

**New York State Division of Tax Appeals**  
**Subject Matter List of Records**  
Updated: June 2014

**Please note, there may be exceptions to availability pursuant to the Freedom of Information Law and confidentiality provisions of the Tax Law.**

General Administrative Records, including Personnel Records, Payroll Records and Finance Records

Affirmative Action Plan

Annual Reports

Archive Retention Schedules

Case Files for Pending (Confidential Taxpayer) Matters

Case Tracking System for Pending and Closed (Confidential Taxpayer) Matters

Decisions and Determinations of State Tax Commission, Presiding Officers, Administrative Law Judges, and Tax Appeals Tribunal

Departmental Directives, Policies, Notifications

Employee Union Procedures, Forms, and Roster Information

FOIL Requests, Responses and Appeals

General Correspondence

Internal Control Policy

Internal Work Assignment Records, Tracking Records, and Inventories

Information Technology Services Plans and Records

Legislative and Regulatory Documents

Mailing Documents for all Administrative Law Judge and Small Claims Determinations and Tribunal Decisions

Monthly Dockets of Adjudicatory Activity

Organizational Charts/Floor Plans

Personal Privacy Protection Law Requests, Responses and Appeals

Rules and Regulations

Training and Instructional Manuals/Materials

Transcripts of Administrative Hearings and Oral Arguments and Recordings of Small Claims Proceedings