

STATE UNIVERSITY CONSTRUCTION FUND**Subject Matter List**

latest update: 06/25/2009

Administration & Operation's Outgoing Correspondence
Architect's Back-Charges
Architect's Field Order Files
Bank Account Files
Campus Master Plan Update & Reports Files
Cancelled Bid Files
Capital Budget Request
Campus files, including Community Colleges
Change Order Tracking File
Claims and Disputes
Community College Capital Budget Information
Computer & Back-up Files
Computer Program Listings
Construction Project Files
Construction Change Order Day Files
Construction General Day Files
Consultant Information Files
Consultant Selection Files
Contract Files
Contract Logs
Contractor Claim Files
Contractor Payment Files
Contractors' Certified Payroll Records
Counsel's General Correspondence
Data Entry Instructions
Data Input Records
Data Processing Project Files
Design Project Files
Disaster Preparedness & Recovery Plans
Employee Ethics Training Records
Employment Files
SUCF Financial Statement / General Ledger
Financing Files
Freedom of Information Law (FOIL) Files
General Financial Files
G.M.'s General Subject Files
Administration's General Subject Files
Information Inquiries & Requests
Info. Technology & Data Processing Services Plans
Insurance Records
Internal Procedures & Directives
Job Classification Files
Leases
Legal Memoranda & Opinions
SUCF-related Legislation
Litigation files
Minutes, Agenda, Meeting Files
NYS Contract Reference File
Office of the State Comptroller Reports
Operating & Capital Budget Requests
Operating Budget Revenue; Expenditure & Purchasing Files
Operating Budget/Planning

STATE UNIVERSITY CONSTRUCTION FUND	
Subject Matter List	
	latest update: 06/25/2009
Opportunity Programs Files	
Opportunity Programs Reports	
Design's Outgoing Correspondence	
Payroll Files	
PC Software Files	
Personnel Files	
Planning Budget Estimate (PBE)	
PBE & Architect's Payment Files & Records	
Policy & Procedures Files	
Procurement Project Files	
Program/Software Files	
Program Studies Files	
Project Drawings	
Project Initiation Files	
Project Justifications (CP3)	
Records Disposition Authorization Files	
Repayment to State Comptroller Files	
Report Requests	
SEQRA Files	
Service Contracts, Warranties & Guarantees	
State Records Center Transfer Lists	
Operational Support's Subject & Correspondence Files	
SUCF Annual Report Files	
SUCF Trustees Files	
Supplemental Agreement / Bond Closing Files	
Tax Reports	
Vendor Experience Questionnaire	
OSC Warrant Payee Listings, VOU 65	