

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

Subject Matter List

March 2009

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

Administrative Practices Manual

Administrative Wage Garnishment (“AWG”)

Agency Annual Reports

Agency Budget Request

Audio Tapes of Customer Service Calls

Audits – Internal and External

Board of Trustees (“BOT”)

- Agendas
- Minutes
- Resolutions

Briefing Documents

College Access Challenge Grant

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
- 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”) and Related Correspondence

HESC Regulations – NYCRR

Human Resource Records

- Affirmative Action Grievance Files, Program Report Files, Plans and Procedures
- Arbitrations
- Benefits and Health Insurance Administration
- Civil Service Lists, Canvass Letters, Responses, Resumes
- Disciplinary
- Employee Suggestion Program
- Human Rights
- Labor-Management Process Records
- Labor Relations
- Parking
- Payroll Processing and Related Forms
- Personal History Files
- Personnel Records
- Reasonable Accommodation
- Time and Attendance
- Training
- Workers Compensation Files

Information Technology

- Console Logs
- Help Desk
- Project Documentation
- Systems Documentation (software)
- System User Access Records

Legislative

- Article VII Proposals
- Correspondence
- Departmental Bills and Memos

Litigation Related Material

Loans

- 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

Major Administrative and Operational Plans

Major Administrative Policies and Procedures

Manuals

New York's College Savings

- 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 Programs

- NY GEARUP Annual Reports and Training Materials

New York State Budget Documentation

Personal Privacy Protection

Policy Documents

Presentations

Press Releases

Program Development Files – Historic

Program Files

Public Outreach Activities

Publications

Record Retention and Disposition

Reports of Major Administrative Studies

Risk Management

Rulemaking Documents – State Administrative Procedure Act

Rulemaking Documents – Impact Statements and Executive Order No. 20/GORR

Signature Files

Subject and Correspondence Documents

Subpoenas

Website