



STATE OF NEW YORK
OFFICE OF THE INSPECTOR GENERAL
OFFICE OF THE WELFARE INSPECTOR GENERAL
OFFICE OF THE WORKERS' COMPENSATION FRAUD INSPECTOR GENERAL

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OFFICE OF THE STATE INSPECTOR GENERAL
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FREEDOM OF INFORMATION LAW SUBJECT MATTER LIST
(Updated 2.20.2020)

A. Investigative Records

1. Complaint records, including written complaints and supporting documentation; completed complaint forms; documentation of assignment of complaints to investigative teams.
2. Case Activity Reports of investigative steps taken; case worksheets; intra-agency communications; investigator notes; audio recordings and transcripts of interviews; subpoenas and subpoena responses; evidence forms; investigative plans.
3. Protected information related to the application for, or receipt of, public assistance benefits including Family Assistance, Safety Net Assistance, Supplemental Nutrition Assistance Benefits (SNAP), Medicaid, Supplemental Security Income (SSI), and Unemployment Insurance Benefits, maintained in and/or obtained from the following entities: New York State Office of Temporary and Disability Assistance, New York State Department of Health, United States Department of Agriculture, Social Security Administration, and New York State Department of Labor.
4. Criminal, employment, and other background data on subjects.
5. Index of subjects, complainants, witnesses.
6. Inter-agency and third-party communications, including referrals to agencies, prosecutors, and other entities.

7. Program reviews of local departments of social services.
8. Investigative reports of other agencies.
9. Final reports of investigations and agency responses.
10. Workers' Compensation Case Files.
11. Annual reports of the Office of the Workers' Compensation Fraud Inspector General.
12. Quarterly and annual reports of the Office of the Welfare Inspector General.
13. Background check materials.

B. Administrative Records

1. Policy and procedure manual.
2. Budget request and spending plan documents.
3. Purchasing records, including spending requests; requisitions and purchase orders; procurement card expenditure documentation.
4. Staff members' travel expense records.
5. Personnel files.
6. FOIL request and appeal records.
7. Litigation records.
8. Vehicle usage records.
9. Mail and fax logs.
10. Training records, including training of State Inspector General, Welfare Inspector General, and Workers' Compensation Inspector General staff members, as well as training provided to outside entities.
11. Staff confirmation of financial disclosure statement submissions.
12. Internship program files.
13. Memoranda of understanding between the Office of the State Inspector General, the Office of the Welfare Inspector General, and/or the Office of the Workers' Compensation Fraud Inspector General and other New York State agencies.

The Committee on Open Government's web site is available at www.dos.ny.gov/coog/