

# **Human Resources Records**

(Pursuant to Public Officer's Law § 87(2))

## **1. Employee Personnel Records List**

- Name, title, and public salary
  - Work location and agency contact info
  - Job descriptions and position classifications
  - Employment applications and resumes
  - Report of Personnel Changes
  - Disciplinary actions
  - Termination/resignation letters
  - Leave records
  - Training Information
  - Civil service exam results
  - Background check
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## **2. Job Postings and Recruitment Records**

- Public job announcements
  - Job classification specifications
  - Examination announcements
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## **3. Payroll and Compensation Records**

- Employee names, titles, salaries, and payroll schedules
  - Compensation records
  - Payroll deductions (union dues, deferred comp)
  - Pay grade and compensation scales
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## **4. Benefits and Leave Administration**

- General descriptions of employee benefit plans
  - Retirement plan options and summaries
  - Leave records
  - ADA accommodation records
  - Holiday schedules
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## **5. Civil Service and Classification Records**

- Civil service lists (active, certified eligible candidates)
  - Classification standards and job specs
  - Personnel rules and regulations
  - Reclassification requests
  - Seniority and layoff lists
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## **6. Union and Labor Relations Records**

- Collective bargaining agreements (CBA)
- Memoranda of understanding (MOUs)
- Grievance procedures

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## **7. Agency-Wide HR Policies and Procedures**

- Management Manual
- Code of Conduct policy
- Workplace harassment policy
- Disciplinary procedures
- Drug-free workplace policy
- Lactation Accommodation policy
- Workplace Violence Prevention policy
- Secondary Jobs policy
- Medicare Premium Reimbursement policy

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## **8. Workforce Data and Statistical Reports**

- Headcount reports
- Demographic workforce data
- Salary analysis reports
- Turnover and retention statistics
- Equal Employment Opportunity (EEO) data summaries

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## **9. Disciplinary and Misconduct Records**

- Notices of discipline
- Settlement agreements
- Hearing transcripts
- Arbitration awards

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## **10. Records Retention and FOIL Logs**

- Records access request logs
- FOIL request response letters

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## **11. Miscellaneous and Archived Records**

- Exit interviews
- Attendance rosters for agency-wide training

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**🔒 Exemptions may apply** under FOIL §87(2)(b) and (g) for records that:

- Include personal medical or mental health information
- Are inter-agency or intra-agency deliberative materials (pre-decision)
- Are compiled for law enforcement purposes

Committee on open government link:

<https://opengovernment.ny.gov/>