

**Governor's Office of Employee Relations/Labor-Management Committees  
Updated 2-17-16**

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

<b>Program Unit</b>	<b>Records</b>
<b>Executive</b>	GOER/Executive Division/Subject Files Employee Relations Officer Memos Executive Special Projects Agency Public Information Files Employee Travel Payment Files
<b>Contract Negotiations</b>	Contract Negotiations History Files Contract Administration Subject Files Contract Negotiations & Administration Union Leave & Organizational Leave Strike Files Performance Evaluation Program Files Performance Evaluation Appeals Board Files CNA Routine Administrative Policies and Procedures M/C Performance Evaluation Program Files M/C Program Development & Administration Subject Files Safety & Health Subject Files Research Daybook Files Research Library Subject Files Research Routine Administrative Policies & Procedures Labor-Relations Subject Files Employee Benefits Negotiations Files Employee Benefits Joint Committee Files State Health Insurance Program Files M/C Benefits Program Files Health Maintenance Organization Files Employee Benefits Routine Administrative Policies & Procedures Employee Travel Payment Files
<b>Counsel's Office/Legal</b>	Freedom of Information Law Subject Matter Lists Freedom of Information Requests and Appeals Executive Order #33 Files Improper Practice Charges & Legal Suit (Litigated) Legal Suits and IPP Charges/Settled and Withdrawn Legislation Arbitration Grievance Files/Litigation Arbitration Grievance Files/Settled & Withdrawn & Step 3 Grievances to the State Legal Daybook Files Indexes to Legal Suits Indexes to Legislation Files Indexes to Arbitration Files Strike Files on Individuals Employee Ethics Records Routine Administrative Policies and Procedures Counsel's Office Subject Matter Files Employee Travel Payment Files

<b>Disciplinary Administration</b>	CSEA Time & Attendance Abuse Program Cases Disciplinary Cases –Database CSEA Disciplinary Cases Time and Attendance NOD’s Not Heard Time and Attendance Cases – Database Step 3 Grievance - Database Employee Travel Payment Files
<b>Division for Administration</b>	<u><b>Executive</b></u> Agency Copies of Fixed Assets Update Reports Space Allocation Planning Files Agency Forms History Files Records Inventory Files Records Storage Files Records Disposal Files Records Management Subject Files Executive Staff Daybook Files Special Projects Routine Administrative Policies & Procedures <u><b>Personnel</b></u> Personal History Files Employee Summary Services – Index Card/File System Biweekly Payroll Listings (Salary Registers) Classification Files Subject and Correspondence Files Eligible List Certification Files <u><b>Finance</b></u> Contractor Selection Information, Contracts and Purchase Orders Vehicle Incident Reports Surplus Property Disposition Schedules Publication Job Files Camera Ready Copies, Printing Masters, Mechanicals Duplication Service Job Files Publication and Duplication Subject Files Telecommunication Use Logs and Reports Employee Benefit Fund Records Record of Payments GOER Budget and Reappropriation Requests Internal Expenditure Reports Equipment, Furniture and Office Supply Inventories Employee Travel Payment Files
<b>Workforce Organizational &amp; Development Unit</b>	Training Grants for M/C Programs Training Programs – Curricula Library (Includes Electronic Records) Statewide Learning Management System Files Statewide Employee Tuition Reimbursement Program Employee Tuition Reimbursement Database Training and Subject Files Employee Training & Development Policy (Union) Contract Selection Information, Contracts and Purchase Orders Employee Travel Payment Files

<b>NYS/CSEA Partnership for Education &amp; Training</b>	CSEA-LMC Policy Files CSEA-LMC Project Files Routine Administrative Policies & Procedures Employee Travel Payment Files
<b>Work-Life Services Family Benefits Program</b>	NYS LMCCAC Official Files (Policy File in Oracle) NYS Worksite Child Care Centers File Family Benefits Program Consultant and Project Files Employee Travel Payment Files
<b>Work-Life Services Employee Assistance Program</b>	Routine Administrative Policies & Procedures LMC Policy Files LMC Project Files EAP Consent for Release of Information Forms Employee Travel Payment Files
<b>Security Services Unit Labor-Management Committee</b>	SSU LMC Policy Files SSU LMC Program Files Employee Travel Payment Files
<b>United University Professions Labor-Management Committee</b>	UUP LMC Policy Files UUP LMC Project Files UUP LMC Daybook Files