

## Record Titles

- Contracts, Service Legal Agreements (SLAs) and Memorandum of Understanding (MOUs) Files
- Lease Agreements
- Staff and Personnel Records
- Education and Promotional Files
- Policies and Procedures
- Training Records
- Equipment and Supplies
- 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 (including press releases/Public Information Office releases on social media or elsewhere)
- 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
  - Contracts
  - Services
  - Logs and Reports
- Information Technology
  - General Administration
  - Systems and Application Development
  - Data Administration
  - IT Support
  - Network/Data Communication Services
  - Cybersecurity/Information Security