

**New York State Higher Education Services Corporation  
Subject Matter List**

Pursuant to Public Officers Law § 87(3)(c)

- Agency Annual Reports
- Agency Budget Requests
- Audio Recordings of Customer Service Calls
- Audits – Internal and External
- Board of Trustees
  - Agendas
  - Attendance Records
  - Audit Committee Reports
  - Minutes (including voting records)
  - Recordings
  - Resolutions
- Briefing Documents
- By-Laws of the Higher Education Services Corporation
- Call Center Records
- Correspondence
- Disaster Preparedness and Recovery Plans
- Equipment and Supply Inventories
- Ethics
  - Outside Activity Approval Requests
  - Training Records
- Finance
  - Accounts Payable
  - Accounts Receivable
  - Bank Statements
  - Budget Reports
  - Cancelled Checks/Bank Reconciliations
  - Contracts and MOUs
  - Deposit Slips and Reports
  - General Ledger and Investment Data
  - Procurement Documents
  - Travel Records
  - Vouchers
  - Warrants/Receipts
- Freedom of Information Law (“FOIL”)
- General Subject Files
- Grants and Scholarships
  - Loan Forgiveness Program Documentation
  - Rosters
  - Scholarship-Related Documentation
  - Tuition Assistance Program (“TAP”) Audit Information

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- TAP School and Award Data and Documentation
- Human Resources
  - Canvass Letters
  - Civil Service Lists
  - Disciplinary Proceedings
  - Employee Suggestions
  - Internal and External Complaint Records
  - Labor-Management Process Records
  - Labor Relations
  - Personal History Files
  - Personnel Records
  - Reasonable Accommodation Reports
  - Reasonable Accommodation Requests and Determinations
  - Training
  - Workers Compensation Records
- Information Security
- Internal Control Certifications
- Internal Control Filings
- Legislative
  - Article VII Proposals
  - Departmental Bills and Memos
- Litigation-Related Material
- Loans
  - Bankruptcy
  - Federal Family Education Program Guaranty Agency-Related Records
  - Guarantee Agency Financial Report
  - Microfilm (Default Loan Finance)
  - Paid in Full Lists
  - Promissory Notes
  - Purchase/Accounts Payable Records
  - Transaction Folders – Student Loan Adjustments
- Major Administrative and Operational Plans
- Major Administrative Policies and Procedures
- Manuals
- New York’s 529 College Savings Plan
  - Contractual and Legal Documents
- New York’s Gaining Early Awareness and Readiness for Undergraduate Program (GEARUP)
  - Annual Reports
  - Training Materials
- New York State Budget Documentation
- Personal Privacy Protection Law

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- Policy Documents
- Presentations
- Press Releases
- Procedures
- Program Development Files – Historic
- Program Evaluation and Reporting
  - Graduation Records for Grant and Scholarship Recipients
  - Student Enrollment Records for Grant and Scholarship Recipients
  - Tuition Assistance Program (“TAP”) Difference Reports
  - TAP Performance Reports
  - Wage Data for Grant and Scholarship Recipients
- Program Files
- Public Outreach Activities
- Publications
- Record Retention and Disposition
- Reports of Major Administrative Studies
- Risk Management
- State Administrative Procedure Act (“SAPA”)
  - Regulations
  - Rulemaking Documents
- Subject and Correspondence Documents
- Website