

**Office of Employee Relations/Labor-Management Committees**

Updated 3/6/26

<http://www.dos.ny.gov/coog/index.html>

<b>Program Unit</b>	<b>Records</b>
Executive	OER/Executive Division/Subject Files
Executive	Employee Relations Officer Memo
Executive	Executive Special Projects
Executive	Agency Public Information Files

<b>Program Unit</b>	<b>Records</b>
Anti-Discrimination Investigations	Affirmative Action Case Files

<b>Program Unit</b>	<b>Records</b>
Contract Negotiations	Contract Negotiations History Files
Contract Negotiations	Contract Administration Subject Files
Contract Negotiations	Strike Files
Contract Negotiations	Contract Negotiations and Administration Union Leave & Organizational Leave
Contract Negotiations	Performance Evaluation Program Files
Contract Negotiations	Performance Evaluation Appeals Board Files
Contract Negotiations	Routine Administrative Policies and Procedures for CNA
Contract Negotiations	M/C Performance Evaluation Program Files
Contract Negotiations	M/C Program Development & Administration Subject Files
Contract Negotiations	Safety & Health Subject Files
Contract Negotiations	Research Daybook Files
Contract Negotiations	Research Library Subject Files
Contract Negotiations	Routine Administrative Polices & Procedures for Research
Contract Negotiations	Labor-Relations Subject Files
Contract Negotiations	Employee Benefits Negotiations Files
Contract Negotiations	Employee Benefits Joint Committee Files
Contract Negotiations	State Health Insurance Plan Program Files
Contract Negotiations	M/C Benefits Program Files
Contract Negotiations	Health Maintenance Organization Proposal Files
Contract Negotiations	Routine Administrative Policies & Procedures for EBM

<b>Program Unit</b>	<b>Records</b>
Counsel's Office	Freedom of Information Law Subject Matter Lists
Counsel's Office	Freedom of Information Requests and Appeals
Counsel's Office	Improper Practice Charges & Legal Suit (Litigated)

Counsel's Office	Legal Suits and IPP Charges/Settled and Withdrawn
Counsel's Office	Legislation
Counsel's Office	Arbitration Grievance Files/Litigation
Counsel's Office	Arbitration Grievance Files/Settled & Withdrawn & Step 3 Grievances to the State
Counsel's Office	Legal Daybook Files
Counsel's Office	Legal Subject Files
Counsel's Office	Indexes to Legal Suits
Counsel's Office	Indexes to Legislation Files
Counsel's Office	Indexes to Arbitration Files
Counsel's Office	Strike Files on Individuals
Counsel's Office	Employee Ethics Records
Counsel's Office	Routine Administrative Policies and Procedures
Counsel's Office	GTU Database of Step 3 Grievance

<b>Program Unit</b>	<b>Records</b>
Disciplinary Administration	CSEA Time & Attendance Abuse Program Cases
Disciplinary Administration	Disciplinary Cases – Database
Disciplinary Administration	CSEA Disciplinary Cases
Disciplinary Administration	Time and Attendance NOD's Not Heard
Disciplinary Administration	Time and Attendance Cases – Database

<b>Program Unit</b>	<b>Records - Executive</b>
Division for Administration	Space Allocation Planning Files
Division for Administration	Forms History Files
Division for Administration	Records Inventory Files
Division for Administration	Records Storage Files
Division for Administration	Records Disposal Files
Division for Administration	Records Management Subject Files
Division for Administration	Executive Staff Files
Division for Administration	Special Projects
Division for Administration	Routine Administrative Policies & Procedures

<b>Program Unit</b>	<b>Records - Personnel</b>
Division for Administration	Personal History Files
Division for Administration	Employee Summary Services – Index Card/File System
Division for Administration	Classification Files
Division for Administration	Subject and Correspondence Files
Division for Administration	Employment Inquiry Files
Division for Administration	Centralized Eligible List Certification Files
Division for Administration	Affirmative Action and Reasonable Accommodation Case Files
Division for Administration	Paycheck Log

<b>Program Unit</b>	<b>Records - Finance</b>
Division for Administration	Accounts Payable Records
Division for Administration	Purchase and Contract Records
Division for Administration	Vehicle Incident Records
Division for Administration	Surplus Property Disposition Schedules
Division for Administration	Publication Job Files
Division for Administration	Publication Production Records
Division for Administration	Duplication Service Job Files
Division for Administration	Publication and Duplication Subject Files
Division for Administration	Employee Benefit Fund Records
Division for Administration	Agency Budget Preparation Files
Division for Administration	Nonroutine Financial Reports and Studies
Division for Administration	Equipment, Furniture and Office Supply Inventories

<b>Program Unit</b>	<b>Records</b>
Workforce Organizational & Development Unit	Training Grants for M/C Programs
Workforce Organizational & Development Unit	Training Programs – Curricula Library (Includes Electronic Records)
Workforce Organizational & Development Unit	Statewide Learning Management System Files
Workforce Organizational & Development Unit	Statewide Employee Tuition Reimbursement Program
Workforce Organizational & Development Unit	Employee Tuition Reimbursement Program Database
Workforce Organizational & Development Unit	Training and Subject Files
Workforce Organizational & Development Unit	Employee Training & Development Policy (Union)
Workforce Organizational & Development Unit	Contractor Selection Information, Contracts & Purchase Orders

<b>Program Unit</b>	<b>Records</b>
NYS/CSEA Partnership for Education & Training	Partnership Board of Directors Policy Files
NYS/CSEA Partnership for Education & Training	Project Files
NYS/CSEA Partnership for Education & Training	Routine Administrative Policies & Procedures

<b>Program Unit</b>	<b>Records</b>
Work Life Services Family Benefits Program	NYS-LMCFBP Official Files (Policy File in Oracle)
Work Life Services Family Benefits Program	NYS Worksite Child Care Centers
Work Life Services Family Benefits Program	Family Benefits Program Consultant and Project Files

<b>Program Unit</b>	<b>Records</b>
Work Life Services Employee Assistance Program	Routine Administrative Policies & Procedures
Work Life Services Employee Assistance Program	EAP Policy Files
Work Life Services Employee Assistance Program	EAP Project Files
Work Life Services Employee Assistance Program	EAP Consent for Release of Information Forms

<b>Program Unit</b>	<b>Records</b>
Security Services Unit Labor-Management Committee	SSU-LMC Policy Files
Security Services Unit Labor-Management Committee	SSU-LMC Program Files

<b>Program Unit</b>	<b>Records</b>
United University Professions Labor-Management Committee	UUP-LMC Policy Files
United University Professions Labor-Management Committee	UUP-LMC Project Files
United University Professions Labor-Management Committee	UUP-LMC Daybook Files