



Office of Legal Affairs

Freedom of Information Law Subject Matter List

Updated September 2023

This subject matter list provides a reference of subjects or file categories under which records are maintained by Suffolk County Community College. This list is not a compilation of every record used by the College to conduct daily business functions.

Not all records listed here are publicly available under the Freedom of Information Law (FOIL) (Public Officers Law §§ 84–90). Under FOIL, certain records are exempt from disclosure. For example, the College may deny access to certain records if such disclosure would constitute an unwarranted invasion of personal privacy or if the records are rendered confidential by federal or state law.

Pursuant to New York Public Officers Law § 87(3)(c), the College is required to maintain and post on its website a reasonably detailed current list by subject matter of all records in its possession. For purposes of meeting this mandate, the College has the following records in its possession:

Applicable College records as described in the [LGS-1 Retention Schedule](#) published by the New York State Archives governing retention and disposition of records. Please note that the LGS-1 schedule replaced the former CO-2, ED-1, MU-1, and MI-1 retention schedules which previously governed retention and disposition of records.

These records include but are not limited to:

- Administrative files, plans, and reports
- Strategic plan and operational plan
- College catalog
- Tuition and fee schedules
- Audit reports
- Board minutes, resolutions, and agendas
- Board policies
- Administrative policies, regulations, and procedures
- Contracts and agreements
- Equipment and supply inventories
- Financial records
 - Budgets
 - Accounts payable
 - Accounts receivable
 - Financial statements

- Grant program records
- Insurance policies and records
- Institutional Review Board (IRB) records
- Oaths of office
- Purchasing and procurement records
- Public Safety records
- Student records, including academic records, health records, financial aid records, disciplinary records, disability services records, and athletics
- Accreditation records
- Program files, course descriptions, and class schedules
- Enrollment reports and records
- Human Resources and personnel records, including:
 - Attendance records, time sheets, leave records
 - Benefits and health insurance plans
 - Civil service information, job applications, resumes
 - Equal employment opportunity records
 - Evaluations and performance reviews/appraisals
 - Investigative records and disciplinary proceedings
 - Labor Relations records, including grievance and arbitration records
 - Payroll records
 - Personnel files
 - Union contracts
 - Workers' compensation records
 - Workforce information
- Information Technology records, including records related to:
 - Hardware
 - Software
 - Usage/access records
 - Security records
 - Support records
 - Website
- Commencement records
- Facilities planning, building and construction records
- Maintenance/repair records
- Code compliance records
- Incident/accident and internal investigation records
- Inspection and permits
- Legal matters and appeals
- FOIL requests and responses
- Publications
- Press releases