

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