

COMMITTEE ON OPEN GOVERNMENT

**STATE OF NEW YORK
DEPARTMENT OF STATE**

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Subject Matter List Compiled Pursuant to Public Officers Law Section 87(3)

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COMMITTEE ON OPEN GOVERNMENT

- General correspondence
- Advisory Opinions, including initial request and responses for advisory opinions on Freedom of Information, Open Meeting and Personal Privacy Protection activities
- Appeal and Determinations records involving denials of requests for records and agencies' final determinations
- Committee meeting agendas, minutes, materials, background
- Annual Reports
- Legislative Memoranda and recommendations
- Personal Privacy Protection Law Reports

Agency/Unit	RDA No.	Series Title	Description	Retention/Disposition	Status
State, Department of → Committee on Open Government	20692	General Administration and Correspondence File	Requests for publications, inter and intra-agency correspondence, invitations, general inquiries, telephone logs, mail logs, monthly reports, briefing materials, newspaper clippings, day books and other routine daily operational records. Created by staff and correspondents in expediting daily routine activities.	Destroy 2 year after end of calendar year.	ISSUED
State, Department of → Committee on Open Government	20693	Requests for Advisory Opinions	Requires for advisory opinions regarding the state's Freedom of Information Law, open meetings law and Personal Privacy Protection Law, correspondence concerning those requests, and related records. Created by staff and requestors (state and local government representatives the news media and the public) seeking an advisory opinion.	Destroy 3 years after issuance of advisory opinion or other response.	ISSUED
State, Department of → Committee on Open Government	20694	Advisory Opinions	Final advisory opinions of the Executive Director of the Committee on Open Government concerning the state's Freedom of Information Law (1974-current), Open Meetings Law (1976-current) and Personal Privacy Protection Law (1983-current). Created by staff in responding to requestors (state and local governments, news media and the public) seeking advisory opinions.	Retain opinions until all are obsolete or have been microfilmed or otherwise duplicated. Then transfer to the State Archives.	ISSUED
State, Department of → Committee on Open Government	20695	FOIL Appeals and Determinations	Copies of Freedom of Information Law appeals and final determinations on those appeals received from state agencies and local governments. The Freedom of Information Law request that copies of all appeals and subsequent determinations be sent to the committee for its monitoring and review. The committee may, at its discretion, issue advisory opinions based upon its review of the appeals and agency/local government determinations. Created by the agencies and sent the committee as required by the Freedom of Information Law.	Destroy 1 year after receipt of appeal and agency determination.	ISSUED
State, Department of → Committee on Open Government	20697	Personal Privacy Protection Law Notices & Reports	Notices of systems of records containing personal information, the committee's abbreviated versions (directory) of these records systems, and yearly reports by state agencies indicating the number of requests made for access to records under the Personal Privacy Protection Law and the number of requests granted or denied. Staff and state agencies create records to track and monitor compliance with the law.	Destroy 3 years after system notices/directory superseded or obsolete.	ISSUED

State, Department of → Committee on Open Government	20698	Committee Meeting Records	Records of the regular meetings of the Committee on Open Government and its predecessor Committee on Public Access to Records, including minutes, agenda, background discussion material and other associated documents. Includes results of a 1974-75 survey of state agencies and local governments on requests for access to records, including questionnaires, survey results, correspondence and related records. Staff and committee members create records connected to committee meetings which are currently held twice yearly.	Transfer to State Archives 7 years from end of calendar year.	ISSUED
State, Department of → Committee on Open Government	20699	Legislative Files	Records documenting review by the Committee of Proposed Legislation affecting committee responsibilities (access to records, open meetings, and personal privacy). The committee's executive director reviews and comments on proposed legislation at the request of the legislature, state agencies the Governor's Office and others. Created by staff regarding legislative proposals.	Destroy 2 years after end of legislative session.	ISSUED