

Pursuant to Public Officers Law, Section 87(3)(c), the NYS Environmental Facilities Corporation (EFC) maintains a reasonably detailed current list by subject matter of all records in its possession. EFC updates its subject matter list annually, with the date of the most recent update set forth below. EFC maintains this subject matter list on its public website at www.efc.ny.gov, and provides a link to the NYS Department of State's [Committee on Open Government](#).

Updated: June 3, 2016

EFC RECORDS TITLES BY SUBJECT MATTER

Corporate Operations

Accounts Payable
Accounts Receivable
Americans with Disabilities Act/Reasonable Accommodation
Audit Files
Disbursement Files
General Ledger
State Revolving Fund Trustee Files
Bank Statements
Confidential Equal Employment Opportunity/Discrimination/Harassment
Employment Verification Eligibility
Classification Standards
Corporate Expenses
Corporate Travel Files
Payroll Records
Time and Activity Records
Personnel Files
Health Insurance Program
Employment Records
Recruitment Files
Time and Attendance Files
Corporate Policies and Procedures
Training Information and Files
Employee Benefits
Annual Occupational and Illness Surveys
Worker's Compensation Files
Performance Evaluation Program
Building/Space Management
Records Management Files and Disposition Schedules
Fleet Management
Telecommunications
Public Authority Data Request
Annual Budget
Annual Report
Client Contracts

Procurement Files
Insurance
Request for Proposals/Quotes
Minority/Women Owned Business Corporate Files
General Administrative Records
Clean Vessel Assistance Program Contracts
Clean Vessel Assistance Program Files
Clean Vessel Assistance Program O&M Project Files
Debt Service Billing
Financial Assistance to Business Water Program
NYC Watershed Program Files – Kensico
Investment Files

Legal

Ethics
Litigation
Legislation
Bond Resolutions
State Revolving Fund Legal Documents
NYC Watershed Legal Documents
Green Innovation Grant Program Legal Documents
Contract Documents
Official Statements
Annual Information Statements
Administrative Files

Executive

Administrative Files
Office of the President Files
Executive Correspondence
Freedom of Information Law
Internal Controls
Corporate Communications
Marketing Materials
Corporate Presentation Materials
Green Innovation Grant Project Files
Green Innovation Grant Program Files
Smart Growth Program Files
Corporate Sustainability Files
Information Technology Files
Board of Directors Records
Board Meeting Files
Board Documents
Board Resolutions
Board Committee Records

Engineering and Program Management

- State Revolving Fund Program Documents
- State Revolving Fund Engineering Documents
- State Revolving Fund Minority/Women Owned Business
- State Revolving Fund Engineering Plans and Specifications
- Green Innovation Grant Program Engineering Files
- NYC Watershed Engineering Files
- State Revolving Fund Community Assistance Program
- State Revolving Fund Technical Files
- Storm Mitigation Loan Program
- Hurricane Emergency Loan Program
- Small Business Environmental Assistance Program
- NYC Watershed – New Infrastructure Program
- NYC Watershed – Upgrade Program

Public Finance

- State Revolving Fund Financial Files
- State Revolving Fund Payment Documentation
- State Revolving Fund Applications
- State Revolving Fund Pricing and Structuring Files
- State Revolving Fund Disbursement Files
- Investment Files
- Industrial Finance Program