NEW YORK STATE
DEPARTMENT OF CORRECTIONAL SERVICES
“CENTRAL OFFICE”

LIST OF RECORDS

January, 2013
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NEW YORK STATE DEPARTMENT OF CORRECTIONAL SERVICES
CENTRAL OFFICE RECORDS LIST

I. LIST OF RECORDS

This List of Records constitutes a reasonably detailed current list, by subject matter, of all records in the Possession of the Department’s Central Office whether or not available under the Freedom of Information Law. The Records Access Officer will assist in the identification of records of special interest not included in this list.

II. RECORDS NOT AVAILABLE FOR PUBLIC INSPECTION OR COPYING

The state Freedom of Information Law authorizes the Department to deny access to certain records or portions thereof, including, but not limited to, records which are specifically exempted from disclosure by state or federal statute, records whose disclosure would constitute an unwarranted invasion of personal privacy, and records of an inter-agency or intra-agency character that do not affect the public, or are not final agency policy of determinations. Reference should be made to the state Freedom of Information Law, Article 6 of the Public Officers Law, for a complete description of agency records not subject to public inspection and copying.

III. REQUESTS

Requests for copies of Central Office records should be submitted in writing to the Records Access Officer, New York State Department of Correctional Services, State Campus, Building #2, Albany, New York 12226.

Responses to all requests will be prepared within five business days after receipt by the appropriate officer. If more than five business days are required to process a request, the request will be acknowledged and an explanation of the delay will be required.

IV. FEES

A fee of $ .25 per page will be charged for all documents which must be photocopies. For documents provided in other forms, a reasonable charge may be imposed to cover the cost of production.

There is no charge for inspection of records nor for any search for records or certification of a record which cannot be photocopies.

A copy of the Central Office List of Records is available to inmates for review at every correctional facility Inmate Law Library

V. APPEAL FROM DENIAL OF REQUEST FOR PUBLIC INSPECTION OR COPYING

A request may be denied upon a determination by the Records Access Officer that public access to the record is not required or is prohibited by law. If a request is denied, this denial will be explained and transmitted in writing. Appeal of a denial may be made by writing to the Office of the Counsel, Department of Correctional Services, State Campus, Building #2, Albany, New York 12226, within 30 days. The Appeals Officer will issue a written decision within ten business days of receipt of the appeal.

VI. AUTHORITY

These procedures are based upon the state Freedom of Information Law, Article 6 of the Public Officers Law and are set forth fully in Part 340 of Title 18 of the New York Code of Rules and Regulations.
OFFICE OF THE COMMISSIONER

General Files

Administrative
General Correspondence
General Facility Correspondence
General Subject

EXECUTIVE DEPUTY COMMISSIONER

State and Government Agencies

Commission of Correction
Division of the Budget
Civil Service
Division of Criminal Justice Services
Governor’s Office

General Files

ACA
Awards
Applications
Captains
Coombe
Everyone’s a C.O.
Emergency Expansion
Electronic Monitoring
Directives
Council 82
Farms
Executive Team
Department of Health
Division of Parole
Department of State
U.S. Department of Justice
Thruway
Hudson Valley Blood Program
Five-Year Plan
Miscellaneous
Olympics
Organization Charts
Promotions and Appointments
PEF
CSEA

Superintendent’s Conference
Telephone Bills
Time Cards
Training
Administrators
Deputy Commissioner for Administrative Services

Cabinet #3 – Drawer 1
Action Plan Staffing
Report
Administrative Services
Advantage Plus
Agency Accomplishments
Aging Society
Alien Assistance
Program
ACA
Amex Travel Issues
Appointments
Audits
Awards/Prizes
Badge Requests
Bank Fraud
Banking General
Building #2 Security
Building #2 Issues
Captains
CASAT
CAYSA
Career Day Events
Cell Phones
Central Office Space Requirements
Central Pharmacy
Chaplains
Civilian Personal
Alarms
Clean Fueled Vehicles
Command Center
Commissaries
Conference
Attendance
Conference General
Contracts
Coordinated
Specialty Care
Correctional Association
Corcraft
Correction Officers
Correction Officers
Disqualification
Correction Officers
Examination
Correction Officers
Recruitment Issues

Cabinet #3 – Drawer 2
Counsel’s Office
Crime Victim’s Board
Defibrillators
DAI
Diversity Management
Drug Laws
Duties Description
Employee Assistance Program
Employee Claims
Employee Manual
Energy/Power
Executive Orders
Ethics
Facility Operations
Facility Executive Team
Farms
Fax Machines
Female Staffing
Files in Storage
Firearms
Fire Company
Fire & Safety
Flags
Four Day Work Week
Freedom of Information
Gloves
Grants
Harriman State
Campus Impact
Administrators
Deputy Commissioner for Administrative Services

Statement
Harlem Valley
Officer Housing
Hazardous Duty Pay
HIPAA

Requests
Legislation
Light Duty Requests
Lieutenants
MA/Com Audit
Management
Confidential –
General
M/C Evaluations
MIS
Mail Issues
Martin Luther King
Master Index
Mechanics Institute
Medal of
Honor/Merit
Medical Program
Memorial Day

Cabinet #3 –
Drawer 3
Health Services
Folder 1
Health Services
Folder 2
Health Services
North Shore
Heart
Historic Preservation
Human Resources
Management
Committee
Inmate Accounts
Inmate Call Home
Program
Inmate Claims
Inmate Clothing
Inmate Funds
Inmate Grievance
Inmate Mail
Inmate Labor
Inmate Perks
Inmate Strike
Inmate Television
Inmate
Transportation
Intern Program
Internal Controls
Internet
Kosher Foods
Labor Relations
Lawsuits – DC
Haponik
Lawsuits – General
Leased Space
Leave of Absence
Leave Extension

Cabinet #3 –
Drawer 4
Merit Award
Ministerial & Family Services
Modular Cells/Mark Solutions
Monthly Reports –
To the Governor
Moving Expenses
National Latino
Officers Association
National Law
Enforcement Officers
Memorial Fund
NIMS
N/S Salaries
NYC Facilities
NYSERDA
NYS Flex Spending
Account
NYS Workforce
Management Plan
Nursing Salary
Issues
Regional
Training Plan
Reinstatements
Reranking Issues
Residency
Regional
Medical Health
Units (RMHU)
Resumes
Retirements
Retirement
Information
Reassignments
Resource
Management
Reclass
Retirement
Savings Bonds
Administrators
Deputy Commissioner for Administrative Services

Office of Mental Health
Officer of the Day
Olympics – DOCS
Osborne Association
Out of State Travel
Overtime
Overtime Employee Recap
Pagers
Patches

Peace Officers
Pilot Productivity
Gain Program
Plant
Superintendents
Positions/Requests, etc.
Post Closings
Pre-Shift Briefing
Prisons
Privacy Issues
Privatization
Program
Planning/Research
Program Services
Program Transitional Services
Public Information
Public Relations
Publications – Various
Radios
Recalls
Records Retention
Records Storage
Regional Medical Units

Cabinet #3 – Drawer 5
Special Housing Units
Special Operations
Stab Proof Vests

Secretarial Staff
SEFA
Service Awards
Sergeants
Sex Offender program
SOMTA
Shock Incarceration
Smoking Issues
Social Security Numbers

Staff
Complaints/Inmates
Staff
Complaints/Staff
Staff Housing
Staff Housing – CO’s

State Commission
State Fair
State Procurement Council
State Readies
Stewards
Strike Issues
Student
Assistants/Interns
Supervising
Superintendents
Supercandles
Supplies
Surplus Property – Equipment, etc.
Surplus Property – Land, etc.
Surveys
Taylor Law
Teachers
Telephones
Temporary
Temporary Release
Program
Therapeutic Communities, Inc.
Tier Hearing
Assistance Program
Time Abuse
Time/Attendance
Transition Reports
Transition Cost Reductions
Travel Guidelines

Work Place
Staff
Complaints/Inmates
Waivers
Staff
Complaints/Staff
Water Issues
Staff Housing
Workmen’s Compensation
Staff Housing – CO’s
World Trade Center – 9/11

Violence in the Staff
Violence in the Staff
Violence in the Staff
Violence in the Staff

Year 2000
Administrators
Deputy Commissioner for Administrative Services

Travel Expenses
Uniforms
US Postal Reform
Vacancies
Vehicles
Vendors Various
Veterans Affairs
Video Tape Monitor
Reclass
Video – General
Violent Felony
Offender
Cabinet #1
DSA Applicants

Cabinet #2 –
Drawer 3
Budget and Facilities
Planning

Cabinet #2 –
Drawer 4
Nutritional Services,
Personnel,
Support Operations
and the
Training Academy

Cabinet #3 –
Drawer 1
Union Material

Cabinet #3 –
Drawer 2 – 4
Facility Files

Cabinet #3 –
Drawer 5
Chrono Files
FACILITY OPERATIONS

DEPUTY COMMISSIONER FOR FACILITY OPERATIONS

Subject File

Accreditation
Albany Medical Center
Budget and Finance
Captains
Contraband
Counsel’s Office
Central NY Psychiatric Center
CCC
Commission of Correction
CERT
Counsel 82
Death Penalty
Deputy Superintendent for Security
Firearms
Fire Safety
Crisis Intervention
Double Ceiling
Double Bunking
Employee Suggestions
Expansion
Internal Controls
Health Services
Hub Facilities
Inmate Classification & Movement
Inmate Grievance
Lieutenants
Medals
Miscellaneous
NYSCOPBA
Olympics
Overtime
Personnel
Performance Evaluations
Program Services
Security Staffing
Sergeants
Shock Incarceration
Special Housing
Staten Island University Hospital
Strong Memorial Hospital
Superintendents
Syracuse University Hospital
Training
Year End Report
Unusual Incident

Add the following – 7/24/08
Behavioral Health Unit
Building #2 Security
CAYSA
DAI – Disability Advocates Inc.
EAP
Employee Rule Book
Flags
Lesson Plans
Inmate – Haircuts, TV’s, Transportation
Monthly Reports

ADDITIONAL FILES

Attica Forgotten Victims
Community Services
Correction Officers
Counterterrorism
Disaster Preparedness
Homeland Security
Ionizer
National Institute of Corrections
PROGRAM SERVICES

DEPUTY COMMISSIONER FOR PROGRAM SERVICES

Accreditation  Mental Health
ADA  Merit Time
Aging Project  Ministerial Services
Altamont  MICJ
Budget  MIS
CA YSA  NYC Office
CEA  Olympics
Children & Family Services  Osbourne
Chinlund  Parole
Contract Management  PEF
Corcraf t  Program Services Monthly Reports
Corr. Assoc.  Program Services
Corrections Yearbook  Presumptive Release
CSEA  Puppies/Pets
DCJS Monthly Reports  Recycling
Directives  Re-entry
DOCS  Rehab Thru the Arts (RTA)
Double Bunking  Research
DSP/Positions Wanted  Retirement Incentives
Duties Descriptions  Resumes
Education  RMU
Employee Suggestions  School Lunch Program
Farms  Sex Offenders
Gleaning  Shock
Going Home Grant  Special Subjects
Grants  Speeches
Guidance  State Fair
Health Services  Stay' n Out (TCI)
HIPAA  Substance Abuse
Hispanic Affairs  Televisiting
Inmate Accounts  Temporary Release
Inmate Call Home Program  Trainings
Inmate Mail  Terrorist Attack
Inmate Job Development  Transitional Services
Inmate Organizations  Veterans
Legal  Volunteers
Legislative  Wildcat Corp.
Library Services  Work Release
Woodard, L.
Also maintained is an alphabetic file of each Correctional Facility.

ASSOCIATE COMMISSIONER
(Labor Relations)

Subject Files

Abandonment of Positions
Accreditation
Affirmative Action
AIDS
AIDS-Employee Exposure
AIDS-Training Grant Program
AIDS Units
Alcohol Programs
American Correction Association
Americans with Disabilities Act
Annual Leave
Arbitrations
ARBWEB
Article 68
ASAT (General)
Asbestos
Attendance & Leave
Attorney Disclosure File
Audit Reports
Back Filling
Bargaining Unit Determinations
Blood Exposure Bills
Brady Law
Budgets
Budget Department
Budget Reduction
Calendars
Call-Outs
Campaign File - Access Issues
Campaign Posting File
Capital Construction
Chemical Agents
Childcare
Christmas
Civil Service (General)
Civil Service (Law)

Civil Suits
Commercial Driving License Program
Commissary Operations Survey
Commissioner
Communications Control Center
Comparable Worth Studies
Conference Attendance Forms
Conferences
Confined Space
Contingency Posts
Contractual Services
Correction Counselors
Correction Officers
Correspondence
Council 82
Counsel
Counseling
Counseling Memos
Court Cases
Criminal Protection Task Force
CSEA
Dana Farber Cancer Institute
Direct Deposit
Discrimination
Disciplinary Evaluation Periods
Domestic Violence
DOL Inspections
Double Bunking
Draft Directives
Dress Codes
Drug & Alcohol Testing
Drug Policy Handouts
Drug Testing Complaints
Drug Testing - Washington C.F.
Dual Employment
Dues Deduction
ASSOCIATE COMMISSIONER
(Labor Relations)

DWI
Drug Free Workplace
Drug Information
Employee Assistance Program
Education
Employee Benefits
Employee Rule Book
EHS
E-Mail/Word Star
Emergency Plans
Employee Suggestion Program
ERAC
Ergonomics
Ethics in Government
Everyone's a CO
Exams
Executive Chamber Memos
Expedited Arbitration
Facilities Planning
Facility Vacation Schedules
Facility Visits
Federal Gun Control Act
Fingerprint Fees
Fire/Safety Issues
Fire/Safety Positions
FLSA
FMLA
Food Service
Freedom of Information Requests
Frisks
Gangs
Gate Procedures
GED Program
General Mechanics
Geographic Differentials
Governor's Monthly Reports
Grants/Proposals

Grievance Management Information System
Grievance Procedure
Grievance Resolution
Guardians
Gym Expansion
Harassment (Racial)
Hazardous Duty Pay - CSEA
Health & Safety
Health Insurance
Health Services
Holiday Pay Waiver
Honor Guards
Hospital Coverage
Housing
HUB Concept
HUB Quarterly Reports
HUB Supervising Superintendent
Hub’s
Human Resources
Human Rights
ID Cards
ID/PMS
Impact Negotiations
Inconvenience Pay
Indemnification
Industries
Infectious Diseases
Inmate Abuse
Inmate Grievance Committee
Inspector General
Itineraries
Job Actions
Job Bidding
Job Training
Joint Labor/Management Committee
Just Cause
K-9 Handlers
ASSOCIATE COMMISSIONER
(Labor Relations)

Ku Klux Klan
Lab Contracts
Labor/Management Agreements
Labor Relations Training Institute
Layoffs
Legislative Summaries
Lieutenants
Light Duty
Live Work
Mail & Supply Clerks
Male/Female Issues
Management Confidential Achievement Awards Medical Review
Memoranda - All Superintendents
Merit Time Legislation
Mental Hygiene (Satellites)
Miscellaneous
Monthly Reports
Moving Expenses
National Latino Officer Association
Negotiations
New York City Department of Corrections
Nursing Issues
NYSCOPBA
NYSCOPBA Labor Management Committee
NYSTEP Applications
OAP
OAP Report File
OER General Correspondence
Officer of the Day
Off-Site Reporting
Office Space and Equipment
Olympics (DOCS)
Olympic Bobsled Committee
Omnibus Transp. Drug Testing
Inmate Labor
Inmate Rules

Organizational Charts
Outside Hospital Coverage
Out-of-Title-Work
Overtime
Parking
Payroll
Peace Officers
PEF
PERB
Performance Evaluation Appeals Board Program
Personal History Folders
Personnel
Picketing/Protesting
Political Activities by State Employees
Power Outages
Power Plants
PRC Committee - C82 Proposals
Pre-Shift Briefing
Prisoners' Union
Privatization
Probationary Period
Programs - MIS Avail.
Program Planning
Program Review Committee
Program Services
Promotion Lists
Protective Clothing
Provisional Sergeants & Lieutenants
Psychological Testing - CO Applicants
Public Officer's Law Code of Ethics
Public Management Internship Program
QWL
RDO Schedule
Reassignments
Reassignment Travel Day
Recall
ASSOCIATE COMMISSIONER
(Labor Relations)

Reclassification of ODAS Titles
Records Retention
Recycling
Regional Medical Units
Reimbursements
Reinstatements
Reposting/Vacation Schedules
Representative Elections
Respirators
Retirement
Safety
Salaries
Salary Differential
Salary - Lieutenants
School Calendar
Seasonal Employees
Security Services Unit
Security Staffing Contingency Posts
Security Staffing-Man Days Worked
Security Staffing - Plot Plans
Security Supervisors Unit
Senate Bills
Seniority
Sergeants
Sergeants Petition
Sexual Harassment
Shock Incarceration
SHU
Smoking
Smoking in Workplace
Social Security Numbers
Social Services (Department of)
Staffing
State IG File
State Investigation Committee
Standby On Call Workplace
Suicide/Suicide Prevention
Summer Youth Employment Program
Supervision
Supply Orders
Support Operations
Surveys
Swapping
Switchboard Operator Coverage
Taylor law Training File
Teacher - 12 Months
Telecommuting
Telephone Usage
Temporary Posts
Temp to Perm Items
Throwing
Tier Assistance
Timekeeping
Town Meetings
Training Academy Advisory Committee
Training
Transporting Inmates
Travel Status
TUFCO
Uniform Allowance
Uniforms
Uniforms/Grooming
Unusual Incidents
Use of Force Cases
Vehicles
Ventilation
Veteran Benefits
Volunteers
Volunteer Reduction Work Schedule
Weapons Prohibition File
Willard
Work Force Planning
Work Release Facilities
Working Conditions
Working Toward Independence
Workday/Workweek
Worker’s Compensation
Assistant Commissioner, Administrative Services

Cabinet 2 – Drawer 2
Administrative Services
All Superintendent Memos
All Employee Memos
Appointments/Promotions
Briefings – DOCS
Capacity Changes
Capacity Evaluation
Capital Budget 2007/2008
Capital Budget 2008/2009
Capital Projects
CAYSA
CSEA
Clough Harbour
Conferences
Daily Population
DSA Interviews
Directives
Division of the Budget
Emergency On Call Roster
EAP
Energy Issues
Exams
Executive Orders
Facility Planning Issues
Facility Photos
Five Year Plan
Hiring Packets
Historic Projects
Homeland Security
Inmate Location Letters
Interns/Student Assistants
Job Announcements
Lawsuits

Cabinet 2 – Drawer 3
Magazines
Maintenance Radios
Management/Confidential
Mechanics Institute
Monthly Reports
NYPA
NYSCOPBA
NYSERDA
Notice of Violations
Office of General Services
Office of the State Comptroller
PEF
Plant Superintendent’s Training
Reclassification Requests
Records Storage
Requisitions
Resumes
Retirements
Staff Housing
Staffing Levels
SEFA
State Fair
Supplies
Surveys
Telephones
Term Service Contracts
Training – Mandatory
Training – Optional
Ventilation Issues
Waivers
Water Issues
Yearly Memos

Updated: 7/7/08
American Correctional Assoc.
Accreditation Yearly Update (Central Office)
American Disabilities Act
Annual Reports
Birth Certificates
Budget Fill Levels
Chaplains Conference
CD/DV (Chemical Dependency/Domestic Violence)
Children’s Center & Children Related Civil Service
COM Alert
Coming Home Pamphlet
Contracts
CORC Corp.
Correction Counselor
Correctional Assoc. of NY
CRTF – Reentry Misc.
  Reentry Budget
  Reentry Unit Inmates
  Reentry J. Travis Reentry
  Reentry Discharge Planning
  Reentry Task Force – DCJS
  Duties Description
  Correctional Counselor
County Task Forces: Erie, Monroe, Nassau Oneida, Orange, Orleans, Rensselaer, Rockland, Suffolk, Westchester
CUNY
Cure – NY
DAI (Disabilities Adv. Inc.)
DOCS – Today
DOE Fund
Employment/Employability Equipment
Ethics Commissioner
Evaluations
Exodus
Family Reunion
Female Trauma
FOIL
HSOB (Harlem State Office Building)
Hub Assignments
  Staffing
  Supts. MTNS
I.P.A.
KIPY
Labor (Dept. of)
Media Review
Medicaid
MJOT
NIC
OASAS – Office of Alcoholism & Substance Abuse
Organizational Chart
OSC
OTDA
Pace
PEF
PCP (Program Chg. Proposal)
Program Equipment
Program Quarterly Reports –
  Distribution Sheet
  Program Needs Report – To
  Hub Super’s
  Quarterly to Super’s
  Quarterly Dept. of Prog. Needs
  Status: Releases to Hub Sup
PRI
Program Committee
Program Servs.
Program Services Manual
Puppies Behind Bars
Quarterly & Annual Reports – Facilities
Recruit Graduation
Resumes
Risk/Needs Assessment
RFP – Inmate Parenting Family
  Counseling & Children’s Visiting Centers
  Cog. Restructuring
  RFP – OASAS
ASSISTANT COMMISSIONER PROGRAM SERVICES

Inmate Job Devel.
Second Chance Act
SEFA
Sex Offender Program – Site Visit
Sex Offender Registration Act
Shock Facilities
Site Visits
Social Security
Special Needs
Staffing Reports
SVT File
TARP
Task Force Female Inmates
Televisiting
Temporary Release
Therapeutic Comm. Facilities
Time Allowance Committee
Time & Attendance Control
Training
VESID
Veterans Program
Visitor’s Center
VISTA
WPA
Youth Offender Grant
ASSISTANT COMMISSIONER FOR PROGRAM SERVICES

875 Central Avenue
Access
Aggression Rehabilitation Therapy (ART)
Altamont Program
Alternatives to Violence
American Correctional Association
American Disabilities Act
America Works
Behavioral Health Unit (BHU)
Big Brother Big Sister
Breaking Barriers
Budget
CASAT
CAYSA
CEA
Chemical Dependency/Domestic Violence
Chemical Dependency/Sex Offender
CSEA
Civil Confinement
Closer to Home
College
Community Reentry
Computers
Contracts
CORC
Corcraft
Council for Unity
Counsel’s Office
Directives
Diversity Management
DOCS Monthly Report
DOE Fund
Domestic Violence
DSP Meetings
Earned Eligibility
Education
Employee Suggestion
Employee Orientation
Equipment
Facilities Planning
Faith Based
Families

Family Data
Family Visiting
Family Works
Five Percenters (5 %’s)
Freedom of Information (FOIL)
Guidance
Harlem State Office Bldg. (HSOB)
Health Services
HEP C
HIPPA
Hispanic Affairs
Hour Children
Hub Superintendents’ Meetings
In Arms Reach
Industries
Inmate Accounts
Inmate Correspondence
Inmate Grievance
Inmate Parenting
Internal Controls
Job Developer
KGNC
KIPY
Labor Relations
Law Suits
Legislative Bills
Library Services
Limited Privilege
Lotus/Internet Access
Make A Difference
Media Review
Medical Transfers
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CORRESPONDENCE

Governor’s Office/Martin Mack
Annucci, Anthony, Counsel
Fischer, Brian S., Commissioner
Haponik, Gayle, Administration
Kennedy, Robert, Accreditation
Leclaire, Lucien, J., Jr. - Security
Perlman, Kenneth, Programs
Rivera, Israel, Associate Commr.
Roy, Richard, Inspector General

Correspondence Files Are
Maintained for each Facility
ALL SUPERINTENDENTS MEMOS
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General correspondence files are maintained for each facility. Refer to mailing list for facility names and addresses.

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- Attorney General Opinions
- Central Monitoring Cases
- Contracts
- Court of Claims
- Division of Human Rights
- Extradition
- Freedom of Information File
- Inmate Liaison Committees
- Law Library Folders
- Legal Research
- Legislation
- Litigation
- Rules & Regulations
- Visitation
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The following is a list of file categories maintained in the Public Information Office.

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Death Penalty
Facility Operations
Legal Services
Health Services
Miscellaneous
Policy/Compliance
Population Management
Program Services
Public Information
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Audits
Annual Review of Directives
Internal Controls Certifications
Directive files
Directive Compliance
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Employee Suggestions
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   a) Classification and Movement Manual
   c) FENM User's Manual
   d) Inmate Transfer System User's Manual
   e) In transit Movement Manual
   f) IRC Manual
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Production Planning & Control Manager
Program Services
Prompt Payment Legislation
Proposed New Industries
Purchasing
Quality Control
Quick Pay
Recycling
Retirement Incentive Program - 2002
Ryder
Ryder Lease
Safety & Environmental Committee
Safety Eyeglasses
Sales & Marketing
Security - Building
   Overtime
   Plot Plan
   Staffing
   System
Self-Insurance
Shop Loading
Sign Shops
Smoking
Sneakers
Socks
State Fair
Surplus Property (w/subfiles)
Surveys
Telephones
Telephone Usage
Temporary Items
Temporary Personnel - Contract
Thruway Work Crews - General
   Work Crews - Invoices 2001-
   Work Crews - Invoices 2005-
   Work Crews - Invoices 2006-
   Work Crews - Invoices 2007-
   Work Crews - Invoices 2008-
   Work Crews - Invoices 2009
   Time & Attendance
   Time Cards (One year retention)
   Training
   Transportation Charges
   Travel
   Tuberculosis Testing
   Ultra-Frame
   UPS
   Vehicles
   Vocational Education - Summer School
   Warehouse - 550 Broadway, Menands
   Warehouse Lighting
   Warehouse Shipping/RFP
   Weekly Indicators
   Worker’s Compensation Policy
   Worker’s Compensation Claims
   World Trade Center Disaster
   Y2K

FACILITIES – Cabinet 1
   Albion General
   Albion NPS
   Albion PS
   Albion Surplus
   Arthurkill NPS
   Arthurkill PS
   Attica General
   Attica NPS
   Attica PS
   Attica Surplus
   Auburn General
   Auburn NPS
   Auburn PS
   Auburn Temporary Items
   Auburn Surplus
   Bayview NPS
   Bayview PS
   Cape Vincent NPS
   Cape Vincent PS
   Clinton General
   Clinton NPS
   Clinton PS
   Clinton Surplus
   Coxsackie General
   Coxsackie NPS
   Coxsackie PS
   Coxsackie Surplus
   Eastern General
   Eastern NPS
   Eastern PS
   Eastern Surplus
   Elmira General
   Elmira NPS
   Elmira PS
   Elmira Surplus
   Fishkill General
Fishkill NPS
Fishkill PS
Fishkill Surplus
Great Meadow General
Great Meadow NPS
FACILITIES (continued)
  Great Meadow PS
  Great Meadow/Washington Surplus
  Green Haven General
  Green Haven NPS
  Green Haven PS
  Green Haven Surplus
  Green Haven Warehouse
  Oneida
  Otisville NPS
  Otisville PS
  Queensboro PS
  Shawangunk – General
    DMV-DOT Data Conversion
    Pineridge
    Westchester County
  Wallkill NPS
  Wallkill PS
  Central Office NPS 4/01/02 - 4/1/08
  Central Office NPS effective 4/1/97 – 4/01/02
  Central Office PS - 4/1/01 - 4/1/09
  Central Office Personnel Transactions 4/1/95-4/1/01
  Central Office Random Testing (alpha by personnel)
  Central Office Surplus
  Distribution Center - Omnibus
  Distribution Center NPS - 4/1/04-08
  Distribution Center NPS - 4/1/97 - 4/1/00
  Distribution Center NPS effective 4/1/92
  Distribution Center NPS effective 4/1/89
  Distribution Center PS - 4/1/04-05
  Distribution Center PS 4/1/89 - 4/1/00
  Distribution Center PT 4/1/97 - 4/1/01
  Distribution Center PT effective 4/1/92
  Facility Personnel Transactions effective 4/1/92

CAPITAL EQUIPMENT
2006-07 Capital Equipment BR
2006-07 Capital Equipment Plan
2005-06 Capital Equipment BR
2005-06 Capital Equipment Plan
2004-05 Capital Equipment
2003-04 Capital Equipment
2002-03 Capital Equipment
2001-02 Capital Equipment BR
2001-02 Capital Equipment Plan
2000-01 Capital Equipment BR
2000-01 Capital Equipment Plan
1999-00 Capital Equipment
1998-99 Capital Equipment
1997-98 Capital Equipment
1996-97 Capital Equipment
1995-96 Capital Equipment
1994-95 Capital Equipment
1993-94 Capital Equipment

FISCAL DATA 1999-02 – 2005-08
2008-09 Financial Audit
2008-09 Department Journal Vouchers
2008-09 Financial Statements
2008-09 Certificates
2008-09 Monthly Reports
2006-07 Financial Audit
2006-07 Department Journal Vouchers
2006-07 Financial Statements
2006-07 Certificates
2006-07 Monthly Reports
2005-06 Financial Statements
2005-06 Certificates
2005-06 Monthly Reports
2001-02 All Industrial Superintendents
2001-02 Annual Report
2001-02 Certificates
2001-02 DOB Correspondence
2001-02 Financial Audit
2001-02 Financial Plan
2001-02 Financial Statement
2001-02 Monthly Report
2000-01 All Industrial Superintendents
2000-01 Annual Report
2000-01 Certificates
2000-01 DOB Correspondence
2000-01 Financial Audit
2000-01 Financial Plan
2000-01 Financial Statement
2000-01 Monthly Report
1999-00 All Industrial Superintendents
1999-00 Annual Report
1999-00 Certificates
1999-00 DOB Correspondence
1999-00 Financial Audit
1999-00 Financial Plan
1999-00 Financial Statement
1999-00 Monthly Report
1998-99 All Industrial Superintendents
1998-99 Annual Report
1998-99 Certificates
1998-99 DOB Correspondence
1998-99 Financial Audit
1998-99 Financial Plan
1998-99 Financial Statement
1997-98 All Industrial Superintendents
1997-98 Annual Report
1997-98 Certificates
CORCRAFT – DIVISION of INDUSTRIES

1997-98 DOB Correspondence
1997-98 Financial Audit
1997-98 Financial Plan
1997-98 Financial Statement
1997-98 Monthly Report
FISCAL DATA 1994-95 - 1996-97
1996-97 All Industrial Superintendents
1996-97 Annual Report
1996-97 Certificates
1996-97 DOB Correspondence
1996-97 Financial Audit
1996-97 Financial Plan
1996-97 Financial Statements
1996-97 Monthly Report
1995-96 All Industrial Superintendents
1995-96 Annual Report
1995-96 Certificates
1995-96 DOB Correspondence
1995-96 Financial Audit
1995-96 Financial Plan
1995-96 Financial Statements
1995-96 Monthly Report
1994-95 Annual Report
1994-95 Certificates
1994-95 DOB Correspondence
1994-95 Financial Audit
1994-95 Financial Plan
1994-95 Financial Statements
1994-95 Monthly Report

FISCAL DATA 1980-81 - 1993-94
FISCAL DATA 1986-87 - 1994-95
1993-94 Monthly Report
1990-91 Monthly Report
1989-90 Monthly Report
1988-89 Monthly Report
1987-88 Monthly Report
1986-87 Monthly Report
1984-85 Monthly Report
1983-84 Monthly Report
1982-83 Monthly Report
1981-82 Monthly Report
1980-81 Monthly Report

(archived)

OPERATING BUDGET REQUESTS
Budget Request Forms
2008-09 Budget Request
2008-09 Budget Request Back-up
2007-08 Budget Request
2007-08 Budget Request Back-up
2005-06 Budget Request
2005-06 Budget Request Back-up
2003-04 Budget Request
2003-04 Budget Request Back-up
2001-02 Budget Request
2001-02 Budget Request Back-up
2000-01 Budget Request
2000-01 Budget Request Back-up
1999-00 Budget Request
1999-00 Budget Request Back-up
1998-99 Budget Request
1998-99 Budget Request Back-up
1997-98 Budget Request
1997-98 Budget Request Back-up
1996-97 Budget Request
1996-97 Budget Request Back-up
1995-96 Budget Request
1995-96 Budget Request Back-up
1994-95 Budget Request
1994-95 Budget Request Back-up
1993-94 Budget Request
1993-94 Budget Request Back-up
1992-93 Budget Request
1992-93 Budget Request Back-up
1991-92 Budget Request
1991-92 Budget Request Back-up

GENERAL MECHANIC EXPENSES
General Mechanic Expenses – 2006-07
General Mechanic Expenses – 2005-06
General Mechanic Expenses – 2004-05
General Mechanic Expenses – 2003-04
General Mechanic Expenses – 2002-03
General Mechanic Expenses – 2001-02
General Mechanic Expenses – 2000-01
General Mechanic Expenses – 1999-2000
General Mechanic Expenses – 1998-99
FACILITY MONTHLY REPORTS - FISCAL YEAR 2006 (archived)

EXAM ANNOUNCEMENTS (archived)
DIVERSITY MANAGEMENT

In addition to general correspondence folders for each facility, the Officer of Diversity Management maintains files on the following subjects:

- Affirmative Action
- African American History Month
- Age Discrimination
- American's with Disabilities Act (ADA)
- Annual Reports
- Appointment Review and Sign-Off Process
- Asian/Pacific History Month
- Black History Month
- Civil Service Affirmative Action Data Collection Process
- Cultural Diversity
- Discrimination
- Diversity Management Committees
- Employee Complaints
- Equal Employment Opportunity Commission (EEOC)
- Executive Orders
- Examination Announcement Review
- Female Staff Working in an Institutional Setting
- Harassment
- Hispanic Issues
- Human Rights Complaints
- Inmate/Visitor Complaints
- Justice Department Complaints
- Lawful and Unlawful Interviews
- Lawsuits
- Martin Luther King Jr. Events
- Minority and Women-Owned Business Enter.
- Monthly Reports
- Native Americans
- Quarterly Work Force Report
- Reasonable Accommodation
- Quarterly Work Force Report
- Recruitment
- Religious Accommodation
- Scope Conferences
- SEFA
- Sexual Harassment
- Sexual Orientation Discrimination
- Termination Process
- Training
- Various Central Divisions/Units
- Correspondence
- Women's Issues
EDUCATION

9-11
ABE
ACA
Academic Completions
Alternative Education
Annual Reports
Apprenticeships
ARSIP
ART
ASAT/CASAT
Audits
Barber License
Beds Report
Bilingual Education
BOCES
Board of Regents
Braille
Bridges to Practice
Budgets
Career Prep
CAYSA
CEA
Cell Study
Certification - Teacher
Child Abuse Identification
Civil Service
ClassCapacity/Utilization
Class & Movement
Clep-Dantes
College Programs
Commt. of Practitioners
Compadre Helper
Compas - Needs/Risk Assessment
Computer Program
Contractual Services
Correctional Learning Network
CORC
Correct. Law
Council for Unity
Counsel's Office
Council of State Gov't.
CURE-NY
Dept. Of Labor
DSP
Directives
Drafting Labs
Education/Misc.
Education Supervisors Regional Mtg.
Effective Schools
Employee Dining Statement
Equipment Requests (Central Office)
ESL - English as a Second Language
Fake Certificates
Female Offenders
Federal Grantees
Federal Inventories
Food Service Audit
Freedom of Information
GED
Getting out/Staying out
Grants
Grant Meetings
 Guidance and Counseling
Hazard Pay
Health Services General
(HIPAA/HIV/etc.)
Hispanic Affairs
Homeland Security/Terrorism
Horticulture
Huggins Decision
Human Services Modernization Proj.
(Mandy McCord)
EDUCATION

Incarcerated Education Programs
In-Cell T.V.
Individualized Education Program
Industry
Industry GED Analysis
Inmate Discipline/Behavior
Inmate Wages
Inside Out
Intellectual Capacity
Internal Controls
Interns
Intro to Tech
Invest/IPA Program
Job Market Outlook
JRA Educators
Labor Relations (Bureau of)
Leadership Classroom
League of Women Voters
Learning Disabilities Association
Legislative Requests
Letters of Appreciation
Lexia
Library Services
Litigation
Live Works
Life Skills
LVA Ed. Grants
Maps
Maximum Facility Deps. Meetings
McGraw, Hill
McKoy, Jeff
Medina, Renaldo
Media Review
Merit Time
MIS Reports
Misc. Education Trng.
MJOT and Staffing Analysis
MPS - Programs 94/95
MPS - Programs 93/94
MPS - Programs 92/93
MPS - Programs 91/92
MPS - Programs 91/90
Monthly Reports
NCCER Train the Trainer
NCLB
National Institute of Corrections
Nat’l Teach. Week
News Articles
NIJ USCOJ Annual Conference
Nominations
Non-Employee
Nuttall, John
NY Theological Seminary
Official Practice Test
OMH - Behavioral Health Units
OMRDD - Ramps
Organizational Chart
Overtime
P V
Parole
Pathfinder Project
PD Reports
PEF
PEF - Continuing Ed Courses
Philip Roy Inc.
Phys. Ed./RPLS
Policy Compliance
Post Secondary Ed.
Presentations
Presumptive Release
Print Shop
Printers
Professional Development
Program Analysis/Needs
Program Approval Procedure
Program Services Manl.
Program Status Codes
Program Success

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EDUCATION

State Fair Project
Stationary Equipment/Power Saws
Steck - Vaughn
Student Progress Discipl./Removal
Substance Abuse
Summer School Summer Budgets
Surplus Equipment
Surveys
Supervisor of Volunteer Tutors
Tab - Voc. Research
TABE
Teacher Complaint
Teachers w/o Students
Technology
Televisiting Project
Temporary Release
Testing - Steck-Vaughn
Time & Attendance - Guidance
Title I
Third Party Certifications
Training Report Forms (complete)
Transitional Services
Training
Travel
Travis, Kevin
Under/Over 21 Project
Washington/Greene CF’s
Unions; General Information
Unscheduled Inmate Reviews
VATEA
VBM - Profile Update 2004
Vendors Material
Vera
Video Conferences
Vocational Education - General
Vocational Completion

Project 2015; State Agencies Prepare for the Impact of Aging in NYS
Psychologist Qualifications
Psychometrist
Public Information
Puppies Behind Bars
Purchasing General
RAEN
Reception
Red Book
Reentry
Research Statistics
Resumes
Rising Hope/Certificate in Ministry
RMU
SAMHSA
Scanners
School Calendars
School Lunch Program
Security
Sex Offenders
Sgt. Exam ’05
Shop Safety
Shock
SHU - Special Housing Unit
Site Visits
Smoke-Free Environment
SNU - Special Needs
Soft Skills
Software
Space Capacity/Utilization
Special Education
Specialty Craft Certificate
Spring Cleaning
Staffing
Standard Shop/Classroom Furniture
Standardized Test Security
State Education

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EDUCATION

Vocational Instructor Certificate
Voc - Job Market Needs
Vocational Staffing and Funding
Vocational Supervisors
Welding Rods
Women in Corrections
Work Release
Workforce Investment Act:
Corrections Education Grant
Program
Workforce Preparation Act
Writers Group, The
Year End
Year End Report
YOG
Youth Offender Grant
Youth Programs

General File for Each Facility
☐
EMPLOYEE INVESTIGATIONS UNIT

All investigation files are maintained by the Social Security # of the Correction Officer Trainee Candidate.
FACILITY OPERATIONS

Facility Files

Audits
Executive Team Meetings
Facilities Planning
Hub Cluster
Inmate Liaison Committee
Labor/Management Meetings
Nursery (Taconic and Bedford Hills)
Quarterly Reports
Site Visits

General Files

Accomplishments and Initiatives
ACA (American Correctional Association)
Civil Service
CORC (Inmate Grievance Program)
DNA
Directives (Draft)
Double Bunking/Double Ceiling
Evaluations
Examinations
Expansion
Facilities Planning
Health Services
Information Gathering at Facility Level
Inmate Correspondence
Labor Relations
Legal
Media Review Committee
Medical Statistics
Metal Detectors
Overtime
Parole

Personnel
PEC (Product Evaluation Committee)
"S" Block
Sexual Assault Forms
State Commission of Correction
Special Housing Strike (1979)
Thruway Crews
Training
Transportation (Inmate Uniforms)
Unusual Incidents
Outside Work Crews
Work Release
Year 2000

Add the following – 7/24/08

PREA
FACILITIES PLANNING

GENERAL FILES

**Alphabetical** - General correspondence is maintained for DOCS Units/Divisions. Alphabetical categories maintained from ACA - Yard Lighting.

**Finance Unit**

Project by project funding provided, annual budget files, monthly disbursement reports, staff housing by facility, asbestos vouchers to Corcraft, annual Capital Budget Certificates

**Site Selection**

Various Sites by County

**Building Permits**
Pending Permits

**Emergencies**
Pending Emergencies

**Facility Files** - General correspondence and projects are maintained for each facility. Refer to mailing list for facility names and addresses.

**Technical Services**

Environmental matters, Term Service Contracts, Plant Operations and Maintenance, etc. for each facility are maintained.
FREEDOM OF INFORMATION LAW UNIT

All Freedom of Information Law requests are maintained by assigned Log#. 
# OFFICE OF GUIDANCE AND COUNSELING
## GENERAL FILE DIRECTORY

### * A *
- ACCREDITATION
- ADMINISTRATIVE SERVICES
- AGGRESSION REPLACEMENT TRAINING (ART)
- ALTERNATIVE CORRECTIONAL FACILITIES
- ASSISTANT COMMISSIONER BOGAN
- ASSISTANT COMMISSIONER MEDINA

### * B *
- BUDGET, NYS DIVISION OF
- BUDGET & FINANCE, DOCS

### * C *
- CALENDAR ORDERS
- CHRONOLOGICAL ENTRY FORM
- CLASSIFICATION & MOVEMENT
- COMMISSIONER
- CORRECTION COUNSELOR
  - CC ACTIVITIES
  - CC AIDE
  - CC MINORITY GROUP
  - CC SPANISH SPEAKING
  - CC TRAINEE
  - CC WORKLOAD
- CORRECTION COUNSELOR, SUPERVISING
- COUNSEL’S OFFICE
- COUNSELING

### * D *
- DNA
- DA REQUESTS FOR INFORMATION
- DAY REPORTING
- DEPUTY COMMISSIONER – PROGRAM SERVICES
- DIVERSITY MANAGEMENT

### * E *
- EARLY RELEASE
- EARNED ELIGIBILITY
- EDUCATION

### * F *
- FACILITY MONTHLY REPORT
- INFORMATION
- FACILITY VISIT INFORMATION
- FEMALE INMATES/FACILITIES
- FREEDOM OF INFORMATION (FOIL)

### * G *
- GAMBLING
- GUIDANCE & COUNSELING (G&C), OFFICE OF
  - G&C - ANNUAL REPORTS
  - G&C – GENERAL CORRESPONDENCE
  - G&C - GOALS & OBJECTIVES
  - G&C - JOB DESCRIPTIONS
    - ADMINISTRATIVE AIDE
    - ASSISTANT DIRECTOR
    - CC - EEP
    - DIRECTOR
    - EEP COORDINATOR
    - GUID. SPECIALIST - SEX
  - OFFENDER
    - GUID. SPECIALIST - VETERANS
    - KEYBOARD SPECIALIST
    - SECRETARY I
    - SCC - EEP
    - SCC - PROGRAM COMMITTEE
    - G&C - MONTHLY REPORT
    - G&C - OPERATIONAL ISSUES
    - G&C – STANDARDS
- GUIDANCE UNIT DEVICES
- GUIDANCE UNIT FILE SECURITY

### * H *

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OFFICE OF GUIDANCE AND COUNSELING
GENERAL FILE DIRECTORY

HANDICAPPED/DISABLED
HEALTH SERVICES
H I P A A
MEDICAL HOLD TRAINING
RMU’S
MENTAL HEALTH
BHU

HIRING
HISPANIC AFFAIRS

* I *

IMMIGRATION & NATURALIZATION SERV.
INDUSTRIES
INMATE CASE FOLDERS (ICF)
ICF - CENTRAL FILE REQUESTS
ICF - COMPLIANCE
ICF - DUTIES & RESPONSIBILITIES
ICF - ORDERS
ICF - ORGANIZATION
ICF - SECURITY & ACCESS
INMATE COUNSELING FORM
INMATE DISCIPLINARY HEARINGS
INMATE GRIEVANCE.
INMATE REVIEWS
INSPECTOR GENERAL
INTERN PROGRAMS
INTERNAL CONTROLS
INTERVIEW FORMS

* J *

* K *

KGNC - GIMS
FUNCTION 10
FUNCTION 20
FUNCTION 30
FUNCTION 40
FUNCTION 50
FUNCTION 60
FUNCTION 70
KIPY
REQUESTS FOR CODES

SHOP CODES
TRAINING

* L *

LABOR RELATIONS
LEGAL ACTION
LEGISLATION - PENDING
LEGISLATION - PROPOSALS
LEGISLATIVE REQUESTS
LIBRARY SERVICES
LONG DISTANCE DADS
LOTUS NOTES

* M *

MAIL ROOM
MANAGEMENT CONFIDENTIAL
MANAGEMENT INFORMATION SERVICES
MIS - COMPUTER REQUESTS
MIS - E-MAIL
MIS - PRIORITIES
MIS - REVIEW CHANGES
MIS - SYSTEM CHANGE FORMS
MIS - TELEPHONE
MIS - VETERANS
MIS - VOICE MAIL
MENTAL HEALTH (NYS)
MERIT TIME
MINISTERIAL SERVICES

* N *

NATIONAL INSTITUTE OF CORRECTIONS (NIC)
NURSERY PROGRAM

* O *

ORDERS OF PROTECTION
OUT-OF-STATE PROGRESS REPORTS
OVER 21
OVERTIME (GUIDANCE UNITS)

* P *

PARENTING PROGRAMS
PAROLE, NYS DIVISION OF
OFFICE OF GUIDANCE AND COUNSELING
GENERAL FILE DIRECTORY

PERSONAL DOCUMENTS (INMATE)
PERSONNEL
- ATTENDANCE
- CONTROL
PROCEDURES
POLICIES & PROCEDURES (DOCS)
POLICY COMPLIANCE & REVIEW
POLITICAL ACTIVITIES
PRE-SENTENCE REPORTS
PRESUMPTIVE RELEASE
PRISON RAPE ELIMINATION ACT (PREA)
PROGRAM COMMITTEE
- TASK FORCE
PROGRAM DAY
PROGRAM INTERRUPTIONS
PROGRAM PLANNING, RESEARCH & EVALUATION
PROGRAM REFUSALS
PROGRAM SERVICES MANUAL
PROGRAM SERVICES
- MONTHLY REPORT
- STAFFING
- TASK FORCE
PROGRAM STATUS CODES
PROGRAMS FOR RETURNEES

* Q *

* R *

RAP SHEET (DCJS)
- REASONABLE ACCOMMODATION
- REQUIRED PROGRAM LIST
- RETURNED PAROLE VIOLATORS

* S *

SECURITY
- SEPTEMBER 11, 2001
- SEX OFFENDER MANAGEMENT GRANT
- SEX OFFENDER REGISTRATION
- SHOCK INCARCERATION
- SMOKING POLICY
- SOCIAL SECURITY
- SPECIAL HOUSING
- SPECIAL SUBJECTS

STANDARDIZED FORMS
SUBSTANCE ABUSE TREATMENT SERVICES
- ASAT
- CASAT
- RSAT
SUPPLEMENTAL MERIT TIME
SUPPORT OPERATIONS

* T *

TELEPHONE
BILLS/RECEIPTS/CORRESPONDENCE
TELEVISITING
TEMPORARY RELEASE
- HUB MEETINGS
TIER III HEARINGS
TIME ALLOWANCE
TRAINING
TRAINING ACADEMY
TRANSFERS
TRANSITIONAL SERVICES
TRANSLATION SERVICES

* U *

UNIONS
- CSEA
- PEF
- COUNSELOR ISSUES

* V *

VETERANS
VICTIM AWARENESS
VICTIM SERVICES
VIDEO-CONFERENCES
VISITING (VISITORS BOOKLET)
VITAL ISSUES PROJECT
VOLUNTEER SERVICES

* W *

WORK RELEASE

* X * Y * Z *
HEALTH SERVICES

Facility Files - Alphabetically by Year

General Files - Alphabetically by Subject

Absconders
American Correctional Association (ACA)
Action Plan Staffing Reports
AED
- Requests second AED
- Locations of AED
- Reports/Use of AED
AIDS Institute
Albany Med.
Alternative Medication
Ambulance Services
Americans with Disabilities Act
Annual Reports
Anthrax
Asbestos
Assembly Hearing Materials
Associated of Corrections Administration
Asthma
Audiology
Autopsy/Toxicology
BERT
Bio-Terrorism
Bloodbourne
Boots
Budget 2005
Budget 2000
Budget 1999
Budget 1998-97
Budget 1996-95
Budget 1994-89

Budget 1990-91
Budget up until 1991
Burial Assistance
BVM
Capital Construction
Capital Budget
Capital Planning Study
- 1992
Capital Planning 1991
Capital Punishment
- Articles for copying
- Capital Punishment
- Death Penalty Laws
CASAT Program
CAYSA
- CAYSA Presentation
Central NY Psychiatric Center
Central Pharmacy
- 2000
- 8/99 - 12/99
- 1/99 - 7/99
- 1998
- 1997
- General Correspondence 1996
- 1995
- Fiscal Reports
- Monthly Reports
- 1994
Chemical Agents
Chicken Pox
Child & Family Services, Office of
Child Services
Clarkson
HEALTH SERVICES - GENERAL FILES

Classification & Movement
Clinical Scheduling
Clinical Trials 7/95
CMS
Commission of Corrections 1996-2001
- Approved Cases 2001
SCOC Mortality Review 2001
SCOC Mortality Review 2000
- Approved Cases 2000
SCOC Mortality Review 1999
- Approved Cases 1999 July-Dec
- Approved Cases 1999 Jan.-June
SCOC Mortality Review 1998 Jan.-June
- Approved Cases Jan.- June 1998
SCOC Part 7651 - Regulations
- 1994
SCOC Requests for Medical Records
Commissioner
Commission on Human Rights
Computer Programs/Computer Records
Condoms
Conference Requests
Consult Review
- Review
- Consultation/Referral Form 3275
Contracts (Generic)
Contract Reporter
Correctional Association
Correctional Health Care Articles
Corrections Compendium

Corrections Today Articles
Corrections Yearbook
Corrections, Dept of NY
Correctional Association of NY 1999 -
Correctional Association of NY Council 82
County Info (General)
CPR
CSEA
CVPH
DEA
DNA
DNA 2000
- Acting Reports
DNA
- DNA Krstovich
DNA 1994-99
DNR
- NYS Health Code Non-Hospital DNR
- Discharge Review Program
Dental
- For S-200 Block
- Personnel Issues
Diabetes
Dialysis General
- DM Protocols/Practice Guidelines
Arthur Kill Dialysis 1994 -
- Arthur Kill Bid
- Arthur Kill Dialysis Re-Bid Contract
- Arthur Kill Dialysis
Bedford Dialysis
- For Feb. 14, 1994 Operation of
Chron. Hemo. Unit Central/Western
NY
Wende Dialysis Unit
Diamond Pharm. Services
HEALTH SERVICES - GENERAL FILES

RN II
NA I
Nurse Coordinator
Pharm. Series
Physical Therapist
Physician
Physician Assistant
Planning & Administrative Supervisor
Principal Statistic Clerk
Project Director
Infection Control Nurse
Radiology Nurse
RHSA
Clerical
RMD
NA
ECME
E Coli 2001
Education
EKG
Emergency Room Referrals/Trips
Employee Benefits Information
Employee Health
Employee Investigations
- Workers Comp.
Employee Manual
Employee Suggestions
End of Life Care
Epidemiology
Epilepsy
Equipment
- Computer Equipment
Ethics
Executive Clemency 98-2000
Executive Clemency 1994-99
Executive Clemency 1993
Executive Clemency 1992
Executive Clemency 1991
Executive Department of Commissioners
HEALTH SERVICES - GENERAL FILES

Expansion
SHU Expansion
Extended Classification
Eyeglass Prescriptions
Facility Evaluation Instrument Form
Facility Operations
Facility Quarterly Audits
- Quarterly Reports Health Services
  - Quarterly Audits
Fay's Contract
Fidelis Care
FHS1 System
First Aid Kits
Flu Vaccine
FOIL Requests 2000 Only
  - FOIL Requests 1999
Footwear
Gastroenteritis
Gender Dysphoria
Gonorrhea
Governor's Office
Grievance
GYN Services 1991 -
  Handicaps
"Haz Com" Internal Controls
Health Service Plan of Action 1997-2000
Health Service Plan of Action 1994-1996
Health Service Plan of Action 1991-1993
Health Department NYC
Department of Health 1998 -
  Department of Health Audit
Hearing Impaired
Health Hospital Corp.
Health Record
Health Services General
Health Services Org. CHT
Hemophilia
Hep B Employees/Hep B Vaccine
Hep B Training
Hep C General 6/2000
Hepatitis
  - Hep C General Correspondence
Hepatitis
2001 Hep C Requests A-L
2001 Hep C Requests M-Z
Hep C Meds. (Rebetron)
HIPAA
HIVQUAL 2001
HIV/AIDS
Hospice 1997 -
  Hospitals
Hospital Reimbursement
Housekeeping & Laundry Services
Division of Housing & Comm. Renewal, NYS
HUBS
Hunger Strikes
  - Nutritional Services
ICE
Indemnification
Infection Control General
Immunization
Infection Control Unit
  - Infectious Control Unit Personnel
    Administrative Work Week
    - CICD Job Description
    - Infection Control Training
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- Diabetic Inmates
- Difficult Patients
- Medical Exam for Immigrants
- Female Inmates
- Hormone Therapy
- Inmate (Older)
- Pregnancies with DOH - Neural Tube Defects
- Physical Exams after Use of Force
- Prisoner Litigation Reform
- Sensorial Disabilities
- Youthful Offenders
- 65 Years of Age or Older
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Inmate Co-Pay
Inmate Grievance EL-16123-97 Denture Cleaner
Inmate Grievance Monthly Reports
Inmate Deaths - Administrative Responses/ Pronouncement of
Inmate Health Care during Transfer/Meds
Inmate Mobility Assistants
Inmate Stats./Reports/Research
- Compassionate Release Act Report
Inservice Education
Institution Practice Plan - IPP
Internal Control
Interpreters
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IV Therapy
KOCH
Labor/Management
Labs 1996-97 Wadsworth
Labs 1993
Labs RFP 1992
Lab Services 1992
Labs 2004
Latex Allergy

Lead Toxicity
Law Library
Legal Aide
Legionella
Legislation 1991
- Counsel’s Office
Listeriosis
Living Wills
Locator System/Infirmary Beds
Long Term Care Hospital
Lyme Disease
Malpractice
RFP-Managerial Care NYC
Master Plan
Mattresses
Measles/Mumps
Medicaid Info
Medicaid Waiver
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Medical Parole 1994
- NYS Medical Parole Law
Parole/DOCS Joint Standards for Medical Discharge
Medical Records
- Medical Records Supervisor
Medical Trips
MediLabs
Medicine Over Objection
Medicus
Meningitis
Mental Health General
Mental Health (DDPC) Developmental Disabilities Planning Counsel
Mental Health DOCS
Mental Health Meds.
Mental Health (MOU Between DOCS & NYS
Mental Health)
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Mental Health/OMH Risk Management
Mental Health (NYS Office of)
- DMH Lab
Mercer General Correspondence
Mercer Contract/Amended Contract Correspondence
Mercer Vouchers
Mercer Inc.
Methadone
- TX
Milburn
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MIS
  - Med. Referral/Clinic Schedule Process
Misconduct
- Employee
Mission Statement
Monthly Reports (Exec. Reports for Health Services)
Monthly Reports (All Others)
Mt. Vernon
Mortality Reports
Mustargen Treatment
NIOSH
National Commission of Corrections - Newsletter
National Health Labs
Needles & Syringes
NYC Criteria
NYC Facilities
NYC Work Release Facilities
- NYC File - Bob
NYSCOPBA Security Union
- COPBA
NYS Nursing Association
- NYS Correctional Nurses Association
Nursing Program
Nursing
Contract Issues (Nursing)
Nurse Administrator
Education (Nursing & Teleconferencing)
- Nursing Proposal Noyes Hospital/LIN
Health Assessment Program (Nursing)
Nurse Practitioner
Standards of Practice (Nursing)
Temporary Services (Contracts)
Nursing Home Standards
OGS Temporary Employment Contracts
OSC Audits/Information Requests
Outside Hospitals
Optometry
Organ Donors
Organ Transplants
Orientation (C Office)
Orthopedic Surgery
OSC File
OSHA
OTC (Central Pharmacy)
Outpatient Services
Outside Agencies
Outside Hospitals
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OT
Parameters of Authority (Post-Mortom Temp)
P&T
Parole
  - Division of Parole/Pre-Release Agreement/SS Administration
Patient Bill of Rights
Peer Review
PEF
PT Satisfaction Survey
- PT Survey 1998-99
PEF 1997
PEF/DOCS Health & Safety Meetings
PEF
PEF Training
- PEF/TB Training
- PEF Infection Control 1994
HEALTH SERVICES - GENERAL FILES

Personnel - Central Office
- Emergency Staffing
Pharmacist/Pharmacist Resumes
Phoenix House 1996
Physicians - General
Physical Therapy
Physician Appointment Package
- "Draft" Physician Appointment Packages
Physician Applicants
Physician Meetings
Physician Orientation Manual
Physician Training
Physician Placement Services
- Physician Extender Policy
- Physicians - Fee for Services
Physician Assistants 1991-
Podiatry
Policy Manual Committee
- Physician Extender Policy
- Policy Manual Process
Polio
Positional Asphyxia
Potassium Iodine
Poughkeepsie Journal
Pre-Treatment Cell Study Workbook
Prison Litigation Reform
PLS
Privatization
Problem List
Procedures (General)
Professional Medical Misconduct (Officer of)
Program Services
Prostate Cancer
Prosthetic
Prototype Health Unit
- Less than 50
Public Health Issues
Public Information
Putnam

QA File
QI 2000
QM 0 General
Quality Management 1996
Quality Management 1994
- Quality 1995
- GM 1994 Announcement
Quantiferon
Quarterly Facility
- Quarterly Audit
Referrals
Physician Training
RMD Meetings
RMDs
Rabies
Radiology Tech. Training 3/19/96
Radiology
Reception Procedure
Reclassification
Research Projects
Research
Research 2001
Research
Residential Substance Abuse Treatment
Respirator Masks
- HEPA Masks/Fit Tests
- Respirator Regulators
Respiratory Projection Unit
- Respiratory Physicians/OSHA
Restraints
RHSA
RHSA Resumes/Information
Retirement Material
RMU Comparison - Through 1997
RMS's General
RHSA Information 1998
RMU
Comparison
- RMU Orientation Training
Rikers - Medical Parole
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Rikers Island
- Rikers Pre-Screen
RMU PRI Comparison
Rubella
Salmonella
Scabies
Secure Units (Hospitals)
Security
Self-Catheterization
Semen
Seroprevalence
SHOCK Incarceration
- SHOCK Refusers
Sick Call
Sleep Apnea
Smoking - Cessation/Nicotine Patch/Etc.
- Smoking in Correctional Facilities
Special Needs Unit
Specialist Health Trip
Special Housing Unit
Special Subjects/Recreation Program
Operations Manual
SUNY
Staff Education
Staff Meeting Materials
Staffing
Standards/Procedures (Health Services)
State Education Department
Health Services Corps.
State Ready Inmates
State of the State
Supplemental Health Care Services, Ltd.
Sudden Cardia Death
Suicide
Support Operations
Surplus Equipment
TB 2001
- Clark, W. 93A5203
- State of Pennsylvania TB Policy

TB Refusers
- TB Refusers
Tuberculosis 1997
- TB Employee Cases
TB 1995
TB 1994
- TB/DOFT/DOT/Work Release
- TB-PEF Train the Trainer Program
- TB Curriculum - Prepared for NYS by the American Lung Association
- TB 1994
TB List Transfer Summaries
TB 1993
TB 1992
- Anergy
- Anergy
TB 1992
TB DOH Joint Efforts
TB 1992
TB 1991
TB Crisis
- TB Articles
- TB Crisis Treatment
TB Crisis
- TB Crisis Policy
- TB Crisis Inmate
- TB Crisis List
Surveys 2000
Surveys 1999
Surveys
Syphilis
Syringes
Syringe Destruction Oven
T Med
Telemedicine
Teleradiology
Telephones
Temporary Release Programs
Temporary Service
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Tier Assistance
Text Books
Training
Transfer Inmates
Transition Team 1995
Renal Transplants
Transplants (Dummy File)
Treatment Over Objection
UK - Tour
Ultra Violet Light Treatment
- UV Light
- Uniforms
Unusual Incidents
UPD Program
- UBFs
Use of Force
Utilization Review
UTMB
UV Lighting
Vacancies
Vendors
Ventilation
- 150 RMS Old
Veterans - Inmates
Video Project 1994
- HIV/AIDS Video
Viral Load
- Viral Load - AIDS Litigation
Visually Impaired
Voluntary Reduction
Volunteers of America
Voucher Payments
Women in Corrections
"Women in Prisons"
Work Release
Work Release OMH Pilot
Worker's Comp
Working Agreement Between SUNY & DOCS
Wound Therapy

X-ray
- X-ray/AMC
X-ray Tech Certification
Y2K (2000)

HOSPITAL FILES
Adirondack Reg.
Albany Medical Center
A. Barton Hepburn
Alice Hyde
Arnold Gregory
Arnot-Ogden
Auburn Memorial
Buffalo
Butterfield
Champlain Valley
Childs Hospital
Columbia Presbyterian
Community General Hospital
Crouse Irving LTC
Ellenville Comm.
Emma Lang Stevens
Erie County Medical Center
Faxton Hospital
Glens Falls
Harlem
Harris
Helen Hayes
Highland
Horton
Island Rehab. Services - Dialysis
Medina Memorial Hospital
Metropolitan
Montefiore
E.J. Noble Hospital
Noyes Hospital
Oneida City
Our Lady of Victory Hosp. Phoenix House
HEALTH SERVICES - GENERAL FILES

Richmond Memorial
Riker's Island
Rome Murphy
Roswell Park Memorial
St. Agnes
St. Claires
St. Francis
St. Jeromes
St. Lukes
St. Vincents
Saranac Lake
Saratoga Hospital
Staten Island University Hospital
Strong Memorial
SUNY Upstate
Tri-County
Westfield Memorial
Westchester County Comm. Hospital
HISPANIC & CULTURAL AFFAIRS

General correspondence files are maintained for each facility. Refer to mailing list for facility names and addresses.

Central Office Units
Inmate Organizations
Translations-Inmate Letters
Translations-Facility
Translations-Central Office Units
Translations-Outside Community
Youth Assistance Programs
INSPECTOR GENERAL’S OFFICE

Investigation Files are filed by year and case number.
INMATE ACCOUNTS

Federal Filing Fees
Abandoned Property/Absconders
Funds/Absconders
Community Work Crews
Day Reporting Policies
Employee Suggestions
Fees - Revenues Collected
ICAS Interest Computation System
State Filing Fees
Freedom of Information File
KFMS Files
KIPY Files
Facility Interest Reports
Son of Sam File
INMATE GRIEVANCE PROGRAM

General Files

ACA Standards/IGP
ADA/Clarkson, Hearing Impaired
Annual Reports/Semi-Annual
Certificates
CHR Listings
CORC Index Cases
Correctional Assoc. Of NY
Directives/Revisions
Double Bunk Facilities
E-Mail/All Supts/E-mail
Election Procedures
Federal Certification
FOIL
GOER
HIV-Confidentiality/IG Release/HIPAA
IGP Training Manual
IGP Forms
Legal Aid Society
Litigation
Program Services Conference
Project 2015

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**General Library**

General Library Policy & Procedure
General Library Program Files by Facility
Public Library Systems

**Law Library**

Law Library Policy & Procedures
Law Library Program Files by Facility
Legal Research Course Information
MENTAL HEALTH SERVICES

Subject Files

ACA Issues
ACA Performance Based Standards
Accident Report Forms
Action Plan Staff Report
Americans with Disabilities Act (ADA)
Annual Reports
APPU
Behavior Management Plan
Best Practices Conf.
Bill Tracking Sheet
Budget
CAYSA
Center for Behavioral Health Services
Central Pharmacy
Central N.Y. Psychiatric Center (CNYPC)
Commission on Quality of Care (CQC)
Corcraft Items
C.O.R.P.
Correctional Association of NY
Correctional Dynamics
Council of State Government
Critical Incident Stress Management (CISM)
Critical Indicators
DDPC
Developmentally Disabled/Mentally Retarded
Directions
Disability Advocates
DAI Lawsuit
Discharge Planning
DNA
Double Cell Housing Policy
Equipment Lists
Evaluation Forms
Family Reunion
Global Business Institute
Going Home Grant
Hep. C Guidelines
HIPAA
Hospice Program
Hunger Strike
Inmate Pay Scales
Intermediate Care Program
Interpreter Services
Kendra’s Law
Labor Management
Manual Competency Screening Process (MCSP)
Medical Issues & Term Release
Medical Treatment
Medications
Meeting Notes
Memos from Dr. Wright
Memorandum of Understanding (MOU)
Mental Health Services
Merle Cooper
MICA
NAMI
OBS Cell Discharge Procedure
Office of Mental Health (OMH)
Office of State Comptroller
OMH Caseload Monthly Reports
OMH Census
OMH Level Inmates
OMH Prescriber’s Signature List
OMRDD Referrals
Person Centered Planning
Prison Systems (other states)
Project List
Program Descriptions
Psychiatric Rehabilitation
Psychological Services
Public Information
QA
Regional Meeting
Reimbursement
Requested Information
Research Reports
Resources for the Blind
Riker’s Island
Safe Landings Project
State Commission on Corrections
Reports (SCOC)
Sensorially Disabled Unit (SDU)
Sex Offender
MENTAL HEALTH SERVICES

Special Housing Unit (SHU)
Special Needs Unit (SNU)
Special Treatment Program (STP)
Suicide Mats
Suicide Prevention
Suicide Smocks
Surveys
Telepsychiatry
Tote Bags
Training Courses
Transitional Programs
Transitional Services
Translation Services
Travel
Treatment Plans
User’s Manual
VESID
Video Conferencing
Work Release

Special Files

CNYPC Discharge Planning
CNYPC Weekly Discharges
Correctional Facilities
Legal
Monthly Reports/Site Visits
Personnel/Regional Psychologists
Special Inmate Cases
Suicides
Training
Ministerial Services

A

ACA Standard Review
Accreditation
ADA
AIDS Misc.
Alcohol/Substance Abuse Treatment Program
Alcohol Anonymous
Aleph Institute
Alert
Altona CF 1612 Project
American Correctional Association
Animism
Anti-Defamation League
Anti Muslim Christian
Approved Vendor
Archdiocese of NY
Aryan Nation
Asatru/Ordinist
Assembly Bills
Attendance
Attorney General Office
AT&T Phone Card Info
Audit Checklist
AVP

B

Badges
Beards
Bid Specs-NYC
Bill A 11177
Bill 1657 to Visit Prisons
Black Hebrew Israelites
Book Removal
Buddhists
Budget & Finance
Budget & Ministerial and Family Services
Budget Waivers
Building 2-875 Central Ave

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Cape Vincent Psychiatric Hospital (CVPH)
Catholic
CD/DVD Security
Cell Phone Policy
Cemeteries NYSDOCS
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Cephas Prison Ministry
Change of Religion
Chaplains Activities
Chaplains Admin. Manual Original
Draft 1975
Chaplain Burnout
Chaplain Clerks
Chaplain Cold Alternative Diet
Chaplain Chapel
Chaplain E-Mails and Computer Access
Chaplain Items
Chaplain Manual
Chaplain Meetings/RMU
Chaplain Monthly Reports
Chaplain Orientation
Chaplain Parenthetic Titles
Chaplain PEF Evaluations
Chaplain Phones, Computer Survey
Chaplain Schedule/Weekly Schedule
Chaplain Seniority Dates
Chaplain Redeployment
Chaplain Cutbacks
Chaplain Per/Diem
Chaplain Staffing 2000-Present
Chaplain Staffing 96’-99’
Chaplain Staffing 94’-95’
Chaplain Staffing 92’-93’
Chaplain Staffing 90’-91’
Charcoal
Chick Publications
Christian Identity
Church of Jesus Christ Christian
Church of God
Church of Scientology
Circumcision
Circle of Hope
Ministerial Services

Civil Service
Clinical Pastoral Education
Commission of Correction
Common Law Relationships
Compass Program
Comptrollers Office Conference
Attendance Request Forms
Corporative Extension Service
CORC Decisions (Inmate Grievance)

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DSP Survey
Death Autopsies
Death/Family Sickness
Death Funeral Expenses
Death bed/Funeral Visits
Death Notification
Death House
Death Suicides
Death Notification A-D
Death Notification E-K
Death Notification L-P
Death Notification Q-Z
Diocese of Brooklyn
Diocese of Rochester
Directive 4202
Directive 4500
Directory of Religious Administration for USA
Disciplinary Training
Disciplinary Food (Loaf)
Discrimination Disability
Divine Temple of Blakk-A-Blakk
DNA Testing
Downstate Reception Rule Book-Orientation Manual
Domestic Violence

E

Earned Eligibility Program
Education Clinical Pastoral
Emergency Faith Groups
Employees' Manual
Ethiopian Orthodox Christian

Ethics/Political Activities

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Faithuro
Faith Group Integrity
Famia
Families Guide to ReUnification
Family Visiting Program
F.O.I.L Requests
Food Calendar
Forgiveness & Reconciliation
Foster Grandparent Program
FPMS Access/Chaplains
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FRP
FRP Site Information
Fundraisers

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Great Meadow Compliance
Greek Orthodox
Grievance
Guardianship
Guide Dogs

H

Hair/Hair Cuts
Harassment/Brutality
Hazard Duty Pay
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Hepatitis Treatment
Hindu
HIPAA
HIV Prison Hotline
Holiday Pay
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Hospitals in the State of New York
House of Yawah
HRMC Requests/Approvals
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Kosher Alternative Diet 96’-Present
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In Cell Programming
Inmate Counseling Notification
Inmate Facilitation Protocol
Inmate Phone Home Program
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Inmate Religious Freedom
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Joyce Meyer

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Labor Relations
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Marriages - Inmates
Master Index-Central Office
Media Review
Meetings Conferences
Meetings-Excused Time Professional Leave
Mental Health
Ministerial & Family Services Briefing
Papers-MPC
Ministerial & Family Services Division Reorganization
Ministerial & Family Services Education Project
Ministerial & Family Services Duties & Descriptions
Ministerial Services Goals & Accomplishments
Ministerial Services NYC Office
Ministerial Services Monthly Report
MIS Computers
Moorish Science Temple of America
Mother Theresa Community
Muslim Advertising
Muslim Agreements
Ministerial Services

Muslim Burial/Autopsy
Muslim Chaplaincy
Muslim Lawsuits
Muslim Meetings
Muslim Misc.
Muslim Shiite
Muslim Quarans
Muslim Religious Services
Muslim Inmate Medical Exams
Muslim Hair/Beard
Muslim Halal
Muslim Oils
Muslim Inmate Imam
Muslim Female Garments
Muslim Constitutions
Muslim Article Clothing
Muslim "The Mosque Cares"
My Brothers Keeper (Prison Ministry)

N

125th St. Office
Nation of Gods & Earth (Five Percenters)
Nation of Islam 99'-Present
Nation of Islam 97'-98'
Nation of Islam 96'-95'
NOI Change of Religion
NOI Materials 2005 PO
National Association of Muslim Chaplaincy
Native Americans
Native Americans-Legal
NIC-Networking
Nazarite
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NYCRR Title 7
NY Board of Rabbis
Network
NYS Catholic Conference 1999-Present
NYS Catholic Conference 97'-98'
NYS Catholic Conference 95'-96'
NYS Catholic Conference 90'-94'
NYS Community Churches 1999
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NYS Intergrath Prison Pilgrimage
NYS Procurement Council Procurement Guidelines

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OMRDD-Sunny Mt. Tupper Lake
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Orleans Re-Entry
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Parole/Medical
Paroles Violators Reentry Program
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Permission to Cremate
Peter Young
Potters House Television Network
Power Point Orientation
Prayer/General
Prayer in yard
Prevention/Sexual Abuse
Prison card Ministry
Prior Conviction Record Form
Prisoner Families of NY
Prison Fellowship
Prison Congregation of America
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Rastafarian Church of the Haile Selassie
Rastafarian Court Decision
Rastafarian 99'-Present
Rastafarian 89'-98'
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RLUIPA
Religion-Proof
Religious Advisory Committee
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Religious Article
Religious Beads
Religious Calendar
Religious Census
Religious Codes
Religious Diets
Religious Ed. Programs
Religious Family Events
Religious Freedom Restoration Act 93'
Religious Head Coverings
Religious Organization Misc.
Religious Services
Religious Statistical Report
Requests for Chaplain Position A-B
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Rochester Inter Faith Jail Ministry
Rosicrucian
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Santeria
Satanism
Scientology
September 11th Memorial Services
Service Awards
Seventh Day Adventists
Shawwal
Shite-Muslim
SHU 2000
Site Visit Reports Chaplains
Sikhism
Smoking
Special Events Menu
Special Subjects
Spiritus Christi/New Faith
Spiritual Advisor
S.T.A.R.T Program
Stress & Burnout
Surveys

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Taoism
Task Force Religious Leaders 1994
Task Force Religious Leaders 92'-93'
Task Force Religious Leaders 90'-91'
Task Force Religious Leaders Misc.
Task Force Religious Leaders Long Term
TB Screening
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Theological Summary Applications
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Training Central Office
Ministerial Services

Training Academy
Training Chaplains in service
Training Report Forms
Training Volunteers
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Transformation Proj. Prison Ministry
Transitional Services
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United Church Of God
US Chaplaincy Association
United Way of NYC
Union Misc.
Universal life Church

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Vista Visiting
Volunteers-AA
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Volunteer Services-Green Haven 90’-
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Western NY Peace Center
WICCA
Willard Worship
Women Inmates in Prison
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Application System Requests
ASCA
Audit Reports
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Building 2 Access
Call Details
Center for Technology (CTG)
Claims Processing
CMIS
Correctional Facilities
Council Litigation
Court Cases
Data Center Consolidation
DOCS Survey
E-Commerce
Education
Employee Suggestions
Equipment ID
Executive Order 127
Federal Agencies
Financial Management System
Forensic Mini Bid
FOIL Requests
Grants
GTC
HIPAA
ICEDP Software Ad
Identity Management
Imaging

Immigration and Naturalization
Inmate Phones
Internal DOCS Offices
Internet Access Requests
Intertrac
IT Inventory
Laptops
Legislature
Mainframe Upgrade
MIS Copier
MIS Job Duties Descriptions
MIS Monthly Reports
Master Index Files
Network Expansions
NYS Agencies
Out of State Agencies
Outside DOCS Data Requests
Project Management
Records Dispositions
Scanners
Self Audits
Social Security Numbers
Software Licensing
Telecommunications
Training
Unusual Incidents
Vendors
VINE
Website
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Alpha File Listing

ACA Accreditation
Allergy
Bariatric Surgery
Branch, Arlene
Belding-Wilson, H.
Bolcella, M.
Bread Contract
Cook/Chill
CPRC/Pre Screen
Correction on Canvass
Correspondence w/outside State Agencies
Culkin, Liz
Diabetes
Dietitian Interviews

Diets

Diets
Diet Education Handouts
Diet Manual
Therapeutic Diet Program
Therapeutic Diet Manual
Diet Tech Reclass
Directives Division for Youth Cook/Chill Program

DOCS Information

Dept. Of Correctional Services
DOCS File Drill Procedures
Duties Descriptions
Elmira Dialysis
Employee Suggestions
Equipment (Inventory & Office)
Equipment (Capital)
Equipment (Misc.Facility Fd. Svc. Equipment)
Feigenbaum
Food Cost Pilot Program
Food Cost Report (Complete)
Food Production Center

Food Service Correspondence

Food Service - Inmate Clothing
Food Service Operations Manual
Food Service Staffing
Food Service Survey
Food Service Training
Freedom of Information (FOIL Requests)
Global Food
Grippin, Marilyn
Grzywna, Dennis
HAACP
Health Department
Health Services
Inmate Food Service Training Program
Inmate Grievances
Inmate Payroll
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Inventory System
Lawsuits
Meat & Poultry Products
Menus
Monthly Reports
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National Council Against Health Fraud
Nutritional Analysis Information
Nutrition Seminar Proposal
Nutritional Services
Nutritional Services Misc.
Nutritional Supplements
Olney, C.
O.M.H. Cook/Chill
Outside Food Purchases

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Personnel
Performance Evaluation Forms
(M/C & CSEA)
Time Off Requests
Pesticides
Portion Listing
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Personnel (Continued)

Product Information
Program Services
Quality Assurance
Ramadan
Recipe File Proposal
Regional Coordinator Meetings
Regional Dietitian Proposal
RD Upgrade

Religious Alternatives

Jewish Kosher
Cold Alternative
Donald Lee Curtis
Religious Observance Miscellaneous
Muslim-Halal
Rastafarian
National of Islam
7th Day of Advent
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Passover
Samuels Case 1996
Religious Calendar
Religious Holiday Menus
Resumes
Requisitions/P.O.S.
Restrictive Diet (Disciplinary)
Sanitation
S-Block Feeding
School/Lunch Program
Shock Incarceration (General Information)
Site Visit List
Special Events
Special Housing Units (100 Cells)
Sysco
Training Academy

Travel

Travel Vouchers
Authorization for Travel
Travel Voucher’s Mileage Sheets
Liz’s Travel Vouchers
Conference Attendance Forms
USDA Productions
Vendor Information
Weapons
Wellness Fair
Y2000

FACILITY Files
PERSONNEL

Applications for Exams
BDA Files
Civil Service Eligible Lists
Classification Files
Correction Officer Trainees
C.O. Trainee Eligible List
EHS Files (on computer)
Employee Termination Log
Examination Files
Personnel Procedures Files
General Files A - Z
Hazardous Duty Pay Appeals
Health Insurance Records
Out-Of-Title Work Grievances
Resume Files
Standard Staffing
Timekeeping Records
Title Files
Workers' Compensation Records
ADA - Medical Files (Main Office Employees)
Security Employee Reinstatement Request
Files
PROGRAM, PLANNING, RESEARCH & EVALUATION

General correspondence files are maintained for each facility. Refer to mailing list for facility names and addresses.

**General Files**
- Absconders
- Accreditation
- Aliens
- American Corr. Association
- Audits
- Brief Book
- CASAT
- Earned Eligibility Program
- Education
- Ethnic
- Foil
- Grants
- Immigration/Aliens/Deport.
- Inmate Miscellaneous/Deaths
- Legislature
- Manhattan DA
- Mariel Cubans

**Miscellaneous**
- Monthly Reports
- National Inst. of Corrections
- Personnel
- Population Reports
- Population Projections
- PREA
- Program Planning
- Research Requests
- Research Reports
- Sentencing Commission
- Shock Incarceration
- Special Housing
- Surveys
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<td>NIJ (National Institute of Justice)</td>
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- MOU and required reports for the New York State Crime Victim's Board
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- Correction on canvas art show for years 1998 - 2001
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- AA/NA/ASAT Volunteer Participation
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- Altamont House AIDS Programs
- Alternatives to Violence Program (AVP) Old
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- American’s With Disabilities Act (ADA)
- Art & Cultural Programs
- Art without Walls
- Black Hand Entertainment
- Boys & Girls Clubs of Albany
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- Budget & Finance – Central Office
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- Corrections Crime Prevention Team
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- MANN Program
- Many Races Cultural Foundation
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- Nations of Gods & Earths
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- Program Services Task Force
- Program Services Meeting
- Project Inside/Out
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- Real Justice
- Reconciliation
- Religious Volunteers
- Research Projects
- Resident’s Encounter Christ

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- Retirees 1992 Survey

**Central Office**
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- Retirement Parties
- R.S.V.P
- Rising Hope
- Rural Office – State Office
- RTF 03
- S.C.O.R.E
- Security
- SEFA
- Sex Offender
- Siddha Foundation
- Skilled Workers Emeritus

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- Smoking in the Work Place
- S.O.A.P
- SOS Secular Organization for Sobriety
- South Forty Corporation
- S.P.A.N
- Special Olympics
- Special Subjects/Events – Central Office
- STAARS – Support the Artists of America Rehab
- State of State Report
- St. Lawrence University
- Student Intern Program

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- Suicide

- Summer Programs
- Telephone
- Terrorism Security
- Thompson/Interactive
- Theater for the Forgotten
- The Family INC,
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- Veteran’s Affairs – State

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- Appointments
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- Association for Volunteer Admin (AVA)
- Association of State Correctional Administrators
- Directives & Revisions
- Director Item
- Evaluation Program
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- EXAMS – Regional Coordinator 
Coordinator & Supervisor of Volunteer Services
- Ex-Offenders as Volunteers
- Fingerprinting
- Foreign Nationals
- FPMS/KRMS Access System
- Goals /Objectives
- Guidelines for Volunteers
- HIPPAA
- Hiring
- Hub Implementation 92 Plan
- Internal Audit Guide
- Internal Controls
- Job Quals Eligible List
- Justification for VS Items
- Meetings/ Conference Plan
- Meetings/Training
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- Minutes of Meetings –
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- Orientation tape for
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- Supervisors – Facility Level Tasks
- Supervisors Items 92
- Eliminated Hub Staffing
- Supervisor Orientations/Recruitment
- Supervisor Performance Evaluations – 1998, 1999
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- Transitional Services Survey
- Travel Plans – SVS Hub

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- Upgrade
- VAACR – Vol

Administrators of Capital Region
- Visit Correspondence

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- Voice Mail
- Voluntary Action Center of Albany

- Volunteer Applications
- Volunteer Services

Administrative Manual
- Volunteers Computerization
- Volunteer Connection
- Volunteers in Correction
- Volunteer Directory
- Volunteer Gate Clearance

MEMC
- Volunteers Green

Thumb/RSPV
- Volunteer Processing
- Volunteer Recognition

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- Volunteer Registration

Compliance Review
- Volunteers – Reporters
- Volunteers – Senior Letter

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- Volunteer Services Contact Person

- Volunteer Recognitions

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- Volunteer Information Packet
- Volunteer Newsletter

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- Volunteer Services Definition and Roles

- Workers Compensation
- Youth Volunteers

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- Vista Performance Measures
- Vista Previous Projects
- Vista Concept Paper
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- Orleans Re-Entry FBO
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- Orleans Re-Entry Curriculum
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- Children of Incarcerated Parents – Albion CHIPP
- Coming Home Brochure for Families
- Coalition of Families of New York State Lifers
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- Correctional Association of New York Contracts
- Data For Research
- DCJC – Prison Institution Workgroup
- DNA of Relationships Greene Co
- Domestic Violence
- Edrick Brown – “Family Crest”
- E.P.I.C.
- Evidence Based Principles
- Family Data Base
- Fatherhood: A Parenting Program for Men
- Family Nurturing Center of Central New York, Inc.
- Dr. Kasseris – Family Reunification
- Family Reunion Program
- Families, Fathers & Children, Inc.
- Family Services Survey
- New York State Fatherhood Inititivatie
- Foster Care
- Foster Grandparents

- In Arms Reach
- In-Reach Comm. Vol Act
- Inside Out Dads
- Kinship Care
- Knit to Fit – Bedford Hills CF
- Marriage & Parenting – Camp Pharsalia
- Men’s Parenting – Butler CF
- Mother’s & Babies – Camp Pharsalia
- Nursery Contract
- Operation Prison Gap
- Operation Ready
- Osborne Association General
- Osborne Fatherhood Grant
- Family Works
- Family Ties
- Rainbow Gazette
- Healthy Relations – Sing Sing CF
- Get on the Bus
- NYC Initiative – Children w/ Parents in Prison
- St. James
- Resource Hot Line
- Healthy Marriages
- Parenting RFP
- Parenting Hale Creek
- Patmos
- Preparation Session/ FBO Transportation (Janet Tool)
- PowerPoint Outline
- Prison Action Network/Family Empowerment
- Prison Families of New York, Inc.
- Planned Parenthood
- PREP Program
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- Hillside (Crestwood Children’s Center) – Peter Castle

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- Salvation Army – Rev
  Cox
- Special Housing Unit –
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- Family Statistics –
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  Volunteer Services
- St. Christopher Ottolie
- Step by Step
- Televisiting
- Transitional Services –
  Family Reintegration
- Website – Family
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- Visitor Hosp Center
- Visiting Room Checklist

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- New Forms for Volunteer Contact within the Facilities
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## Facility Listing and Addresses

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<th>Facility Name</th>
<th>Address</th>
<th>City, State</th>
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<tbody>
<tr>
<td>Adirondack Correctional Facility</td>
<td>Box 110, Rt. 86, Ray Brook, NY</td>
<td>12977-0110</td>
<td>518 891-1343</td>
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<tr>
<td>Bedford Hills Correctional Facility</td>
<td>P.O. Box 1000, Bedford Hills, New York</td>
<td>10507-2400</td>
<td>914 241-3100</td>
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<tr>
<td>Albion Correctional Facility</td>
<td>3595 State School Road, Albion, NY</td>
<td>14411-9399</td>
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<td>Buffalo Correctional Facility</td>
<td>3052 Wende Road, Alden, NY</td>
<td>14004-0300</td>
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<td>Altona Correctional Facility</td>
<td>555 Devils Den Road, Altona, NY</td>
<td>12910-2090</td>
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<td>Butler Correctional Facility</td>
<td>P.O. Box 388, Westbury Cutoff Road, Red Creek, NY</td>
<td>13143-0388</td>
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<td>Arthur Kill Correctional Facility</td>
<td>2911 Arthur Kill Road, Staten Island, NY</td>
<td>10309-1101</td>
<td>718 356-7333</td>
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<tr>
<td>Camp Gabriels</td>
<td>P.O. Box 100, Route 86, Gabriels, NY</td>
<td>12939-0100</td>
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<td>Attica Correctional Facility</td>
<td>Exchange Street, Attica, NY</td>
<td>14011-0149</td>
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<td>Camp Georgetown</td>
<td>3191 Crumb Hill Road, Georgetown, NY</td>
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<td>Auburn Correctional Facility</td>
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<td>Camp Pharsalia</td>
<td>496 Center Road, South Plymouth, NY</td>
<td>13844-6777</td>
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<tr>
<td>Bare Hill Correctional Facility</td>
<td>Caller Box #20, Cady Road, Malone, NY</td>
<td>12953-0020</td>
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<td>Camp Vincent Correctional Facility</td>
<td>Rt. 132 E, P.O. Box 599, Cape Vincent, NY</td>
<td>13618-0599</td>
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<td>Bayview Correctional Facility</td>
<td>550 West 20th Street, New York, NY</td>
<td>10011-2678</td>
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<td>Cayuga Correctional Facility</td>
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<td>13118</td>
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<td>Beacon Correctional Facility</td>
<td>P.O. Box 780, 50 Camp Beacon Road, Beacon, NY</td>
<td>12508-0780</td>
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<td>Chateaugay Correctional Facility</td>
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<td>12920-0320</td>
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<td>Clinton Correctional Facility</td>
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<td>12929-2002</td>
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<td>Fulton Correctional Facility</td>
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<td>10457-8398</td>
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<td>Collins Correctional Facility</td>
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<td>140340-0490</td>
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<td>Gouverneur Correctional Facility</td>
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<td>13642-0480</td>
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FACILITY LISTING AND ADDRESSES

Coxsackie Correctional Facility
P.O. Box 999
West Coxsackie, New York 12051-0999
518 731-2781

Gowanda Correctional Facility
P.O. Box 311
Gowanda, New York 14070-0311
716 532-0177

Downstate Correctional Facility
P.O. Box F
Fishkill, New York 12534-0445
845 831-6600

Great Meadow Correctional Facility
11739 State Route 22, P.O. Box 51
Comstock, New York 12821-0051
518 639-5516

Eastern New York Correctional Facility
Box 338, Institution Road
Napanoch, New York 12458-0338
845 647-7400

Green Haven Correctional Facility
Route 216
Stormville, New York 12582-0010
845 221-2711

Edgecombe Correctional Facility
611 Edgecombe Avenue
New York, NY 10032-4398
212 923-2575

Greene Correctional Facility
P.O. Box 975
Coxsackie, New York 12051-0975
518 731-2741

Elmira Correctional Facility
P.O. Box 500, 1879 Davis Street
Elmira, New York 14901-0500
607 734-3901

Groveland Correctional Facility
P.O. Box 104
Route 36, Sonyea Road
Sonyea, New York 14556
716 658-2871

Fishkill Correctional Facility
Prospect Street
Beacon, New York 12508-0307
845 831-4800

Hale Creek
279 Maloney Road
Johnstown, NY 12095-3769
518 736-2094

Five Points Correctional Facility
Caller Box 119, State Route 96
Romulus, New York 14541
607 869-5111

Hudson Correctional Facility
P.O. Box 576
Hudson, New York 12534-0576
518 828-4311

Franklin Correctional Facility
Bare Hill Road, P.O. Box 10
Malone, New York 12953-0010
518 483-6040

Lakeview Shock Incarceration Correctional Facility
9300 Lake Avenue, P.O. Box T
Brocton, New York 14716-9798
716 792-7100

Lincoln Correctional Facility
31-33 West 110th Street
New York, NY 10026-4398
212 860-9400

Oneida Correctional Facility
P.O. Box 4580
Rome, New York 13442-4580
315 339-6880

Livingston Correctional Facility
P.O. Box 49
Route 36, Sonyea Road
Sonyea, NY 14556-0049
716 658-3710

Orleans Correctional Facility
35-31 Gaines Basin Road
Albion, New York 14411-9198
716 589-6820

Lyon Mt. Correctional Facility
3864 Route 374
Lyon Mountain, NY 12952
518 735-4546

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<th>Facility Listing and Addresses</th>
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<tr>
<td>Marcy Correctional Facility</td>
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<tr>
<td>P.O. Box 3600</td>
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<td>Marcy, New York 13403</td>
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<td>Mid-Orange Correctional Facility</td>
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<tr>
<td>900 Kings Highway</td>
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<tr>
<td>Warwick, New York 10990-0900</td>
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<td>845 986-2291</td>
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<td>Mid-State Correctional Facility</td>
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<td>P.O. Box 216, River Road</td>
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<td>Marcy, New York 13403-0216</td>
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<td>315 768-8581</td>
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<td>Mohawk Correctional Facility</td>
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<td>315 339-5232</td>
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<td>Monterey Shock Incarceration C.F.</td>
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<tr>
<td>2150 Evergreen Hill Road</td>
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<td>Beaver Dams, NY 14812-9718</td>
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<td>607 962-3184</td>
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<td>Fisher Hill Road, P.O. Box 999</td>
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Upstate Correctional Facility
P.O. Box 2001
Malone, New York 12953
518 483-6997

Wallkill Correctional Facility
Box G, Route 208
Wallkill, New York 12589-0286
845 895-2021

Washington Correctional Facility
P.O. Box 180, 72 Lock 11 Lane
Comstock, New York 12821-0180
518 639-4486

Watertown Correctional Facility
23147 Swan Road
Watertown, NY 13601-9340
315 782-7490

Wende Correctional Facility
3040 Wende Road
Alden, New York 14004-1187
716 937-4000

Willard Drug Treatment Campus
P.O. Box 303
7116 County Route 132
Willard, NY 14588-0303
607 869-5500