

Pursuant to NYS Public Officers Law, Article 6, § 87(3)(c) (also known as the Freedom of Information Law (FOIL)), 21 NYCRR § 11401.6 and 43 RCNY § 1-03(a), the following is a reasonably detailed current list by subject matter of all records in the possession of the New York City Civilian Complaint Review Board (CCRB), whether or not available under FOIL. This list is not a compilation of every record used to conduct daily business functions and does not imply that all records are available to the public. All government records are subject to the exemptions stipulated in FOIL. For more information about FOIL visit the Committee on Open Government website hosted by the New York State Department of State at <http://www.dos.ny.gov/coog>. This list is updated annually. This list was updated on January 31, 2020.

**Administration Unit Records** (Records such as Continuing Legal Education (CLE) information (including, but not limited to, accreditation forms, attendance sheets, certificates, course materials, and evaluation materials), court orders, employee schedule and timekeeping documents, Equal Employment Opportunity (EEO) documents, internal and external correspondence, Management Information Systems (MIS) records and forms, policies and procedures, packing slips, personnel documents, property forms, provisioning forms, recruitment and hiring materials, subpoenas, and training materials).

**Administrative Prosecution Unit (APU) Records** (Records such as case files, CLE information (including, but not limited to, accreditation forms, attendance sheets, certificates, course materials and evaluation materials), internal and external correspondence, inventory of records, legal transcripts and decisions, motions, policies and procedures, third-party documentation and training materials, unit calendars, unit memoranda, and written material prepared by an attorney in the course of their legal work).

**Case Management Unit Records** (Records such as board minutes, internal and external correspondence, messenger receipts, policies and procedures, unit memoranda, visitor log book, and voting sheets).

**Communications Unit Records** (Records such as general consent forms, graphics and illustrations used in public materials, internal and external correspondence, news articles, newsletters, press releases, remarks by agency spokespeople, and social media information).

**General Counsel Records** (Records such as agreements, case logs and indexes, CLE information (including, but not limited to, certificates, accreditation forms and course materials), contracts, court orders, FOIL requests and responses, internal and external correspondence, legal case files, litigation materials, memoranda of law, recruiting and hiring materials, subpoenas, training materials, unit memoranda, and written material prepared by an attorney in the course of their legal work).

**Investigation Unit Records** (Records such as activity logs, audio and video materials, case files, closing reports, complaint reports, internal and external correspondence, interview forms, investigative actions and plans, memoranda, policies and procedures, statement summaries, and third-party documentation).

**Mediation Unit Records** (Records such as activity logs, audio and video materials, case files, closing report, confidentiality agreements, internal and external correspondence, mediation calendar, mediation forms, resolution agreements, surveys, and third-party documentation).

**Outreach and Intergovernmental Affairs Unit Records** (Records such as board meeting minutes, brochures, internal and external correspondence, monthly report, outreach presentation materials, outreach unit calendar, policies and procedures, recruitment and hiring materials, reports, sign-in sheets, surveys, and unit memoranda).

**Operations Unit Records** (Records such as fleet documentation, internal and external correspondence, procurement documents, and property documents).

**Policy and Advocacy Unit Records** (Records such as action plans, agency and unit memoranda, annual and semi-annual reports, APU reports, external data request, internal and external correspondence, issue-based reports, meeting minutes, monthly statistical reports, and report outlines).

**Training and Development Unit Records** (Records such as internal and external correspondence, investigator training manuals, investigator training presentation materials, sign-up sheets, and third-party training materials).