



Homeland Security and Emergency Services

FREEDOM OF INFORMATION LAW SUBJECT MATTER LIST

May 14, 2025

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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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 or the DHSES facility closest to the requesting party.

C. Contact Information

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

DHSESFOIL@dhses.ny.gov 

D. DHSES Subject Matter List

1. Administration and Finance

- Accounts payable files/invoices
- Annual budget requests
- Annual appropriation amounts
- B-1184 agency spending approvals
- Capital bonding documents
- Capital project change order requests
- Capital project listings and funding requests
- Contract documentation
- Credit card applications
- DHSES operational spending plans
- Emergency services revolving loan program files
- Employee appointment packages
- Employment records
- Fair chance hiring metrics
- Fiscal monitoring files
- Fleet vehicle/asset data
- Federal single audit files
- Grant financial files
- Grant contract files
- Intern/volunteer records
- Internal control 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 and plans
- Standby/on-call rosters
- Telecommuting program applications and evaluations
- Travel authorizations and expense reports

2. Counter Terrorism, Office of

- Critical Infrastructure Protection Unit
 - Critical infrastructure sector project files, including:
 - Chemical project files

- Energy project files
 - Pipeline project files
 - Water project files
- Critical infrastructure sector intelligence files
- Critical infrastructure risk analysis and assessment files
- Counterintelligence program files
- Cybersecurity assessments, reviews
- Deployable vehicle barrier records
- Enhanced visual assessment program files
- Industrial control systems and operational technology program files
- Protected critical infrastructure information (PCII) files
- Cyber Incident Response Team (CIRT)
 - Policy and general executive advisement documents
 - CIRT services (risk assessments, phishing campaigns, capability workshops, tabletop exercises, penetration test)
 - Service agreements
 - Customer personnel lists
 - Customer plans & policies
 - Customer technical information
 - Inventory, system designs, and vulnerability information
 - Project management documents, workpapers, and drafts
 - Reports and presentations
 - Cyber incident response
 - Working documents for remediation
 - Forensic artifacts (system images, logs)
 - Cyber shared services
 - Agreements
 - Deployment tracking documents
 - CIRT external presentations
 - Tracking document and slide decks
 - Cyber threat intelligence briefings
 - End of year reports
 - Customer lists and contact information
- Domestic Terrorism Prevention Unit (DTPU) files
 - Quarterly Threat Assessment and Management (TAM) team reporting files
 - County TAM team operation and intake data
 - Domestic terrorism prevention grant program files
 - Grant information and grant data
 - County domestic terrorism prevention plan files
 - Working session documents
 - County plan documents
 - County plan scoring and rubric documents
 - Executive task files
 - Ad hoc and special request documents
 - Policy and general executive advisement documents
 - DTPU external presentation files
 - Presentations and briefs externally delivered
 - DTPU external products and deliverable files
 - Physical products externally delivered
 - DTPU contacts and distribution lists files
 - DTPU hosted and organized event files

- Event planning documents
 - Event logistic documents
 - Event coordination documents
 - Materials and products
 - DTPU training and exercise files
 - National threat evaluation and reporting course documents
 - Curriculum and exercise development files
- Public Safety Unit
 - Bomb-making materials awareness program
 - Bomb squad programs
 - Counter terrorism zones
 - CrossFIRE
 - Enhanced security guard training program
 - Explosive detection canine program and canine assets
 - Intelligence liaison officer program
 - Intelligence products
 - Internal databases
 - Internal administrative records
 - Law enforcement survival kits
 - Safeguard New York
 - Northern border security programs – land and maritime
 - Operation Safeguard
 - Outreach efforts and events
 - Public safety unit program records, templates and working files
 - Public safety unit trainings and presentations
 - Radiological interdiction program
 - Red team program
 - Tactical team programs
 - Transit security programs
 - Video surveillance access database

3. 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
- County emergency preparedness assessment data and files
- Local emergency management accreditation program files
- 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

4. External Affairs

- Public Information
 - DHSES press releases
 - DHSES publications
 - Social media
 - News media clippings
 - Photographs
- Intergovernmental Affairs
 - Correspondence
 - Legislation related materials

5. 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, student enrollment cards, student injury and illness reports
- Training records of firefighters who have completed state fire training courses
- Arson criminal history check results for opted out counties
- State vehicle and (mobile) special purpose utilization reports
- 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
- Sparkling 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
- New York State Fire Training Stipend Program records, including fire department endorsement of membership forms and annual reports of fire department demographics
- 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

6. Interoperable and Emergency Communications, Office of

- Agency and local technical information
- Annual reports (SIEC Board)
- 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
- County interoperable communications needs assessments
- Equipment manuals
- FCC Regional Planning Committees plans, documents, opinions, meeting notes
- First Responder Network Authority (FirstNet) administrative paperwork and documents

- Frequency/spectrum management records
- General correspondence, mail
- Generic Environmental Impact Statements (GEIS)
- Interoperable Emergency Communications Grant Program (IECGP) historical documents
- Interoperable communications engineering plans
- Inventory of communications vehicles and test equipment
- Inventory records
- FCC licensing documents
- Maps (Interoperable communications consortiums, interoperability channel capabilities)
- Mutualink technical implementation and administration documentation
- 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
- Outreach documents
- P-25 reviews and articles
- Presentation materials
- 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 version) plus historical documents
- Statewide Interoperable Communications Governance Board documents
- Statewide Interoperable Executive Committee (SIEC) historical documents
- Statewide points of contact for outreach purposes
- Status reports for OIEC field response and interoperable communications consortium quarterly updates
- Strategic Technology Reserve (STR) historical documents, reports, invoices, records
- Statewide Wireless Network (SWN) historical documents
- Tactical Interoperable Communications Plans (TICPs)
- Technical standards (communications guidelines)
- Tower sites documents and photographs

7. Legal

- Ethics compliance materials
- Freedom of Information Law (FOIL) requests, responses, and appeals
- Internal investigative matters
- Legal memoranda
- Legislation related materials
- Litigation related materials
- DHSES rules and regulations

8. Policy and Program Development

- DHSES drone program plans, polices, and procedures
- DHSES Strategic Plan

- General homeland security related trends and statistics
- NYS Homeland Security Strategy

9. 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 7 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
 - FMA Swift Current Program
 - Revolving Loan Fund (RLF) Program
- Administrative plans (Hazard Mitigation and Public Assistance)
- State and federal program and financial reports, including Quarterly Performance Reports (QPRs)
- 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
- Disaster case management program information

10. State Preparedness Training Center

- Administrative records
- Facility records
- Logistics records
- Training course records

** Please note: DHSES does not have a statewide database of 911 tapes, transcripts, or associated 911 call records. For this information, please contact the appropriate regional 911 center or local police department. **

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