

For more information regarding this list, contact the [Committee on Open Government](#).

NIAGARA FRONTIER TRANSPORTATION AUTHORITY
SUBJECT MATTER LIST*
October 2017

AIRPORT

Operation certification records
Airport security and safety records
Tenant legal and reference files
Incident or accident reports
Airline/airport schedule and usage records
Fuel, de-icer or other chemical storage and dispensing records
Noise study
Accreditation records for airport personnel

ATTORNEY OR COUNSEL

Legal case files including, but not limited to, notice of claims, attorney and investigator activity logs, complaints, police reports, court orders, motions, subpoenas, notes, briefs, releases and closing sheets.

- Significant cases which have importance or which set legal precedents
- Routine cases
- Historical significance cases

Legal brief file
Legal case log
Legal case index

BUDGET

Budget preparation file
Annual budget
Budget hearing and review files
Preliminary or tentative budget
Budget status report

DISASTER PREPAREDNESS

Disaster preparedness or crisis relocation records
Disaster response and damage files

ENVIRONMENTAL HEALTH

Environmental disturbance permit file
Property acquisition or regulation file
Spill, release or investigation records
Sanitary code violation records
Records of minor repairs, enlargements or cleaning
Informational copies of reports and studies
Environmental quality review records
Air contamination permits files
Permit files for construction, operation and maintenance
Detailed construction specifications and other supplementary documentation
Charts, graphs and similar records
Hazardous waste site identification records

Permits, approvals:

- Approval necessary for connection to public water supply or waste-water disposal system
- Water quality certification which affects federally navigable waters
- Permit for use of solid waste management facility by business or resident of municipality
- Permit files for fluoridation plan, backflow prevention devices, fire pump chlorinators, distribution of bottled or bulk water, or for interconnecting water systems.

Reports and studies

- Annual reports, final reports, special studies and detailed reports, including facility inspection reports, reports on watershed rules and rules violations, environmental facility monitoring, overall operational reports and reports of emergencies

Reports

- Operational report for fire pump chlorinator, backflow prevention device or fluoridation process
- Hazardous waste disposal records
- Recycling marketing records
- Recycling waste collection records
- Natural resource inventory
- Environmental quality review records

Capital construction or public improvement project file

Permit or registration files for construction, operation and maintenance

Log or equivalent record containing information such as changes in pressure and level, proportion of chemicals present, operational changes, problems and emergencies, and personal observations

Charts, graphs and similar records of pumpage, flow, pressure, emissions, temperature, levels of chemicals and related information

Operator qualifications records

Reports, studies or data queries

Alarm, problem and emergency records

EXECUTIVE, MANAGER, AND/OR ADMINISTRATOR

Executive, Manager or Administrator's office files

EQUIPMENT, VEHICLES & SUPPLIES

Maintenance, testing, service, operational and repair records for equipment and vehicles

- Cumulative summary records for vehicles and equipment
- Individual reports when posted to cumulated summary records
- Repair, installation, maintenance or similar record, including, but not limited to, request for service, work order, record of work done and summary or log of service performed
- Individual reports when not posted to cumulated summary records
- Logs and similar records
- Specifications, warranties and descriptive information received from vendors for vehicles and equipment
- Vehicle usage records including schedules and trip logs
- Consumption and dispensing records for fuel, oil and similar products used by publicly owned vehicles and equipment
- Requests for services and supplies including stockroom supplies, forms and publications, duplication, or use of any vehicle or equipment:
 - When a chargeback or fee is involved
 - When no chargeback or fee is involved

Petroleum bulk storage records
Hazardous waste generation records
Building rehabilitation and reconstruction project files
Video and/or audio on revenue generating vehicles

FISCAL

Audit

Report of audit of financial affairs
Audit background documentation
Audit hearing or review file

Banking and Investment

Banking communications
Canceled checks (including payroll checks)
Copy of check or check stub
Depository agreement
Checking account statements
Time deposit account statements
Money Market account statements
Deposit slips

Bonds and Notes

Bond issue preparation files
Transcripts of legal proceedings
Periodic reports and similar records

General Accounting and Miscellaneous

General ledger
Subsidiary ledger
Journal
Accounting register
Cash transaction records
Fare collection records
Daily cash records
Past due account fiscal records and summaries
Notice of encumbrances
Intermediary fiscal record of receipts and disbursements
Billing records covering services provided
Bill of sale
Tax exemption records
Master summary records of grants
Detailed records of grants
Credit card records
Daily, weekly, monthly, quarterly or other periodic fiscal reports
Annual or final fiscal reports
Verification of travel expenses

GENERAL

Official minutes and hearing proceedings
Video and/or audio including public or other meetings of governing board or committees thereof
Agendas, background materials and other records used at meetings of governing body or board or agency, commission or committee thereof
Legal agreements including contracts, leases, and releases

Policies and Procedures standards documenting significant policies or decisions containing legal, fiscal or administrative information

Official publication, including newsletter, press release, published report, bulletin, homepage or other website file, educational or informational program material

Special project or program files

Internal investigation or non-fiscal audit records

Daily, weekly, monthly, quarterly or other periodic internal or external report, summary, review, evaluation, log, list, statement or statistics

Annual, special or final report, summary, review or evaluation

Report of incident of theft, arson, vandalism, property damage or similar occurrence

Guide, listing, index or other finding aid to archival records

Subject matter list of record holdings of state government

Listing of officers and employees

Register or list of applicants seeking access to public records

Freedom of Information Law Request file

Grant program files

- Planning Documents related to the distribution of grant funds (short-term/long-term)
- Application Packages (Includes all supporting documentation for grant funding projects).
- Grant Agreements/Contracts
- Internal or external reports (quarterly and/or annually)
- Grant Closeout Documentation

HUMAN RIGHTS/ECONOMIC OPPORTUNITY

Individual complaint or problem case file

Summary record for individual case and/or master summary record of all cases

Periodic statistical or narrative activity or progress reports

INSURANCE/SELF-INSURANCE

- Insurance policies and supporting application documentation
- Certificates of Insurance
- Claim Files
- Property carrier risk records
- NFTA Non-revenue vehicle information

MISCELLANEOUS

Statutory Federal and State Lobbying Reports

PAYROLL

Payroll, including information on gross and net pay, base pay, taxes and other deductions

Payroll report when needed for an audit or other fiscal purposes

Payroll distribution breakdown record

Summary record of employees' payroll changes

Employees' time cards, sheets or books

Record of employee absences or accruals

Record of assignments, attachments and garnishments of employee's salary

Employee request for and/or authorization given to employee to use sick, vacation, personal or other leave, or to work overtime

Employees' voluntary payroll deduction request form

Schedule or other notification from issuing bank

Employees' personal earnings record

Quarterly or other periodic report of wages paid
Payroll report submitted to New York State Employee's Retirement System
Employer's copy of Annual Federal Tax Return (Form 940), Quarterly Federal Tax Return (Form 941E) and Continuation Sheets (Form 941a), Notice of Tax Return Due (Form TY 14), or equivalent forms
Employer's copy of U.S. Information Return for Calendar Year (Form 1099), Withholding Tax Statement (Form W-2) or Transmittal of Wages and Tax Statements (Form W-3), or equivalent forms
Employees' Withholding Exemption Certificate (Form W-4)
Employer's copy of New York State income tax records
Direct deposit records
Employees' declaration of intention to decline membership or participation in retirement system of benefit plan

PERSONNEL

Master summary records from personnel case file, including, but not limited to, age, dates of employment and job titles
Personnel case file materials, including, but not limited to, application for employment, resume, report of personnel change, evaluation, examination results, notice of resignation or termination, and correspondence
Investigative records and disciplinary proceedings
Employees' time records
Annual or other financial disclosure statements
Employee training history records
Administrative organization chart and related records
Identification card records
Equal employment opportunity report and related records
Health and life insurance records
Unemployment insurance records
Labor-management meeting records
Contract negotiations records
Job action records
Grievance records
Listing or roster of officials and/or employees
Log and summary of occupational injuries and illnesses
Employee injury record
Employee medical records
Notification of vacancy in office
Drivers' license review records for employees
Employee attestation of knowledge of code of ethics, staff policy manual or other official policies or procedures
Records documenting the specimen collection and testing process for alcohol and drug testing
Drivers' alcohol and controlled substance test results and related records
Documentation of other violations of alcohol or substance abuse rules
Staff training and evaluation records for drivers' alcohol and drug testing
Employment Eligibility Verification Form I-9
Employee Assistance Program records
Job classification records
Job postings and position duties statement
Personnel requisition
Application for employment

Recruitment, hiring, interview and selection records
Seniority list
Copy of all policies and procedures, including the documentation of the random selection process
Annual statistical and other reports regarding alcohol and controlled substance testing
Other records, including periodic reports and statistics and collection logbooks

PLANNING/ENGINEERING

Planning/Engineering Projects and Program files developed by/for agency

- Final reports and essential supporting information used to develop reports, including, but not limited to, maps, plans, technical memoranda and environmental impact studies
- Background material, including but not limited to notes, memos, worksheets and correspondence
- Discretionary planning review case files, including review of planning review cases, federal or other funded projects, environmental impact or similar studies, or other reviews, including but not limited to application, correspondence, copies of local planning/zoning records, maps, plans, sketches and supporting materials.

Project files for capital transportation improvements for structures, parking lots and garages and public transportation improvements:

- Feasibility studies, successful bids, plans, specifications and designs; project descriptions; in-progress and completion photographs, inspection reports; environmental impact statements; annual project statements; fiscal and other final reports, and significant correspondence.
- Supplementary documentation including applications for assistance, project budgets, memoranda, worksheets, routine correspondence, detailed construction specifications and inspection records.
- Unsuccessful bids

PUBLIC SAFETY/EMERGENCY SERVICES

Fire

Emergency call receipt and/or equipment dispatch record
Communications log
Vehicle readiness checklist
Record of equipment - public safety personnel
Incident attendance record
Ambulance run or pre-hospital care record
Emergency medical training records
Daily Log
Printout of fire department or district incidents
Reports on fire-fighting activity
Fire investigation records
Fire mutual aid plan
Fire hydrant records, including master record of hydrant locations
Alarm records
Hazardous materials location report or exemption
Training records for fire-fighting personnel, including records of course completed and course content Combine Emergency Medical, Structural Fire Fighting, ARFF Training, Hazards Materials training, Confined Space training, Auto Extrication training and any other training covered by the fore mentioned topics.
Confined Space locations.

Fire Protection Systems- Fire Alarm system- Maintenance and Inspection Reports; Sprinkler System- Maintenance and Inspection Reports.
Inspection and Testing records Per FAA standards for Foam and Dry Chemical.

Police

Incident data summary report, including blotter or equivalent record containing summary of department or station activities
Law enforcement reports, studies or data queries
Case investigation record
Personal information data file
Arrest information cumulative data file
Personal property record
Firearm licensing file
Records of issuance of firearms or other weapons to law enforcement personnel
Repair and maintenance records for firearms or other weapons used by law enforcement personnel
Record of stolen or missing firearms
Traffic and parking violation records
Vehicle accident case record
Vehicle history files
Individual's driving and accident records
Impounded or abandoned vehicle record
Vehicle towing records
Warrant execution and subpoena or summons service records
Escort service record
Emergency call receipt and/or equipment dispatch record
Communications log
Tape recording of communications
Vehicle readiness checklist
Training records for law-enforcement officers
Incident attendance record
Individual identification file including, but not limited to, fingerprint cards, photographs, record sheets from other agencies, arrest and disposition records, and miscellaneous reports
Vacant place check record
Missing person records
Child abuse or maltreatment reports
Prisoner case record
Order, report, or notice concerning vehicle operator's license or registration
Reports or other records of repossessed vehicles, not impounded by law enforcement

PUBLIC TRANSPORTATION SYSTEM

Maps, plans, schedules, diagrams of entire system and specific branches and routes providing information on stations, stops, dates of operation and times of arrival and departure
System operational records covering vehicle scheduling, passenger service and related subjects:

- Summary records, reports and statistics
- Records of original entry where information is posted to reports and other summary records such as passenger counts, tickets and stubs

Operational certification and review records relating to approval and inspection by NYSDOT:

- Operations review records
- Certificate of inspections and approval to operate

PURCHASING

Purchase orders
Purchase requisitions
Purchasing files
Performance guarantee or written warranty for products (bid RFP documents)
Purchase orders, bids, RFPs
Cancelled bids file
Minority and women-owned business files

REAL PROPERTY

Real property acquisition or sale file, copy of deed, copy of assessment, copy of site or plot plan, closing statement, memoranda and correspondence
Master summary record (book, log or register)
Official copy of sale or auction list, and notice or advertisement of sale of real property
Capital construction or public improvement project file; bids, specifications, contracts
Official plans, maps, designs, architectural drawings, and photographs
Inventory of real estate
Building and property history data file
Maintenance or building inspection records
Fire safety records
Right-of-way records including legal description, copies of deeds, maps and photographs.
Property Acquisition records documenting the acquisition of real property obtained for transportation related improvement projects including record of public hearing, findings and determinations, appraisal information, copies of court proceedings and correspondence
Public property sale or discard records (except real property), including description of property, bids or offers, and receipt of deed of gift

SAFETY

Toxic substance exposure records:

- List of toxic substances present at workplace
- Material safety data sheet or fact sheet
- Employee training records
- Safety and Security Plans
- Safety Performance records
- On-site safety inspection records
- Hazard Inspections and Logs
- Accident and Injury investigation records
- Regulatory inspection records
- Evacuation Drill records

* List is not all inclusive and is provided as a “reasonably detailed current list by subject matter, of all records in the possession of the agency, whether or not available under FOIL” in compliance with NY Public Officer’s Law Section 87(3)(c).