories
- Ethics
 - Outside Activity Approval Requests
 - Training Records
- 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
 - Procurement Documents
 - Travel Records
 - Vouchers
 - Warrants/Receipts
- Freedom of Information Law (“FOIL”)
- General Subject Files
- Grants and Scholarships
 - Loan Forgiveness Program Documentation

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Subject Matter List**

- Rosters
- Scholarship-Related Documentation
- Tuition Assistance Program (“TAP”) Audit Information
- TAP School and Award Data and Documentation
- Human Resources
 - Canvass Letters
 - Civil Service Lists
 - Disciplinary Proceedings
 - Employee Suggestions
 - Internal and External Complaint Records
 - Labor-Management Process Records
 - Labor Relations
 - Personal History Files
 - Personnel Records
 - Reasonable Accommodation Reports
 - Reasonable Accommodation Requests and Determinations
 - Training
 - Workers Compensation Records
- Information Security
- Internal Control Certifications
- Internal Control Filings
- Legislative
 - Article VII Proposals
 - Departmental Bills and Memos
- Legal
 - Litigation-Related Material
 - Legal Research
 - Correspondence
- Loans
 - Bankruptcy
 - Federal Family Education 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
- Major Administrative and Operational Plans
- Major Administrative Policies and Procedures
- Manuals
- MOUs
- New York’s 529 College Savings Plan

**New York State Higher Education Services Corporation
Subject Matter List**

- Contractual and Legal Documents
- New York’s Gaining Early Awareness and Readiness for Undergraduate Program (GEARUP)
 - Annual Reports
 - Training Materials
- New York State Budget Documentation
- Personal Privacy Protection Law
- Policy Documents
- Presentations
- Press Releases
- Procedures
- Program Development Files – Historic
- Program Evaluation and Reporting
 - Graduation Records for Grant and Scholarship Recipients
 - Student Enrollment Records for Grant and Scholarship Recipients
 - Tuition Assistance Program (“TAP”) Difference Reports
 - TAP Performance Reports
 - Wage Data for Grant and Scholarship Recipients
- Program Files
- Public Outreach Activities
- Publications
- Record Retention and Disposition
- Reports of Major Administrative Studies
- Risk Management
- State Administrative Procedure Act (“SAPA”)
 - Regulations
 - Rulemaking Documents
- Subject and Correspondence Documents
- Website