

NEW YORK STATE
DEPARTMENT OF CORRECTIONAL
SERVICES
“CENTRAL OFFICE”

LIST OF RECORDS

January, 2013

LIST OF RECORDS

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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	Superintendent's Conference
Awards	Telephone Bills
Applications	Time Cards
Captains	Training
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	

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	Requests	
	Legislation	
Harlem Valley	Light Duty Requests	
Officer Housing	Lieutenants	
Hazardous Duty Pay	MA/Com Audit	
HIPAA	Management	
	Confidential –	
	General	
Cabinet #3 –	M/C Evaluations	
Drawer 3	MIS	
Health Services	Mail Issues	
Folder 1	Martin Luther King	
Health Services	Master Index	
Folder 2	Mechanics Institute	
Health Services	Medal of	
North Shore	Honor/Merit	
Heart	Medical Program	
Historic Preservation	Memorial Day	
Human Resources		
Management	Cabinet #3 –	
Committee	Drawer 4	
Inmate Accounts	Merit Award	
Inmate Call Home	Ministerial & Family	
Program	Services	
Inmate Claims	Modular Cells/Mark	Regional
Inmate Clothing	Solutions	Training Plan
Inmate Funds	Monthly Reports –	Reinstatements
Inmate Grievance	To the Governor	
Inmate Mail	Moving Expenses	Reranking Issues
Inmate Labor	National Latino	Residency
Inmate Perks	Officers Association	
Inmate Strike	National Law	Regional
Inmate Television	Enforcement Officers	Medical Health
Inmate	Memorial Fund	Units (RMHU)
Transportation	NIMS	Resumes
Intern Program	N/S Salaries	Retirements
Internal Controls	NYC Facilities	Retirement
Internet		Information
Kosher Foods	NYSERDA	Reassignments
Labor Relations	NYS Flex Spending	Resource
Lawsuits – DC	Account	Management
Haponik		Reclass
Lawsuits – General	NYS Workforce	Retirement
Leased Space	Management Plan	
Leave of Absence	Nursing Salary	Savings Bonds
Leave Extension	Issues	

Administrators

Deputy Commissioner for Administrative Services

Office of Mental Health	Secretarial Staff		Work Place Volunteers
Officer of the Day	SEFA	Staff	
Olympics – DOCS	Service Awards	Complaints/Inmates	
Osborne Association	Sergeants	Staff	Waivers
Out of State Travel	Sex Offender program	Complaints/Staff	
	SOMTA	Staff Housing	Water Issues
Overtime	Shock	Staff Housing – CO's	Workmen's Compensation
Overtime Employee	Incarceration	Staffing	World Trade Center – 9/11
Recap	Smoking Issues	Staff Issues	Year 2000
Pagers	Social Security Numbers	State Commission	
Patches		State Fair	
Peace Officers		State Procurement Council	
Pilot Productivity Gain Program		State Readies	
Plant		Stewards	
Superintendents		Strike Issues	
Positions/Requests, etc.		Student Assistants/Interns	
Post Closings		Supervising Superintendents	
Pre-Shift Briefing		Superintendents	
Prisons		Supplies	
Privacy Issues		Surplus Property – Equipment, etc.	
Privatization		Surplus Property – Land, etc.	
Program		Surveys	
Planning/Research		Taylor Law	
Program Services		Teachers	
Program Transitional Services		Telephones	
Public Information		Temporary Reassignment	
Public Relations		Temporary Release Program	
Publications – Various		Therapeutic Communities, Inc.	
Radios		Tier Hearing Assistance Program	
Recalls		Time Abuse	
Records Retention		Time/Attendance	
Records Storage		Transition Reports	
Regional Medical Units		Transition Cost Reductions	
Cabinet #3 – Drawer 5		Travel Guidelines	
Special Housing Units			
Special Operations			
Stab Proof Vests	Violence in the		

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 Celling
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
CAYSA	NYC Office
CEA	Olympics
Children & Family Services	Osbourne
Chinlund	Parole
Contract Management	PEF
Corcraft	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	Civil Suits
Accreditation	Commercial Driving License Program
Affirmative Action	Commissary Operations Survey
AIDS	Commissioner
AIDS-Employee Exposure	Communications Control Center
AIDS-Training Grant Program	Comparable Worth Studies
AIDS Units	Conference Attendance Forms
Alcohol Programs	Conferences
American Correction Association	Confined Space
Americans with Disabilities Act	Contingency Posts
Annual Leave	Contractual Services
Arbitrations	Correction Counselors
ARBWEB	Correction Officers
Article 68	Correspondence
ASAT (General)	Council 82
Asbestos	Counsel
Attendance & Leave	Counseling
Attorney Disclosure File	Counseling Memos
Audit Reports	Court Cases
Back Filling	Criminal Protection Task Force
Bargaining Unit Determinations	CSEA
Blood Exposure Bills	Dana Farber Cancer Institute
Brady Law	Direct Deposit
Budgets	Discrimination
Budget Department	Disciplinary Evaluation Periods
Budget Reduction	Domestic Violence
Calendars	DOL Inspections
Call-Outs	Double Bunking
Campaign File - Access Issues	Draft Directives
Campaign Posting File	Dress Codes
Capital Construction	Drug & Alcohol Testing
Chemical Agents	Drug Policy Handouts
Childcare	Drug Testing Complaints
Christmas	Drug Testing - Washington C.F.
Civil Service (General)	Dual Employment
Civil Service (Law)	Dues Deduction <input type="checkbox"/>

ASSOCIATE COMMISSIONER
(Labor Relations)

DWI	Grievance Management Information System
Drug Free Workplace	Grievance Procedure
Drug Information	Grievance Resolution
Employee Assistance Program	Guardians
Education	Gym Expansion
Employee Benefits	Harassment (Racial)
Employee Rule Book	Hazardous Duty Pay - CSEA
EHS	Health & Safety
E-Mail/Word Star	Health Insurance
Emergency Plans	Health Services
Employee Suggestion Program	Holiday Pay Waiver
ERAC	Honor Guards
Ergonomics	Hospital Coverage
Ethics in Government	Housing
Everyone's a CO	HUB Concept
Exams	HUB Quarterly Reports
Executive Chamber Memos	HUB Supervising Superintendent
Expedited Arbitration	Hub's
Facilities Planning	Human Resources
Facility Vacation Schedules	Human Rights
Facility Visits	ID Cards
Federal Gun Control Act	ID/PMS
Fingerprint Fees	Impact Negotiations
Fire/Safety Issues	Inconvenience Pay
Fire/Safety Positions	Indemnification
FLSA	Industries
FMLA	Infectious Diseases
Food Service	Inmate Abuse
Freedom of Information Requests	Inmate Grievance Committee
Frisks	Inspector General
Gangs	Itineraries
Gate Procedures	Job Actions
GED Program	Job Bidding
General Mechanics	Job Training
Geographic Differentials	Joint Labor/Management Committee
Governor's Monthly Reports	Just Cause
Grants/Proposals□	K-9 Handlers

ASSOCIATE COMMISSIONER

(Labor Relations)

Ku Klux Klan	Organizational Charts
Lab Contracts	Outside Hospital Coverage
Labor/Management Agreements	Out-of-Title-Work
Labor Relations Training Institute	Overtime
Layoffs	Parking
Legislative Summaries	Payroll
Lieutenants	Peace Officers
Light Duty	PEF
Live Work	PERB
Mail & Supply Clerks	Performance Evaluation Appeals
Male/Female Issues	Board Program
Management Confidential Achievement	Personal History Folders
Awards Medical Review	Personnel
Memoranda - All Superintendents	Picketing/Protesting
Merit Time Legislation	Political Activities by State Employees
Mental Hygiene (Satellites)	Power Outages
Miscellaneous	Power Plants
Monthly Reports	PRC Committee - C82 Proposals
Moving Expenses	Pre-Shift Briefing
National Latino Officer Association	Prisoners' Union
Negotiations	Privatization
New York City Department of Corrections	Probationary Period
Nursing Issues	Programs - MIS Avail.
NYSCOPBA	Program Planning
NYSCOPBA Labor Management Committee	Program Review Committee
NYSTEP Applications	Program Services
OAP	Promotion Lists
OAP Report File	Protective Clothing
OER General Correspondence	Provisional Sergeants & Lieutenants
Officer of the Day	Psychological Testing - CO Applicants
Off-Site Reporting	Public Officer's Law Code of Ethics
Office Space and Equipment	Public Management Internship Program
Olympics (DOCS)	QWL
Olympic Bobsled Committee	RDO Schedule
Omnibus Transp. Drug Testing	Reassignments
Inmate Labor	Reassignment Travel Day
Inmate Rules□	Recall

ASSOCIATE COMMISSIONER

(Labor Relations)

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

ASSISTANT COMMISSIONER PROGRAM SERVICES

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 COMMISSONER FOR PROGRAM SERVICES

875 Central Avenue	Family Data
Access	Family Visiting
Aggression Rehabilitation Therapy (ART)	Family Works
Altamont Program	Five Percenters (5 %'s)
Alternatives to Violence	Freedom of Information (FOIL)
American Correctional Association	Guidance
American Disabilities Act	Harlem State Office Bldg. (HSOB)
America Works	Health Services
Behavioral Health Unit (BHU)	HEP C
Big Brother Big Sister	HIPPA
Breaking Barriers	Hispanic Affairs
Budget	Hour Children
CASAT	Hub Superintendents' Meetings
CAYSA	In Arms Reach
CEA	Industries
Chemical Dependency/Domestic Violence	Inmate Accounts
Chemical Dependency/Sex Offender	Inmate Correspondence
CSEA	Inmate Grievance
Civil Confinement	Inmate Parenting
Closer to Home	Internal Controls
College	Job Developer
Community Reentry	KGNC
Computers	KIPY
Contracts	Labor Relations
CORC	Law Suits
Corcraft	Legislative Bills
Council for Unity	Library Services
Counsel's Office	Limited Privilege
Directives	Lotus/Internet Access
Diversity Management	Make A Difference
DOCS Monthly Report	Media Review
DOE Fund	Medical Transfers
Domestic Violence	Mental Health
DSP Meetings	Merit
Earned Eligibility	MICA
Education	Ministerial Services
Employee Suggestion	Methadone Counseling
Employee Orientation	MJOT
Equipment	NEEDS
Facilities Planning	News Articles
Faith Based	Nurseries
Families	NYSCOB

ASSISTANT COMMISSONER FOR PROGRAM SERVICES

OASAS
Olympics
Organization Chart
Osborne
Parole
PEF
Post Secondary Education
Prison Rape Elimination Act (PREA)
Program Audits
Program Services 21st Century
Program Leadership
Program Services Monthly Report
Public Information
Recruitment
Reentry
Rehabilitation Through Arts
Research
Resource Management
Resume's
Retirements
RMU
RMU Survey
RSAT
SEFA
Sex Offender
Special Housing
Special Subjects
Staffing
State Fair
Step Down
Substance Abuse Treatment Services
Support Operations
Surveys
Televisiting
Therapeutic Community
Thin Clients
Training
Transitional Services
Veterans Program
Victim Impact
Vista

Visitor Centers
Vocational
Volunteer Services
Women In Prison
Workplace Violence Prevention
Work Release
Youth Assistance Program
Youth Offender Program

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

Assistant Commissioner Special Operations

ALL SUPERINTENDENTS MEMOS
ANNUAL INTERNAL CERTIFICATION
CENTRAL OFFICE ACA STANDARDS
FILE
CENTRAL OFFICE REVIEW ACA
STANDARDS FILE
COMPTROLLER'S AUDITS
COMPTROLLER'S AUDIT RESPONSES
COMPTROLLER'S – MISC.
COMPTROLLER'S SURVEY
DEPARTMENT OF LABOR – PESH
EMPLOYEE SUGGESTIONS
FACILITY ACA FILES
FINANCIAL AUDIT GUIDE
INTERNAL AUDIT GUIDE
INTERNAL CONTROLS
INTERNAL CONTROLS CERTIFICATION
OSC RESPONSES
PEC
PEF
PESH
RULES AND REGULATIONS
TRAINING ADVISORY COMMITTEE

EXECUTIVE ASSISTANT

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

General Files

Administration
Program Services
Security

Appointments - Non Competitive and Provisionals
Legislative Inquiries - Senate and Assembly

OFFICE OF CHIEF FISCAL OFFICER

05-06 Action Plan Packets	06-07 Interest Reports
05-06 Action Plan Responses	06-07 January Expenditures
05-06 Action Plan Worksheets	06-07 July Expenditures
05-06 Administrative Services	06-07 June Expenditures
05-06 April Expenditures	06-07 March Expenditures
05-06 August Expenditures	06-07 May Expenditures
05-06 Budget Fill Level	06-07 Mental Health
05-06 December Expenditures	06-07 November Expenditures
05-06 DOB Fiscal Guidelines	06-07 NYS ERDA
05-06 DOB Recommended Budget Worksheets	06-07 October Expenditures
05-06 February Expenditures	06-07 Population Reports
05-06 Health Services	06-07 Prior Year Expenditures
05-06 Interest Report	06-07 Program Services
05-06 January Expenditures	06-07 Recommended Budget
05-06 July Expenditures	06-07 Recommended Budget General
	06-07 Recommended Budget
	Worksheet
05-06 June Expenditures	06-07 September Expenditures
05-06 March Expenditures	06-07 Spending Plan General
05-06 May Expenditures	06-07 Supervision of Inmate Services
05-06 Miscellaneous	06-07 Support Services
05-06 November Expenditures	06-07 Training
05-06 October Expenditures	06-07 Travel Process
05-06 Population Reports	06-07 Vehicles
05-06 Prior Year Expenditures	06-07 Ven Rep
05-06 Program Services	07-08 April Expenditures
05-06 Recommended Budget - General	07-08 August Expenditures
05-06 September Expenditures	07-08 December Expenditures
05-06 Spending Plan P.S.	07-08 February Expenditures
05-06 Supervision of Inmates	07-08 Interest Reports
05-06 Support Services	07-08 January Expenditures
06-07 Administrative Services	07-08 July Expenditures
06-07 April Expenditures	07-08 June Expenditures
06-07 August Expenditures	07-08 March Expenditures
06-07 December Expenditures	07-08 May Expenditures
06-07 DOB Base	07-08 Mr. DiBello, Capital Budget
	Review
06-07 DOB Fiscal Guidelines	07-08 November Expenditures
06-07 February Expenditures	07-08 October Expenditures
06-07 FOCAS	07-08 Population Reports
06-07 Health Services	07-08 Prior Year Expenditure Reports
06-07 IJAB	07-08 Recommended Budget General
06-07 IJAB Budget	07-08 September Expenditures
06-07 IJAB Meeting Notes	

OFFICE OF CHIEF FISCAL OFFICER

08-09 Account Structure	Annual PC Reports
08-09 Action Plan Responses	Annual tech Plan
08-09 Action Plan Worksheets	ASAT Expenditures
08-09 Administrative Services	Audits
08-09 April Expenditures	Automated Cert Process
08-09 August Expenditures	B of P General
08-09 Budget	BF & MIS Projects
08-09 Budget Base	BFL Track (Old)
08-09 Budget Requests	Board of Prisoners
08-09 Budgeted Fill Level	BORIC
08-09 Closures	BPS Reports
08-09 December Expenditures	Broneic Associates
08-09 DOB Fiscal Guidelines	Budget Bulletins
08-09 DOB Recommended Budget Waivers	Business Office Staff
08-09 February Expenditures	Capacity Expansion
08-09 Health Services	Capital Indirect
08-09 Interest Reports	Cellular Telephones
08-09 January Expenditures	Central Office OT
08-09 July Expenditures	Central Office Personal Service
08-09 June Expenditures	Central Office Waivers
08-09 March Expenditures	Chief/Analysts Meeting
08-09 May Expenditures	Civil Service Workforce Plan
08-09 Member Items	Civilian PAS
08-09 Miscellaneous	Commissary
08-09 November Expenditures	Community Contracts
08-09 October Expenditures	Cook Chill
08-09 Population Reports	COPS Care
08-09 Prior Year Expenditure Report	Corcraft
08-09 Program Services	Correction Officer Exam
08-09 Recommended Budget	Correction Officer Reassignment
08-09 Recommended Budget (General)	Current Expense Analysis
08-09 September Expenditures	DAI
08-09 Spending Plan P.S.	Deputy Superintendent Item Moves
08-09 Supervision of Inmates	Directives
08-09 Support Services	DMV Non-Drivers License
Academy Food Services	DOB FTE Method
Accreditation Training	DOCS Directives
Additional Pay Survey	DOCS FMS
Administrative Monthly Meeting	DOCS ICP
Albany Training Academy	Double Bunking
Amy Button	Employee Mess

OFFICE OF CHIEF FISCAL OFFICER

Envest	Mission Statement
Ethics	NE/PT Fills
Excess Items	New Steward Orientation
Exec Orders	NS Salary Plan
Exemption Process	NYCCA
Expenses Anywhere	NYS Vending Rep System
F220 Structure	NYSCOPBA Leave
Farm Recycling	NYSCOPBA/John Telisky
Federal	OFT
Fiscal Notes	On Time Payment
Five Points Opening	Osborne Associates
Food Service	Osborne Associates
General	OSC 2007 Fall Conference
Harrison/SUNY	OSC KPMG
Hazard Duty Pay	OSC/FMS
Health Contracts	OT Procedures
High Salaries	OT Report System
HUB Secretaries	Pay Week Definition
HUB Secretaries	Payroll
IG Office	Payroll Bulletins
Improper Vouchering	Payroll Training
Incentive Allowance	Per Capita History
Inmate "Perks"	Physician/Dentist
Inmate Account	Press Clippings
Inmate Cable	Procurement Cards
Inmate Fund Electronic Transfer	Program Service Contracts
Inmate Phone Issues	Public Admin Trainee
Inmate Television	Recruit Tracking
Internal Controls	Revenue Accounts/General
IT Procurement	Risk Management
Keefe	RMU
KFMS	Salary Calculations
KFMS	SCAAP
Lag 5 Day	SCAMMS
M/C Salary Plan	School Lunch Program
MA/COM	Section 95 Contracts
Member Items	Section 95 Cost of Operations
Mental Health	Section 95 Miscellaneous
MIS Spending Plan	Security Salary Differential
Miscellaneous Per Capita	Seder
Miscellaneous NS	Service Awards

OFFICE OF CHIEF FISCAL OFFICER

Sex Offender Initiative
Shared Services
Small \$ Purchases
Social Security Reimbursements
SOMTA
Special Equipment
Staff Housing
State Fair
Stewards Meeting
Superintendent Salaries
Support Services Vehicle
Takedown Tracking
Taxable Issues
Telephone
Timekeeping/Automated Payroll Audits
Tobacco Savings
Training/Willard
Training/Willard
Transitional Services
Travel
Travel Audit
Travel Individual
UDC
Vacancy Pool
Vehicles
VESID
Visitors Center
Waiver Process
Waivers
Work Week

OFFICE OF CHIEF FISCAL OFFICER

1500 Bed Maxi	Attica
18 M Cert Memo	Attrition Advance
200 Bed SHU's	Auburn
30 Day Amendment	Audit and Control
52.6 Titles	Autopsies
600 Bed Annexes	Average Annual Salary
750 Bed	Awards
8600 Bed Expansion	Badges
95-95 Deficiency	Bank Accounts
Accreditation	Bank Frauds
ACF's DOB Letters	Banking
Acting Commissioner Leclaire	Barehill
Action Plan Contracts	Bayview
Adirondack	BDA's
Administration	BD's
Administrative Services	Beacon
Adopt A Soldier	Bedford Hills
Advertising	Bedford RMU
AIDS	Behnke
Alarms	Bernardi
Albany Medical Center	BFL
Albion	Blanket Waivers
All Facility Superintendents	Board of Prisoners
Alternative Diets	Broadus Dinner
Altona	Bruce Baker
Ambulances	Budget and Finance
American Correctional Association	Budget Briefings
American Express	Budget Cut Chrono
American Legion	Budget Cuts
American Society for Public Administration	Budget Director
Annex	Budget Reduction Initiative
Anthologies	Budget Worksheets
Appointments	Buffalo
Appropriations Monitoring System	Building #2
Arsenal	Bureau of Substance Abuse
Arthurkill	Business Offices
Assembly Correction Commission	Business Permit
Assembly Ways and Means	Busses
Assemblyman Feldman	Butler
Assemblyman Reynolds	C.O. Items
AT & T	C.O. Recruitment
	C.O. Relief Factor

OFFICE OF CHIEF FISCAL OFFICER

C.O. Training	Coombe
Camp Extension	Coons, Deborah
Capacity Options	Copy Machine
Capacity Expansion	Corcraft
Cape Vincent	Cost Saving
Cape, John	Council 82
Capital Bonding	Council 83
Capital Budget	Counsel's
Capital Budget	Coxsackie
Capital Construction Budget	Coxsackie RMU
Capital Equipment	Credit Union
Capone, Don	Crime Victims
Captains Exam	Critical Fills
Caron O'Brien Crummy	CSEA
CASAT	Cummins NE
Cayuga	Day Reporting
Central Files	DCJS Criminal Justice
Central Office	Death Penalty
Central Office Target	Deficiency
Central Pharmacy	Deficity Reduction Plan
CERT	Dental Services - Dr. McArdle
Certificate of Approval	Detached Assignment
Chaplains	Dewitt Staff Meetings
Chateaugay	DiBello
Cherie Clark	Direct Deposit
Chrono's	Disapprovals
Cigarette Legislation	Discipline
CIU	Diversity Management
Civil Commitment Bill	Division of Youth
Civil Service	DOB General
Civilian Replacement	DOCS Olympics
Class and Movement	DOCS Pipe Band
Clerical Items	DOCS Today
Clinton	Doing Life
Command Center	Domestic Violence Prop
Commission of Corrections	Donations
Commissioner Staff Meetings	Double Celling
Communicable Disease	Downstate
Community Reintegration Contracts	Dr. Broaddus
Community Work Crews	Drug Testing
Conferences	Dunn (Senator)
Contingency Posts	Durivage, Ed

OFFICE OF CHIEF FISCAL OFFICER

Contracts	DWI's
Cook Chill	EAP
Earmarks	Federal Funds
Earned Eligibility Program	Federal Items
Eastern	Federal Reimbursement
Edgecombe	Felter, Don
Education	Female Population Data
Electrical Fences	Fill Levels
Elmira	Fillable Civilian Items
Email	Financial Audit
Empire State Development	Fingerprinting
Employee Claim	Fire Department
Employee Grievances	Fire Safety
Employee Health Services	Fiscal Foot Notes
Employee Organizations	Fishkill
Employee Suggestions	Fishkill RMU
Encon	Five Points
Energy Products	Flateau
Equipment	Flateau, Jim
ESMOR	Food Approvals
Everyone is a C.O.	Food Service
Exam Announcements	Food Service
Excess Staff	Food Service Site Visits
Exempted Facilities	Force Accounts
Expansion	Four Way Appointment Process
Expenditure Report	Franklin
Express Mail	Fraser, Michael (Public Information)
Extra Service	Fring Benefits
EZ Pass	Full Program Day
Facilities Planning	Fulton
Facility Closures	Fund Interchanges
Facility Executive Team	Funeral Visits
Facility Operations	GAAP
Facility Response to Budget Reducing Initiative	Garland
Fact Sheets	Garnishment of Wages
Fair Labor Act	Gasoline Tax
Fallsburg	Gavriels
Family Benefit Fund	General Mechanics
Family Reunion Fund	Georgetown
Farm Operations	Geriatric Unit
Father Young	Gifts and Donations

OFFICE OF CHIEF FISCAL OFFICER

Fax Machines	GOER
Federal Grants	Goord, Glenn
Federal Budget	Gouverneur
Federal Crime Bill	Governor Budget Cuts
Federal Food Program	Governor Letters
Governor Reports	Inmate Clothing
Gowanda	Inmate Documents
Graduation	Inmate Grievance Program
Great Meadow	Inmate ID Cards
Green Haven	Inmate Profiles & ID's
Greene	Inmate Records Coordinator
Griefinger	Inmate Release Funds
Grievance Appeal Bids	Inmate Telephone Project
Grounds Crew Officers	Inmate Wages
Groveland	Inspector General
Guidance	Internet
Gym Expansion (Emergency)	Internships
Halecreek	IPPS Advisory Committee
Hallman, Ted	Italian American Club
Hancox, Dave	Jenna's Law
Hancox, Steve	Jim Brown Proposal
Hatch Act	Job Qualification
Hazard Duty Pay	Johnson, Bruce
Headley Frank	K-9 Unit
Health Services	Kawala, Sam
Hepatitis B	Kelly Girls
Hiring Freeze	Keuka College
Hispanic	Kevin Breen
Hold Items	KFMS
Homeland Security Audit	Knapp, Susan
House Arrest Program	Korotkin, Paul
HRH Insurance	Kosher Meals
HRMC	Kurlander, Lawrence
HSOB Treatment	Labor Relations
Hub Meeting	Lakeview
Hub Superintendent Meeting	Lapsed Appropriations
Hub Superintendent Savings	Laptop Computers
Hubs	Late Payments
Hudson	Latex Gloves
IBM	Laundry
Ice Storm	Layoffs
ICP Special Needs Unit	Lease Purchase Agreement
ID Cards, C.O.'s Retired	Legal

OFFICE OF CHIEF FISCAL OFFICER

ID Officers	Legislative Activity
Idle Inmate	Legislative Briefing
	Legislative Commission on Expenditure Review
Illegal Aliens	Legislative Deficiency Cuts
Indirect Cost Rate	Legislative Funds
Inmate Benefits	Legislative Greenbook
Inmate Claims	Mental Health
Legislative Inquiries	Merit Time
Legislative Reports	Messina, Joe
Legislative Veto	Mid Orange
Library	Mid State
Light Duty	Mid-State contracts
Lincoln	Ministerial Services
Livingston	Modular Cells
Local Grants	Mohawk
Lombardi, Denise	Monterey
Lucien Leclair	Monthly Reports
Lumina Contract	Moore, Reverend
Lumpkin, Tamara (Ways and Means)	Moriah
Lyon Mountain	Mt. McGregor
M/C Awards	NYS Realignment
MA COM	Ogdensburg
Mailroom	Oneida
Maintenance Allowance	Oneida Hub
Maintenance Staffing Standards	Orleans
Man Days Worked	Otisville
Management Confidential	Overtime
Management Confidential	Parker Report
Management Confidential	Parkside
Management Information System	Parole
Management Review Plan	Patterson
Marcy	Patteson Report
Mariel Cubans	Payroll
Mark Shear	Peace Officers
Mark Solutions	PEAT Marwick
Mason, Charlott	PEF
Master Plan	PEF
Maternity Leave	Per Capita Costs
Mattresses	Personnel
McAuley, Justin	Personnel Reduction Plan
McCray, Superintendent	PESHA
McGann, Patrick	Pest Control Training
McSweeney, Ed	

OFFICE OF CHIEF FISCAL OFFICER

Meal Reimbursement	Petty Cash
Media Review	Pharmacy
Medicaid	Pharsalia
Medical Bills	Phoenix House
Medical Contracts	Phoenix Hues
Medical Hospitals	Physicians Pay
Mejica, Robert (Senate Finance)	Plant Maintenance Operation
Member Items	Plant Superintendent Committee
Poklemba's Office	Smoking
Policy Compliance Unit	Social Security
Population Capacity Report	South Forty Contract
Postage Program (Free)	Southport
PREP	Special Housing Unit
Pre-Shift Briefing	Special Olympics
Printing	Spending Plans
Prior Commitment	St. Agnes
Prior Year Changes	St. Clares Hospital AIDS Unit
Prisoner Legal Service	Staff Housing
Privatization	Staffing
Probation	Staffing Advance Positions
Procurement Cards	Stanley, Chuck
Productivity	State Aid
Program Planning Research	State Education Department
Program Projects Assistants	State Finance Committee
Program Services	State Housing
Program Services Task Force	State Inspector General
Promotions	State of the State
Prompt Payment Legislation	State Personnel Reduction
Protective Equipment Policy	State Police Car
Psychological Screening	State Readies
Public Administrator Interns	State Shops
Public Relations	Steward
Purchasing	Stewards List
PWP	Stewards Meetings
Queensboro	Stewards Workshop
Quick Pay	Stewards/Head Account Clerks
QWL	Stone, Carol
Rikers Island	Strong Memorial Hospital
Riverview	Student Interns
Rochester	Substance Abuse Treatment Services
Russ DiBello Travel Vouchers	Sullivan
S Block	Summer School
Secretarial Ratio	Summit

OFFICE OF CHIEF FISCAL OFFICER

Sergeants	Summons
Sex Offenders	Superintendent Conferences
Sexual Orientation	Superintendent Fines
Shawangunk	Superintendent Performance Advances
Shechtman, Paul	Superintendent Salaries
Shephard, Mark	Superintendent Salaries
Shock #2	Superintendent Salary Current
Sick Leave Pool	Superintendent Salary Legislation
Site Visits	Superintendent Salary Retirement
Supply Support	Uniform Allowance
Support Operations Reorganization	Union Leave
Sysco	United Health Care
Taconic	United States Government
Takedown #2	United States Olympic Bob Sled Team
Targets	Upstate
Task Force RIF	Urinalysis Testing
Taxes	Utilities and Fuels
Taylor Law	Vacant Item
TCI Therapeutic Community Services	Vandyke Center
Teacher Ratio	Vehicles
Teachers	Vehicles and Fuel
Telephone Commissions	Vending Services
Telephone Reduce Abuse	Veterans
Telephones	Video Processing
Temporary Items	VINE
Temporary Release	Vocational
Texas	Voicemail
Thefts/Losses	Volunteer Services
Thruway	Walkkill
Tier Hearing Assistance	Walsh Medical Center
Time and Attendance Guidelines	Warehouse
Time Clocks	Washington
Ting, Sharon	Wasserbach, Bill
Tool Control	Waste Disposal
Training	Watch Commanders Office
Training	Watertown
Training Academy	Well Towers
Training Academy	Wende
Transition Services	Wende RMU
Transition Team	Westchester County
Transportation	Western Health Care
Travel	Western Union
Travel Auditors	Wexford

OFFICE OF CHIEF FISCAL OFFICER

Travel Guidelines	White House
Travel Plan	Wildcat Service Corporation
Travel Vouchers	Wildwood School
Tuberculosis	Wilhelm, Wayne
Tuchowski, Walter	Willard
Turnover	Wilton
UDC \$ for Local Jails	Woodbourne
Ulster	Woodworth, Richard
Under 21	Work Release
Undistributed	Work Release Room and Board
Workday Schedule	
Workers Compensation	
Workforce Man Plan	
Wright, Lester	
Wyoming	
Xerox	
Year 2000	
Zaretski, Andrea	
Zuckerman, Victor	

Budget and Finance Office

Abolished Positions 98/99
Absconders/NYC
Absconders Unit
Academic Data
Academic Education
Accounts Structure
Accreditation
Action Plans
Action Plan Staffing Report
Administrative Services
Advertising
Aid To Localities
AIDS
Alternate Work Schedule
Alternate Correctional Facility
Amendment to Title 7
Amer-i-can (Jim Brown)
American Correctional Association
American Express
Analysis/Previous Budget
Annual Report
Appointment Procedures
ASAT
ASAT Counselors
ASAT (Federal)
ASAT Manual
ASAT/CASAT Expenditures (DOB Budget)
Assembly ways & Means
Assembly Senate Gov
Assignments
Attica Memorial Fund
Attrition
Audits
Audit Liaison Unit
Automated C.S. List of Temporary Positions
Awards
Bank Reconciliation
BDA's
BERT Pagers
Bilingual Education
Central Files
Central Office
Cash for Outgoing Inmates
Central Office
Central Pharmacy
CERTS
Chapter One
Charitable Organization
Chase Bank
Chiefs Meeting
Cigarette Tax
Civilian Personal Alarm System (CPAS)
Classification and Movement
Coding Manual
College Education
Commissary
Commissioner
Commodity of Purchases
Community Reintegration
Computer Repair Shops
Conferences
Confidential Account (IG)
Construction - 2612's Facilities Planning
Contract Negotiations
Contract Preparations
Contract Process
Contracts
Copier
Cops
CORC Meetings/Procedure
Corcraft
Corr. Crime Prevention Teams
Correction Officer
Correction Officer Training Program

Budget and Finance Office

Correction Yearbook	Family Dynamics
Correction Officer Trainees	Family Reunion
Correspondence Unit	Farm & Food Services
Cost Cutting	Farm Management
Council 82 Contract	Hearing Impaired (Federal Funding)
Council 82	Hearing Officer
Court Order - Military	Hiring Freeze
Critical Vacancies	Hispanic Affairs
Employee Benefit Fund	Hispanic Info & Telec (HITN)
Employee Claims	Hispanic Inmate Needs
Employee Dining Room	Homeland Security
Employee Health Services	Hospitals
Employee Manual	HRMC
Employee Mess	Hubs
Employee Retirement System	Hub Staffing
Employee Status Change	Human Rights Decision
Employee Suggestion Program	ICAS
Energy Conservation - ENCON	Ice Storm
Equipment	Idleness Package
Equipment Guidelines	IJAB
Equipment Lease	Illegal Aliens
Equipment Requests	Indirect Cost
Ergonomics	Industries
Ethics	Inmate Accounts
Evaluation - DSP	Inmate Account Claims
Excess Positions	Inmate Benefits
Executive Budgets	Inmate Burial Fees
Expansion	Inmate Clothing
Expenditures	Inmate Copy Service
Expenditure Controls	Inmate Data
Expenditures & Disbursement Data	Inmate Deposit Fund
Express Mail	Inmate Female
Extensions	Inmate Grievance
F220 System	Inmate Group Activities
F220 Changes	Inmate Handicapped
Facility Executive Staff Appointments	Inmate Hispanic
Facility Projects 96-99	Inmate Law Library
Fair Labor Standards Act	Inmate Liaison Committee
Family Benefit Fund	Inmate Lunches

Budget and Finance Office

Inmate Meal Allowance	Osborne Association
Inmate Movie Program	OTPS
Inmate Out to Court	Outside Hospital Expenditures
Inmate Transportation	Overtime
Inmate Postage	Parole
Ministerial Services	Quickpay
Minority Purchasing	Quality Through Team Work
Management Information Services (MIS)	QWL
Miscellaneous	Radio
Modular Units	Ratio Guidelines Prog. Services
Monthly Reports	Reception/Classification
Moving Expenses	Reclassification
Negotiating Units	Record Retention
Network	Recreation (RPL)
New York City Ctl. Admin.	Recycling
New York City Facility Reconfig.	Reduction in Force
New York City Housing Authority	Reductions
New York City Inmate Work Crew	Regional Training
New York City Water Bill	Relapse 94-95 Previous Program
New York City Stands Alone	Release Clothing
NE to Regular Teacher Conv.	Releases
NIC	Relevant Work
Non-Employee	Reorganization
Non Employees	Reasonable Accommodations
NS Salary Plan	Restorations 95
Nursery	Resumes
Nurses	Retirement Incentive 1995
NYCRR	Revised Spending Plan
NYSCOPBA	RFP
New York State Contract Reporter	RMUs
NYS ERDA	RSAP
NYSPIN	Salaries
NYSTEP/PAYSR	Salary Determinations
OSC	Salary Schedule
OGS	Sales Tax
OGS Thruway Crews	Saving Reductions
Organizational Chart	Savings
Stewards Exam	Savings Suggestions
Stewards Meeting	School Lunch
Student Interns	Secretarial Audits
Substance Abuse Treatment Program	Secretarial Plan
Subpoenas	Training
Summer School	Transitional Services

Budget and Finance Office

Superintendent Appointments	Transportation Costs
Superintendent Evaluations	
Superintendent Listing	Training Academy
Superintendent Housing	Training Relief
Superintendent Ratio	Travel
Superintendent Salaries	Travel Advance
Superintendents Conference	Travel - Budget & Finance
Superintendents Meeting	File Description
Supervisor of Vol. Test.	
Support Services	Board of Prisoners - 1997-98 Proposed Budget
	1996-97 Proposed
Support Operations	Budget
	BOCES
Surveys	Braille (Eastern)
Sysco	Bridges Pilot Project
Taconic ASAT Program	Budget & Fiscal Office Re: Organization
Take Downs	Budget Bulletins and Policies
Task Forces	Budget & Finance Unit
Tax and Finance	Budget & Finance director
TB Screening	Budget & Finance Employees
TCI	Budget & Finance Evaluations
Teaching Material	Budget & Finance Resumes
Teachers	Budget & Finance Positions
Teacher Issues	Budget & Finance Moves
Telephones	Budget Freeze
Temporary Items - Extension	Budget Proposed (97-98)
Temporary to Permanent Conversion	Budget Proposed (96-97)
Temporary Positions	Budget Info
Temporary Release	Budgeted Fill Levels
Time Allowance	Buffalo Work Release
Time and Attendance	Building Security
Title & Salary Plan	Business Manual
	Cable TV
	Call Home Program
	California DOC Study
	Camp/Shock Expansion
	Capacity Options Plan
	Capacity Expansion
Directives	Capacity Reduction
Directive Revisions	Capital Equipment
Director of Budget & Finance	Capital DRP
Disaster	Capital Indirect Cost Plan
Distance Learning	Captains

Budget and Finance Office

Diversity Management	CASAT
DNA Testing	CASAT/ASAT Expenditures
Division of Budget	CASAT Community Reintegration
Division of Budget Log	CASAT Funding Issues
Division of Equalization & Assessment	Cash Disbursement
Domestic Violence	Cash Advance
Dormitory Authority	Cash Control
Double Bunking	Crime Victims Fees
Double Cell Lawsuit	Counsel's Office
Douglas vs. Ward	CSEA
Drug Law	Data General
Duties Description	Day Reporting
Earned Income Tax Credit	Deficit Reduction Plan
EAP Program	DOB Files
EAP History	DOH - Altamont
Education	Altamont Phoenix Contracts
Education Supervisor	Lumina
Education Supervisor - Special Subjects	Phoenix House
E-Mail	Department of Correctional Services Vehicles
Emergency Expansion	Deputy Superintendents of Administration
Emergency Services	Deregulation
Facility Operations	Devane
Facility Planning	Dibello
Federal Crime Bill	FOIL Responses
Federal Misc	Food Service
FEMA	Fuel & Utility
Fills vs. Targets	Funerals: Inmates
Financial Disclosure	Gas Tax
Financial Management	GED Educ
Financial Mgmt. System	General Correspondence
Fiscal Footnote	General Mechanic - Industries
Fiscal Reviews	General Mechanic - Journal Transfer
FOIL Instructions	Goord, Glenn
FOIL Requests	Gov Productivity Award
Internal Controls	Gov's State of the State 1997
Interns	Gross Receipt Tax
Interviews	Guidance & Counseling
Inventory Systems	Guidelines
Investigation Unit	Gym Expansion
Invoices	Handicapped
IRC Hub	Harlem Valley
	Harriman Training
	Hazard Mitigation Grant Program
	Hazard Duty
	Hazardous Duty
	Head Sets (S Block)

Budget and Finance Office

IRC New Proposal	Health Care Expenditures
Journal Vouchers	Health Services
KFMS	Inmate Payroll
Labor Management	Inmate Transfers
Language Line Service AT & T	Inmate Vouchers
Law Library	Inmate Television
Lawsuits	Inmate Vendor List
Layoffs	Inmate Wages
Leases	Inmate Work Crews
Legal Mail	Inspector General
Legal Mandates	Payroll
Legislation	PEF
Legislative Inquiries	Peoplesoft Software
Legislative Report	Per Capita Cost
Legislative Status Sheet	Per Capita Reports
Library Services	Personal Service
Lumina	Personnel/Waivers
M/C Awards	Petty Cash
M/C Evaluations	Pharmacy
M/C Salary	Physical Education & Recreation
Mandatory Surcharges	Phoenix House
Mariel Cuban Inmates	Photocopier
McKinney's Law	Politics of the Budget Process
Medicaid	Population Management Audit
Member Items	Postage
Mental Health	Pre-Release
Merit Time	Pre-Shift Briefing
Out of Title Work	Prior Year Budgets
OMH Report	Prior Year Deficiency
Occupational Training	Prior Year Bills
Patterson, John	Prisoners' Legal Services
Paycheck Distribution	Privatization
SCAAP	Procurement Guidelines
Secretary Reclass	Program Leases
Security	Program Training
Security Budget Request	Project Coordinator
Security Equipment	Project Management
	Project Payment Legislation
	Projection Shortfalls
	Protective Vests
	Provider Agreements
	Psychological Screening
	Psychologist
	Public Information
	Purchasing
	Televisiting Grant

Budget and Finance Office

Security Sick Leave Pool
SEFA
Segregation
Sensorially Disabled Inmates
Sex Offender Program
Shock Incarceration
Shared Services
Shock Incarceration
Shock Legislative Report
SIFECs
Sick Leave
Snow Emergency
Social Services Checks
Space Allocation
Special Education
Special Education Grant
Special Projects
Spending Plan 1995
Spending Plans
Special Treatment Program
Sr. Budget Analyst Resumes
St. Clare's
Staffing Issues
Stand by Status
Staff Meetings
Staff Housing
Staffing Advance
Staffing Change
Staffing/Facilities
Staffing Patterns
Standby Roster
State Cars
State Readies
Status of Funds
Steward Appointments
Steward Position
Steward Training
Stewards
Treatment Services
Tri-State
TV's in Prison
Under 21
Uniforms
Union Reimbursements
Union Issues
Unit for Physically Disabled
Urine/Drug Testing
Utility Cost Savings Program
Vacancies
Vacancy Pool
Vacancy Trans.
VAST
Vehicles
Vending Machines
Vendors
Very Spec. Arts
Vet Pilot Program
Veteran Status
Victim Protection
Violence Against Women Grant
Visitor Center
Vocational Education
Vocational Equipment
VOTTIS Grant Drug Testing
VOTTIS
Voluntary Work Schedule Reduction
Volunteer Services
Volunteer Tutors
Vouchers
Vulnerabilities
Waivers
Waivers Approved
Walsh Expansion
Waste Management
Work Force Plan
Work Release
Work Schedule
Work Week Change
Y2K
Year End Procedures
Year 2000 Workshop
YOG

BUDGET FILES

BUDGET FILES

ABA Exam	Amer-i-clean
Abolished Positions 98/99	Amno
Absconders Unit	Analysis/Previous Budget
Absconders/NYC	Annual Report
Academic Data	Appointment Procedures
Academic Education	Apprenticeship
Accomplishments (DOCS)	Appropriations
Accounting System Codes	Appropriation Transfers
Accounts Structure	Approved Positions
Accreditation	Archives
ACL Softward	ART/ADS/ARC
Action Plan Responses	ASAT
Action Plan Staffing Report	ASAT Annex
Action Plans	ASAT Counselors
Administrative Services	ASAT Federal
Admissions and Releases	ASAT Manual
Advertising	ASAT Public Info
Affirmative Action	ASAT/CASAT Expenditures (DOB Budget)
Agribusiness Program	Assembly Senate Gov
Aid to Localities	Assembly Ways & Means
AIDS	Assignments
AIDS Drugs	Assistant Dep. Supt.
AIDS Litigation	Attica Memorial Fund
AIDS Material	Attrition
AIDS Medication	Audit Liaison Unit
Albany Medical Center	Audits
Albany Medical Parking	Auto and Truck Workload Analyst
Alliant/Cogenex	Automated C.S. List of Temporary Positions
Altamont Contract	Awards
Alternate Correctional Facility	Bags
Alternate Work Schedule	Bank Reconciliation
Alteration Construction	Batteries
Requests.	BFL
Amendment to Title 7	BDA's
Ambulance	Behavior Health Unit
American Correctional	
Association	Buterfield Vouchers
American Express	Butler Conversion to Camp
BERT Pagars	Cable TV
Better Buy	California DOC Study
Bilingual Education	Call Home Program
Board of Prisoners - 97/98	Cameras

BUDGET FILES

Proposed
BOCES
Boss Chairs
Braille (Eastern)
Bridges Pilot Project
Briefing Book
British American Mgmt.
BUDGET
Budget - 97/98 Proposed
Budget & Finance Director
Budget & Finance Evaluations
Budget and Finance Manual
Budget & Finance Moves
Budget & Finance Positions
Budget & Finance Resumes
Budget & Finance Unit
Budget & Finance Employees
Budget & Fiscal Office Re:
Organization
Budget Bulletins and Policies
Budget Freeze
Budget Info
Budget Proposed 96/97
Budget Proposed 97/98
Budget Request
Budget Revision
Budgeted Fill Levels
Budgets 80's and 90's
Buffalo Work Release
Building Security
Business Manual
Central Files
Central Office
Central Pharmacy
Central Pharmacy Food
Production Staff
Central Pharmacy
Regionalization
Centralized Accounts
Centralized File Unit
Certificates 2005-08
CEO (Center for Employment
Opportunities)
Camp Edgemere
Camp Smith
Camp/Shock Expansion
Capacity
Capacity Expansion
Capacity Options Plan
Capacity Reduction
Captain Promotions
Capital Changes
Capital DRP
Capital Equipment
Capital Indirect Cost Plan
Capital Projects
Captains
Career Apparel
CASA Meeting with Broaddus
CASAT
CASAT Audit
CASAT Community Reintegration
CASAT Facilities
CASAT Federal
CASAT Funding Issues
CASAT/ASAT Expenditures
Cash Advance
Cash and Staff Report
Cash Control
Cash Disbursement
Cash for Outgoing Inmates
Cell Phones
Commitments
Commodity of Purchases
Community Reintegration
Community Work Crews
Computer/Networks
Computer Investment
Computer Repair Shops
Conferences
Confidential Account (IG)

BUDGET FILES

Chaplains	Construction - 2612's Facilities Planning
Chapter One	Contagious Disease Prevention (Employee Health Services)
Charitable Organization	Contract Listing
Chart Office	Contract Negotiations
Charter Buses	Contract Preparations
Chase Bank	Contract Process
Chiefs Meeting	Contracts
Cigarette Tax	Cook Chill
CIU	Copier
Civilian Personal Alarm System (CPAS)	COPS
Civilian Staff	COPS Care
Civilian Waivers	CORC Meetings/Procedure
Claims Unit Expansion	Corcraft
Clarkson vs. Coughlin	Correction Crime Prevention Teams
Classification & Movement	Correction Officers
CMS Contract Extension	Correction Officer Trainees
CMS Issues	Correction Officer Training Program
Coding Manual	Correction Yearbook
COGI	Correctional Medical Services
College Education	Correction Officers
Collins Water Study	Correspondence Unit
Commissary	Cost Centers Headers
Commission of Correction	Cost Cutting
Commissioner	Council 82
Commissioner's Main Office Staffing	Council 82 Contract
Counsel's Office	Division of Budget (replies to inquiries)
Count by Facility	Division of Equalization & Assessment
Count by Union	DNA Testing
Court Order - Military	DOB Files
Coxsackie RMU	DOCS Vehicles
Crime Victims Fees	DOH - Altamont House
Crisis Intervention	DOH - Altamont Phoenix Contracts
Critical Vacancies	DOH - Lumina
CSEA	DOH - Phoenix House
Data General	Domestic Violence
Day Reporting	Dormitory Authority
DC Monthly Reports	Double Bunking
DCJS - CASAT JV's	Double Cell Lawsuit
Day Reporters (Med.)	Douglas vs. Ward
Death Bed Visits	Drug Law
Death Row	Duties Description

BUDGET FILES

Deficit Reduction Plan	DVD
Department of Correctional Services Vehicles	EAP
Deputy Superintendents	EEP
Deputy Superintendents of Administration	Earned Income Tax Credit
Deregulation	Education
Devane	Education Supervisor - Special Subjects
Dialysis Drugs	EIU
DiBello	Elmira Hub
Digital Cameras	Email
Directive Revisions	Emergency Expansion
Directives	Emergency Services
Director of Budget & Finance	Employee Benefit Fund
Disaster	Employee Claims
Disciplinary Data	Employee Dining Room
Distance Learning	Employee Health Services
Diversity Management	Employee Manual
Division of Budget	Employee Mess
Division of Budget Guidelines	Employee Retirement System
Division of Budget Log	Employee Service Award
Employee Status Change	Facility Planning
Employee Suggestion Program	Facility Projects 96-99
Energy Conservation - ENCON	Facility Reviews
Enterprise	Facility Visits
ENVEST Program	Fair Labor Standards Act
EOL	Family Benefit Fund
Equipment	Family Dynamics
Equipment Definitions	Family Reunion
Equipment Guidelines	Farm & Food Services
Equipment Lease	Farm Management
Equipment Requests	Fays
Equipment Rules	Federal ASAT
Ergonomics	Federal Crime Bill
Ethics	Federal Miscellaneous
Evaluation Material	Federal; School Breakfast and Lunch
Evaluation - DSP	FEMA
Evaluations	Fill Counts
Excess Positions	Fills vs. Targets
Executive Budgets	Financial Disclosure
Executive Order #20	Financial Management
Expansion	Financial Management System
Expansion Transfers 93-94	Fire Protection Agmnt.

BUDGET FILES

Expenditure & Disbursement	
Data	Fiscal Footnote
Expenditure Controls	Fiscal Reviews
Expenditures	FMS Reports (end of the year)
Express Mail	FOIL Instructions
Extensions	FOIL Requests
Extension of Temp. Items	FOIL Responses
Extra Services	Food Services
F220 Changes	Fringe Benefits (Federal)
F220 System	Fuel & Utility
Facilities	Funerals: Inmates
Facility Contracts	Garages
Facility Executive Staff	
Appointments	Gas Tax
Facility Files	GED Education
Facility Operations	General Correspondence
General Mechanic - Industries	Homeland Security
General Mechanic - Journal	
Transfer	Hospitals
Geographic Diff.	HRMC
Gloves	Hub Staffing
GOER Reimbursement	Hubs
Good, Glenn	Human Rights Decision
Governor Productivity Award	Human Services Modernization Project
Governors State of the State 97	ICAS
Grievances	ICP
Gross Receipt Tax	ID System
Guidance & Counseling	ID Equipment
Guidance & Counseling	ION Scanners
Guidelines	Idleness Package
Gym Expansion	Inmate Rule Book
Hand Scanner	Industry Security Coverage
Handicapped	IJAB
Harlem Valley	Illegal Aliens
Harriman Training	Inadequate Relief
Hazard Duty	Incentive Allowance
Hazard Mitigation Grant	
Program	Index
Hazardous Duty	Indirect Cost
Hazardous Duty Pay	Industries
Head Sets (S Block)	Industry Items
Header File	Infectious Waste
Health Care Expenditures	Infirmery Beds/Mattresses

BUDGET FILES

Health Position/Staffing	Infusion Services
Health Services	Inmate Account Claims
Health Staffing	Inmate Accounts
Hearing Impaired - Federal	
Funding	Inmate Appliances
Hearing Officer	Inmate Benefits
Hiring Freeze	Inmate Burial Fees
Hispanic	Inmate Clothing
Hispanic Affairs	Inmate Copy Service
Hispanic Info & Telec (HITN)	Inmate Data
Hispanic Inmate Needs	Inmate Deaths
Inmate Deposit Fund	Invalid Object Codes
Inmate Drug Testing	Inventory Systems
Inmate Female	Investigation Unit
Inmate Funds	Invoices
Inmate Grievance	IRC Hub
Inmate Group Activities	IRC New Proposal
Inmate Handicapped	Item Number Realignment
Inmate Hispanic	Journal Vouchers
Inmate Law Library	K-9 Unit
Inmate Letters	KFMS
Inmate Liaison Committee	Lab Budget
	Lab Closeouts
Inmate Lunches	Lab Contracts
Inmate Meal Allowance	Labor Management
Inmate Movie Program	Labor Relations
Inmate Occup. Training Account	Laboratory Services Agreement
Inmate Out to Court	Lag Pay
Inmate Payroll	Language Line Service AT & T
Inmate Postage	Language Translation Services
Inmate Television	Lapsing Appropriations
Inmate Transfers	Law Library
Inmate Transportation	Lawsuits
Inmate Vendor List	Layoffs
Inmate Vouchers	Leases
Inmate Wages	Leased Vehicles
Inmate Work Crews	Lee's Pharmacy
Inmate Work Projects	Legal Mail
Inspector General	Legal Mandates
Inspector General's Office	Legislation
Interest Payment 95-96	Legislative Inquiries
ISM	Legislative Report
Institution Clothing	Legislative Status Sheet

BUDGET FILES

Institution Steward Exam	Library Services
Internal Controls	Licenses
Intermediate Care Program	Local Assistance
Interns	Log Books
Interviews	Long Term Care Center
Longevity Payments	National Health Labs Offset
Lumina	NE to Regular Teacher Convention
Main Office and Supt. Staffing	Negotiating Units
Malone Expansion	New Facilities
M-17 Resp. Masks	Newspaper Subscription
M/C	Network
M/C Awards	NIC
M/C Evaluations	Non-Employee
M/C Salary	NS Salary Plan
Management Information Services (MIS)	Nursery
Mandatory Surcharges	Nurses
Mariel Cuban Inmates	Nursing Contracts
MAST Scores	Nutritional Services
McKinney's Law	Nutritional Services Employee Mess
Meals	Nutritional Services Farm Production
Medi Labs	Nutritional Services Food Costs
Medicaid	NY State Contract Reporter
Member Items	NYC Central Administration
Memorandum of Understanding	NYC Facility Reconfiguration
Mental Health	NYC Housing Authority
Merit Time	NYC Inmate Work Crew
Micro Piche Charges	NYC Stands Alone
Milburn vs. Coughlin	NYC Water Bill
Mid State Bakery	NYCRR
Mid State Expansion	NYPA/Arthurkill
Military Leave	NYS ERDA
Ministerial Services	NYS PIN
Minority Purchasing	NYSCOPBA
MIS Compass	NYSTEP/PAYSR
Miscellaneous	Oasas
Miscellaneous Equipment	Object Codes
Modular Unit	Occupational Physicals
Mohawk Incident	Occupational Training
Monthly Reports	OFT
Moving Expenses	OGS
National Health Labs Credits	OGS Service Contracts
OGS Thruway Crews	Pharmacist

BUDGET FILES

OMH Report	Pharmacy
Ominbus Bill	Pharmacy Consolidation
Oneida County Jail	Pharmacy Stock out
Option Care Proposal	Phoenix House
Oral Surgeons	Phone Bills
Orientation	Photocopier
Organizational Chart	Photo Imaging
Osborne Association	Physical Education & Recreation
OSC	Physician Issues
OTPS	Pilot Prod. Gain
OUT OF Title Grievances	
Out of Title Work	Politics of the Budget Process
Outside Hospital Expenditures	Pool ID
Outside Hospital Reports	Population
Outside Lab Program	Population Management Audit
Overtime	Postage
Overtime Meals	Pre-Release
Overtime Reports	Prescription Shoes
Padlocks	Pre-Shift Briefing
Parole	Prime Vendor Contract
Patterson, John	Prin. Acct. Clerk
Paycheck Distribution	Prior Year Bills
Payment	Prior Year Budgets
Payroll	Prior Year Deficiency
Payroll Examiner	Prison Health Services
PAYSR	Prisoner's Legal Services
PEF	Privatization
Peace Officer	Procurement Guidelines
Pending Positions	Productivity Gains
Peoplesoft Software	Program Leases
Per Capita Cost	Program Services
Per Capita Reports	Program Training
Personal Service	Project Coordinator
Personnel Waivers	Project Management
Petty Cash	Project Payment Legislation
Pharmacist Salaries	Projection Shortfalls
Prompt Payment Legislation	Resumes
Proposals	Retirement
Protective Vests	Retirement Incentive 95
Provider Agreements	Retirement Incentive List
Psychological Screening	Revised Spending Plan
Psychologist	RFP
Public Information	RMU's

BUDGET FILES

Purchasing	RSAP
Purchasing Card Program	Salaries
Quality Through Team Work	Salary Determinations
Quickpay	Salary Schedule
QWL Buildings	Sales Tax
Radios	Saving Reductions
Ranges	Saving Suggestions
Ratio Guidelines Program	
Services	Savings
Reasonable Accommodations	SCAAP
Reception/Classification	School Lunches
Reclassification	Secretarial Audits
Record Retention	Secretarial Plan
Recreation (RPL)	Secretarial Ratio Realignment
Recruitment	Secretary Reclass
Recycling	Security
Reduction in Force	Security Issues
Reductions	Security Staffing
Regional Medical Centers	Security Budget Request
Regional Medical Unit	Security Equipment
Regional Training	Security Sick Leave Pool
Regular Day Off	SEFA
Relapse 94-95 Previous Program	Segregation
Release Clothing	Senior Budget Analyst Resume
Releases	Sensorially Disabled Inmates
Relief Factor Resource Pool	Set Up Procedures
Relevant Work	Sex Offender Program
Relief Factor Resource Pool	SGT./Lt. Promotions
Rental Fees	Shared Services
Reorganization	Shock Incarceration
Restorations 95	Shock Legislative Report
Shock Training	State Readies
Sick Leave	State Shop
Sick Leave Replacement	Statewide Lab RFP
SIFECs	Status of Funds
Simplex Fire Alarm	Steward Appointments
Snow Emergency	Steward Position
Social Services Checks	Steward Training
Space Allocation	Stewards
Special Education	Stewards Exam
Special Needs Unit	Stewards Meeting
Special Education Grant	Student Interns
Special Housing	Subpoenas

BUDGET FILES

Special Projects	Substances Abuse Treatment Program
Special Subjects	Summer School
Special Treatment Program	Superintendent Appointments
Spending Plans	Superintendent Conferences
Spending Plans 95	Superintendent Evaluations
Spending Plans Justification	Superintendent Housing
Spill Kits	Superintendent Listing
Squeeze Beds	Superintendent Meetings
Sr. Budget Analyst Resumes	Superintendent Ratio
St. Claires	Superintendent Salaries
Staff Housing	Supervisor of Volunteer Services
Staff Meetings	Supervisory Package
Staffing	Support Operations
Staffing Advance	Support Services
Staffing Change	Support Services Staffing
Staffing Issues	Surveys
Staffing Memo	Swaps
Staffing Patterns	Switchboard Coverage
Staffing/Facilities	Sysco
Standby On Call	Taconic ASAT Program
Standby Roster	Taconic Nursery
Standby Statue	Take Downs
State Car Rentals	Task Forces
State Cars	Tax and Finance
State Fair	TB Screening
TCI	Travel Guidelines
Teacher Issues	Travel Advance
Teacher Fills	Treatment Services
Teachers	Tri-State
Teachers Voc Instructor	TV's in Prison
Teaching Material	Under 21
Telephones	Uniform Allowances
Televisiting Grant	Uniforms
Temporary Extension	Uniforms Clean and Mant. (MC)
Temporary Positions	Union Issues
Temporary Release	Union Leave
Temporary Services	Union Reimbursements
Temporary to Permanent	
Conversion	Unit for Physically Disabled
Texas Instrument	United Health Care
Third Party Projects	Urine/Drug Testing
Time Allowance	Utility Cost Savings Program
Time and Attendance	Vacancies

BUDGET FILES

Time Keeping
Tims
Title Codes
Title & Salary Plan
Town of Elmira
Trainers
Training
Training Academy
Training Academy
Training Costs
Training Mandatory
Training Material
Training Relief
Transition Info
Transitional Services
Transportation Costs
Transportation for Parole
Travel
Travel - Budget & Finance
Vocational Education
Vocational Equipment
Voluntary Work Schedule
Reduction
Volunteer Services
Volunteer Services Reduction
Volunteer Tutors
VOTTIS Grant Drug Testing
VOTTIS Grant Drug Testing
Vouchers
Vulnerabilities
Waivers
Waivers Approved
Walsh Expansion
Walsh Medical
Waste Management
Waste Water Treatment Plant
Water Tanks
Wildcat
Windows
Work Force Plan
Work Force Tracking
Work Release
Work Schedule
Vacancy Pool
Vacancy Transition
VAST
VATEA
Vehicles
Vehicles Leased
Vending Machines
Vendors
Ventilation Equipment
Very Special Arts
Vet Bills
Vet Pilot Program
Veteran Status
Victim Protection
Video Conference
Village of Gowanda
Violence Against Women Grant
Visitor Center
Viral Load Costing

BUDGET FILES

Work Week Change
Y2K
Year 2000 Workshop
Year End Capacities
Year End Procedures
YOG

OFFICE OF THE COUNSEL

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

General Files

Article 10/SOMTA/MHL records
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

OFFICE OF PUBLIC INFORMATION

The following is a list of file categories maintained in the Public Information Office.

- Administration
- Death Penalty
- Facility Operations
- Legal Services
- Health Services
- Miscellaneous
- Policy/Compliance
- Population Management
- Program Services
- Public Information

AUDIT LIAISON UNIT/INTERNAL CONTROLS

Audits
Annual Review of Directives
Internal Controls Certifications
Directive files
Directive Compliance
DOCS Forms
Employee Manual
Employee Suggestions
External Audits
Internal Audits (Facilities)
Internal Control Minutes
Internal Controls Monthly Reports
Title 7, NYCRR Files

CLASSIFICATION AND MOVMENT

Automated Movement Scheduler
Classification and Movement Telephone Log
DNA Procedure
First Transit Contract
First Transit Schedules
InterTrac Correspondence
Inmate Transfers and In transit Movement History
Intake/State Ready Procedure
Live Scan Procedure

Manuals:

- a) Classification and Movement Manual
- b) Facility Placement User's Manual
- c) FENM User's Manual
- d) Inmate Transfer System User's Manual
- e) In transit Movement Manual
- f) IRC Manual
- g) Locator Manual
- h) New York State Department Correctional Services Locator System User Manual
- i) Transportation Manual

Navtrack

New York State Attorney General Article 78 Requests
Record of Directives

Reports:

- a) Daily Vacancy Report
- b) Double Bunk Report

SORA

Subdivision Changes

CORCRAFT – DIVISION of INDUSTRIES

Accounting Traineeship
Accounts Payable
Accounts Receivable
Accounts Receivable Internal Audit
Accreditation
Affirmative Action Approvals & Approvals #2
Applications (Submitted)
 Resumes/Corcraft Employees
 Resumes/Job Applications
 Resumes/Tractor Trailer Operators
American Express Travel Program
Arrest
Asbestos Removal - effective 8/1/92
Asbestos Removal
Attorney General Litigation Case Management
Auburn Dust Collection System
Audited Financing 2002-2003
Bill of Material System
Braille
British American
Budget Director's Approvals
Budget and Finance
Budget Request Forms
Car Rental
Cell Furnishings - Upstate
Cellular Phones
Cellular Phone Policy - 2006
Civil Service Examinations
 GITS/18, PC/18, QC/18
 Industrial Supt. & Assistant Industrial Supt.
 ITS & ITS Rating Guide; Exam ITS
Civil Service Lists
Class B Uniforms
Clothing
Common Carrier Contract
Compressed Work Week
Construction
Consultant Contracts
Consultants - Boone, Young and Associates
 Economic Impact 1997
 Economic Impact 1986
 Metal Goods Market Study
 Peat, Marwick and Mitchell
 SUNY Recidivism
Consultant Studies - Female Inmates
Contracts
Contribution Margins
COPS - Purchase of New Vehicles 1998
 Purchase of Trailers 1998-99
 Purchase of Trailers 12/91
 Purchase of Vans 1996
Correction Officer - Menands
Correctional Industries Association
Correctional Industries Newsletter
Correctional Industries Shipping Supervisor
Corrugated Boxes
Cost Allocation Plan
Cost Center Profile
Counseling (Director's Files)
CPSI
CRADS
Credit Card Monitoring Plan
Critical Driver Capt. Program
Customer Complaint Unit
Customer Correspondence
Customer Satisfaction
Cyntex
Dealerships
Delivery Contract - NYC
Design Services Supervisor
Direct Shipping
Discontinued Items
Diversity Management
Division Directives (Originals)
DMV Telephone Answering - General (4/1/99 -
 3/31/2008)
 Telephone Answering - Invoices (4/1/99 -
 3/31/2008)
 Telephone Answering Miscellaneous
DOB Contract Approval
DOB Meetings
DOB Review of Central Office Org. 1992
Dorfman-Robbie CPA's, PC
Downstate Distribution Center
Drafting
Drug Testing Policy
Due Date Performance
Duties Descriptions -
 Calculations Clerks
 Secretary 1
 Senior Accountant
 Senior Industrial Superintendent
Earmarks
EDP Equipment
Empire Chairs
Employee Claims
Employee Performance Evaluations
 CSEA & CSEA (Guidelines)
 MC
 PEF
Employee Performance Evaluation Program
Ethics
Facility Contracts
Federal Surplus Property
Fire & Safety
Fixed Assets
Flammability
Fleet Management
Forms
Fringe Benefit Bills
Fuel/Utilities
General Ledger
General Mechanics
Goals & Objectives

CORCRAFT – DIVISION of INDUSTRIES

<p>Goelst Gunlocke Hazard Pay High End Furniture Inmates - Inmate Labor Inmate Payroll & Incentive Systems Installation and Repair - Menands Long Island City Installation and Repair Supervisor Insurance Certificates Internal Audit Internet J.R. Wald Job Announcements in Industries KFMS Kentucky Correctional Industries Labor Relations Labor Relations – Grievances Langlois, Derek Lapsing Funds Lease - 550 Broadway 550 Broadway - Diesel Tank Removal 550 Broadway (Tenant Estoppel Cert.) Lease - Labor Dept. Adjustment Lease Purchase Lease/Purchase Contracts Lease - Stoda Syracuse State Office Building License Plates- Azon Custom Next General Re-issue NYS NYS 1986 General Issue Proposed General Reissue 10/97– 99</p> <p>MAPICS Mapics Procedures Marketing Massachusetts Correctional Industries Medicaid Eyewear - Brochure Complaints/FOIL Contract for Lenses & Frames DOH Correspondences Monthly Report MOPO MOU NYC Sales NYC Survey Medicaid Eyewear – Procedures Records Retention Year End Reports Menands Office Space MIS Miscellaneous - effective 4/1/89 to present Modular Cells - <i>Mark Solutions Balance Due</i> Modular Cells - <i>Rented Space</i> Monthly Report Archives (Subdivided by facility)</p>	<p>Moving Contractor Moving Services Contract MTA/Bus Wash NAPPI Neighborhood Work Project New Products NYC Environmental Control Board NYC General Mechanics Newspaper Articles NYS Dept. of Labor - Division of Safety & Health (OSHA) Northeast Regional Correctional Industries Assoc. Notice of Discipline Object Coding Office Layout OGS: Futures Insurance Records Center Supply Support Surplus Property Vehicle Assignments OGS Work Crews – General Subfiles: Work Crew Invoices 2000-09 Order Services Organizational Charts OSC- Accounts Receivables Audit Corcraft - 1996 & 1997 Audit 96-S-24 (Follow-up Corcraft Audit) Audit DOCS Purchasing Bulletins Correspondence Form AC-852 - Authorization Signature Training Outside Employment Overhead Rates Overtime Requests - 2003-04; 2004-09 Overtime Policy Overtime Summary Facilities (Alphabetical) Menands – Accounting/Fiscal Asbestos Distribution (includes warehouse personnel) Installation & Repair MIS Order Services</p> <p>Pallets Parking Violations Personnel - Old Fill Level & Fill Level #2 Leave Donation Program Head Account Clerk Informational Tech Specialist Marketing Assistant Print Control Manager Purchasing Assistant 2</p>
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CORCRAFT – DIVISION of INDUSTRIES

Personnel (continued)-	09
Purchasing Supervisor	Time & Attendance
Secretary 1 Marketing	Time Cards (One year retention)
Supervising Computer Operator	Training
Supervisor of Data Processing	Transportation Charges
Plastic Bags	Travel
Political Activities	Tuberculosis Testing
Position Reclassification & Exams	Ultra-Frame
Pre-payment Policy	UPS
Pricing	Vehicles
Pricing and Specification Guide	Vocational Education - Summer School
Printing	Warehouse - 550 Broadway, Menands
Product Bulletin	Warehouse Lighting
Product Costing	Warehouse Shipping/RFP
Product Development	Weekly Indicators
Production Planning & Control Manager	Worker's Compensation Policy
Program Services	Worker's Compensation Claims
Prompt Payment Legislation	World Trade Center Disaster
Proposed New Industries	Y2K
Purchasing	
Quality Control	<u>FACILITIES – Cabinet 1</u>
Quick Pay	Albion General
Recycling	Albion NPS
Retirement Incentive Program - 2002	Albion PS
Ryder	Albion Surplus
Ryder Lease	Arthurkill NPS
Safety & Environmental Committee	Arthurkill PS
Safety Eyeglasses	Attica General
Sales & Marketing	Attica NPS
Security - Building	Attica PS
Overtime	Attica Surplus
Plot Plan	Auburn General
Staffing	Auburn NPS
System	Auburn PS
Self-Insurance	Auburn Temporary Items
Shop Loading	Auburn Surplus
Sign Shops	Bayview NPS
Smoking	Bayview PS
Sneakers	Cape Vincent NPS
Socks	Cape Vincent PS
State Fair	Clinton General
Surplus Property (w/subfiles)	Clinton NPS
Surveys	Clinton PS
Telephones	Clinton Surplus
Telephone Usage	Coxsackie General
Temporary Items	Coxsackie NPS
Temporary Personnel - Contract	Coxsackie PS
Thruway Work Crews - General	Coxsackie Surplus
	Eastern General
04	Eastern NPS
	Eastern PS
06	Eastern Surplus
	Elmira General
07	Elmira NPS
	Elmira PS
08	Elmira Surplus
	Fishkill General

CORCRAFT – DIVISION of INDUSTRIES

Fishkill NPS	1996-97 Capital Equipment
Fishkill PS	1995-96 Capital Equipment
Fishkill Surplus	1994-95 Capital Equipment
Great Meadow General	1993-94 Capital Equipment
Great Meadow NPS	
<u>FACILITIES (continued)</u>	
Great Meadow PS	<u>FISCAL DATA - 1999-02 – 2005-08</u>
Great Meadow/Washington Surplus	2008-09 Financial Audit
Green Haven General	2008-09 Department Journal Vouchers
Green Haven NPS	2008-09 Financial Statements
Green Haven PS	2008-09 Certificates
Green Haven Surplus	2008-09 Monthly Reports
Green Haven Warehouse	2006-07 Financial Audit
Oneida	2006-07 Department Journal Vouchers
Otisville NPS	2006-07 Financial Statements
Otisville PS	2006-07 Certificates
Queensboro PS	2006-07 Monthly Reports
Shawangunk – General	2005-06 Financial Statements
DMV-DOT Data Conversion	2005-06 Certificates
Pineridge	2005-06 Monthly Reports
Westchester County	2001-02 All Industrial Superintendents
Wallkill NPS	2001-02 Annual Report
Wallkill PS	2001-02 Certificates
Central Office NPS 4/01/02 - 4/1/08	2001-02 DOB Correspondence
Central Office NPS effective 4/1/97 – 4/01/02	2001-02 Financial Audit
Central Office PS - 4/1/01 - 4/1/09	2001-02 Financial Plan
Central Office Personnel Transactions 4/1/95-4/1/01	2001-02 Financial Statement
Central Office Random Testing (alpha by personnel)	2001-02 Monthly Report
Central Office Surplus	2000-01 All Industrial Superintendents
Distribution Center - Omnibus	2000-01 Annual Report
Distribution Center NPS - 4/1/04-08	2000-01 Certificates
Distribution Center NPS - 4/1/97- 4/1/00	2000-01 DOB Correspondence
Distribution Center NPS effective 4/1/92	2000-01 Financial Audit
Distribution Center NPS effective 4/1/89	2000-01 Financial Plan
Distribution Center PS - 4/1/04-05	2000-01 Financial Statement
Distribution Center PS 4/1/89 - 4/1/00	2000-01 Monthly Report
Distribution Center PT 4/1/97 - 4/1/01	1999-00 All Industrial Superintendents
Distribution Center PT effective 4/1/92	1999-00 Annual Report
Facility Personnel Transactions effective 4/1/92	1999-00 Certificates
	1999-00 DOB Correspondence
	1999-00 Financial Audit
	1999-00 Financial Plan
	1999-00 Financial Statement
	1999-00 Monthly Report
<u>CAPITAL EQUIPMENT</u>	<u>FISCAL DATA 1997-99</u>
2006-07 Capital Equipment BR	1998-99 All Industrial Superintendents
2006-07 Capital Equipment Plan	1998-99 Annual Report
2005-06 Capital Equipment BR	1998-99 Certificates
2005-06 Capital Equipment Plan	1998-99 DOB Correspondence
2004-05 Capital Equipment	1998-99 Financial Audit
2003-04 Capital Equipment	1998-99 Financial Plan
2002-03 Capital Equipment	1998-99 Financial Statement
2001-02 Capital Equipment BR	1998-99 Monthly Report
2001-02 Capital Equipment Plan	1997-98 All Industrial Superintendents
2000-01 Capital Equipment BR	1997-98 Annual Report
2000-01 Capital Equipment Plan	1997-98 Certificates
1999-00 Capital Equipment	
1998-99 Capital Equipment	
1997-98 Capital Equipment	

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 Financial Audit
1994-95 Financial Statements
1994-95 Monthly Report

FISCAL DATA 1980-81 - 1993-94

FISCAL DATA 1986-87 - 1994-95

1993-94 Monthly Report
1992-93 Monthly Report
1991-92 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

HUB STAFFING REPORTS 12/2005-3/2007
(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	Religious Accommodation
African American History Month	Scope Conferences
Age Discrimination	SEFA
American's with Disabilities Act (ADA)	Sexual Harassment
Annual Reports	Sexual Orientation Discrimination
Appointment Review and Sign-Off Process	Termination Process
Asian/Pacific History Month	Training
Black History Month	Various Central Divisions/Units
Civil Service Affirmative Action Data	Correspondence
Collection Process	Women's Issues
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	

EDUCATION

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

EDUCATION

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
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

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 Celling
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

ACADEMIC
MEDIA REVIEW
VOCATIONAL
ELDERLY INMATES
EMPLOYEE SUGGESTIONS
EQUIPMENT & SUPPLIES

*** 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 ***

**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

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

- Report Dec. 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	Hep B Training
SHU Expansion	Hep C General 6/2000
Extended Classification	Hepatitis
Eyeglass Prescriptions	- Hep C General Correspondence
Facility Evaluation Instrument Form	Hepatitis
Facility Operations	2001 Hep C Requests A-L
Facility Quarterly Audits	2001 Hep C Requests M-Z
- Quarterly Reports Health Services	Hep C Meds. (Rebetron)
- Quarterly Audits	HIPAA
Fay's Contract	HIVQUAL 2001
Fidelis Care	HIV/AIDS
FHS1 System	Hospice 1997 -
First Aid Kits	Hospitals
Flu Vaccine	Hospital Reimbursement
FOIL Requests 2000 Only	Housekeeping & Laundry Services
- FOIL Requests 1999	Division of Housing & Comm. Renewal,
Footwear	NYS
Gastroenteritis	HUBS
Gender Dysphoria	Hunger Strikes
Gonorrhea	- Nutritional Services
Governor's Office	ICE
Grievance	Indemnification
GYN Services 1991 -	Infection Control General
Handicaps	Immunization
"Haz Com" Internal Controls	Infection Control Unit
Health Service Plan of Action 1997-2000	- Infectious Control Unit Personnel
Health Service Plan of Action 1994-1996	Administrative Work Week
Health Service Plan of Action 1991-1993	- CICD Job Description
Health Department NYC	- Infection Control Training
Department of Health 1998 -	- Infection Control Unit Original
Department of Health Audit	Budget Request
Hearing Impaired	Infectious Disease
Health Hospital Corp.	Infectious Waste
Health Record	Infirmaries
Health Services General	Influenza Vaccine
Health Services Org. CHT	Infusion Services
Hemophilia	
Hep B Employees/Hep B Vaccine	

HEALTH SERVICES - CENTRAL FILES

Inmate Information	Lead Toxicity
- Diabetic Inmates	Law Library
- Difficult Patients	Legal Aide
- Medical Exam for Immigrants	Legionella
- Female Inmates	Legislation 1991
- Hormone Therapy	- Counsel's Office
- Inmate (Older)	Listeriosis
- Pregnancies with DOH - Neural Tube Defects	Living Wills
- Physical Exams after Use of Force	Locator System/Infirmiry Beds
- Prisoner Litigation Reform	Long Term Care Hospital
- Sensorial Disabilities	Lyme Disease
- Youthful Offenders	Malpractice
- 65 Years of Age or Older	RFP-Managerial Care NYC
Immigration (INS)	Master Plan
Inmate Co-Pay	Mattresses
Inmate Grievance EL-16123-97 Denture Cleaner	Measles/Mumps
Inmate Grievance Monthly Reports	Medicaid Info
Inmate Deaths - Administrative Responses/ Pronouncement of	Medicaid Waiver
Inmate Health Care during Transfer/Meds	Medicaid Audit
Inmate Mobility Assistants	Medical Class 1993-91
Inmate Stats./Reports/Research	Medical Parole 1994
- Compassionate Release Act Report	- NYS Medical Parole Law Parole/DOCS Joint Standards for Medical Discharge
Inservice Education	Medical Records
Institution Practice Plan - IPP	- Medical Records Supervisor
Internal Control	Medical Trips
Interpreters	MediLabs
Isolation Units	Medicine Over Objection
IV Therapy	Medicus
KOCH	Meningitis
Labor/Management	Mental Health General
Labs 1996-97 Wadsworth	Mental Health (DDPC) Developmental Disabilities Planning Counsel
Labs 1993	Mental Health DOCS
Labs RFP 1992	Mental Health Meds.
Lab Services 1992	Mental Health (MOU Between DOCS & NYS
Labs 2004	Mental Health)
Latex Allergy	

HEALTH SERVICES - GENERAL FILES

Mental Health/OMH Risk Management	Education (Nursing & Teleconferencing)
Mental Health (NYS Office of)	- Nursing Proposal Noyes
- DMH Lab	Hospital/LIN
Mercer General Correspondence	Health Assessment Program (Nursing)
Mercer Contract/Amended Contract	Nurse Practitioner
Correspondence	Standards of Practice (Nursing)
Mercer Vouchers	Temporary Services (Contracts)
Mercer Inc.	Nursing Home Standards
Methadone	OGS Temporary Employment Contracts
- TX	OSC Audits/Information Requests
Milburn	Outside Hospitals
Ministerial Services	Optometry
MIS	Organ Donors
- Med. Referral/Clinic Schedule Process	Organ Transplants
Misconduct	Orientation (C Office)
- Employee	Orthopedic Surgery
Mission Statement	OSC File
Monthly Reports (Exec. Reports for Health Services)	OSHA
Monthly Reports (All Others)	OTC (Central Pharmacy)
Mt. Vernon	Outpatient Services
Mortality Reports	Outside Agencies
Mustargen Treatment	Outside Hospitals
NIOSH	Outside trips
National Commission of Corrections - Newsletter	OT
National Health Labs	Parameters of Authority (Post-Mortom Temp)
Needles & Syringes	P&T
NYC Criteria	Parole
NYC Facilities	- Division of Parole/Pre-Release
NYC Work Release Facilities	Agreement/SS Administration
- NYC File - Bob	Patient Bill of Rights
NYSCOPBA Security Union	Peer Review
- COPBA	PEF
NYS Nursing Association	PT Satisfaction Survey
- NYS Correctional Nurses Association	- PT Survey 1998-99
Nursing Program	PEF 1997
Nursing	PEF/DOCS Health & Safety Meetings
Contract Issues (Nursing)	PEF
Nurse Administrator	PEF Training
	- PEF/TB Training
	- PEF Infection Control 1994

HEALTH SERVICES - GENERAL FILES

Personnel - Central Office	QA File
- Emergency Staffing	QI 2000
Pharmacist/Pharmacist Resumes	QM 0 General
Phoenix House 1996	Quality Management 1996
Physicians - General	Quality Management 1994
Physical Therapy	- Quality 1995
Physician Appointment Package	- GM 1994 Announcement
- "Draft" Physician Appointment Packages	Quantiferon
Physician Applicants	Quarterly Facility
Physician Meetings	- Quarterly Audit
Physician Orientation Manual	Referrals
Physician Training	Physician Training
Physician Placement Services	RMD Meetings
- Physician Extender Policy	RMDs
- Physicians - Fee for Services	Rabies
Physician Assistants 1991-	Radiology Tech. Training 3/19/96
Podiatry	Radiology
Policy Manual Committee	Reception Procedure
- Physician Extender Policy	Reclassification
- Policy Manual Process	Research Projects
Polio	Research
Positional Asphyxia	Research 2001
Potassium Iodine	Research
Poughkeepsie Journal	Residential Substance Abuse Treatment
Pre-Treatment Cell Study Workbook	Respirator Masks
Prison Litigation Reform	- HEPA Masks/Fit Tests
PLS	- Respirator Regulators
Privatization	Respiratory Projection Unit
Problem List	- Respiratory Physicians/OSHA
Procedures (General)	Restraints
Professional Medical Misconduct (Officer of)	RHSA
Program Services	RHSA Resumes/Information
Prostate Cancer	Retirement Material
Prosthetic	RMU Comparison - Through 1997
Prototype Health Unit	RMS's General
- Less than 50	RHSA Information 1998
Public Health Issues	RMU
Public Information	Comparison
Putnam	- RMU Orientation Training
	Rikers - Medical Parole

HEALTH SERVICES - GENERAL FILES

Rikers Island	TB Refusers
- Rikers Pre-Screen	- TB Refusers
RMU PRI Comparison	Tuberculosis 1997
Rubella	- TB Employee Cases
Salmonella	TB 1995
Scabies	TB 1994
Secure Units (Hospitals)	- TB/DOFT/DOT/Work Release
Security	- TB-PEF Train the Trainer Program
Self-Catheterization	- TB Curriculum - Prepared for NYS by the American Lung Association
Semen	- TB 1994
Seroprevalence	TB List Transfer Summaries
SHOCK Incarceration	TB 1993
- SHOCK Refusers	TB 1992
Sick Call	- Anergy
Sleep Apnea	-Anergy
Smoking - Cessation/Nicotine Patch/Etc.	TB 1992
- Smoking in Correctional Facilities	TB DOH Joint Efforts
Special Needs Unit	TB 1992
Specialist Health Trip	TB 1991
Special Housing Unit	TB Crisis
Special Subjects/Recreation Program	- TB Articles
Operations Manual	- TB Crisis Treatment
SUNY	TB Crisis
Staff Education	- TB Crisis Policy
Staff Meeting Materials	- TB Crisis Inmate
Staffing	- TB Crisis List
Standards/Procedures (Health Services)	Surveys 2000
State Education Department	Surveys 1999
Health Services Corps.	Surveys
State Ready Inmates	Syphilis
State of the State	Syringes
Supplemental Health Care Services, Ltd.	Syringe Destruction Oven
Sudden Cardia Death	T Med
Suicide	Telemedicine
Support Operations	Teleradiology
Surplus Equipment	Telephones
TB 2001	Temporary Release Programs
- Clark, W. 93A5203	Temporary Service
- State of Pennsylvania TB Policy	

HEALTH SERVICES - GENERAL FILES

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□

LIBRARY SERVICES

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)
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C.O.R.P.
Correctional Association of NY
Correctional Dynamics
Council of State Government
Critical Incident Stress Management (CISM)
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DDPC
Developmentally Disabled/Mentally Retarded
Directions
Disability Advocates
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Double Cell Housing Policy
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Evaluation Forms
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Going Home Grant
Hep. C Guidelines
HIPAA
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Hunger Strike
Inmate Pay Scales
Intermediate Care Program
Interpreter Services
Kendra's Law
Labor Management
Manual Competency Screening Process (MCSP)
Medical Issues & Temr Release
Medical Treatment
Medications
Meeting Notes
Memos from Dr. Wright
Memorandum of Understanding (MOU)
Mental Health Services
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MICA
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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
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Person Centered Planning
Prison Systems (other states)
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Psychological Services
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QA
Regional Meeting
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Research Reports
Resources for the Blind
Riker's Island
Safe Landings Project
State Commission on Corrections
Reports (SCOC)
Sensorially Disabled Unit (SDU)
Sex Offender

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Special Housing Unit (SHU)
Special Needs Unit (SNU)
Special Treatment Program (STP)
Suicide Mats
Suicide Prevention
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Surveys
Telepsychiatry
Tote Bags
Training Courses
Transitional Programs
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Travel
Treatment Plans
User's Manual
VESID
Video Conferencing
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Special Files

CNYPC Discharge Planning
CNYPC Weekly Discharges
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Monthly Reports/Site Visits
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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
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Chaplain Cutbacks
Chaplain Per/Diem
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Faith Group Integrity
Famia
Families Guide to ReUnification
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FPMS Access/Chaplains
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FRP
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Ministerial & Family Services Division
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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

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Muslim Burial/Autopsy
Muslim Chaplaincy
Muslim Lawsuits
Muslim Meetings
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Muslim Inmate Medical Exams
Muslim Hair/Beard
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Muslim "The Mosque Cares"
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Percenters)
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NOI Materials 2005 PO
National Association of Muslim
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NYS Catholic Conference 1999-Present
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Potters House Television Network
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Prevention/Sexual Abuse
Prison card Ministry
Prior Conviction Record Form
Prisoner Families of NY
Prison Fellowship
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Prison Ministries
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Aggregate PC Buy
Application System Requests
ASCA
Audit Reports
Budget Requests
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
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Immigration and Naturalization
Inmate Phones
Internal DOCS Offices
Internet Access Requests
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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
Year 2000

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Alpha File Listing

ACA Accreditation
Allergy
Bariatric Surgery
Branch, Arlene
Belding-Wilson, H.
Bollella, 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)
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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
Information Requests
Inventory System
Lawsuits
Meat & Poultry Products
Menus
Monthly Reports
Monthly Reports (Walsh)
National Council Against Health Fraud
Nutritional Analysis Information
Nutrition Seminar Proposal
Nutritional Services
Nutritional Services Misc.
Nutritional Supplements
Olney, C.
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Outside Food Purchases

Personnel

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

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

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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
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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
Temporary Release
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Unusual Incidents
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Weekly, Monthly & Quarterly Statistical Reports

Admissions & Releases
Capacity Changes
EEP Statistical
Criminal Justice DS
Indictments, Dispositions
Parole Board and Presumptive Rel. Disp.
Inmate Profiles
Avg. Daily Population
Commitment by Age, Sex
Televideo Report
Felony Processing
HUB Quarterly
Work Release

SECURITY INFORMATION STAFFING UNIT

Facility Files

General
Labor Relations
Plot Plan

General Files

Accreditation
Additional Services
Alert Status
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Arbitration-

General
Albion/Albion SHU Arb/IP
Attica Vacation Schedule
Clinton “ “
Coxsackie “ “
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Vacation Relief Job
Otisville Vacation Turn-in

Assembly Standing Committee on
Corrections 1994
“ “ “ 1987

Assembly Ways & Means Comm.
General

Study on Per Bed Prison
Cost - 1986

Attendance Control -
Central Office, Statewide

Audits - OSC - General

“ “ “ Review 12/1998
“ “ “ 1995, 1996

Back Fills

Budget & Finance

BFL Adjustments

BFL/RHS Changes

Action Plan Staff. Reports by FY

BFL/RHS staffing vs. current fill
by Year

Budget by Fiscal Year 1983 –

Camps

Captains

Central Office Procedures/Informa.

CERT

Civil Commitment - Sex Offender

Civilian (BFL)

“ Double Bunk 1990-1998

“ 200 Bed charts

“ 1500 Bed Max 1996-1998

“ S-Block 1997-1998

“ 1996-1997

“ 600-Bed Compounds – 1300

Inmates Prototypical Medium
Facilities

“ Emergency Gym 1989

“ Emergency Expansion 1023

Facility Arbitration

Facility Daily Schedules

Facility Data Sheet (1987 – present)

Facilities Planning

Facility Profiles

Family Reunion Program

Farm

Fire & Safety

Firearms

Floating Detention Facility

Forms

“ Activities (Summary of Security)

“ Central Office OT/Meals

“ Civil Services Exam Apps

“ Conference/Training Attendance

“ - C. O. Allocation

“ Credit Union Change in Deduct.

“ Custodial Post Chart

“ Duties/Post Description

“ Employee Accident Reports

“ Hazardous Stock

“ Leave Days Earned Form

“ Leave Dys. Wrksht.NYSCOPBA

SECURITY INFORMATION STAFFING UNIT

- “ Outside Employment
- “ Plot Plan – Request to Change
- “ “ “ Work Sheets
- “ Reassignment Request
- “ Resource Pool Calc. Form
- “ Staffing Review Check List
- “ Pre-Trip Check List
- “ Staff Planning Grids I Fixed Post
- “ “ “ “ II Sec. Resource Pool
 - Monday – Thursday
- “ “ “ “Additional Daily Svc.
- “ “ “ “ Needs
- “ Standard Voucher
- “ Tax Exempt Certificates
- “ Temporary Post Requests
- “ Training Reporting Form
- “ Travel Arrangements
- “ Travel Voucher AC-132
- “ Statement of Auto Travel
 - AC-160
- “ Authorization for Travel

ID Imaging

Incidental Time Off Survey

Industries

Inmate Grievance Program

Identification

Idleness Project 1984

Population (by yr. from 1999)

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Intermediate Care Program

Internal Control

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Labor Relations

- Contingency Post Agreements
- Grievance Decisions
- Facility L/M meetings - General

PERB

- Resource Pool Var/Var
- Relief Factor

Law Library

- Classification & Movement
- Closed Posts
- Commissioner
- Community Corr. Ctr. Asst.
- Computer - equip/use/access/etc.
- Computerized Charting System-
1983 to -
- Computer Chart System-
Planning Period/Changes
- Computerization of SISU 1987
- Comp. System proposed for
Security Staff. Project 1980
- Condemned Unit
- Construction**
 - “ C.O. Pool
 - “ Goals
 - “ Quarterly SISU
 - “ Reconciliations
- Contingency Posts - 1986 to -
- Correction Employment Training
Enhancement
- Correction Officers
 - C. O. Female
- Council 82
- Counsel
- Criminal Justice Institute
- Crisis Intervention
 - “ “ Curriculum
- Daily Absence Report
- Day Light Savings
- Day Reporting
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- DOCS Mission
- Deployment**
 - “ Restructuring Redeployment
 - “ Security Staffing Proposal 8/85
- Detached Assignments - 1994 to -
- Dial Home Program
- Directives (Reviews, etc.)
- Discipline (Inmate)
- Diversity Management
- Division For Youth

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Leave Days - General
Leave Days Earned - by Facility
Legislature
Lieutenants
Light Duty
Litigation
Management Information System
Mental Health - General Health
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 Great Meadow
 Sullivan
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TBU - Bedford Hills
Milburn Case
Military Leave
Ministerial Service
Miscellaneous
Monthly Reports
 “ “ SISU
 “ “ D. C.
 “ “ Governor
NYC General
NYC Contract Facilities
NYC Conversion
NYSCOPBA

Outside Work Crew
Overtime

Packages
Parole Violators
Temporary Release
Terrorist Threat Alert
Texas Criminal Justice
Thruway Work Crew
Time Clocks
Training
Training Relief Transition Team

Division of the Budget
Double Celling
Drug Testing

Electrified Fence proposal
Electronic Mail
Employee Assistance
Equipment & Supplies (Manuals)
 “ Ultra Frame
Ethics Commission

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 “ Grid Training Packages

Health Services - General
H.S. Project 1994-1995
Regional Long Term Care
 Hospital
Health Trips
Health RMU
Bedford Hills RMU
Coxsackie RMU
Fishkill RMU
Mohawk/Walsh RMU
Wende RMU
Outside Health
Albany Medical Center
 Butterfield Hospital
Outside Health (cont.)
 Champlain Valley Phys. Hosp.
Emma Laing Stevens Hospital
Erie County Medical Center
Helen Hayes Hospital
Mt. Vernon Hospital
Putnam Hospital
Roswell Park Memorial Institute
Saratoga Surgery Program

SECURITY INFORMATION STAFFING UNIT

Program Services
Protective Custody Units
Prototype Facilities
Public Safety - Bi wkly Security
Overtime Hours (LJL Memo)

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Relief Factor
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Security Chart/Staffing Review
Reviews by Facility
Sergeants
Sex Offender Programs
Shock Incarceration
Sick Leave
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SISU Codes
Site Visits
Smoking in the Workplace
Special Events
Special Housing
Special Treatment Program
Staffing Advances
Staffing Plan Compliance Survey
Staffing Program/Standards
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Supervisory Absences
Supervisory Enhancement
Support Operations
Survey
Swaps
Target
Teleconference
Telephone
Temporary Posts - General
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SECURITY INFORMATION STAFFING UNIT

Transportation
Travel

Uniforms
Unusual Incidents
Urinalysis Testing
Vacation Reports

Warrant and Extradition Unit
Watch Commander Institute
White Report
Women In State Government
Workers' Compensation
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Yard Towers
Y2K

Training Material Drawer
Security Information & Staffing
Unit Reports

Biweekly SISU Reports
Year to Date SISU Reports
Weekly SISU Reports
Fiscal SISU Reports
Annual SISU Reports
Semi Annual SISU Reports
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Daily Facility Capacity Report
Superintendents
Biweekly Overtime Report
Facility Security Goal Reports□

St. Agnes Hospital
St. Clare's Hospital
Staten Island University Hospital
Strong Memorial
Syracuse Security Ward Unit-
University Hospital
Vassar Brothers Hospital
Wyoming County Comm. Hospital
Statewide Outside Health-
Coverage Report 1998 - present
Additional Inmate Services - Not
Posts Report 1998- present
Holiday Pay
HUBS
Clinton
Great Meadow
Green Haven
Elmira
Oneida
Queensboro
Sing Sing to 1992
Sullivan
Watertown
Wende
Hub Staffing Report
Personnel
Phone Home
Plot Plans
Posts
Pre-shift Briefing
Program Day Survey
Primary Activity
Program, Planning, Research and
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SPECIAL HOUSING INMATE DISCIPLINE

Files

Disciplinary Activity Reports

General Information

Health Care Services Reports

General Files

Absolute Immunity

Accreditation

Admin. Seg./IPC Form Revision

Administrative Segregation

Affidavit & Subpoenas

Affirmative Action

AIDS

Alcohol Beverage Testing

Anderson

Annual Report - SHU

Appeals Forms

Appellate Division Decisions

Assistance

Assistance Forms

Attorney General

Blank Evaluation Forms

Briefing Paper

Budget & Finance

Captain's Conference

Captain's Training

Case Law

CCTV Systems

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COC Discipline Audits

COC SHU Audits

Commission of Correction

Computerized Discipline System

Confidential Information

Contraband

Correction Association

Council 82

Counsel's Office

Court Decisions

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Cube Confinement Survey

DAI

Hearing Officer Titles

Hearing Officer Training Materials

Hearing Officers

Hearing Tapes

Hewett v. Helms

HUBS

Hudson Drug Testing Pilot Test

Hurley v. Ward et al

Impeachment Hearings

Independent H.O. Project

Inmate Grievance Program

Inmate Rule Book – Backup Copies and
Ordering Information

Inmate Rule Books – Backup Copies

Inmate Rule Books – Spanish Version

Inspector General Reports

Internal Controls

Internship

Interrogatories

Ion Scanner

IPC Form (Revised)

Keeplock Report

Labor Relations

Language Line

Mental Health

MIS Information

MIS Monthly Act. Report (2007)

MIS Monthly Act. Report (2008)

MIS Special Reports

Misbehavior Reports

NIC Information

Non-English

Office Furniture

Office Personnel

Other State's Regulations

Overtime Procedures

Phone Home Program

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Plexiglass Cells

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Population Growth

Postage

Powell v. Ward

Pro Se

Product Evaluation Committee

Program Services

SPECIAL HOUSING INMATE DISCIPLINE

Protective Custody - General Info.
Protective Custody Directive
Public Information Protective Custody
Rules
Public Relations
Purchase Requests, Equipment Info
Form Orders/Revisions
Radio in SHU
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Rehearings
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Restraint Orders
Restricted Diets – 2002
Restricted Diets – General Information
Restricted Diets – Pre-Hearing
Restricted Diets 1990
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Restricted Diets 1997 – 1999
Resumes
Review Officer
SANDIN
S-Block
Secure Confinement Area
Sentencing Review
Shock Incarceration
SHU – Director Job Description
SHU – Discretionary Review Committee
SHU 200 Subdivisions by Tier
SHU Admission Material
SHU CCTV
SHU Construction Alteration
SHU Court Cases
SHU Designation Requests
SHU Directive
SHU Escorts
SHU Evaluations
SHU Form
SHU GED Tests
SHU Inspection Forms
SHU Library
SHU Manual
SHU Mental Health Training
SHU Property Inventory
SHU Prototypes
SHU Rules & Regulations
SHU Sanctions
SHU Sentences by Percentage
SHU Statewide General Menu
SHU Surveys
SHU Takedown
SHU Telephone Bills
SHU Training
SHU Transfers
SHU Unusual Incidents
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Smoking Policy
SMU Cases
Southport: Court Cases
Spanish Translations
Special Housing Disciplinary Affidavits
Special Monitoring Unit
Special Projects
Standards & Goals
Steno Item – Request for New Item
Strip Frisk
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Support Operations
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Supt's Proceedings
Temporary Release
Tier II Training
Tier III Disciplinary System
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Time Allowance
Time Allowance Form Revision
Time Computation Cases
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Training Session Handouts
Transcripts
Unhygienic Acts
Unions
Urinalysis Testing
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Video Tapes
Visitation Regulations
Witness Refusal Form
Word Processing Equipment
Work Release

SPECIAL OPERATIONS

Cert Files

Accomplishments/Initiatives
Advanced CERT
Affidavits (Security Matters)
CCC Captain's Position
CCC Operations
CERT Equipment
CERT Facility Files
CERT Files
CERT Monthly Training Reports
CERT Certification
Double Cell
Employee Suggestions
Escape Attempts / Pursuits
FEMA
Frisking
Hair Styles
Identification Cards
Inmate Escape Incidents
Inmate Transportation
Helicopter Landing Sites
NIJ
Operation Preserve Phones
Performance Evaluations (CERT/CCC)
RED Book
Satellite Telephones
Semi-annual Uniform Inspections
SEMO
Site Visits (CERT/Security)
Training (CERT)
TSU
UI Statistics
Use of Force

Shock Files

ASAT
After Shock
CAYSA
Clothing Issues
Education
Expansion
Food Service
GED
Inmate Letters
Journals
Labor Management
Lawsuits
Legislative Status
Network
NIC
OER (Office of Employee Relations)
Parole
Photographs
Pre-release
Probation
Quarterly Reports
RDIC/DIDS
Research
Shock Training
VERA Institute
Yearly Reports

SPECIAL OPERATIONS

Fire/Safety Files

Accident Report System	Legislative Issues
Accidents Annual Inspection Reports	Lesson Plans
Accreditation Standards	Litigation
ADA Compliance	Lyme Disease
Annual Reports	Mattresses
Central Office Accreditation Standards	Miscellaneous Fire/Safety News
Codes Training	Monthly Fire/Safety Reports
Commissioner's Letters	MSDS (Material Safety Data Sheets)
Computers	N-95 Respiratory Protection Plan
Confined Space	NFPA (National Fire Protection Assn.)
Corrections Professionals	Non-Dairy Creamers
Council 82 Safety and Health	NYSCOPBA
CSEA Safety and Health	Office of Fire Prevention
Department of Labor Files	OSHA Files
Employee Assistance Program	OSHA Information
Employee Suggestions	PEF
Environmental Audit	Range Hood Systems
Environmental Serv. Committee Report	Respirator Equipment
Equipment	S-Block Evacuations
Eye Protection	SCBA
Fire Drills	Simplex
Fire/Safety Annual Reports	Sprinklers
Fire/Safety Files by Facility	Suppression System
Fire/Safety Officers	TB Reports
First Aid	Tool Control
Hearing Protection	Trash Cans
Inmate Letters	Ventilation Systems
Internal Controls	Volunteer Fire Department
Laundry Fires	Work Site Safety Program
Lawsuits	Year-end Report
Lead Standards	

SPECIAL OPERATIONS

CIU Files

Accomplishment/Initiative	Lesson Plans
Administrative Segregation	MAGLOCLLEN
All Superintendents Memos (1998 to present)	Monthly Reports
Articles	Mortality Reports
Behavior Health Unit (BHU)	National Major Gang Task Force - NMGTf
CIU Monthly Training	Native Americans
CIU Advanced Training	Reassignment of STP Participants to ICP
CIU Monthly Reports	Reception/Classification System
Critical Incident Stress Management (CISD)	Regional Medical Units (RMU)
Diet Restrictions	SEMO
Directives	Site Visits
Early Warning System	Suicide Assessment Committee
Fac. Operations Weekly Summary (FOWS)	Team Leader - Info to Train-the-Trainer
Five Percenters	Training Academy
Inmate Liaison Committee Meeting Minutes	Unauthorized Groups
Inmate Rule Book	Year-end Report

Technical Security Unit (TSU)

Ammo Inventories	Packaging Room
Armorer's Certification	Radios
Arsenal Audits	Ranges
Arsenal Inventories	Restraint Equipment
BOSS Chairs/Metal Detectors/x-ray machines	Specialty Weapons
C-Forms	TG Guard Systems
Chemical Agents	Towers
CTRN – Central Transportation Equipment	Warrant and Extradition
Fence Reports	Weapon Assignments
K-9	Weapons Inventories
Key Control	Weapons Prohibitions

SUBSTANCE ABUSE TREATMENT SERVICES

Facility Files

General Information
Site Visits
Monthly & Yearly Reports

Grants
-Mentally Impaired/Chemically Addicted
(MICA)
-Residential Substance Abuse Treatment
(RSAT)
HUBS
Manuals

CASAT Facility Files

General Information
Site Visits
Monthly Reports

MAST
NIC
OASAS
1989 Omnibus Bill
Orientation
Outpatient Treatment
Parole Violator Re-Entry Program (PVR)
Policies

General Files

Albion Driving While Intoxicated (DWI)

ASAT Qualifications
CASAT Budget
CASAT Staffing
CASAT Expansion
CASAT Fact Sheet
CASAT Restructuring
CASAT Goals/Accomplishments
CASAT Legislative Report
CASAT Overview
CASAT Services
CASAT Staff Assignments
CASAT Training
Chemical Dependency/Domestic Violence
Chemical Dependency/Sex Offender
Community Reintegration
Conference Materials
Contracts
-Altamont House
-Phoenix House
-NY Therapeutic Communities, Inc.
CORC/Pre-Screen
DCJS
Duties Description (AST)
Equipment & Supplies
Female Trauma
Gowanda DWI

Program Plan
Reentry
Regional Medical Unit
Relapse Prevention
Relapse Treatment
SHU Pre-treatment Workbook Program
Special Needs Unit (SNU)
SSI (Simple Screening Instrument)
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Video
Work Release

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MASTER INDEX**

Facility Files

Communications
Equipment
Personnel Service/Staffing
Pest Control/Housekeeping
Misc./Plant Maintenance

Purchasing Files

State Police
Purchasing Records
Bid Documents
Contract Files
Lease Files

Vehicle Files

Vehicles Inventory – Statewide
Surplus Vehicles
Accident Reports
OGS Mileage Reports
E-Z Pass

General Files

ACA Accreditation
Agency Operations Reports
Air Quality
Albany Plan
Alcohol/Substance Abuse Rehab. Center
Americans With Disabilities
American Express
Annual Reports
Art Show
ASAT Program
Asbestos
Audits
AED (Automated External Defibrillators)
Award Ceremonies
Badges/Badge Cases
Beepers
Bi-Lo Wholesale Grocers
Blankets
Bottled Water Coolers

Cable TV
CASAT
Campus Manager's Office
Capacity Expansion Task Force
Capital Equipment Memos
Capnet
Catalog Mail Order
Cell/Dormitory Furnishings
Cellular Telephones
Cellular Telephone Towers-Crown Comm-

Central Avenue, 845
Central Avenue, 855
Central Avenue, 875
Central Files
Central Office Review Committee
Central Quartermaster
CERTS
Child I.D. Program
Civilian Personal Alarms (CPAS)
Class & Movement
Clean Air/Water Bond Act
Cleaning Products
Clear Electronics (Inmate typewriters, etc.)
Commissioner's Office
Commissary Operations
Communications Control Center (CCC)
Computerized I.D. Program
Computer Training
Conferences
Confined Space Entry
Contract Reporter Weekly
Copier Funding
Correction Association of New York
Corcraft/Industries
Corcraft Committee Meeting Minutes
Counsel's Office
Council 82
Criminal Justice Services, Div. of
CSEA
Day Reporting
Decontamination Procedures
Devane, Charles M.
Directives
Disapproved Inmate Vendors

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Broadway, 150, Menands	DMV Critical Drivers Program
DMV Inmate ID Program	Governor's Mailing Project
DOCS Budget	Governor's Printing Management
DOCS Recycling Program	Governor's Office of Employee Relations
Donovan State Office Building	Governor's Task Force on Info. Resources
Double Bunking Expansion	Green Seal Cleaning Products
Double Bunking	Grievance Procedures
Dover Plains Staff Housing	Groveland Corr. Facility – Natural Gas Station
Economic Development (Procurement Act Requirements)	Gym Expansion
E-Z Pass	Harlem State Office Building
Education	Health & Safety Committee
Elmira Arc Imaging Project	Inmate Population
Emergency Procedures/Central Office	Inmate Postage
Employee Assistance Program	Inmate Shoes
Employee Suggestion Program	Inmate Sneakers
Energy	Inmate Transfer System
Enterprise Rent-A-Car	Inspector General
Environmental Audit Guidelines	Internet Log
Equipment – Facilities	Insurance Bond Policy
Examinations	Internal Controls
Executive Chamber	KFMS Purchase Review
Expansion	Labor/Management Committee
Facility Equipment	Labor/Management Meetings
Facility Planning	Labor Relations
Facilities Operations	Laundry/Housekeeping Services
Facility Visits	Leased Space
Facsimile Machines	Leases
Family Visiting	Legislation
Federal Bureau of Prisons	Library Services
Federal Surplus Property	Litigations
Field Trip Notes	Mahoney State Office Building
Financial Disclosure	Mail Machines
Fingerprinting	Mailroom
Fire & Safety	Maintenance Staffing
First Aid Kits	Maps
Fiscal Controls	Master Index
Fixed Assets	M/C Information
Flags	Mattresses
Food Processing Center	Medals
Food Service	Mental Health, Office of
Food Service Contract	Mess Hall Tables
Forms	Metal Detectors
Forms Design & Control	Microfilming
Freedom of Information	Millennium 2000
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Goals & Objectives	Minority/Women Business
Health Department	MIS
Health Inspections	Miscellaneous
Health Services/Mental Health	Monthly Reports
Hispanic Affairs	Mug I.D.
Honeywell – Security Access	NAEIR
HUB Equipment Request	Newstracker
HUB Meetings	NIC
HUB Program	NYC Central Administration
Human Resources Management Committee	NYS Industries for the Blind
IG Telephones	NYS Industries for the Disabled
Ice Storm – North Country	NYSCOPBA
Imaging	NYSPIN
Infectious Waste Disposal	North Pearl Street, 800
Inmate Bus RFP	Nursing RFP
Inmate Clothing	Occupational Training
Inmate Correspondence	Office of Technology (OFT)
Inmate Grievance Program	Office of General Services
Inmate In-Cell TV Program	Office of General Services – Best Practices
Group	
Inmate Mail	Office of General Services – Energy Products
Inmate - Miscellaneous	Office of General Services – KFMS System
Office of General Services – Real Estate Planning	Resumes
Office of State Comptroller	Risk Management
Office of State Comptroller – Audits	Retirement Incentives
Office of State Comptroller – Printing Audits	Salary Schedules
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Olympics, DOCS	Safety & Environmental Committee Reports
Omnibus Procurement Act	Safety Vests
Omnibus Transportation Act	Screening of Contractors/Volunteers
Operations/Maintenance Conference	Security Door Access System
Overtime Memos	Security - Miscellaneous
Overtime Utilization Chart	SEFA Campaign
Package Room	Sergeant’s Exam
Package X-Ray	Sex Offender’s Unit
Pagers	Shock Incarceration Camps
Parking	Shoulder Patches
Parking Fines	Small Business Procurement Act
Parking Placards	Smoking Policy
Parkside Correctional Facility	Social Committee
Parole	Sony Electronics
PEF	Space
Performance Evaluations	Space Planning
Personnel	Special Housing
Pest Control	Staffing Target Report

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Photocopiers	State Operations
Photocopier – Support Operations	State Police
Photo I.D. System	State Police Contract
Picnic	State Shop Profiles
Pictures	Statistical Data
Pillows	Stewards
Pitney Bowes	Storage Buildings
Plaques	Storehouse
Postage	Stuyvesant Plaza
Postal Reform, U.S.	Subscriptions
Printing	SUNY – State University of New York
Product Evaluation Committee	Substance Abuse
Procurement	Supply Support
Procurement Card Service Program	Support Operations
Procurement Council	Surplus Chemicals
Procurement Opportunities Newsletter	Surplus Personal Property
Procurement Protect Regulations	Sysco
Program Services	Task Force Report
Project Norstar	Telephones
Project Status	Telephone RFP
Psychological Screening	Temporary Release
Public Information	Title Z & Amendments
Public Protection System	Toilets – Facility Towers
Purchasing Memo	Training Academy
Purchasing Procedures	Training Academy - Housekeeping
Quartermaster Inventory	Training
QWL – Council 82	Training Courses / Announcements
Radio Communications	Transportation
Radios	Transportation, Department of
Records Retention	Trash Removal
Records Storage Building	
Research Reports	
Travel	
Tuberculosis	
TV Purchase Survey	
Uniforms	
Uniform Contract	
Uniform Proposal	
Uniform Recycling	
United Parcel Service (UPS)	
United Parcel Service Teleshop Installation	
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Vehicle – Inspection Stations
Vehicle – K 9 – PHH Costs
Vehicle – Security Screens
Vehicle – Prospective
Vehicle - Wheelchair Van
Vending Machine Services Boilerplate Contract
Vending Machine Contracts
Vending Machine Survey
Victim Services
Volunteer Services
Waste Disposal
Waste Recycling
Watertown Airport
Watertown State Office Building
Watervliet Avenue, One
Weapons
Weekly Status Reports
Women in History
Word Processors
Workforce Management Plans
Work Release
World Products Enterprises
World University Games
X-ray Equipment
Year 2000 Compliance

TEMPORARY RELEASE FILES

A-1 Felony	Parole
Accomplishments- DOCS	Penal Law/Vehicle Traffic Law
Altamont Program	Personal Privacy Protection Act
Annual Reports	Phoenix House
Applications	Policies and Procedures
B.I.C.E.	Presumptive Release
Budget	Presentations
CASAT	Profiles
Class & Movement	Program Holds
CMC	Program Services
Code Red	Public Relations
Commission of Correction	Records Government Ret./Dispo.
Commissioner Decisions	Re-Entry
Computer Mainframe System	Reg. Change Req.
Counsel	Relapse
Curfews	Req. for Storage & Dispo. of Office Rec.
Day Report	Requisition Forms
Directives	Requisition Requests
DCJS	Research
Domestic Violence	Rocky Drug Law
DNA	RPV
DWI Program	RTC
Earned Eligibility Program	Sentence Review
Employment Opportunity	Shock
Enterprise Corruption	Staff Meeting
Executive Orders	Standard Voucher
F.O.I.L.	State Liquor Authority
Forms	Statement of Work
Furlough	Supplies
Guidance	Task Force
Health Services	Technology
Hub Specific	Telephone
Inspector General	Temporary Release Handbook
Independent Housing	Temporary Release Misc.
Inmate Grievance	Time Allowance
Inmate Job Dev. Program	Training
ITL	Transit Strike
KIPY	Transitional Services
KWRC	Travel Guidelines
Labor Management	Travel Vouchers
Mental Health	VESID
Merit Time	Victim Notification
MIS	Waivers
Miscellaneous	White Collar Crimes

TEMPORARY RELEASE FILES

Monthly Reports
Open Dates
Orders of Protection
Osborne

W.R. Reinstatements
W.R. Figures
Yearbook Corr. Quest.

TRAINING ACADEMY

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

Correction Officer Recruit Program Training Records
In-Service Training Program Records
Instructor Development Program Training Records
Management Development Program Training Records

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1st Drawer

AARP
ACA
Adjunct Trainings
Accreditation
Agency Address List
America Works
ART
ASAT
ASCAS Scholarship
Assessment Instrument
ATC Association
Attorney General
Audit Proposal
Audit Plan
Birth Certificates
Breaking Barriers
BHU Anger Control
Bridges of Long Island
Bridging The Gap
Brochures
Budget & Finance
Budget Hearing
Bullies to Buddies
Camps & Minimums
Career Zone Computers
CARES Inc.
CASAT
CAYSA
CBO's
CD/DV Program (Chemical Dependency/Domestic Violence)
Ceany Conference
Central NY Psych Ctr.
Center for Behavior
Channing Bete
Child Abuse
Children's Aids Society
Child Support
Chrono – TS Code
Classification & Movement
CMC
Cognitive Skills
Cognitive Restructuring
College Initiative

COM Alert
Community Based Organizations
COMPASS
Computer Security
Computer Visions
Conferences:
SVORI – Philadelphia 7/25 – 7/28
Connections 2004
Contracts
Contract Procurement:
CORP
Corrections Newsletter
Correspondence Procedure I/M Correspondence
Corrections Newsletter
Council for Unity Program
Counsel's Office
CPU Data
Credit Cards
Credit Reports

2nd Drawer

Credit Reports
CRTF
CSEA
Curriculum Options
Curriculum Revisions
Data Reports TS
Department of Motor Vehicles
Directives
Director's Reports
Discrepancy Report
Division of Criminal Justice
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Reentry Workgroup
Distance Learning Program
DOCS Today
Documents
Sample Letter
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Inmates w/o Birth Certificate
Missing Documents
Concerns related to B.C. & S.S.
Birth Certificate Directory
Document Retrieval

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3rd Drawer

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Bureau of Vital Records (Birth Certificates)
AIDS Institute
Department of Labor:
Career Zone
Contacts/Meeting Minutes
RTF
Bonding
"Employment in NY"
Career Development Facilitator
DOL Publications
O*Net
DOL Computers
One Stop/NY Workforce
Connections
DOL Apprenticeship:
DOL FBD Grant 2005:
Grant Information
Data Letters
Executive Summary's Request for Support

Letter

DOL – Money US
Doe Fund/PRI
Domestic Violence Course
Driving Force
Dr. Kessarlis
Education
Employment Seeking
Employee's Suggestions
Entertainment Weekly
Entrepreneurship
Episcopal Social Services
Equipment
ESS Network MOU
Ethics
Exodus
Facility TSC's
Family
Farm Programs
Fatherhood Program
Female Populations
Fidelis/Medicaid

Fifth Avenue Company
Fire Drills
Financial Lit Program
FOIL Requests
FOIL
Foreign Born Inmates
FPMS/KFMS
F-Recidivism
Friends on the Outside
Fundamentals of Project Management
General Programs
Getting Out & Staying Out
Goord TS Initiatives
Gordon Graham & Company
Governor's EX-Offender Task Force
Guidance & Counseling
Heading Home
Health Services
HIV Hotline
HIV Conference
Inmate Health Resource Packet 2008
IDU-HIV Prevention
Health Release Planning
Health Reentry
Health & Sexual Awareness
Heart Stream
HIPPA
HIRE Reentry
HIV

4th Drawer

Hispanic & Cultural Affairs
Inmate Health Resource Packet 2008
IDU-HIV Prevention
HRA/Medicaid (Human resources Admin.)
HSOB Operations
HUB Assignments
I-Care
Immigration
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Inner City Startups
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John Jay College

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KIPY Program Reports
KIPY Summary Reports
KWRC
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Lawsuits
Leadership Meetings
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Legislative Visits
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Locator Codes
Lotus Notes/Internet Access
Lucien Leclaire
Manuals
Mr. McKoy emails/memos
Media Review
Medicaid
MICJ
Mileage Rate 7/1
Ministerial Services
MIS
Monthly Reports
Motivational Interviewing

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NAACP
NADAP
Non-Vocational Apprenticeship
NPRF-National Puerto Rican Forum
National Work Readiness Credential
National Directory –Drug & Alcohol
NCC
Networking
NIC (National Institute of Corrections)
NIJ (National Institute of Justice)
Notary Public
Nu Leadership
Nuttall's emails/letters
NY City DOCS
NYC Housing
Notary Public
NuLeadership

NY City DOCS
NYC Employment Vendors
Nuttall, DC – E-mails/memos
OASAS
OCED
OCC Licensing Survey
Offender Workforce Development
Office Furniture
Office Equipment
OGS
Old People
One Stop
On Your Own
Orleans Reentry
OTDA
Open, Inc. (Ned Rollo)
Parole
Participants
Personnel
Planning Works
Police Academy Workgroup
Policies
Portfolio memo
Positive Feedback
Post release
Power Point Presentations
PREA
Press Releases/Survey Info
Prevention/Sex Abuse
Prison Closures
Program Change Proposals
Program Manual Revisions
PRO Unit, Colorado State Pen.
Public Hearing Info.
Purchase Order Requests
Quarterly Report of Program Needs Status: Releases

6th Drawer

Real Times/Real Life
Re-Entry
Rehabilitation (RTA)
Releases
Research – Grants & Reports
Resume Information

TRANSITIONAL MASTER INDEX

RFP – Request for Proposals
RMHU
RPV's
RTA
Second Chance Act
SEFA
Sentencing Reform
Sex Offenders
Shaken Baby Syndrome
Shock Incarceration
Shock Program Design
SHU Aggression Workbook Program
Smoke Free Policy
Social Security Administration
Social Services
South Bronx Overall Economic Devel Corp.
South Forty
Southern Tier
Spanish Speaking Transitional Services
875 Staff
Staff Meetings
Staffing
Step Down Program
Stepping Stones
Suicide Prevention
Support Operations
Substance Abuse
Surveys
SVT's
SVT Manual
SWAP

Urban Institute
Vassar College
Vera Institute
Veteran's Administration
Victim Impact
Video Conference
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Vital Issues Project
Volunteer Tutors
"Why Try"
Wildcat
Work Force Development
Work Release
WOTC (Work Opportunity Tax Credit)
Work Readiness Credential
Workshops

7th Drawer

TARP
Thinking Outside the Cell
T4C (Thinking for a Change)
Tier Hearing Assistance
Training
Training Academy
Transitional Services
Transitional Services Committee
TSC Caseload
Transitional Services History
Transitional Services Audit
TSC/ART Coordinators

VICTIM SERVICES

General Files

- Contracts and related materials for the VINE telephone notification program
- MOU and required reports for the New York State Crime Victim's Board
- Victim Notification forms filed by commitment county
- Individual offenders for whom a Son of Sam notification has been made to the Crime Victim' Board.
- Correction on canvas art show for years 1998 - 2001

**CORRESPONDENCE AND DIVISION FILES
(VOLUNTEER SERVICES)**

DRAWER 1

- ACA Guidelines for Accreditation/Standards
- Action or Personal Choice
- Affirmative Action
- AIDS Organization
- AIDS Volunteers
- ALPHA
- Albany Medical Center Volunteers
- America Works
- American Correctional Association
- Alcohol & Substance Abuse Treatment Services (ASAT)
- Alcoholics Anonymous (AA) Old
- Alcoholics Anonymous (AA) New
- Alcoholism and Substance Abuse Services (OASAS)
- Alcoholics Anonymous Bridging the Gap Program
- AA/NA/ASAT Volunteer Participation
- AA Correction Connection
- Altamont House AIDS Programs
- Alternatives to Violence Program (AVP) Old
- Alternatives to Violence Program (AVP) New
- American's With Disabilities Act (ADA)
- Art & Cultural Programs
- Art without Walls
- Black Hand Entertainment Group
- Boys & Girls Clubs of Albany
- Breaking the Cycle Assemblies
- Budget & Finance – Central Office
- B.U.I.L.D
- Call Outs
- Capital City Rescue Mission
- Capital District African American Coalition on AIDS
- Center for Law Justice
- Central Registry
- Centro Civico
- Cephas - Attica
- Citizens against Recidivism (Mikail DeVeanx)
- Citizens for Restorative Justice
- Community Based Organizations (CBO's)
- Community Dispute Resolution Centers
- Community Resource Development Teams
- Community Service Sentencing Program
- Computers for School Program
- Computer Access (Central Office Employees)
- Cornell Prison Project
- Cornell University
- CORO Foundation
- Corporate Volunteer Council
- Correctional Assn of New York
- Corrections Crime Prevention Team
- Council for UNITY
- Crime Victims Board
- CRISIS Intervention Unit – Central Office
- CURE
- Curriculum
- Delancey Street Foundation
- DOE Fund
- Donated Material
- DRAMA Theater
- DVD Division PowerPoint

**CORRESPONDENCE AND DIVISION FILES
(VOLUNTEER SERVICES)**

DRAWER 2

- Earned Eligibility
- Employee Assistance (EAP)
- Education Unit
- Education Department State of New York
- Eleanor Roosevelt Community Service Awards
- Entertainment and Miscellaneous
- Equipment Inventory
- Ethics Commission
- Exams Announcements
- Executive Chamber
- Exodus (Transitional Community Inc.)
- Fortune Society
- Freedom Fighters/Tonya Fancher
- Geese Theatre
- Getting Out/Staying Out (GOSO) – Mark Goldsmith
- Governor’s Office for Voluntary Service
- Greek Orthodox
- Guidance and Counseling Unit – Central Office
- HANDS ACROSS THE YARD
- Health Services – Central Office
- Hispanic Affairs – Central Office
- ICARE
- Industries – Central Office
- Inmate Grievance Unit – Central Office
- Jaycees
- John Jay Prison Re-entry Institute
- Junior Achievement
- Kairos
- Knights of Columbus
- Life without Violence

- Literacy Volunteers of America
- Lozoff, Bo
- Lubavitch
- MANN Program
- Many Races Cultural Foundation
- Media Review
- Mental Health – Central Office
- Mentoring – NYS Commission
- Ministerial Services – Central Office
- Minorities in Criminal Justice (MICJ)
- Narcotics Anonymous (NA)
- NAACP Prison Program/Fishkill
- Nations of Gods & Earths
- Native American
- Network
- Non- Violent Programs
- Survey
- P.A.V.E
- Peculiar Patriot
- Penn Parole Violators
- Project ION Internship (OPP)
- POLAROID

DRAWER 3

- Prevention of Sexual Abuse (PREA)
- Prisoners Legal Services
- PREP Program (Reading Assistance)
- Prison Fellowship
- Procurement Guidelines
- Program Services Mtg (Held Monthly) - Perlman

CORRESPONDENCE AND DIVISION FILES (VOLUNTEER SERVICES)

- Program Services Manual
- Program Services Task Force
- Program Services Meeting
- Project Inside/Out
- Project Re-Direct
- Publications
- Public Information – Central Office
- Quakers
- Richard Radice
- Real Justice
- Reconciliation
- Religious Volunteers
- Research Projects
- Resident’s Encounter Christ Group
- Retirees 1992 Survey (Central Office)
- Retirement Incentive
- 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 Program
- 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 (Statewide)
- Suicide
- Summer Programs
- Telephone
- Terrorism Security
- Thompson/Interactive
- Theater for the Forgotten
- The Family INC,
- Thanks You/ Recommendations
- Training
- Transitional Services/ Gowanda CF
- Transitional Services/Lakeview CF
- Transitional Services (Pre-Release)
- V.A.S.T
- VASSAR COLLEGE
- Incarcerated Vets. Mentoring Program
- Veteran’s Administration
- Veteran’s Affairs – State Division
- Victim Impact
- Victim Services – Central Office
- Videos
- Violence Inter. Program
- Violence/Substance Abuse Programming
- The Way International
- West Mall Office
- WICCA
- Whose Who – Department Listings
- Workforce Development
- World of Illusion
- Youth Assistance Program – 3 Folders

DRAWER 4

CORRESPONDENCE AND DIVISION FILES (VOLUNTEER SERVICES)

- Accreditation
 - Annual Reports/Accomplishments (Goals, Initiatives, Issues, Briefings)
 - Appointments
 - Assistant Director Item
 - Association for Volunteer Admin (AVA)
 - Association of State Correctional Administrators
 - Directives & Revisions
 - Director Item
 - Evaluation Program
 - Employee Performance
 - EXAMS – Regional Coordinator & Supervisor of Volunteer Services
 - Ex-Offenders as Volunteers
 - Fingerprinting
 - Foreign Nationals
 - FPMS/KRMS Access System
 - Goals /Objectives
 - Guidelines for Volunteers
 - HIPPA
 - Hiring
 - Hub Implementation 92 Plan
 - Internal Audit Guide
 - Internal Controls
 - Job Quals Eligible List
 - Justification for VS Items
 - Meetings/ Conference Plan
 - Meetings/Training
 - Conferences
 - Minutes of Meetings – Central Office
 - Mission Statements & Program Profile
 - Motivation
 - Needs Assessments
 - 1991,1992
 - One Time Volunteers
 - Orientation tape for Volunteers
 - Outdated Stuff
 - Pagers
 - Program Proposals
 - Reclassification & Upgrades
 - 1990 Reclassification of Secretarial Items
 - Regional Coord Job Descriptions
 - Records Disposition
 - Regional Coord Meetings
 - Regional Coord Positions
 - Reorganization of Volunteer Services 95
 - Restructure/Reclassification
 - Rules and Regulations
 - Rules and Regulations for Volunteers
 - Site Visit Reports
- DRAWER 5**
- Spiritual Advisors
 - Standard Staffing Pattern
 - Statewide Training 2005 – 2007
 - Statewide Program Database
 - Summary of Duties
 - Supervisor of Volunteer Services Job Description
 - Supervisors – Facility Level Tasks
 - Supervisors Items 92 Eliminated Hub Staffing
 - Supervisor Orientations/Recruitment
 - Supervisor Performance Evaluations – 1998, 1999
 - Supervisor Responsibility
 - Supervisors – Time Surveys 1995
 - Supervisors Travel Graphs
 - Surveys
 - Telephones
 - Three Fold Brochure
 - Training
 - TB Testing Volunteers

CORRESPONDENCE AND DIVISION FILES (VOLUNTEER SERVICES)

- Training Annual Conference
- 1984 - 1997
- Transitional Services Survey
- Travel Plans – SVS Hub
- Supervisors
 - Upgrade
 - VAACR – Vol
- Administrators of Capital Region
 - Visit Correspondence
- Prohibition
 - 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/RSVP
 - Volunteer Processing
 - Volunteer Recognition
- Dinner 2007, 2006
 - Volunteer Registration
- Compliance Review
 - Volunteers – Reporters
 - Volunteers – Senior Letter
- Program
 - Volunteer Services Contact
- Person
 - Volunteer Recognitions
- Ceremonies
 - Volunteers Interested
 - Volunteer Information
- Booklet 2006
 - Volunteer Information Packet
 - Volunteer Newsletter
- Volunteer Reorganization
- 1999-2000
 - Volunteer Services Definition and Roles
- Workers Compensation
- Youth Volunteers

Drawer 1

- Hub Files – Annual Hub Reports
- Facility Audits – 1997-1999

Drawer2

VISTA

- Vista Memo of Agreement
- Vista Facility Survey
- Vista E-Grants
- Vista Application
- Vista 2nd Year Agreement
- Vista General Information
- Vista PSO Training
- Vista Coordinator Training
- Vista Other Projects
- Vista Performance Measures
- Vista Previous Projects
- Vista Concept Paper
- Vista Candidate/Recruitment

VISTA Facilities

- Adirondack CF
- Albion CF
- Auburn CF
- Coxsackie CF
- Eastern NY CF
- Green Haven CF
- Greene CF
- Mohawk CF
- Oneida CF
- Sullivan CF
- Watertown CF
- Adirondack CF

**CORRESPONDENCE AND DIVISION FILES
(VOLUNTEER SERVICES)**

ORLEANS RE-ENTRY

- Orleans Re-Entry Transitional Services General Program
- Orleans Re-Entry General Correspondence
- Orleans Re-Entry Family
- Orleans Re-Entry FBO
- Orleans Re-Entry Agencies/Volunteer Services
- Orleans Re-Entry Policy Council
- Orleans Re-Entry Curriculum
- Orleans Re-Entry Volunteer Orientation
- Orleans Re-Entry Transportation
- Orleans Re-Entry Other Counties
- Orleans Re-Entry Edgecombe CF
- Orleans Re-Entry Task Force
- Orleans Re-Entry Criminal History Checks

Drawer 3
All Facility Correspondence

Drawer 4

- Caution
- Volunteer Misbehavior Investigation
- Volunteer IG Special Operation Inquires
- Volunteer Issues Problems/Resolutions

- Exemption Folder - 2008,2007,2006,2005
- Rules and Regulations 1998
- Generic Termination
- A-Z Files on Terminations
- Volunteer Suspension
- Volunteer Application

DRAWER 5

- **Make A Difference Day- 1994 thru 2007 Folders**

DRAWER 1
MONTHLY REPORT –
CURRENT YEAR & 2007

DRAWER 2 – FAMILY
PROGRAMS

- Assessment Tool
- Auburn Hospitality Association
- Big Brothers/Big Sisters
- Builders for Family & Youth – Catholic Charities
- Busing
- Child Support
- Children of Incarcerated Parents – Albion CHIPP
- Coming Home Brochure for Families
- Coalition of Families of New York State Lifers
- Conscious Parenting
- Constance Eve Prison Workshops/ Albion CF
- Cornell Cooperative Extension
- Cornell University

**CORRESPONDENCE AND DIVISION FILES
(VOLUNTEER SERVICES).**

- Cornell University for Fathers Only (Summit CF)
- 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 Initiative
- Foster Care
- Foster Grandparents

- Free Bus Program/Family Visiting Program
- Friends on the Outside

- Drawer 3- FAMILY DRAWER**
- Gannon University Survey
- Girls Scout
- Hour Children
- Hillside (Crestwood Children’s Center) – Peter Castle
- 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
- Rainbow Horizons
- Read to Children

CORRESPONDENCE AND DIVISION FILES (VOLUNTEER SERVICES)

- | | |
|--|---|
| <ul style="list-style-type: none"> - Request for 2 million - Research on Children – Gail Goodman - Salvation Army – Rev Cox - Special Housing Unit – Children’s Play Area - Family Statistics – Religious Studies Volunteer Services - St. Christopher Ottolie - Step by Step - Televisiting - Transitional Services – Family Reintegration - Website – Family Information - Visitor Hosp Center - Visiting Room Checklist | <ul style="list-style-type: none"> - Application Forms (Volunteers) - Regional Volunteer Services Reclassification - 3080 Application for Volunteer Services - 3080 A Supplemental Information - 3080 Side 1 - 3080 A Supplemental Information Form - Application for Volunteer Status - Rules and Regulations for Volunteers - 3081 Volunteer Services Program Evaluation - 3082 – Reference for V.S. Applicant - 3084 Record of Donations - 3085 – Application for Inmate Volunteer - 3086 – RPT of Interview of Applicant - 3087 – Vol Program Organization Chart - 3087 A – Supplemental - 3088 – Volunteer Evaluation Form - 3092- Guidelines Interview/Applicant - 3096 Eform - Directive 4322 TB - Volunteer Job Description - ACA Accreditation/Internal Controls - Employee Investigation Information Sheets from Sing Sing - Summary of Duties Chart - Directive 4750 - Statewide Community Resources Booklet - Volunteer Information Packet - Master Copy Packet for Volunteer Supervisors Training - Outdated Forms |
|--|---|

DRAWER 4

- Program Evaluations 2001
- Program Descriptions
- Facility Program Descriptions
- VISTA 2006
- VISTA Re-enrollments
- Quarterly Reports 1992
- VISTA 95 Corp for National Service
- VISTA Correspondence
- VISTA Application
- VISTA Quarterly Reports

DRAWER 5

- Student Interns
- Volunteer Recognition Dinners Folder, 2007,2006

**CORRESPONDENCE AND DIVISION FILES
(VOLUNTEER SERVICES)**

- Training for New Supervisors
of Volunteer Services
- New Forms for Volunteer
Contact within the Facilities

WORKER'S COMPENSATION INVESTIGATION UNIT

The Workers' Compensation Investigation Unit maintains investigative files on DOCS employees who have been investigated for possible workers' compensation fraud.

FACILITY LISTING AND ADDRESSES

Adirondack Correctional Facility

Box 110, Rt. 86
Ray Brook, NY 12977-0110
518 891-1343

Albion Correctional Facility

3595 State School Road
Albion, NY 14411-9399
716 589-5511

Altona Correctional Facility

555 Devils Den Road
Altona, NY 12910-2090
518 236-7841

Arthur Kill Correctional Facility

2911 Arthur Kill Road
Staten Island, NY 10309-1101
718 356-7333

Attica Correctional Facility

Exchange Street
Attica, NY 14011-0149
716 591-2000

Auburn Correctional Facility

135 State Street
Auburn, NY 13021-1800
315 253-8401

Bare Hill Correctional Facility

Caller Box #20, Cady Road
Malone, NY 12953-0020
518 483-8411

Bayview Correctional Facility

550 West 20th Street
New York, NY 10011-2678
212-255-7590

Beacon Correctional Facility

P.O. Box 780, 50 Camp Beacon Road
Beacon, NY 12508-0780
845 831-4200

Clinton Correctional Facility

Box 2001
Dannemora, New York 12929-2002
518 492-2511

Collins Correctional Facility

P.O. Box 340
Collins, New York 140340-0490
716 532-4588

Bedford Hills Correctional Facility

P.O. Box 1000
Bedford Hills, New York 10507-2400
914 241-3100

Buffalo Correctional Facility

3052 Wende Road
Alden, NY 14004-0300
716 937-3786

Butler Correctional Facility

P.O. Box 388, Westbury Cutoff Road
Red Creek, NY 13143-0388
315 754-8001

Camp Gabriels

P.O. Box 100, Route 86
Gabriels, New York 12939-0100
518 327-3111

Camp Georgetown

3191 Crumb Hill Road
Georgetown, NY 13072-9307
315 837-4446

Camp Pharsalia

496 Center Road
South Plymouth, NY 13844-6777
607 334-2264

Camp Vincent Correctional Facility

Rt. 132 E, P.O. Box 599
Cape Vincent, NY 13618-0599
315 654-4100

Cayuga Correctional Facility

P.O. Box 1186
Moravia, New York 13118
315 497-1110

Chateaugay Correctional Facility

State Route 11, P.O. Box 320
Chateaugay, New York 12920-0320
518 497-3300

Fulton Correctional Facility

1511 Fulton Avenue
Bronx, NY 10457-8398
718 583-8000

Gouverneur Correctional Facility

P.O. Box 480
Gouverneur, New York 13642-0480
315 287-7351

FACILITY LISTING AND ADDRESSES

Coxsackie Correctional Facility

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

Downstate Correctional Facility

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

Eastern New York Correctional Facility

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

Edgecombe Correctional Facility

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

Elmira Correctional Facility

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

Fishkill Correctional Facility

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

Five Points Correctional Facility

Caller Box 119, State Route 96
Romulus, New York 14541
607 869-5111

Franklin Correctional Facility

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

Lincoln Correctional Facility

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

Livingston Correctional Facility

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

Lyon Mt. Correctional Facility

3864 Route 374
Lyon Mountain, NY 12952
518 735-4546

Gowanda Correctional Facility

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

Great Meadow Correctional Facility

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

Green Haven Correctional Facility

Route 216
Stormville, New York 12582-0010
845 221-2711

Greene Correctional Facility

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

Groveland Correctional Facility

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

Hale Creek

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

Hudson Correctional Facility

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

Lakeview Shock Incarceration

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

Ogdensburg Correctional Facility

One Correction Way
Ogdensburg, New York 13669-2288
315 393-0281

Oneida Correctional Facility

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

Orleans Correctional Facility

35-31 Gaines Basin Road
Albion, New York 14411-9199
716 589-6820

FACILITY LISTING AND ADDRESSES

Marcy Correctional Facility

P.O. Box 3600
Marcy, New York 13403
315 768-1400

Mid-Orange Correctional Facility

900 Kings Highway
Warwick, New York 10990-0900
845 986-2291

Mid-State Correctional Facility

P.O. Box 216, River Road
Marcy, New York 13403-0216
315 768-8581

Mohawk Correctional Facility

6100 School Road
Rome, NY 13440
315 339-5232

Monterey Shock Incarceration C.F.

2150 Evergreen Hill Road
Beaver Dams, NY 14812-9718
607 962-3184

Moriah Shock Incarceration Corr. Fac.

Fisher Hill Road, P.O. Box 999
Mineville, NY 12956-0999
518 942-7561

Mt. McGregor Correctional Facility

1000 Mt. McGregor Road, P.O. Box 2071
Wilton, NY 12831-5071
518 587-3960

Sullivan Correctional Facility

P.O. Box 116, 325 Riverside Drive
Fallsburg, New York 12733-0116
845 434-2080

Summit Shock Incarceration Corr. Fac.

HCR #2, Box 56 Camp Road
Summit, NY 12175
518 287-1721

Taconic Correctional Facility

250 Harris Road
Bedford Hills, NY 10507-2497
914 241-3010

Ulster Correctional Facility

750 Berne Road, P.O. Box 800
Napanoch, NY 12458-0800
845 647-1670

Otisville Correctional Facility

57 Sanitorium Road, P.O. Box 8
Otisville, NY 10963-0008
845 386-1490

Queensboro Correctional Facility

46-04 Van Dam Street
Long Island City, NY 11101-3081
718 361-8920

Riverview Correctional Facility

P.O. Box 247
Ogdensburg, New York 13669-0247
315 393-8400

Rochester Correctional Facility

470 Ford Street
Rochester, NY 14608-2499
716 454-3412

Shawangunk Correctional Facility

P.O. Box 700
Wallkill, New York 12589-0750
845 895-2081

Sing Sing Correctional Facility

354 Hunter Street
Ossining, New York 10562-5498
914 941-0108

Southport Correctional Facility

Institution Road
Pine City, New York 14871-2000
607 737-0864

Woodbourne Correctional Facility

99 Prison Road
Box 1000
Woodbourne, New York 12788-1000
845 434-7730

Wyoming Correctional Facility

Dunbar Road
Attica, New York 14011-0501
716 591-1010

FACILITY LISTING AND ADDRESSES

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