

**WE ARE YOUR DOL**



*Andrew M. Cuomo, Governor  
Roberta Reardon, Commissioner*

# **New York State Department of Labor**

## Subject Matter List

*Last Updated February 1, 2020*

[www.labor.ny.gov](http://www.labor.ny.gov)

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*For more information about the Freedom of Information Law (FOIL) and the public's right to access government records, please visit the Committee on Open Government's website at <https://www.dos.ny.gov/coog/index.html>.*

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For more information about the following Divisions and Program Areas of the New York State Department of Labor, please visit <https://labor.ny.gov/about/services.shtm>.

## **Administrative Adjudications**

1. Hearing Files
2. Compliance Conference Schedules
3. Freedom of Information Law Appeals
4. Ethics Opinions
5. Annual Reports to the Commission on Public Integrity

## **Administrative Finance**

1. Requests for Proposals
2. Procurement Proposals
3. Contracts with DOL
4. Federal Grant Packages
5. Quarterly Program Projections
6. Federal & State Budget Analysis
7. Monthly and Quarterly Financial Reports and Documents
8. Inter-Agency Memorandums of Understanding and Agreements
9. State Certificates of Authority
10. DOL Leases
11. DOL Billings and Payment Information

## **Commissioner's Office**

1. Commissioner's Invitations
2. Commissioner's Daybook
3. Miscellaneous Administration Files

## **Communications**

1. Press Releases
2. Publications
3. PowerPoint Presentations
4. Forms
5. Newsletters
6. Speeches/Testimony
7. Graphics Design
8. Social Media Information

## **Counsel's Office**

1. Administrative Appeal Case Files
2. Freedom of Information Law Requests
3. Pre-2010 Legal Advisory Opinions<sup>1</sup>

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<sup>1</sup> The Department of Labor stopped issuing opinions on a case-by-case basis in 2010. Some opinions are available on our website at <https://labor.ny.gov/legal/counsel-opinion-letters.shtm>

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4. Record Retention Schedules
5. Legislation Files
6. Legislative Inquiries
7. Litigation Case Files
8. Memoranda of Understanding
9. Regulation and Rulemaking Files
10. Subpoenas
11. Wage Board Files

## **Division of Equal Opportunity Development**

1. NYS DOL Customer Discrimination Files
2. Americans with Disabilities Act (ADA) Information
3. EEO Technical Advisories
4. WIOA Compliance Reviews/Audits/Reports

## **Division of Employment and Workforce Solutions (DEWS)**

1. Voter Registration Forms
2. One-Stop Operating System (OSOS) records
3. Re-Employment Operating System (REOS)
4. Program Monitoring
5. Requests for Proposals
6. Proposals
7. Contracts
8. Grant Applications
9. Performance and Fiscal Reporting
10. State Workforce Investment Board
11. Apprenticeship Training and Compliance
12. Information System Administration
13. WIOA Grievance Process
14. National Work Readiness Credential
15. Worker Adjustment and Retraining Notification Act (WARN) – State and Federal
16. Local and Regional Workforce Plans
17. One-Stop Operator Agreements
18. Training Materials
19. Work Opportunity Tax Credit Files

## **Division of Immigrant Policies and Affairs (DIPA)**

1. DIPA Research and Reports
2. State Monitor Advocate Files
3. Farm Worker Services
4. Language Access
5. Outreach Materials
6. U-Visa Application Information

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## **Division of Safety and Health (DOSH)**

1. Asbestos Control Bureau Complaint Inspection Files
2. Asbestos Project Notifications<sup>2</sup> (available on website)
3. Boiler Safety Unit Inspection Files
4. Engineering Services Unit Variances Applications
5. Scaffold Inspections
6. Industry Inspection Bureau Case Files
7. Industry Accident and Incident Reports
8. Mine Safety and Health Administration (MSHA) Training Requests and Lesson Plans
9. Mold Program Applications and Licenses
10. On-Site Consultation Case Files
11. Licensing and Certification of Asbestos Contractors
12. Licensing and Certification of Explosive Applications and Permits
13. Workplace Violence Prevention
14. Occupational Safety and Health Training and Education
15. Hazard Abatement Board Files
16. Public Employee Safety and Health (PESH) Inspection Case Files
17. PESH Consultation Case Files
18. PESH Discrimination Investigation Case Files
19. PESH Administration and Training Files

## **Office of Employee Relations**

*Please note that the Office of Employee Relations only maintains the following files related to employees of the New York State Department of Labor.*

1. DOL Employee Arbitration Files
2. DOL Employee Disciplinary Files
3. EAP Committees and Program Files
4. DOL Employee Grievances
5. Civil Service Law Section 72 Hearings Files
6. Union Labor Management Meetings

## **Division of Labor Standards**

1. Wage and Hour Investigation Files
2. License, Permit, and Certification Application Files
3. Investigator Operations Manuals
4. Certifications of Exemption from Wage Order Coverage
5. Statements of Non-profit-making Institutions
6. Collection Files

## **Personnel Office**

*Please note that the Personnel Office only maintains employment records related to employees of the New York State Department of Labor.*

1. DOL Employee Lists

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<sup>2</sup> Asbestos Project notifications are available on our website at [https://labor.ny.gov/workerprotection/safetyhealth/dosh\\_asbestos.shtm](https://labor.ny.gov/workerprotection/safetyhealth/dosh_asbestos.shtm)

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2. DOL Employee Personal History Folders
3. DOL Employee Medical and Workers' Compensation Files
4. DOL Employee NYS Retirement System Information
5. Job Classification Files
6. Job Vacancy Files
7. Exam Files
8. DOL Organizational Charts
9. Civil Service Information
10. Labor Relations Information
11. Collective Bargaining Files
12. Benefit Information Files
13. DOL Employee Manual
14. DOL General Administration Manual
15. Safety and Health Logs

## **Public Work Bureau**

1. Prevailing Wage Investigation Case Files
2. Union Collective Bargaining Agreements
3. Public Work Investigator Manuals
4. Prevailing Wage Determinations and Orders
5. Prevailing Wage Regulation Updates

## **Research and Statistics**

1. Labor Market Information
2. ETA – Employment and Training Administration Reporting
3. Workforce Information Statistics

## **Unemployment Insurance Division**

*Please note that Unemployment Insurance (UI) records and information are confidential under both federal and state law and unauthorized disclosure is punishable as a criminal offense. More information on the requirements that must be met for the release of UI information and records is available at*

*<https://www.labor.ny.gov/secure/foilrequest.shtm>.*

1. UI Claims and Determination Files
2. UI Determination Appeals and Hearing Files
3. UI Division Quarterly Reports
4. Vendor Contracts
5. Benefit Administration Files
6. Claimant and Employer Correspondence
7. Office of Special Investigation Files
8. Unemployment Insurance Statistics