

## Subject Matter List

Pursuant to N.Y. Public Officers Law § 87.3 (c), each agency shall maintain ... a reasonably detailed current list by subject matter of all records in the possession of the agency, whether or not available under this article. Each agency shall update its subject matter list annually, and the date of the most recent update shall be conspicuously indicated on the list. Each state agency as defined in subdivision four of this section that maintains a website shall post its current list on its website and such posting shall be linked to the website of the committee on open government. Any such agency that does not maintain a website shall arrange to have its list posted on the website of the committee on open government.

List updated November 6, 2023

For more information regarding the Freedom of Information Law, please contact the Committee on Open Government at [www.dos.ny.gov/coog/](http://www.dos.ny.gov/coog/).

General Correspondence

### **EXECUTIVE OFFICE**

Office of the Executive Director

Executive Subject and Correspondence Files

Budget Development and Forecasting  
Freedom of Information Law Appeal Material

Secretary to the Commission

General Commission Action Material  
Meeting Minutes and Records  
Policies and Procedures

Office of Counsel

Administrative Hearings Material  
Litigation Material  
Rules and Regulations

## BUREAU OF RISK MANAGEMENT

Employee Ethics Records  
Contractor Compliance Monitoring Files  
Minority and Women-Owned Business Development Subject Files

### Office of Information Technology Services

Computer Security Incident Records  
Security Breach Notifications

### Office of Internal Control

Internal Control Audit Reports

### Office of Internal Audit

Internal Control Audit Work Papers  
Internal Control Audit Reports

## PUBLIC INFORMATION & ENGAGEMENT

### Office of Public Communications

Information Inquiries and Requests  
Annual Reports  
Freedom of Information Law (FOIL) Subject Matter and Employee Lists  
Report of Major Administrative Studies

Press Release/Publication Files

### Office of Veterinary Affairs

Equine Medical Director Advisories  
Equine Drug Testing  
Equine Health Research

## **DIVISION OF CHARITABLE GAMING**

### Bingo

Commercial Lessor, Applicant and Licensee Material  
Licensed Bingo Suppliers, Applicant and Licensee Material  
Organizations, Applicant and Authorized Records

Games of Chance

Commercial Lessor, Applicant and Licensee Material  
Licensed Games of Chance Suppliers, Applicant and Licensee Material  
Games of Chance Organizations, Applicant and Authorized Records

**DIVISION OF GAMING**

Commercial Casino

Casino Alcohol Material  
Compliance Reports  
Change Requests  
Internal Controls  
Promotion and Free Play Requests  
Sports Wager Requests

Indian Gaming

Casino Alcohol Material  
Compliance Reports

Interactive Fantasy Sports

Applications  
Compliance Matters  
Contest Request

Mobile Sports Wagering

Applications  
Compliance Matters  
Sport and Wager Request

Video Lottery Gaming

Change Requests  
Compliance Reports  
Internal Controls  
Promotion and Free Play Requests

**DIVISION OF LOTTERY**

Advertising  
Drawing Records  
Field Reports  
Game Development  
Hearing Materials  
Marketing Records  
Point of Sales Inventory  
Prize Payment Information  
Promotions  
Research  
Retailer Information  
Sales Records

## **DIVISION OF HORSE RACING AND PARI-MUTUEL WAGERING**

### Account Wagering

Applications  
Reports

### Harness and Thoroughbred Racetracks

Audit Records  
Capital Improvement Records  
Compliance Records  
Contracts  
Financial Reports  
Hearing Material  
License Applications  
Plan of Operation Material  
Promotions

### Regional Off-Track Betting Corporations

Audit Records  
Capital Improvement Records  
Compliance Records  
Contracts  
Financial Reports  
Hearing Material  
License Applications  
Plan of Operation Material  
Promotions

## **BUREAU OF ADMINISTRATION AND FINANCE**

### Administration

Affirmative Action Material  
Building Leases and Management  
Civil Service Administration  
Equipment Inventory  
Fleet Management  
Health Safety and Security Records  
Personnel Material  
Training

### Finance

Bank Statements  
Contract and Procurement Records  
Expenditures  
Financial Statements  
Investment Portfolio Materials  
Lapsed Prize Material  
Purchase Order and Voucher Material  
Revenue Materials

## **BUREAU OF LICENSING**

Enterprise License Application Material  
Facility License Application Material  
Lottery Agent Application Material  
Occupational License Application Material