

NEW YORK STATE ENERGY RESEARCH AND DEVELOPMENT AUTHORITY
Subject Matter List of Records
as of February 2024

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| EXECUTIVE/BOARD |
| Board: Notice of meetings and agendas Board meeting minutes and transcripts Memoranda of Understanding Statutes, regulations, and administrative orders Petitions and comments submitted to the Public Service Commission State Energy Planning Board materials, including notices of meetings, agendas, and minutes Public Service Law Article 10 materials Bond financing documents |
| FINANCE and PAYROLL |
| Employee travel files General files (Records to support general agency fiscal management, budget preparation, and internal fiscal policies and procedures) Fiscal status reports Budget documents and records Accounting files Accounts Payable Tracking Records (Non-Agency and Agency) Receipts and Payment History (Non-Agency) Purchasing W-2s Invoices |
| CONTRACT MANAGEMENT |
| Executed Procurement Contracts Payments for Procurement Contracts Purchase Requests/Purchase Orders Bid Proposal Documents (and other procurement records) Annual Procurement Reports |
| GENERAL ADMINISTRATION |
| Personnel Payroll Authority policies and procedures General correspondence Equipment purchasing and disposal |
| PROGRAM MANAGEMENT |
| Solicitations Proposals Proposal evaluation Award letters Project deliverables Reports and studies Program fact sheets Program operating plans |

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| Strategic and program planning Program reporting and evaluation |
| REAL ESTATE |
| Deeds Leases Rent paid and received Property development and management Saratoga Technology + Energy Park materials |
| WEST VALLEY |
| Site history Licensing and permit compliance Site maintenance |
| MARKETING/COMMUNICATIONS |
| Press releases Speeches Testimony Event calendar and event planning Marketing materials, ad placement, case studies, brochures |

PLEASE NOTE: NYSERDA MAY DETERMINE THAT CERTAIN DOCUMENTS IN THIS LIST ARE EXEMPT FROM DISCLOSURE PURSUANT TO THE FREEDOM OF INFORMATION LAW (NY PUBLIC OFFICERS LAW, ARTICLE 6.