

GENESEE TRANSPORTATION COUNCIL

Subject Matter List

of Records Maintained
Pursuant to
New York State Freedom of Information Law

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Genesee Transportation Council
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The Genesee Transportation Council (GTC) maintains the following types of materials at its office:

- Administration and planning subject files
- Amended TIP project tables
- Annual line item budget for GTC staff activities
- Applications for funding via TIP
- Applications for funding via UPWP
- Bank deposit records
- Biographies of staff
- Cancelled RFP/RFQ solicitations
- Claim Vouchers and supporting documentation for expenditures
- Contracts for professional services
- Contracts with service vendors
- Cooperative Agreement among GTC, New York State Department of Transportation (NYSDOT), and Rochester-Genesee Regional Transportation Authority (RGRTA)
- Correspondence related to major products and planning studies
- Current and archived copies of the Greater Rochester Area Bicycling map
- Current and archived copies of the regional Long Range Transportation Plan (LRTP)
- Current and archived copies of the regional Transportation Improvement Program (TIP)
- Current and archived copies of the regional Unified Planning Work Program (UPWP)
- Documentation related to the granting of unpaid leave in accordance with the Family and Medical Leave Act (FMLA)
- Documentation related to the proper disposal of surplus equipment
- Documentation related to the use of paid time off for Bereavement, Jury Duty, Military Leave, and/or Organ or Bone Marrow donation
- Educational Assistance program records
- Emails sent and received (excluding unsolicited commercial emails)
- Equipment leases
- FHWA/FTA Joint Certification documents
- Geographic Information System (GIS) data
- GIS maps, documents, and records
- General public comments received
- GTC Board meeting attendance
- GTC Board meeting materials (agenda, proposed resolutions, etc.)
- GTC Board meeting minutes
- GTC By-Laws
- GTC Planning Committee attendance
- GTC Planning Committee meeting materials (agenda, proposed resolutions, etc.)
- GTC Planning Committee meeting minutes
- Insurance inventory (equipment, furniture, software, etc.)
- Invoices and supporting documentation for revenue
- Job postings for full- and part-time positions
- Legal Notices
- Letters of support provided for other agency's projects
- License Agreement for use of office space
- Library of printed materials related to various transportation issues (not available for lending but can be viewed in the GTC office)

- LRTP development supporting documentation
- Media articles of relevant issues
- Media Releases
- NYSAMPO meeting agendas and minutes
- Pavement condition data collected by GTC
- Pedestrian facilities data collected by GTC
- Presentations given by GTC staff
- Procurement records for GTC-led plans and studies
- Procedures for conducting Requests for Proposals/Qualifications
- Products such as reports and executive summaries from various plans and studies conducted by or on behalf of GTC
- Project related correspondence and emails
- Public Participation Plan
- Requests for reimbursement from New York State and supporting documentation
- Requests for TIP amendments
- Research reports
- Semi-annual reports of GTC activity submitted to the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and NYSDOT
- Shared staff calendar
- Signed GTC Resolutions
- Signed Planning Committee Resolutions
- Staff project status report
- Staff request forms for Paid Time Off
- Staff timesheets for grant accounting
- TIP development supporting documentation
- TIP Guidebook
- TIP Procedures Manual
- TIP project files
- Title VI Plan
- Traffic count data commissioned by GTC
- Traffic count data commissioned/collected by other agencies
- UPWP development supporting documentation
- UPWP funding award supporting documentation
- Web page files

Much of the policy, planning, and investment decision making-related material noted above is primarily intended for a public audience and freely available through the GTC website (www.gtcmpo.org). Some of the material that GTC uses may be produced by other entities and GTC may not be in a position to share those materials. In these instances, GTC staff will assist in identifying information sources and the means to request such information.