



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

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
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- 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