June 3, 2021

New York State Committee on Open Government: http://www.dos.ny.gov/coog/

Introduction
In accordance with Public Officers Law §87(3)(c) and 21 NYCRR §1401.6, ORDA is required to maintain a “reasonably detailed current list by subject matter” of records in its possession, whether or not available pursuant to the FOIL. Pursuant to such authority, the following list includes the kinds of records maintained by ORDA and is presented in alphabetical order by subject matter. The following documents may or may not be available pursuant to FOIL.

Accident/Incident Reports
Acquisitions
Administration Files/Records
Administrative Guidelines
Agency Annual Reports
Audits – Internal and External
Billing and Rentals
Board
- Agendas/Materials
- Bylaws
- Minutes
- Names
- Resolutions
- Training History
- Webcasts
- Committee Membership
Environmental, Planning and Construction Records
- Architectural Designs/Plans
- Building Plans Specifications
- Contract Award Records
- Environmental Impact Statements
- Maps / Topographical maps
- Project Bid Submissions
- Project History
- Unit Management Plans
Concessionaire Information
Correspondence Documents
Economic Impact Reports
Equipment and Supply Inventories
Ethics Policies
Event Calendars
Event Information/History
Finance
- Accounts Payable
- Accounts Receivable
- Audited Financial Statements
- Balance Sheets
- Bank Statements
- Budget
- Budget Reports
- Cancelled Checks/Bank Reconciliations
- Check Requisitions
- Contracts and Leases
- Credit Card Reconciliations
- Deposit Slips and Reports
- Disbursement Records
- General Ledger and Investment Data
- Financial Records
- Fixed Asset Tracking
- Payroll and Associated Reports
- Profit and Loss Statements
- Purchase Orders
- Procurement Documents
- Procurement Policy
- Purchasing Documents
- Purchasing Policy
- Receipts/Invoices
- Sales Reports/Tracking
- Tax records
- Travel Records
- Vendor Lists
- Vouchers
- W-2’s
Human Resource Records
- AA / EEOC compliance
- Applications/Resumés
- Arbitrations
- Benefits and Health Insurance Administration
- Child Support Orders
- Compliance Posters
- Collective Bargaining Agreements
- Disciplinary Records
- Employee Assistance Program
- Garnishment Records
- Grievances
- Job Descriptions
- Job Postings
- Labor Relations
- Letters of Interest
- Medical Support Orders
- Memorandums of Agreement/Understanding
- OSHA/PESH Logs
- Payroll Processing and Related Forms
- Payroll Reports
- Personnel Records
- Retiree Records
- Salary/Pay History
- Time and Attendance
- Training Records
- Unemployment Records
- Workers Compensation Files

Information Technology
- Computer Inventory
- E-mails
- Website
- Systems Documentation (software)
- System User Access Records

Inspection/Testing Histories
Insurance Policies and Records
Internal Controls Procedures
Legal
- Contracts
- Litigation Records
- Major Administrative Policies and Procedures Manuals
- Memorandums of Understanding
- ORDA Statute (Title 28 Public Authorities Law)
- Policy Documents
- Subpoenas

Maintenance Records
Major Administrative and Operational Plans
Motor Vehicle History/Documentation
New York State Budget Documentation
Personal Privacy Protection
Organizational Charts
Presentations
Press Releases
Publications
Record Retention and Disposition
Reports of Major Administrative Studies
Requests for Proposals
Risk Management/Safety
Sales / Tracking
- Guest Information
- Lift Utilization
- Marketing/Sales Plans
- Pricing Information
- Retail Cost of Goods
- Retail Inventory
- Revenue
- Sponsor Information
- Visitation Records
Signature Files
Snowmaking Records
Strategic Planning
System Maintenance
Trail Maps
Utilities Records (electric, gas, telephone, water, sewer, etc.)
Water Draw Records
Website/Social Analytics