

**NEW YORK STATE INSURANCE FUND SUBJECT MATTER RECORDS LIST  
PURSUANT TO PUBLIC OFFICERS LAW §87(3)(c)  
8/5/16**

**Committee on Open Government:** <http://www.dos.ny.gov/coog>

<u>SERIES TITLE</u>	<u>DESCRIPTION</u>
	<b><u>POLICYHOLDER SERVICES</u></b>
Policyholder Premium Audits	Payroll information compiled by field auditors to determine premiums
Deposit Premium Reviews	Description of policyholder's location and operations with payroll projections for the policy year
Premium Audit Practices and Procedures Manual	Contains policies, practices, procedures and guidelines for Premium Audit staff to follow.
Premium Audit A-Memos	Contains updates to staff and changes in policies, practices and procedures.
Exit Interview Forms	Contains summary information of audit results. It is provided to the person who presented our auditor with the records at the time of the audit.
New York Construction Classification Premium Audit Adjustment Program (NYCCPAP) Audits	Contains payroll and hours worked information obtained and compiled by field auditors for use in determining the construction credit.
Workers' Compensation Policy Files	Application, New Business System (I-NB), Information Pages (new policy declarations, renewal statements, audit statements) and premium statements; all correspondence on insured (paper and e-
Disability Benefits Policy Files	Application and correspondence on policyholder
Mailing Manifests & Return Receipt Cards For Non-Payment Cancellations	Lists of Certified Notices of Cancellation & Return Receipt Cards
Disability Payroll Reports	Employers' payroll reports re: premium payments
Budget Preparation Data	All information used in preparing budget of Policyholders Services Department
Rating Board Bulletins, Memos & Correspondence	All information used by WCB & Compensation Insurance Rating Board to change procedures

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<b><u>SERIES TITLE</u></b>	<b><u>DESCRIPTION</u></b>
Safety Group Technical Administrative File	Original copies of the group rules for each safety group as well as other papers and correspondence relating to the group
Policyholder Services Administration Informational Memos	All memos to staff re: changes in procedures, laws and regulations
Underwriting Procedural Manual (UPM)	The UPM contains policies, procedure and guidelines relating to the underwriting of workers' compensation insurance
<b><u>FIELD SERVICES</u></b>	
Policyholder Service Reports	Data on policyholder ownership, number of employees, sites, operations, payroll, materials, covered entities, safety and demolition surveys, retention efforts and visual education
Administration Files	Personnel files, general correspondence, memos and releases, NYSIF & Dept.'s directives, WCB and NYCIRB data
Sales & Marketing Reports	Calls made on new prospects, brokers, representatives and agents
Monthly Performance Summaries	Unit & Department activities in policyholder service, loss control, new business acquisition & retention, visual education
Code Rule 59 Program	Consultations, compliance reports, Department of Labor Letters and service history reports
<b><u>CLAIMS</u></b>	
Vendor Correspondence	Correspondence with vendors as an aid to claims processing
Claims Dept Committees' Reports/Surveys	Reports and surveys relating to claims processing
Claims Department Policy and Procedure Documentation	Bulletins, manuals, training documentation, and Claims software user documentation
Workers' Compensation Claim Files	All correspondence and documentation pertaining to Workers' Compensation claims
Production Statistics	Claims Department's production statistics
Budget Preparation Data	All material pertaining to budget preparation

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<u>SERIES TITLE</u>	<u>DESCRIPTION</u>
	<u>DISABILITY</u>
Disability Benefits Claim Files	All correspondence and documentation pertaining to Disability Claim Files
	<u>ADMINISTRATION</u>
<u>Facilities Management, Mail &amp; Purchase</u>	
Purchase Orders	Records of all purchases by NYSIF
Register of Registered & Certified Mail	Listing of each piece of mail with all the pertinent data.
Project Folders-Construction, Remodeling & Space Planning	Floor/Building Plans with details about all construction and remodeling, including wiring & equipment
Fire Safety Program	Records of all safety teams and of all fire drills in all offices
Stock Catalogue	Listing of NYSIF's forms and supplies
Building Receptionist Report	Listing of all visitors to the building along with the time, date and individual who visited
<u>Personnel &amp; Payroll</u>	
Personnel Folders	Complete record of each individual employed by NYSIF
Undistributed Salary Checks	Record of checks not distributed due to absence of employee on payday
Timecards	Record of employees' daily attendance
Payroll Refunds	Record of paychecks (maintained by year) returned to Albany for adjustments and re-issuance. Copy of the refund notice is also maintained in the subject employee's personnel folder
Decentralized Eligible List	Eligibility lists for open competitive and promotion tests
Recruitment/canvass records	Records of all canvasses (maintained for two years), hiring authorizations and related personnel transactions
Computerized employee information	Employee personal data including addresses, social security numbers, telephone numbers and emergency contacts

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<u>SERIES TITLE</u>	<u>DESCRIPTION</u>
<u>Contracts</u>	
	Request for Proposals (RFP's), Invitation for Bid (IFB's), Bids/Proposals, Contracts, Contract Amendments, Certified Bid Tabs, Contract Purchase Orders, EO127 forms, ST 220 Tax Certifications, Procurement Record Checklist, Contract Reporter Insertion Forms, Vendor Responsibility Checklist, Bidders List, RFP Evaluation Summaries, Exemption from Advertising Justifications
Legislative Law (Article 1-a) – Lobbying Act	Lobbying forms, certifications, and profiles
<u>Fleet Management</u>	
Vehicle Use Cost Reports	Monthly driver reports of mileage, fuel and maintenance costs
Pool Logs	Monthly pool manager reports of mileage, fuel and maintenance costs
Division of Budget Fleet Overview Report	Annual vehicle usage and projected changes to fleet
Internal Vehicle Tracking Logs	To record vehicle assignments, track vehicle registrations, NYS inspections, driver's licenses and related vehicle information
NYS Vehicle Registrations	Kept on file for each vehicle owned by NYSIF
Form AC-3173	Agency reports of taxable value of personal use for employer provided vehicles
NYS Automobile Tracking Applications	Report on fleet management inventory
<u>Minority &amp; Women's Business Enterprise (M/WBE)</u>	
Master Goal Plan	Comprehensive annual M/WBE agency plan
Quarterly Utilization Reports	Reports of NYSIF's M/WBE activity for each quarter
<b><u>LEGAL</u></b>	
Legal Administration Files	Files re: legal matters of NYSIF & administration of the Legal Dept.
Collection Litigation Files	All correspondence and documents with a cancelled policyholder re: collection of premiums.
Loss Transfer Files – Third Party	Claims documents and arbitration notices.

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<u>SERIES TITLE</u>	<u>DESCRIPTION</u>
Lien Litigation Files – Third Party	Pleadings, legal papers and correspondence.
Child Support/Income Execution Files	Correspondence and files.
Extra-territorial Files	Documents regarding the handling of workers’ compensation claims filed against NYSIF policyholders in states outside New York State.
Litigation files	Documents re: Third-party litigation in connection with Workers’ Compensation/Employer’s Liability coverage.
File Maker Pro Database	Maintained by Legal Collection Division for Debt Collection History.
Legal Litigation Database	Legal Litigation Division indexing system listing cases in litigation noting SIF monitoring attorneys assigned, names of parties and their attorneys, trial counsel assigned to defend SIF’s policyholder, type of case, venue, lien information and legal reserves.
Legal Third Party Division	Database for Third-Party Division noting parties and their counsel, venue, lien information and extraterritorial issues.
Workers’ Compensation Appeals	Documents and correspondence used to appeal Workers’ Comp. Board’s decisions to Appellate Court.
<b><u>CONFIDENTIAL INVESTIGATIONS</u></b>	
DCI Case Management System	Electronic investigation files, including case management reports, unit statistical data, investigator comments, restitution records, prosecution data.
DCI Administration Files	Miscellaneous correspondence, logs and memoranda and purchase orders re: administration of the unit, personnel, supplies, equipment and unit vehicles.
Fraud Plan File	Fraud Plan filed with New York State Department of Financial Services, all amendments thereto and correspondence and back-up documents relating to same, public awareness program and yearly statistical data concerning unit performance.
Procedure Manual	Manual outlining procedure protocol for Division.

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<b><u>SERIES TITLE</u></b>	<b><u>DESCRIPTION</u></b>
Investigation Reports/Arrest Packages	Evidentiary presentation folders given to prosecutors when an arrest of a subject is sought.
Legal Files	Files maintained by Division staff attorneys relating to investigations conducted by the unit and files pertaining to general legal matters involving DCI.
Disclosure Logs	Lists of documents disclosed by unit law enforcement agencies, other governmental entities and third parties.
IFB-1s	Reports of suspected fraud to Insurance Frauds Bureau of NYS Department of Financial Services
Investigation Files	Back-up paper investigation files maintained by individual investigators as needed.

**INFORMATION TECHNOLOGY**

Vendor Bills/Contracts	The RFPs/executed contracts for services used exclusively by ITS. Invoices received for goods/services handled by ITS.
Telephone Bills & Repair Records	All bills presented for payment and repair orders of all NYSIF offices.
Records Concerning Request for ITS	Requests for Programming changes services/Project maintenance for fixing bugs, enhancements and revisions in response to legislative changes. Any and all requests for development by ITS stakeholders.
Hardware Information	Records on all hardware devices utilized by ITS. This would include diagrams, function, estimated useful life, service history, location, etc.
Software Information	Licensing requirements, devices installed on, updates, version information, patches, acquisition history including updates, etc.

**INVESTMENTS**

Annual Report	NYSIF's Annual Certified Financial Statements
Monthly report	Report to Commissioners detailing investment transactions.

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<u>SERIES TITLE</u>	<u>DESCRIPTION</u>
Investment Committee Quarterly Report	Compiled by the independent Investment Adviser
MWBE Participation	NYSIF is required by WCL § 87-i(2)(b) to annually report to the Governor, the Legislature and the Chief Diversity Officer on the participation of minority and women-owned business enterprise (MWBE) asset managers, financial institutions and professional service providers in investment and brokerage transactions with or as providers of services for NYSIF and on the progress and success of the efforts undertaken during the previous year.

**DEPARTMENT OF FISCAL MANAGEMENT**

**ACTUARIAL**

Technical Section

Disability Benefits Operating Results	Periodically as needed summarizing the status of Disability Benefits Fund's operation
Workers' Compensation Operating Results	Periodically as needed summarizing the status of Workers' Compensation operation
Workers' Compensation Premium Information	Computer reports listing Workers' Compensation premiums and associated statistical data

Special Groups

Trade Group Accountings	Losses, Premiums & Accounting Statements used in determining group dividends
Retrospective Group Accounting	Losses, Premiums & Accounting Statements used in determining premium adjustment

Pension Valuation

Cost of Pension Claims	Standard forms & Actuarial tables used to establish the cost and description of a claim
Mathematical Computations for Aggregate Trust Fund	Computations of the amount of current deposits needed to satisfy future claims and late payments' interest
Payments Made to Aggregate Trust Fund Claimants & Dependents	Listing of checks sent to dependents and claimants

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<u>SERIES TITLE</u>	<u>DESCRIPTION</u>
<u>Rating Board Experience Unit</u> Experience Rating Folders	Data sheets containing new rules from NYCIRB
<b><u>ACCOUNTING</u></b>	
<u>Finance</u>	
Audited Financial Statements	Audited Statutory Basis Statements of Admitted Assets, Liabilities and Surplus, Statutory Basis Statements of Income, Statutory Basis Statements of Surplus, Statutory Basis Statements of Cash Flows and Notes to Statutory Basis Financial Statements.
Annual Statement - Department of Financial Services	Annual statutory insurance filing to New York State Department of Financial Services that includes Statement of Assets, Liabilities and Surplus, Statement of Income, Statement of Cash Flows, multiple Underwriting and Investments Exhibits, Notes to Financial Statements, Schedule Ds and Schedule P.
Quarterly Statement – Department of Financial Services (3 filings)	Quarterly statutory insurance filing to New York State Department of Financial Services that includes Statement of Assets, Liabilities and Surplus, Statement of Income, Statement of Cash Flows, multiple Underwriting and Investments Exhibits, Notes to Financial Statements, Schedule Ds and Schedule P
<u>Accounts Payable Vendor – Oracle</u> Payment Registry - Treasury & Non-Treasury	Preliminary and final runs occur, additional reports generated “Invoice on hold” and “Invoice aging report”.
<u>Cash Management</u> Official Payments	Credit card payments for premium.
Unclaimed Funds	Unclaimed funds turned over to OSC
Check Reconciliation-Oracle	Bank cash checks filed matched to NYSIF Oracle.
Positive Pay File	Confirmation of daily issuance file to Bank.
<u>Accounts Payable Mainframe</u> WCF Weekly Cancellation WCF, DBF, ATF Monthly Cancellation WCF, DBF, ATF Monthly Stop Payments WCF, DBF, ATF Monthly Forgeries WCF, DBF, ATF Daily Issuance	Created from the mainframe/DBL system except for WCF. DBF policyholder Cancels and Stops which are prepared on an Excel spreadsheet. All are entered on an ADI template and updated to Oracle Financials – General Ledger

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<u>FIT</u> Financial Data Administrators	Oracle & Beacon
<u>Budget</u> Annual Administrative Budget	Annual budget submission for approval as per WCL Section 88
Annual Budget and Expenditures	Final accounting of administrative account expenditures compared to the budget for those accounts

Receivable Mgt

- Monthly analysis of the \$100k + Cancellations
- Six Month Analysis (produced monthly) of the Inadmissible Accounts
- Monthly Analysis of Collection Vendor Results
- Monthly Reconciliation of the Credit Card Payments to Bank Deposit
- Semi-annual Departmental Organization Chart
- Yearly Analysis of Extraordinary Reinstatement Requests by Business Office
- Yearly Analysis of Collection Vendor Receipts and Inventory

From Beacon:

- Collection Agencies: Aging of the Inadmissible Assets by Account Status
- Inadmissible Aging of Assets by Account Status
- Inadmissible Assets by Account Status
- Inadmissibles by Major Account Status and Major Collection Code
- Inter-Agency Collection Project (All Inadmissibles)
- Legal Top 100
- CNC Active Policy Number Cancel Date

**Refund Unit**

1. Delinquent Activity – Policyholders Accounts. Refund Unit A, B,C & D...1 copy
2. Credit Bills. Refund Units A, B, C & D...1 copy
3. Refund Created by Billing Cycle for Units 1,2,3, & 4...2 Copies
4. Rejects from Refund Load for Units 1,2,3, & 4...2 copies
5. Dividends – For Refund Units A,B,C & D...2 copies

Note: - (i) Items #1-4 are daily lists  
(ii) Item #5 is printed only on declaration of group dividends.  
(iii)Item #2, Credit Bills, - - Not required to continue to print.  
(iv)Only one copy each is required for item #1, 2 & 3.

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<u>SERIES TITLE</u>	<u>DESCRIPTION</u>
<b><u>Receipts Unit of Receivable Management</u></b>	
WC – New business credit to mainframe	Daily reports from CMS
WC – 312 Download	Daily reports from CMS
WC – Comppay: Cashc/AR	Reports from Bridge
ATF – Comppay: Cashc/AR	Reports from Bridge
DB – Cash Receipt Register	Reports from ITS
WC – Cash Receipt Register	Reports from ITS
15 day legal suspense	Monthly reports sent to Claims Dept.
30 day New Business Suspense	Monthly reports sent to PHS Managers For Finance
Reversal of Credits from Suspense	Payments which are removed from Suspense status and properly applied to a claim, policy or expense account
Acct. to Claims Acct. for the month of ___.	Monthly list of all payments/reimbursements applied to claims
<b><u>Disability Benefits Unit of Receivable Management</u></b>	
Daily Activity report – DAR	Cancelled policies, requiring reinstatement via payment or credit
Refund (for reverse debit write-off)	Refund reversed showing a debit write off
Suspense	Improper or no policy numbers
RMS (Third Party Collections Agent)	Reporting policies to third party collection agency RMS
D & B	Reporting policies to Dunn & Bradstreet
Legal	Legal policies reported to Legal Dept.
Processing summary	Specific information for Finance Dept.
NG	No good checks, did not clear deposit
Cash register	All money transactions with the bank
Non Scannable report from bank	Checks not scanned by the bank, check copies are provided
Scannable report from bank	Payment checks w/bill stubs scanned by the bank
Refunds (list from underwriters)	Policy review showing refund/write-off once payroll report posted
Trial balance (monthly)	
<b><u>Workers Comp. Collection Reports</u></b>	
<b><u>Daily Reports:</u></b>	
Daily Activity report (DAR)	
NG Report	
Processing Summary	
Suspense Report	
Compensation Policy Reinstatement	
Compensation Policy Cancellation	
Interest Report	
JE Transactions	
Delinquency Activity – Fulton Agency	
Delinquency Activity – D & B Agency	

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Delinquency Activity – Legal	
New1X – Processing Count	
Report of Retrospective Adjustments – Terminal Digits:00-49	
Report of Retrospective Adjustments – Terminal Digits:50-99	
Service Charge Report for Tran-codes 463 & 464	
History of Cancellation Overrides	
Cancellation Override Report	

**Weekly Reports (Wednesdays)**

- List of Cancelled Policies Group 90 and Retros Report
- List of Cancelled Policies Safety Group Report C
- Policies Temporarily Removed from Grp 90 & Retro 145 Report F
- Policies Temporarily Removed in Safety Groups Report G
- Policies Permanently Removed from Auto Cancellation–with Overdues: Report H
- List of Cancelled Safety Groups Excluded in Report D- Report D2
- List of Cancelled Safety Groups Excluded in Report C – Report C2

**INTERNAL AUDIT DEPARTMENT (IAD)**

Engagement reports/memoranda and Supporting Workpapers	All documentation for Internal Audit engagements (audit, review, follow up, and consulting service) including final audit reports/memos, supporting documentation, and applicable workpapers
Analyses and Special Projects	All documentation for Internal Audit analysis and special projects, including final reports/memos, supporting documentation, and applicable workpapers
Audit Agendas	A list of all high, medium, and low risk functions identified through the risk assessment process
Memos and Reports	All final engagement reports/memos generated by IAD
Risk Assessments	Documentation supporting Internal Audit's risk assessments, including correspondence with department and district office management and supporting workpapers
General Administration Documentation	All memos to staff and general administrative documentation for the department
IAD Procedural and training Manuals	All Internal Audit Department policies and procedures.

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IAD Charter	The formal document that defines the Internal Audit Department's purpose, authority, and responsibility. The Charter authorizes access to records, personnel, and physical properties relevant to the performance of engagements and defines the scope of internal audit activities

**BOARD OF COMMISSIONERS**

Monthly meeting minutes Monthly underwriting report Monthly claims report Monthly financial report Monthly resolutions	The NYSIF Board of Commissioners meets on a monthly basis, except in August, and these documents are submitted to the Board each month.
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**MEDIA AND PUBLICATIONS**

NYSIF Annual Report	Archive copies of annual report dating to 1914 in hard copy and/or electronic format
Workers' Comp. Advisor	Archive copies of policyholder newsletter dating to 1984 in hard copy and/or electronic format
The Reporter	Archive copies of employee newsletter dating to 1982 in hard copy and/or electronic format
Assorted brochures	Archive copies of all commercially printed NYSIF marketing brochures dating to 1982 in hard copy and/or electronic format
Press releases	NYSIF press releases on file in hard copy and/or electronic format
Photos	Staff photos dating to 1982 in hard copy and/or electronic format
Correspondence	Letters to the editor, businesses, associations, customers, and elected officials on file in hard copy and/or electronic format

**CUSTOMER SERVICE**

Department of Financial Services Complaints	Listing of consumer complaints submitted to the Department of Financial Services regarding NYSIF.
Language Access Tracking System	Database of NYSIF service to individuals with Limited English Proficiency (LEP)