



Division of Criminal Justice Services

Subject Matter Listing of Records

Pursuant to Public Officers Law Section 87(3)(c)

Updated February 2024

ADMINISTRATIVE SERVICES

- Inventory Control Records
- Mail/Shipping Operations File
- Property Leases File
- Records Management File
- Security Records and Logs
- Space Planning and Allocation File

OFFICE OF CRIME ANALYSIS & STRATEGIC PARTNERSHIPS

- Crime Analysis Center Network Records
- Crime Analyst Certification Records
- National Integrated Ballistic Information Network (NIBIN) Acquisition Documents

OFFICE OF CRIMINAL JUSTICE RECORDS

- Criminal History Record File
- Domestic Incident Reports
- Uniform Crime Reporting Records
- Use and Dissemination Agreement File
- Use of Force Reporting

STATE IDENTIFICATION BUREAU

- Biometric Training Records
- Biometric Record Files
- Latent Case Records
- DCJS Latent Laboratory Accreditation Records

FINANCIAL SERVICES

- Accounts Payable Files
- Audit Reports and Responses
- Bank Account Files

- Contract Files
- Federal and State Grant Records
- Purchase Orders
- Purchase Requisitions
- Revenue Accounting Records
- State Fiscal Policies and Procedures
- State Grant Program Records
 - Indigent Parolee Program
 - Soft Body Armor
- Travel Payment Files

OFFICE OF FORENSIC SERVICES

- Commission on Forensic Science Records
- DNA Databank Records
- DNA Subcommittee Records
- Forensic Training Records
- NYS Sexual Offense Evidence Collection Kit Management Records
- Public Forensic Laboratory Accreditation Records
- SABIS User Management Records

HUMAN RESOURCES MANAGEMENT

- Attendance Records
- COVID-19
- Disciplinary/Grievance Records
- Dual Employment Records
- Eligible List Files
- Examination Announcements Files
- Grievance Files
- Individual Personnel Files
- Job Classification Records
- Job Title Specifications Files
- Orders of Protection/Domestic Violence Files
- Outside Employment Records
- Reasonable Accommodations
- Recruitment Files

- Suitability Determination Records
- Training Files

OFFICE OF AUDIT SERVICES AND COMPLIANCE

- Criminal Justice Records Compliance Files
- DCJS Internal Audit Files
- Fiscal Audit Files

OFFICE OF JUSTICE RESEARCH AND PERFORMANCE

- Analytical Files
- Annual, Quarterly, and Monthly Reports
- Community Corrections Data Submission Files
- Outside Research Records
- Performance and Lean Program Records
- Research Consortium, Knowledge Bank, and Justice Lab Records
- Statistical Request for Information Records

OFFICE OF YOUTH JUSTICE

- Juvenile Justice Advisory Group Records
- Juvenile Justice Reform Act Compliance Records
- SNUG Street Outreach Program
- Project RISE (Restore, Inspire, Sustain, Empower) Records

OFFICE OF LEGAL SERVICES

- Agency Legislation
- Agency Regulations
- Contracts and Letters of Agreement
- Diversity, Equity, and Inclusion Records
- Files Generated from Human Trafficking Victim Referrals
- Freedom of Information Law Request Records
- Litigation Records
 - Agency Litigation Files
 - Division of Human Rights Complaints
- Memoranda of Understanding Between Governmental Agencies
- Mental Hygiene Law Article 10 Records
- Non-Disclosure Agreements

- Outside Employment Requests
- Reasonable Accommodation Files
- Statement of Financial Disclosure Required Filers Records
- Subpoena Log Records
- Use and Dissemination Agreements

OFFICE OF PROBATION AND CORRECTIONAL ALTERNATIVES

- Community Correction Course Curricula and Training Records
- County Probation Departments Files
- County Re-Entry Task Force Records
- Financial Obligations Report
- Domestic Violence File
- Executive Law Article 13-A Alternatives to Incarceration Records
- Governors Traffic Safety Committee Grant Records
- Ignition Interlock Program Reports
- Interstate Compact for Adult Offender Supervision File
- Interstate Compact for Juveniles File
- Juvenile Accountability Incentive Block Grant Records
- Juvenile Delinquency Reports
- Juvenile Risk and Needs Reports
- Local Commission Conditional Release File
- Office of Court Administration File
- Persons in Need of Supervision Files
- Practice Reviews (miscellaneous complaints) Files
- Pretrial Services File
- Probation Commission Records
- Sex Offender Management File

OFFICE OF PROGRAM DEVELOPMENT AND FUNDING

- Federal Grant Program Records
 - BJA Soft Body Armor Partnership Program
 - Coronavirus Emergency Supplemental Funding (CESF)
 - Coverdell Forensic Services
 - Edward Byrne Formula Grant Program

- John R. Justice Program
- Juvenile Justice and Delinquency Prevention Act Grant Programs
- NICS Act Record Improvement Program (NARIP) for States and State Court Systems
- Non-Fatal Shooting Initiative
- Prison Rape Elimination Act (PREA) grants
- Residential Substance Abuse Treatment Grant Program
- Sex Offender Registration and Notification Act (SORNA)
- Sexual Assault Services Program
- Violence Against Women Act Grant Programs
- State Grant Program Records
 - Aid to Crime Labs
 - Aid to Defense
 - Aid to Prosecution
 - Aid to Special Narcotics Prosecutor
 - Alternatives to Incarceration (ATI) programs, including
 - Article 13A/Classification Program Grants
 - Employment Services Program for Probationers and Parolees
 - Jail-Based Cognitive Behavioral Intervention Programs
 - Probation Violation Residential Centers (PVRC)
 - County Re-entry Task Forces
 - Crime Analysis Center Contracts
 - Crimes Against Revenue Program (CARP)
 - GIVE (Gun Involved Violence Elimination) Initiative
 - Legislative Sponsored Grant-in-Aid Awards
 - Motor Vehicle Theft and Insurance Fraud Prevention Program
 - NY Prosecutor's Training Institute
 - NYS Defenders Association
 - Police Protective Equipment Program
 - Prisoners' Legal Services, Inc.
 - Project RISE (Restore, Invest, Sustain, Empower)
 - Securing Communities Against Hate Crimes (SCAHC)
 - Sexual Assault Crisis and Prevention Services Program
 - SNUG

OFFICE OF PUBLIC SAFETY

- Administrative Police Studies
- Assets Forfeiture Reporting Program Records State and Federal
- Breath Test Instrument and Radar Maintenance Records
- Committee on Coordination of Police Services for Elderly Persons Minutes and Records
- Executive Law §845-a Flags Presented to Families of Fallen Officers Program Files
- Federal Excess Property-1033 Program
- Governor's Police Officer of the Year Award Program Files
- Law Enforcement Agency Files
- Law Enforcement Agency Mandatory Certification EXL §846-h
- Medical and Physical Fitness Standards and Procedures for Police Officer Candidates
- Missing Persons Clearinghouse
- Municipal Police Training Council Minutes and Records
- NYS Law Enforcement Accreditation Council Minutes and Program Records
- Operation IMPACT/GIVE (Gun Involved Violence Elimination) Initiative
- Police Officers Memorial Records
- Police/Peace Officer Registry Records
- Police/Peace Officer Training Records and Course Curricula
- Private College Campus Security Officers Training Records and Curriculum
- Security Guard Advisory Council Minutes and Records
- Security Guard Training Records and Course Curricula

OFFICE OF SEX OFFENDER MANAGEMENT

- Sex Offender Registry Records

OTHER AGENCY RECORDS

- Language Access Records