New York State Department of Labor

Subject Matter List

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www.labor.ny.gov

For more information about the Freedom of Information Law and the public’s right to access government records, please visit the website of the Committee on Open Government at:
http://www.dos.ny.gov/coog/index.html
Administrative Adjudications
1. Hearing Files
2. Compliance Conference Schedules
3. Freedom of Information Law Requests Appeals
4. Ethics Opinions Issued
5. Annual Reports to the Commission on Public Integrity

Administrative Finance
1. Department Procurement Documentation
2. Federal Grant Packages
3. Quarterly Program Projections
4. Federal & State Budget Analysis
5. Monthly and quarterly financial reports and Documents
6. Inter-Agency Memorandums of Understanding and Agreements
7. State Certificates of Authority
8. Leases
9. Billings
10. NYS DOL Employee Payroll information

Commissioner’s Office
1. Commissioner’s Invitations
2. Commissioner’s Daybook
3. Miscellaneous Administration Files

Communications
1. Press Releases
2. Publications
3. PowerPoint Presentations
4. Forms
5. Newsletters
6. Speeches/Testimony
7. Graphics Design
8. Social Media Information

Counsel’s Office
1. Administrative Appeal Hearing and Settlement Files
2. Freedom of Information Law Requests
3. Unemployment Insurance Information Requests
4. Employee Discrimination Files
5. Pre-2010 Legal Opinions¹ (available on DOL website)
6. Record Retention Schedules
7. Legislation
8. Legislative Inquiries
9. Litigation Files

¹ In order to provide consistent, meaningful, and comprehensive guidance and compliance assistance to the broadest number of employers and employees, the Department of Labor stopped issuing opinions on a case-by-case basis in 2010.
10. Contracts and Memorandums of Understanding
11. Regulations and Rulemaking Files
12. Subpoenas

**Division of Equal Opportunity Development**
1. NYS DOL Employee Discrimination Complaints and Investigation Files
2. Americans with Disabilities Act (ADA) Information
3. Compliance Reviews/Audits/Reports
4. EEO Technical Advisories

**Division of Employment and Workforce Solutions (DEWS)**
1. Memoranda of Understanding
2. Voter Registration Forms
3. One-Stop Operating System (OSOS) records
4. Re-Employment Operating System (REOS)
5. Program Monitoring
6. Requests for Proposals
7. Contracts
8. Grant Applications
9. Performance and Fiscal Reporting
10. State Workforce Investment Board
11. Apprenticeship Training and Compliance
12. Information System Administration
13. WIA Grievance Process
14. National Work Readiness Credential
15. Worker Adjustment and Retraining Notification Act (WARN) – State and Federal
16. Local and Regional Workforce Plans
17. One-Stop Operator Agreements
18. Training Materials
19. Work Opportunity Tax Credit Files

**Division of Immigrant Policies and Affairs (DIPA)**
1. DIPA Research and Reports
2. DIPA Administrative Files
3. DIPA Operations Manuals
4. State Monitor Advocate Files
5. Farm Worker Services
6. Language Access
7. Outreach Materials
8. Intake – Complaints
9. Human Trafficking
10. U-Visa Application Information

**Division of Safety and Health (DOSH)**
1. Asbestos Control Bureau Complaint Inspection Files
2. Asbestos Project Notifications (available on website)
3. Boiler Safety Unit Inspection Files
4. Engineering Services Unit Variances Applications
5. Scaffold Inspections
6. Industry Inspection Bureau Case Files
7. Industry Accident and Incident Reports
8. Mine Safety and Health Administration (MSHA) Training Requests and Lesson Plans
9. Mold Program Applications and Licenses
10. On-Site Consultation Case Files
11. Licensing and Certification of Asbestos Contractors
12. Licensing and Certification of Explosive Applications and Permits
13. Workplace Violence Prevention
14. Occupational Safety and Health Training and Education
15. Hazard Abatement Board Files
16. Public Employee Safety and Health (PESH) Inspection Case Files
17. PESH Consultation Case Files
18. PESH Discrimination Investigation Case Files
19. PESH Administration and Training Files

**Office of Employee Relations**
1. Arbitration Files
2. Discipline Files
3. EAP Committees and Program Files
4. Grievance Files
5. Human Rights Complaint Files (pertaining to Employee Relations actions)
6. Improper Practice Files
7. Employee Relations Litigation Files
8. Section 72 and 73 Litigation Files
9. Union Labor Management Meeting Files

**Division of Labor Standards**
1. Wage and Hour Investigation Files
2. License, Permit, and Certification Application Files
3. Investigator Operations Manuals
4. Certifications of Exemption from Wage Order Coverage
5. Statements of Non-profit-making Institutions
6. Collection Files

**Office of Special Investigations**
1. Case Investigation Files
2. Complaint Files
3. Prosecution Files
4. Unusual Incident Reports
5. New York City Prosecution Restitution Files
6. DMV records access logs
7. Employee Misclassification Files
8. Workplace Violence Prevention Reports
9. Contract Audit Unit Investigation Files
Personnel Office
1. DOL Employee Lists
2. DOL Employee Personal History Folders
3. DOL Employee Medical and Workers’ Compensation Files
4. DOL Employee NYS Retirement System Information
5. Job Classification Files
6. Job Vacancy Files
7. Exam Files
8. Organizational Charts
9. Civil Service Information
10. Labor Relations Information
11. Attendance Records
12. Labor Relations Information
13. Collective Bargaining Files
14. Benefit Information Files
15. Employee Manual
17. Safety and Health Logs

Public Work Bureau
1. Investigation Case Files
2. Union Collective Bargaining Agreements
3. Investigator Manuals
4. Determinations and Orders
5. Regulation Updates

Research and Statistics
1. Labor Market Information
2. Unemployment Insurance Statistics
3. ETA – Employment and Training Administration Reporting
4. Workforce Information Statistics

Unemployment Insurance
1. State Agency Correspondence
2. Legislature Correspondence
3. Appeals and Hearings
4. Division Quarterly Report
5. Vendor Contracts
6. Administration of Benefit Files
7. Claimant and Employer Correspondence

2 The New York State Department of Labor’s Personnel Office only maintains employment records related to its employees.

3 The confidentiality of Unemployment Insurance (UI) information is governed by NY Labor Law § 537 which specifically provides what UI information shall be used for and the requirements that must be met for its release. It also contains criminal penalties for the improper release of UI information and records.