Record Titles

- Contracts, Service Legal Agreements (SLAs) and Memorandum of Understanding (MOUs) Files
  - Non-Issued or Non-Awarded Procurement Documents
  - Procurement, Intents to Purchase and Contract and Negotiation Documents
- Lease Agreements
- Education and Promotional Files
- Policies and Procedures
- Training Records
- Equipment, Supplies and Motor Vehicle Management
- Agency Recycling Records
- Facilities Management
  - Asset lists and updates
  - Work order files and logs
  - Schedules
  - Repairs
- Fiscal Operations
  - Subject and Correspondence files
  - State Fiscal Policies and Procedures Records
  - Audit Reports
  - Credit Card reports
  - Accounts Payable
  - Purchase and Contract Records
  - Cancelled bids
  - Travel Authorization and Expense reports
  - Accounts Receivable
  - Accounting Records
  - Budget Request Records
- Health Safety and Security
  - Environmental Audit Reports
  - Training reports
  - Inspection Records
- Correspondence
- Customer Orders for Service or Repairs
- Geographic Information System ("GIS") Records
- Open Data Program Management Records
- Litigation Documents
- Legislative Tracking Files
- Special Projects Files
- Internal Controls
- Mail and Messenger Services
- Minority and Women Owned Business Development Records
- Civil Service Administration
- Public Communications
- Organizational Charts
• Telecommunications
  o Contracts
  o Services
  o Logs and Reports
• Information Technology
  o General Administration
  o Systems and Application Development
  o Data Administration
  o IT Support
  o Network/Data Communication Services