

Nassau BOCES Subject Matter List

Nassau BOCES subject matter list provides a reference of subjects or file categories under which records are maintained by the system. This list is not a compilation of every record used by the system to conduct daily business functions.

Not all records listed here are publicly available under the Freedom of Information Law (FOIL). Under FOIL, certain records are exempt from disclosure. For example, the system may deny access to certain records if such disclosure would constitute an unwarranted invasion of personal privacy of members and employees.

Pursuant to New York Public Officers Law § 87(3) (c), Nassau BOCES is required to maintain a reasonably detailed current list by subject matter of all records in its possession. This list must be posted on Nassau BOCES' website. For purposes of meeting this mandate, Nassau BOCES has the following records in its possession:

Record Titles:

- Administrative files
- Audit reports
- Board minutes and agendas
- Board policy manual
- Administrative Regulations
- Employee Handbook
- Union contracts
- Agency annual reports
- Agency budget
- Equipment and Supply inventories
- Financials
 - Accounts Payable
 - Accounts Receivable
 - Travel records
- Fire Code Compliance records.
- Fire Safety Program records

Human Resource Records

- Attendance records time sheets
- Affirmative Action Grievance files, Program Report files, Plans and Procedures
- Arbitrations

- Benefits and Health Insurance Administration
- Civil Service Lists, Canvass Letters, Responses, Resumes
- Disciplinary
- Labor Relations
- Payroll Processing and related forms
- Training
- Workers Compensation files

Information Technology

- Help Desk
- Systems Documentation (software)
- Systems User Access records
- Website

Press releases

Program files

Publications

Maintenance agreements

Space planning

Building Admittance and Visitor Logs

Incident and Investigation records

FOIL requests and appeals