



# Homeland Security and Emergency Services

## **PUBLIC ACCESS TO RECORDS SUBJECT MATTER LIST**

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**March 9, 2021**

For more information about the New York State Freedom of Information Law, please visit the [Committee on Open Government](#) (external link) website.

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## **I. RECORDS**

### **A. Fee Schedule**

A fee of \$0.25 per page (for photocopies of records) or the actual cost of reproducing the record may be applied to FOIL requests. The actual cost of producing a record may include an amount equal to the hourly salary attributed to the lowest paid employee who has the necessary skill required to prepare the requested record(s) and the actual cost of the storage devices or media provided to the person making the request.

### **B. Availability for Record Inspection and Copying**

Upon appointment, public records maintained by the Division of Homeland Security and Emergency Services (DHSES) are available for inspection or copying on weekdays (not including official state holidays) between the hours of 10:00 a.m. and 4:00 p.m. at the Harriman State Office Building Campus, 1220 Washington Avenue, Building 7A, Albany, New York 12226.

### **C. Records Location**

NYS Division of Homeland Security and Emergency Services  
1220 Washington Avenue  
Building 7A  
Albany, New York 12226

### **D. Contact Information**

Records Access Officer  
NYS Division of Homeland Security and Emergency Services  
1220 Washington Avenue  
Building 7A, Floor 7  
Albany, New York 12226

[DHSESFOIL@dhses.ny.gov](mailto:DHSESFOIL@dhses.ny.gov) 

### **E. DHSES Subject Matter List**

#### **1. Administration and Finance**

- Accounts Payable Files/Invoices
- Annual Budget Requests
- B-1184 Agency Spending Approvals
- Capital Bonding Documents
- Capital Project change order requests
- Contract Documentation
- Credit Card Applications
- Daily Health Screening Reports
- DHSES Operational Spending Plans
- Emergency Services Revolving Loan Program Files
- Employee Appointment Packages
- Fair Chance Hiring Metrics
- Fiscal Monitoring Files

- Federal Single Audit Files
- Grant Financial Files
- Grant Contract Files
- Internal Control Certification Files
- IT Service Request Records
- MOU Agreements
- Organizational Charts
- Payments made pursuant to Interagency Vouchers
- Payroll Reports
- Procurement Records
- Radiological Emergency Preparedness County Annual Budgets
- Travel Authorizations and Expense Reports

## **2. Legal**

- Ethics Compliance Materials
- Freedom of Information Law Requests, Responses, and Appeals
- Internal Investigative Matters
- Legal Memoranda
- Legislation
- Litigation Related Materials
- Rules and Regulations (DHSES)

## **3. Public Affairs**

- DHSES Press Releases
- DHSES Publications
- Social media
- News Media Clippings
- Photographs

## **4. Intergovernmental Affairs**

- Correspondence
- Legislation Related Materials

## **5. Policy and Program Development**

- County Emergency Preparedness Assessment Data and File
- DHSES Drone Program Plans, Policies, and Procedures
- DHSES Strategic Plan
- General Homeland Security Related Trends and Statistics
- Local Emergency Management Accreditation Program Files
- NYS Homeland Security Strategy

## **6. Recovery**

- Disaster specific correspondence (general/FEMA/applicant)
- Technical analysis working papers and engineering evaluations

- Recovery correspondence (Public Assistance, Hazard Mitigation, Individual Assistance, and Recovery Finance)
- Small Business Administration Program related correspondence
- Public Assistance Applicant's Handbooks (disaster specific)
- Recovery staff training materials
- Preliminary damages assessment documentation (event specific)
- Public Assistance equipment records
- Local Hazard Mitigation Plans created by municipalities and counties
- New York State Hazard Mitigation Plan
- Hazard Mitigation applications submitted under 5 FEMA grants programs:
  - Hazard Mitigation Grant Program (HMGP)
  - Pre-Disaster Mitigation (PDM Program)
  - Flood Mitigation Assistance (FMA) Program
  - Building Resilient Infrastructure and Communities (BRIC) program
- Administrative Plans (Hazard Mitigation and Public Assistance)
- Individual Assistance program grant applications
- State and Federal Program and Financial Reports
- State and Federal Audits and associated correspondence
- Accounts Payable/Receivables and Drawdown documentation
- Contracts and related correspondence
- Budget and Monitoring information
- EMAC Mission Agreements and Reimbursement documentation
- Employee Activity Reports and Payroll records

## **7. Asset Management**

- Administrative Records
- Facility Records
- Logistics Records
- Training Course Records

## **8. Counter Terrorism, Office of**

- Administration File
- Advisories File
- After Action Reports File
- Annual Reports File
- Annual Legislative Threat Briefing File
- Archive File
- Area Maritime Security Committee File
- Associations and Coalitions File
- Chemical Project File
- CI Sectors File
- COOP Planning File
- Contracts File
- Correspondence File
- Cyber Security File (OCT-CI)
- Cyber Incident Response Team File

- Emergency Management File
- Energy Project File
- EVAP Project File
- Homeland Security Grant Program Files
- Human Resources Position/Descriptions File
- Information Sharing File
- Intel File
- Internal Control File
- Laws/Legislation File
- Modeling File
- Monthly Reports File
- National Infrastructure Protection Plan File
- NY Secure File
- Operation Safeguard File
- Outside Agencies File
- Pipeline Project File
- Protected Critical Infrastructure Information (PCII) File
- Public Safety Unit File
- Publications/Reports/Surveys (Target Capability and Program Management)
- Quarterly Program Reports
- Regional Catastrophic Planning Team File
- Risk Analysis File
- Risk Assessment Tools File
- Risk Management File
- Red Teams File
- Safe Schools File
- Security Clearance File
- Site Security Reviews File
- Special Projects File
- State and Federal Homeland Security Funding Files
- Training File
- Trip Reports File
- U.S. DHS File
- Vehicle Barrier Ramming File
- Water Project File
- White Papers File
- Winter University Games File
- Workgroups & Committees File

## **9. Emergency Management, Office of**

- General Correspondence
- State Comprehensive Emergency Management Plan (CEMP): All-hazards, state-level, multiagency emergency response plans
- Local (county-level) comprehensive emergency management plans
- Tier II chemical inventory information
- Copies of local state of emergency declarations and emergency orders
- State disaster emergency executive orders
- NYS Radiological Emergency Preparedness Plan for Commercial Power Plants (available on OEM website)
- Indian Point Power Plant Emergency Radiological Plans

- James A. Fitzpatrick Power Plant Emergency Radiological Plans
- Nine Mile Power Plant Emergency Radiological Plans
- Knolls Atomic Training Plant Emergency information (U.S. Navy)
- Emergency Planning Zone and Ingestion Pathway Exercise Books
- Radiological Emergency Plans for:
  - Oswego County
  - Monroe County
  - Wayne County
  - Westchester County
  - Putnam County
  - Orange County
  - Rockland County
 (note: most up-to-date versions in possession of counties)
- Records of training courses conducted / coordinated by the NYS Office of Emergency Management Training and Exercise Section, including student rosters, student registrations, course completion status where required, instructor records, and payment records.
- FEMA General Admissions Applications to attend FEMA offered training at the Emergency Management Institute
- Records of exercises (developed by the SOEM Training and Exercise Section or which are reported to the SOEM Training and Exercise Section by other state, county, or local agencies)
- Equipment Loan Requests
- Donations received by NYS during a catastrophic incident
- Incident Records:
  - NY Responds Tickets
  - Situation Reports
  - Incident Action Plans
  - Email Communications
  - Operations Briefings
- Operational Plans for FERC Regulated Dams
- NYS Watch Center and State Emergency Operations Center Documentation:
  - Policies
  - Procedures

\*\* Please note: NYS Office of Emergency Management is not affiliated with county/local 911. Therefore, NYSOEM DOES NOT maintain or have access to 911 tapes or transcripts. For this information, please contact the appropriate regional 911 center or local police department. \*\*

## **10. Fire Prevention and Control, Office of**

- Curricula for OFPC Fire Training Programs
- General correspondence and activity reports
- Fire investigation technical assistance reports
- Arson laboratory improvement program records
- Arson control plans promulgated by each county and the City of New York
- Burn injury reports submitted by health care facilities and physicians; tabular and statistical information on reported incidents compiled for analysis and lists of municipal authorities notified of reported burn injuries
- Records of certifications of firefighters meeting the training standards established by the State Fire Administrator

- Records of firefighting training programs meeting the standards established by the State Fire Administrator
- Fire inspection reports, including notices of violations of the Uniform Fire Prevention and Building Code, orders to comply and enforcement actions for colleges and universities, state office buildings and other State facilities and facilities regulated by state agencies
- New York State Fire Mobilization and Mutual Aid Plan, including fire service resource information, communications information, activations, and county fire mutual aid plans and county hazardous materials plans, county technical rescue plans, and accreditation for hazardous materials and technical rescue teams.
- Fire and other emergency incident information reported by fire departments and tabular and statistical information on reported incidents compiled for analysis.
- Printing and publication records
- Fire training course records including: proposed schedules, instructor records and student enrollment cards
- Training records of firefighters who have completed state fire training courses
- Arson criminal history check results for opted out counties
- Purchasing records
- State vehicle and (mobile) special purpose utilization reports
- Internal Controls
- Policy and procedures
- Fallen Firefighters Memorial nominations packages and Fallen Firefighters Memorial Selection Committee and Fallen Firefighters Memorial Appeals Committee records
- Records of Certifications of Firefighters meeting national fire service professional qualifications standards
- Sparking Devices records (notice of fires/explosions and list of registered vendors)
- Wild Animal and Dangerous dogs list
- Volunteer Firefighter Recruitment and Retention Grant Program Grantees list
- Volunteer Firefighter Enhanced Cancer Benefits Claims Info
- Fire Safe Cigarettes Certifications
- Unmanned Aircraft System (UAS) records, including:
  - UAS Pilot Certifications
  - FAA Registration Certificates
  - Mission Reports
  - Flight Logs
  - Emergency Certificates of Waiver or Authorization (eCOA)
  - Imaging

## **11. Interoperable and Emergency Communication, Office of**

- Agency and local technical information
- Annual Reports
- Broadband program records
- Canadian frequency coordination issues
- Comments to the Federal Communications Commission (FCC)
- Communication Assets Survey and Mapping Tool (CASM) administrative paperwork
- Communications Unit Leader classroom documents, evaluations
- Correspondence with and for the Executive office
- Correspondence with Federal agencies and entities
- Correspondence with Vendors
- County interoperable communications needs assessments
- E-mail messages



- Equipment Manuals
- FCC Regional Planning Committees plans, documents, opinions, meeting notes
- Federal rules, legislation, and guidance
- First Responder Network Authority (FirstNet) administrative paperwork and documents
- Frequency/spectrum management records
- General Administrative records
- General correspondence
- Generic Environmental Impact Statements (GEIS)
- Interoperable Emergency Communications Grant Program (IECGP) historical documents
- Incoming mail log
- Interoperable Communications engineering plans
- Inventory of communications vehicles and test equipment
- Inventory records
- IT requests
- Legislation regarding OIEC
- Licensing documents
- Maps
- Mutualink correspondence, agreements, administrative paperwork, and documents
- Narrow banding documents
- National Emergency Communication Plan (NECP) Goal 2 reports and correspondence
- Next Generation 911 administrative paperwork and documents
- NYS Interoperability Symposium historical documents
- OEM Radio Network Information
- OIEC Briefing Book
- OIEC website documents
- Outreach documents
- P-25 reviews and articles
- Presentation materials
- Public Safety Answering Points (PSAP) Grant historical documents, RFA, applications, and scoring sheets
- Radio Amateur Civil Emergency Service (RACES) historical documents
- Rapid Application Mobile Emergency Response (RAMER) vehicle historical documents, service documents and usage documents.
- Records of NIMS certifications for Communications Unit Leader (COML) trained personnel
- Statewide Communications Interoperability Plan (SCIP) (current year) plus historical documents
- Statewide Interoperable Communications Grant RFA, applications, scoring sheets
- Statewide Interoperable Communications Governance Board documents
- Statewide Interoperable Executive Committee (SIEC) historical documents
- Statewide Points of Contact for outreach purposes
- Status Reports
- Strategic Technology Reserve (STR) historical documents, reports, invoices, records
- Statewide Wireless Network (SWN) historical documents
- Tactical Interoperable Communications Plans (TICPs)
- Technical Standards
- Tower sites documents and photographs
- Travel requests, authorizations, and vouchers
- Urban Area Strategic Initiative (UASI) historical documents