

OFFICE OF THE STATE WELFARE INSPECTOR GENERAL
FREEDOM OF INFORMATION LAW SUBJECT MATTER LIST

A. Investigative Records

1. Complaint records, including written complaints and supporting documentation; completed complaint forms (Form IG 1); documentation of assignment of complaint to investigative teams.
2. Case Activity Reports of investigative steps taken; case worksheet; intra-agency communications; investigator notes; audio recordings and transcripts of interviews; subpoenas and subpoena responses; evidence forms; investigative plans.
3. Criminal, employment and other background data on subjects.
4. Index of subjects, complainants, witnesses.
5. Inter-agency and third-party communications, including referrals to agencies, prosecutors, and other entities.
6. Investigative reports of other agencies.
7. Final reports of investigation and agency responses.

B. Administrative Records

1. Policy and procedure manual.
2. Budget request and spending plan documents.
3. Purchasing records, including spending requests (Form B1184); requisitions and purchase orders; procurement card expenditure documentation.
4. Staff travel expense records.
5. Personnel files.
6. FOIL request and appeal records.
7. Litigation records.
8. Vehicle usage records.
9. Mail and fax logs.

10. Training records, including training of IG staff and training provided to outside entities.

11. Staff confirmation of financial disclosure statement submissions.

Updated 4/14