

BIENNIAL AGENCY REPORT

**INSTRUCTIONS**

The Identifying Information Law requires City agencies to submit comprehensive biennial agency reports related to their collection, retention, and disclosure of identifying information and their privacy protection practices.

To complete the 2024 biennial agency report:

- Review Form 2s ([APO Designation of Collection and Disclosures as “Routine”](#)) made since the 2022 compliance cycle;
- Review Form 5s ([Agency Privacy Officer Approval of Collections and Disclosures on a “Non-Routine” Basis](#)) made since the 2022 compliance cycle;
- Use Forms 2 & 5 to complete [Worksheet 1](#) for all new and existing **collections** between 2022-2024;
- Use Forms 2 & 5 to complete [Worksheet 2](#) for all new and existing **disclosures** between 2022-2024.
- Complete the Biennial Agency Workbook;
- Submit the biennial agency report by **July 31, 2024**.

Submit the biennial agency report to:

- Mayor at [MOReports@cityhall.nyc.gov](mailto:MOReports@cityhall.nyc.gov)
- City Council Speaker at [reports@council.nyc.gov](mailto:reports@council.nyc.gov)
- Chief Privacy Officer and the Citywide Privacy Protection Committee at [ojp@oti.nyc.gov](mailto:ojp@oti.nyc.gov)
- Department of Records and Information Services (DORIS) online submission portal at <https://a860-gpp.nyc.gov>

**THIS REPORT IS PUBLIC. PREPARERS SHOULD CONSULT AGENCY COUNSEL OR THE CHIEF PRIVACY OFFICER TO ENSURE THE RESPONSES ARE PROVIDED ACCORDING TO APPLICABLE LAW AND CITY POLICY.**

**VERSION CONTROL**

<b>Version</b>	<b>Description of Change</b>	<b>Approver</b>	<b>Date</b>
4.0	New design for ease of use and technological enhancements, and miscellaneous clarifying revisions.	Michael Fitzpatrick Chief Privacy Officer, City of New York	April 2024
3.0	Updated completion date; miscellaneous clarifying revisions.	Aaron Friedman Principal Senior Counsel Office of Information Privacy	April 2022
2.0	Updated completion date; miscellaneous clarifying revisions.	Laura Negrón Chief Privacy Officer, City of New York	April 2020
1.0	First Version	Laura Negrón Chief Privacy Officer, City of New York	April 2018

*Page Intentionally Blank*

**BIENNIAL AGENCY REPORT  
(Due on or before July 31, 2024)**

1. Agency: Fire Department
  
2. APO Contact Details
  - a. Name: Sofya Borchard
  - b. Title: Chief Healthcare Compliance Officer
  - c. Email: Sofya.Borchard@fdny.nyc.gov
  - d. Telephone: 7189990691

**COLLECTIONS**

3. How many collections does the agency have to describe?  
428
  
4. **COLLECTIONS.** Upload worksheet 1.



*- Proceed to the next page -*

5. For all **collections**, select the types of identifying information collected (check all that apply). See [Citywide Privacy Protection Policies and Protocols § 3.1](#).

<input type="checkbox"/> Name <input type="checkbox"/> Social security number (full or last 4 digits)* <input type="checkbox"/> Taxpayer ID number (full or last 4 digits)*	<b><u>Work-Related Information</u></b> <input type="checkbox"/> Employer information <input type="checkbox"/> Employment address
<b><u>Biometric Information</u></b> <input type="checkbox"/> Fingerprints <input type="checkbox"/> Photographs <input type="checkbox"/> Palm and handprints* <input type="checkbox"/> Retina and iris patterns* <input type="checkbox"/> Facial geometry* <input type="checkbox"/> Gait or movement patterns* <input type="checkbox"/> Voiceprints* <input type="checkbox"/> DNA sequences* <input type="checkbox"/> Height <input type="checkbox"/> Weight	<b><u>Government Program Information</u></b> <input type="checkbox"/> Any scheduled appointments with any employee, contractor, or subcontractor <input type="checkbox"/> Any scheduled court appearances <input type="checkbox"/> Eligibility for or receipt of public assistance or City services <input type="checkbox"/> Income tax information <input type="checkbox"/> Motor vehicle information
<b><u>Contact Information</u></b> <input type="checkbox"/> Current and/or previous home address <input type="checkbox"/> Email address <input type="checkbox"/> Phone number	<b><u>Law Enforcement Information</u></b> <input type="checkbox"/> Arrest record or criminal conviction <input type="checkbox"/> Date and/or time of release from custody of ACS, DOCS, or NYPD <input type="checkbox"/> Information obtained from any surveillance system operated by, for the benefit of, or at the direction of the NYPD
<b><u>Demographic Information</u></b> <input type="checkbox"/> Country of origin <input type="checkbox"/> Date of birth* <input type="checkbox"/> Gender identity <input type="checkbox"/> Languages spoken <input type="checkbox"/> Marital or partnership status <input type="checkbox"/> Nationality <input type="checkbox"/> Race <input type="checkbox"/> Religion <input type="checkbox"/> Sexual orientation	<b><u>Technology-Related Information</u></b> <input type="checkbox"/> Device identifier including media access control (MAC) address or Internet mobile equipment identity (IMEI)* <input type="checkbox"/> GPS-based location obtained or derived from a device that can be used to track or locate an individual* <input type="checkbox"/> Internet protocol (IP) address* <input type="checkbox"/> Social media account information
<b><u>Status information</u></b> <input type="checkbox"/> Citizenship or immigration status <input type="checkbox"/> Employment status <input type="checkbox"/> Status as a victim of domestic violence or sexual assault <input type="checkbox"/> Status as crime victim or witness	
<b><u>Other Types of Identifying Information</u></b> (list below): Signature; Health Information; Agency Identification Numbers (reference numbers, shield numbers, badge numbers)	
*Type of identifying information designated by the CPO (see <a href="#">CPO Policies &amp; Protocols, §3.1.1</a> ).	

**DISCLOSURES**

6. How many disclosures does the agency have to describe?

156

7. **DISCLOSURES.** Upload worksheet 2.



*- Proceed to the next page -*

8. For all **disclosures**, select the types of identifying information disclosed (check all that apply).  
 See [Citywide Privacy Protection Policies and Protocols § 3.1](#).

<input type="checkbox"/> Name <input type="checkbox"/> Social security number (full or last 4 digits)* <input type="checkbox"/> Taxpayer ID number (full or last 4 digits)*	<b><u>Work-Related Information</u></b> <input type="checkbox"/> Employer information <input type="checkbox"/> Employment address
<b><u>Biometric Information</u></b> <input type="checkbox"/> Fingerprints <input type="checkbox"/> Photographs <input type="checkbox"/> Palm and handprints* <input type="checkbox"/> Retina and iris patterns* <input type="checkbox"/> Facial geometry* <input type="checkbox"/> Gait or movement patterns* <input type="checkbox"/> Voiceprints* <input type="checkbox"/> DNA sequences* <input type="checkbox"/> Height <input type="checkbox"/> Weight	<b><u>Government Program Information</u></b> <input type="checkbox"/> Any scheduled appointments with any employee, contractor, or subcontractor <input type="checkbox"/> Any scheduled court appearances <input type="checkbox"/> Eligibility for or receipt of public assistance or City services <input type="checkbox"/> Income tax information <input type="checkbox"/> Motor vehicle information
<b><u>Contact Information</u></b> <input type="checkbox"/> Current and/or previous home address <input type="checkbox"/> Email address <input type="checkbox"/> Phone number	<b><u>Law Enforcement Information</u></b> <input type="checkbox"/> Arrest record or criminal conviction <input type="checkbox"/> Date and/or time of release from custody of ACS, DOCS, or NYPD <input type="checkbox"/> Information obtained from any surveillance system operated by, for the benefit of, or at the direction of the NYPD
<b><u>Demographic Information</u></b> <input type="checkbox"/> Country of origin <input type="checkbox"/> Date of birth* <input type="checkbox"/> Gender identity <input type="checkbox"/> Languages spoken <input type="checkbox"/> Marital or partnership status <input type="checkbox"/> Nationality <input type="checkbox"/> Race <input type="checkbox"/> Religion <input type="checkbox"/> Sexual orientation	<b><u>Technology-Related Information</u></b> <input type="checkbox"/> Device identifier including media access control (MAC) address or Internet mobile equipment identity (IMEI)* <input type="checkbox"/> GPS-based location obtained or derived from a device that can be used to track or locate an individual* <input type="checkbox"/> Internet protocol (IP) address* <input type="checkbox"/> Social media account information
<b><u>Status information</u></b> <input type="checkbox"/> Citizenship or immigration status <input type="checkbox"/> Employment status <input type="checkbox"/> Status as a victim of domestic violence or sexual assault <input type="checkbox"/> Status as crime victim or witness	
<b><u>Other Types of Identifying Information</u></b> (list below): Signature; Health Information; Agency Identification Numbers (reference numbers, shield numbers, badge numbers)	
*Type of identifying information designated by the CPO (see <a href="#">CPO Policies &amp; Protocols, §3.1.1</a> ).	

9. Separate from the Citywide Privacy Protection Policies and Protocols, what are the agency's policies regarding requests for disclosures from other City agencies, local public authorities or local public benefit corporations, and third parties? Please **summarize or upload a copy of the policy**. See *N.Y.C. Admin. Code § 23-1205(a)(1)(c)(1)*.

Policies specifically addressing Local Laws 245/247 have been developed. The FDNY currently ensures that all requests are vetted and meet existing privacy laws and policies including the FDNY's HIPAA Privacy and Security Policies and Operating Procedures as well as the guidance from the Chief Privacy Officer.

10. Which divisions of employees within the agency make disclosures of identifying information following the approval of the privacy officer? See *§ N.Y.C Admin. Code § 23-1205(a)(1)(c)(4)*.

Communications; Equal Employment Opportunity; Fire Investigations; Facilities; Fire Operations; Fire Prevention; Government Affairs and special programs; Health services; Human resources; Internal Audit; Investigations and trials; legal affairs; medical affairs; public information; recruitment and retention; revenue management; safety and inspection command; support services; strategic planning and program evaluation; technical services; training; technology development systems; uniform

11. Which categories of employees within the agency make disclosures of identifying information following the approval of the privacy officer? See *§ N.Y.C Admin. Code § 23-1205(a)(1)(c)(4)*.

The FDNY currently does not have existing written policies specifically addressing which divisions and categories of employees within the agency can make disclosures of identifying information following approval of the Privacy Officer. The FDNY generally ensures that only a restricted number of authorized people have access to identifying information and are able to disclose the minimum necessary amount of such information only if it is a requirement of their job function. See above for work units that

12. Do any of the agency's policies address **access** to identifying information by employees, contractors, and subcontractors? See *§ N.Y.C. Admin Code § 23-1205(a)(4)*.

- Yes – **GO TO QUESTION 13**  
 No – **GO TO QUESTION 16**

13. Do these policies state that **access** to identifying information must be necessary for the employees, contractors, and subcontractors to perform their duties? See *N.Y.C. Admin Code § 23-1205(a)(4)*.

- Yes – **GO TO QUESTION 14**  
 No – **GO TO QUESTION 16**

14. Are these policies implemented so that **access** is limited to the greatest extent possible, but also furthers the purpose or mission of the agency?

- Yes – **GO TO QUESTION 15**  
 No – **GO TO QUESTION 16**



15. Describe how **access** is limited to the greatest extent possible while furthering the purpose or mission of the agency.  
See applicable policies below (#16) that articulate how access is limited.

16. **Summarize or upload** the agency's current policies for handling **proposals for disclosures to other** City agencies, local public authorities, or local public benefit corporations, and third parties. See *N.Y.C Admin Code § 23-1205(a)(1)(c)(2)*.



17. **Summarize or upload** the agency's current policies regarding the classification of **disclosures** as necessitated by the existence of **exigent circumstances or as routine**. See *N.Y.C Admin Code § 23-1205(a)(1)(c)(3)*.

In exigent circumstances, the FDNY EMS follows the HIPAA standards of the Department of Health & Human Services' Office for Civil Rights (HHS OCR) which permits disclosures of information in the "facility directory" or in the case of a disaster, the OCR may suspend HIPAA rules and permit more detailed disclosures, without consent, to emergency aid agencies. During "exigent circumstances" and

18. Since 2022, has the agency **considered or implemented**, where applicable, policies that minimize the collection, retention, and disclosure of identifying information to the greatest extent possible while furthering the purpose or mission of the agency? See *N.Y.C Admin Code § 23-1205(a)(3)*.

- Yes – **GO TO QUESTION 19**
- No – **GO TO QUESTION 20**

19. Summarize the policies that the agency has **considered or implemented** regarding data minimization for the collection, retention, and disclosure of identifying information. See *N.Y.C Admin Code § 23-1205(a)(4)*.

The FDNY continues to operate under the guidelines of the General New York Business Law (Section 380). The current FDNY disclosure policies include AUC 355/EMSC OGP 113-09 and associated HIPAA Privacy Policies, and Operating Procedures.

20. Summarize the agency's use of agreements for any use or disclosure of identifying information. *See N.Y.C Admin Code § 23-1205 (a)(1)(d).*

Business associate agreements: The FDNY uses business associate agreements when hiring subcontractors to create or maintain applications for the collection, retention or disclosure of protected health information, to ensure that the information is appropriately protected. Business associate agreements are required under HIPAA. It requires the business associate to secure such protected information and to report the occurrence of a breach of confidentiality of protected health information to the FDNY.

21. Since 2022, describe the impact of the Identifying Information Law and any other local, state, or federal laws upon your agency's practices in relation to the collection, retention, and disclosure of identifying information (i.e., if such practices would differ in the absence of these laws). The impact can be positive or negative. *See N.Y.C Admin Code § 23-1205(a)(2).*

The Identifying Information Law has not had any significant impact on the FDNY's practices as the Department currently has sufficient policies, procedures, and practices in place. The Privacy Office has augmented FDNY's policies and procedure with the Local Law requirements.

22. Describe how the current privacy policies and protocols issued by the Chief Privacy Officer, or the guidance issued by the Citywide Privacy Protection Committee affected your agency's practices in relation to the collection, retention, and disclosure of identifying information. The effects can be positive or negative. *See N.Y.C Admin Code § 23-1205(a)(2).*

The Privacy Office has augmented FDNY's current policies and procedure with the Local Law requirements outlined in the Policies issued by the Chief Privacy Officer.

**- Proceed to the next page -**

**APPROVAL SIGNATURE FOR AGENCY REPORT**

**PREPARER OF AGENCY REPORT**

Name: Richard Ain

Title: Agency Attorney

Email: richard.ain@fdny.nyc.gov

Phone: 7189990835

**ELECTRONIC SIGNATURE OF AGENCY HEAD OR DESIGNEE REQUIRED BELOW**

Name: Matt Talty

Title: Deputy General Counsel

Email: Matthew.Talty@fdny.nyc.gov

Phone: 7189992024

Signature: *Matt Talty*  
Matt Talty (Jul 30, 2024 12:12 EDT)

Date: 07/30/2024

Per OTI guidance, worksheet has been sent separately due to upload being too large.

Thank you.

FDNY

Per OTI guidance, worksheet has been sent separately due to upload being too large.

Thank you.

FDNY

FDNY Policies for Proposals for Disclosures

It is the policy of the Fire Department to preserve the confidentiality of identifying information and to use and disclose such information only for such purposes as are authorized by law and regulation. Below are the current polices, practices, and procedures as described by each Bureau/unit:

<b>FDNY Bureau/Unit</b>	<b>Policy/Procedure Description</b>
<b>Communications</b>	When requested by FDNY Bureaus, tapes are made, logged in, and the party signs for them. No cameras are allowed in PSAC facilities. Tape procedures as previously described.
<b>Emergency Medical Services</b>	The following policies and procedures set forth the FDNY's policy with respect to preserving the confidentiality of patient health information generated in connection with the provision of pre-hospital emergency medical treatment and transport in the New York City 911 system, and procedures for the authorized use and disclosure of such information: Confidentiality, Use and Disclosure of Patient Health Information (EMS OGP 113-05); Security Policies and Operating Procedures for the Protection of Electronic Protected Health Information (EMS OGP 113-10). Both policies are compliant with the requirements of NYS Public Health Law, HIPAA and HITECH including the HIPAA Privacy Regulations, HIPAA Security Regulations, and HIPAA Breach Notification Regulations.
<b>Equal Employment Opportunity</b>	EEO is required to provide DCAS with the name of the parties to a complaint. EEO enters the information directly into the DCAS database. In addition, EEO provided complaint information to the FDNY Internal Audit. The EEO Policy provides that the information provided to the EEO Office in the course of an investigation is



	confidential. Otherwise, the EEO does not have written policy.
<b>Facilities</b>	The Bureau's informal policy is that it does not release any information to external sources without prior consultation with the FDNY's Bureau of Legal Affairs and the Privacy Officer.
<b>Fire Investigations</b>	The Bureau may share information with the NYPD if a joint investigation is underway. The Bureau may share information with other Bureaus in the FDNY. The Bureau may consult with FDNY's Bureau of Legal Affairs and the Privacy Officer, if there are questions in regard to the release of information.
<b>Fire Operations</b>	Information is disclosed solely to support the operational needs of the FDNY. Most disclosures of information are to other employees within the organization and, usually, are made by those in high ranks.
<b>Fire Prevention</b>	The Bureau of Fire Prevention makes disclosures to members of the public upon request. Requesters need to provide an authorization letter or are otherwise referred to the FDNY's Bureau of Legal Affairs and the Privacy Officer in order to receive access to information. Persons requesting permit and/or account information are referred to the FDNY Public Records Unit. All records shared to other City Agencies are authorized by FDNY.
<b>Government Affairs &amp; Special Programs</b>	The Bureau discloses identifying information in the course of trying to fulfill requests for service e.g. conducting an inspection or investigating a referral of a hazardous condition. This information is disclosed to FDNY employees or other city agencies that may be relevant to respond.
<b>Health Services</b>	Bureau of Health Services (BHS) and its Counselling Services Unit (CSU) follow the policies outlined in the Department policy related to the use and disclosure of the BHS records. For instance, patients must give written consent before their information is disclosed to any other party.  In addition, WTC HP follows HIPAA Security and Privacy Policies. These Policies are compliant with the requirements of NYS Public Health Law, HIPAA and HITECH including the HIPAA Privacy Regulations, HIPAA Security Regulations, and HIPAA Breach Notification Regulations. Furthermore, WTC HP has BAAs and MOUs when sharing information as required by the Policies.
<b>Human Resources</b>	HR staff in all units must discuss disclosures with the Division Head and/or Assistant Commissioner when requests fall outside the common requests. Common requests would include verification of employment, disability, etc. These requests are submitted and responded to only with the employee's authorization/signature for release. Uncommon requests would include outreach by attorneys, subpoenas, politicians, etc. Such requests are referred to FDNY's Bureau of Legal Affairs and the Privacy Officer for guidance/response.
<b>Internal Audit</b>	Disclosures are made by the Executive Manager of the Bureau for the purposes of complaining of external audits and with the consultation from the Privacy Officer.
<b>Investigations &amp; Trials</b>	Receipt of an official email request has to be obtained prior to disclosure. Personal Identifying information of members (other than name, work location, shield number etc.) are required to be redacted prior to dissemination of the information. Personal identifying patient information is required to be redacted, including the patient names, addresses, phone numbers and any other identifiers.
<b>Legal Affairs</b>	Disclosures must be court ordered (subpoenas, HIPAA release forms, etc.) and must be approved by the unit supervisor who may refer to FDNY disclosure policies (AUC 355/EMSC OGP 113-09, HIPAA Privacy Policies, and Operating Procedures) before release. Reports may be created used identifying information contained in various Legal Affairs databases. Once the information is verified, it may be shared with other units within the Department as well as other government agencies and the NYC Law

	Department.
<b>Medical Affairs</b>	As per FDNY policy, identifying information is public record but OMA is constrained from disclosing identifying information by HIPAA Compliance directives.
<b>Public Information</b>	Unit follows HIPAA and does not disclose personal information of patients and employees. Follows HIPAA Guidelines/Social Media Policy/Public Speaking and Press Policy AUC 332/OGP 101-06.
<b>Recruitment &amp; Retention</b>	Disclosures are fulfilled as requested to the Court Monitor and/or FDNY Executive Staff members.
<b>Revenue Management</b>	FDNY discloses only to authorized recipients, and only the minimum amount of identifying information required pursuant to HIPAA for EMS records.
<b>Safety &amp; Inspection Command</b>	No stated policy but try to take necessary steps to secure the information.
<b>Support Services</b>	No data is shared with any agency or vendor. Identifying information is solely used to identify members' Quartermaster account.
<b>Strategic Planning &amp; Program Evaluation</b>	Any questions about the sensitivity of data are discussed with FDNY Legal Affairs Unit prior to disclosing.
<b>Technical Services</b>	Written request through the chain of command only within the Fire Department as required by policy.
<b>Technology &amp; Development Systems</b>	Any release of information has to be approved by Bureau heads including owner of data, BTDS, Privacy Officer and Security Officer.
<b>Training</b>	Information is disclosed to State and Federal agencies as per their requirements for certifications. Information is disclosed to other FDNY members to comply with requests on forms. Other information is disclosed as directed and guided by FDNY Legal Affairs to other bureaus within the department.
<b>Uniformed Personnel</b>	Identifying information is shared with entities for the purpose of military leave.
N.Y.C. Admin. Code §23-1205(a)(1)(c)(2)	



Describe the following types of collections. *Note, you may have multiple collections of the same type.*

COLLECTIONS				
	<i>Type of Collection</i>	<i>Describe the Specific Activity</i>	<i>Classification</i>	<i>Describe the agency purpose or mission served by this Collection.</i>
1	Human Resources and other Personnel Matters	CityTime	Pre-approved as routine	Manages employee time and leave.
2	Human Resources and other Personnel Matters	Timesheets	Pre-approved as routine	Manages employee time and leave.
3	Human Resources and other Personnel Matters	SUM TOTAL – Learning Management System (LMS)	Pre-approved as routine	Monitors employee training and certifications.
4	Records Management	Electronic Pre-hospital Care Report (e-PCR)	Pre-approved as routine	Provides information on patient pre-hospital care.
5	Records Management	Ambulance Call Report (ACR) Request Form	Pre-approved as routine	Required to provide individuals with requested information.
6	Records Management	Computer Aided Dispatch (CAD) Form	Pre-approved as routine	Required to provide individuals with requested information.
7	Public Safety and Health	911 EMS Incident History	Pre-approved as routine	Recording used by Law Dept. in court and by FDNY for training.
8	Public Safety and Health	Fire Incident History	Pre-approved as routine	Recording used by Law Dept. in court and by FDNY for training.
9	Human Resources and other Personnel Matters	CD-30 Application for Transfer	Pre-approved as routine	Records qualifications, seniority, service points, and discipline.
10	Human Resources and other Personnel Matters	CD-31	Pre-approved as routine	
11	Human Resources and other Personnel Matters	OSA-1 and OSA-2	Pre-approved as routine	Investigation of employee work history prior to detail.
12	Public Safety and Health	CAD Outage Notification	Pre-approved as routine	Locates outages within the CAD system.

13	Human Resources and other Personnel Matters	Daily Work Assignment Report	Pre-approved as routine	Manages the work of Communications employees.
14	Human Resources and other Personnel Matters	Electricians Work Report	Pre-approved as routine	Manages the work of Communications employees.
15	Public Safety and Health	Emergency Reporting System (ERS) Box Distributions	Pre-approved as routine	Manages fire alarm box system (for reporting emergencies).
16	Office Administration	Facility Access Request	Pre-approved as routine	Provides access to non-FDNY person at FDNY facility.
17	Choose an item.	RT-2	Pre-approved as routine	
18	Office Administration	Request to Update Telephone Directory	Pre-approved as routine	Corrects/updates information in Department's Phone Directory.
19	Office Administration	Request for Department Phone Repair / Service.	Pre-approved as routine	Requests employee name on FDNY Phone.
20	Strategic Initiatives	Diversity and Inclusion Share Drives and Documents	Pre-approved as routine	Used for diversity and inclusion programming and outreach.
21	Utilities & Infrastructure	RC-1 Fuel Order Form	Pre-approved as routine	Requests fuel for ambulances and other vehicles.
22	Utilities & Infrastructure	RC-2 Fuel Delivery Form	Pre-approved as routine	Delivers fuel for ambulances and other vehicles.
23	Utilities & Infrastructure	RC-3 Fuel Shortage Form	Pre-approved as routine	Records fuel shortages for ambulances and other vehicles.
24	Utilities & Infrastructure	RC-5 Standard Work Order Form	Pre-approved as routine	Monitors work performed on Department vehicles.
	<i>Type of Collection</i>	<i>Describe the Specific Activity</i>	<i>Classification</i>	<i>Describe the agency purpose or mission served by this Collection.</i>
25	Utilities & Infrastructure	RC-6 Air Conditioner/Window/Wall Unit Repair or Replace	Pre-approved as routine	Repair or replace air conditioning units in EMS stations.
26	Incident Management	Special Operation Summary Report	Pre-approved as routine	Summary of events at special operation involving EMS personnel.

27	Records Management	Logging Recording Request	Pre-approved as routine	Requests the search of a voice record from FDNY recording.
28	Audit	Division ALS (Advanced Life Support) Unit Audit	Pre-approved as routine	Audit of the equipment in an ALS Unit.
29	Public Safety and Health	Medication Usage Report	Pre-approved as routine	Monitors the use of Medication.
30	Procurement	Medical Supply Unit Order Form	Pre-approved as routine	Requests replenishment of medical supplies to a station.
31	Procurement	Spectacle Kit/Corrective Lens Request & Order Form	Pre-approved as routine	Requests a new spectacle kit or corrective lens.
32	Procurement	EMS Fuel Card Replacement Form	Pre-approved as routine	Replaces an EMS fuel card.
33	Office Administration	NYC Fleet Vehicle Fueling Program	Pre-approved as routine	
34	Office Administration	Locksmith Work / Repair Requisition	Pre-approved as routine	Requests locksmith work.
35	Office Administration	Premise History Entry Request	Pre-approved as routine	Documents requests to enter premises.
36	Utilities & Infrastructure	ePCR/PTS Tablet Service Request	Pre-approved as routine	Requests repair work on an ePCR device.
37	Office Administration	Emergency Notification Information Form	Pre-approved as routine	Designates emergency contact for EMS employee.
38	Human Resources and other Personnel Matters	Counterterrorism Response Team Application	Pre-approved as routine	Application to join Counterterrorism Response Team
39	Human Resources and other Personnel Matters	Conflicts of Interest Waiver Request Form	Pre-approved as routine	Requests conflicts of interest review for outside employment.
40	Public Safety and Health	Dignitary Protection Unit Members	Pre-approved as routine	Scheduling and disclosing to Secret Service for security requirements.
41	Human Resources and other Personnel Matters	EOC (Emergency Operations Center) Notification Lists	Pre-approved as routine	Notification from FDOC to FDNY member of incident of interest.

42	Human Resources and other Personnel Matters	OEM / JOC Scheduling	Pre-approved as routine	Schedules members for shifts at EOC @ OEM and JOC @ 1PP.
43	Human Resources and other Personnel Matters	Overtime Control Numbers	Pre-approved as routine	Assignment of Overtime Control.
44	Human Resources and other Personnel Matters	EMS Annual Medical Orders	Pre-approved as routine	Schedules EMS Members for annual medical exam and training.
45	Incident Management	Unusual Occurrence Report and Tracking / Incident Situation Report	Pre-approved as routine	Documents Unusual Occurrences.
46	Incident Management	Confidential Complaints and Tracking	Pre-approved as routine	Tracks intake/work on confidential complaint investigations.
47	Human Resources and other Personnel Matters	Reassignment Request	Pre-approved as routine	Processes requests for reassignment of work location.
48	Response to a Request or Demand	Request for Duplication of Medical Records	Pre-approved as routine	Processes requests for duplicate medical records.
49	Human Resources and other Personnel Matters	Reassignment Request Database	Pre-approved as routine	Track/process a request for reassignment of work location.
50	Human Resources and other Personnel Matters	Monthly Work Schedules	Pre-approved as routine	Monthly work schedules.
51	Human Resources and other Personnel Matters	Captain/Deputy Chief/Division Chief Promotion Interview List	Pre-approved as routine	List interviewed for promotion to DC/DVC used to fill vacancies.
52	Human Resources and other Personnel Matters	Discipline Records	Pre-approved as routine	Record and track discipline of EMS members.
53	Human Resources and other Personnel Matters	Continuing Medical Education (CME) Recordings (on LMS).	Pre-approved as routine	Tracks expirations and current-ness of CME.
54	Human Resources and other Personnel Matters	Probationary Firefighter Potential Promotions	Pre-approved as routine	Tracks EMS members as candidates for promotion to Firefighter.
55	Human Resources and other Personnel Matters	Awards and Medals Requested / Awarded	Pre-approved as routine	Tracks requests for and awarding of medals, commendations, etc.

56	Utilities & Infrastructure	Health EMS	Pre-approved as routine	Record of and continuing documentation of medical care.
57	Human Resources and other Personnel Matters	Employee Medical Leave Report	Pre-approved as routine	Tracks/notifies members unable to report to duty due to injury/illness.
58	Public Safety and Health	Voluntary Hospital System	Pre-approved as routine	Maintains info on the voluntary emergency medical services that work alongside FDNY EMS.
59	Compliance	EMS Voluntary Restriction / Reinstatement Form	Pre-approved as routine	Restricts/reinstates voluntary EMS personnel from 911 system.
60	Public Safety and Health	Notice of Infraction	Pre-approved as routine	Track violation of procedure by voluntary hospital participants.
61	Human Resources and other Personnel Matters	Vacation Pick Chart	Pre-approved as routine	Create/maintain list of requested and approved vacation picks.
62	Human Resources and other Personnel Matters	Request for Mutual Schedule Exchange	Pre-approved as routine	Request to switch work schedules with a coworker.
63	Public Safety and Health	EMS Prehospital Save Form	Pre-approved as routine	Details info about EMT/ Para's successful patient care efforts.
64	Human Resources and other Personnel Matters	Request for Upgrade to Paramedic.	Pre-approved as routine	Request to be promoted from EMT to Paramedic rank.
65	Human Resources and other Personnel Matters	Paramedic Continuing Medical Education Verification Form	Pre-approved as routine	Verifies CME courses.
66	Public Safety and Health	SCAM/APS Checklist	Pre-approved as routine	
67	Records Management	Separation Voucher	Pre-approved as routine	
68	Compliance	Report of Suspected Child Abuse or Maltreatment	Pre-approved as routine	Disclosed to NYS Office of Children and Family Services.
69	Human Resources and other Personnel Matters	Unscheduled EMS Overtime Text Alerts Request Form	Pre-approved as routine	Allows members to receive text alerts for overtime opportunity.
70	Audit	Personal Equipment Audit	Pre-approved as routine	Monitors the condition of EMS equipment.

71	Prevention of Fraud, Waste, Abuse	On-site Transfer of Controlled Substances	Pre-approved as routine	Tracks movement/transfer of medications at EMS stations.
72	Prevention of Fraud, Waste, Abuse	Paramedic Controlled Substance Restock Log	Pre-approved as routine	Used to order medications.
73	Prevention of Fraud, Waste, Abuse	Paramedic Controlled Substance Transfer / Securement Log	Pre-approved as routine	Tracks movement/transfer of medications at EMS stations.
74	Public Safety and Health	Division Spare ALS (Advanced Life Support) Equipment Log	Pre-approved as routine	Monitors condition of EMS equipment.
75	Prevention of Fraud, Waste, Abuse	Controlled Substance Loss/Waste	Pre-approved as routine	Monitors the loss/waste of medications by EMS station.
76	Public Safety and Health	Workplace Violence Database	Pre-approved as routine	Documents violent events at the workplace.
77	Human Resources and other Personnel Matters	EEO Complaint Form	Pre-approved as routine	Used to file an EEO Complaint.
78	Human Resources and other Personnel Matters	EEO Complaint Form Cover Sheet	Pre-approved as routine	The front cover sheet of an EEO Complaint.
79	Human Resources and other Personnel Matters	Request for Mediation	Pre-approved as routine	Allows Complainants to elect mediation to resolve the issue.
80	Human Resources and other Personnel Matters	EEO Complaint Withdrawal Form	Pre-approved as routine	Withdraws an EEO Complaint.
81	Human Resources and other Personnel Matters	Confidential EEO Incident Report	Pre-approved as routine	Records the details of an EEO issue.
82	Human Resources and other Personnel Matters	EEO Liaison's Intake Report	Pre-approved as routine	Preliminary record of EEO complaint completed by attorney.
83	Human Resources and other Personnel Matters	Request Form for a Reasonable Accommodation for Victims of Domestic Violence, Sex offenses, or Stalking	Pre-approved as routine	Offers assistance or changes to employee's position or workplace that will enable job performance despite circumstances.

84	Human Resources and other Personnel Matters	Request for Reasonable Accommodation for Religious Observances, Practices, or Beliefs	Pre-approved as routine	Completed by FDNY employees seeking an accommodation for religious practices, observances, or beliefs.
85	Human Resources and other Personnel Matters	Request for Reasonable Accommodation for a Disability	Pre-approved as routine	Offers assistance or changes to employee's position/workplace that will enable job performance despite disability.
86	Human Resources and other Personnel Matters	Reasonable Accommodation Referral Form	Pre-approved as routine	Refers employees/applicants to FDNY's EEO Office.
87	Human Resources and other Personnel Matters	Employee Authorization for Release of Medical Records	Pre-approved as routine	To release an employee's medical records.
88	Human Resources and other Personnel Matters	Appeal of Reasonable Accommodation Determination	Pre-approved as routine	Submitted by employee to appeal FDNY's decision of a reasonable accommodation request.
89	Human Resources and other Personnel Matters	Weekly Time Reports	Pre-approved as routine	Retained to ensure employees are eligible to drive.
90	Human Resources and other Personnel Matters	Overtime Reports	Pre-approved as routine	Used to manage employees' time and leave.
91	Utilities & Infrastructure	Building Repair Folders (repair requests & work orders) and Building Project Folders (blueprints, construction plans, surveys)	Pre-approved as routine	Documents contained in computer shared drives that contain building information, including prior request for repairs and work orders.
92	Utilities & Infrastructure	Asbestos Reports and Surveys	Pre-approved as routine	Required under City and Federal OSHA/PESH Regulations.
93	Incident Management	Hazardous Materials Exposure Report	Pre-approved as routine	Completed in all cases of exposure to hazardous materials on the job.
94	Human Resources and other Personnel Matters	Workplace Violence Incident Report	Pre-approved as routine	Records instances of violence in the workplace.

95	Utilities & Infrastructure	Work Orders / Work Requests	Pre-approved as routine	Collected to submit to FEMA and OMB.
96	Records Management	OSHA Reports	Pre-approved as routine	Required under City and Federal OSHA/PESH Regulations and local, NYS, and Federal reporting requirements.
97	Utilities & Infrastructure	Work Orders / Work Requests	Pre-approved as routine	Collected to submit to FEMA and OMB.
98	Client or Customer Service	FDNY Correspondence Database	Pre-approved as routine	Keeps a record of constituent correspondence.
99	Legal Matters or Proceeding	E-Justice	Pre-approved as routine	Prepares TAC plan for possible arrest, used to obtain photograph and address information.
100	Legal Matters or Proceeding	TLO/Transunion for Law Enforcement	Pre-approved as routine	Assists in investigations.
101	Legal Matters or Proceeding	TLO/Transunion	Pre-approved as routine	Assists in investigations.
102	Incident Management	HRIS	Pre-approved as routine	Assists with security and identifies address of injured members for family transport.
103	Utilities & Infrastructure	9 MetroTech Parking Spot Roster	Pre-approved as routine	Manages parking spaces at FDNY Headquarters.
104	Utilities & Infrastructure	C-cure	Pre-approved as routine	Manages security at FDNY Headquarters.
105	Human Resources and other Personnel Matters	Badge Database	Pre-approved as routine	Manage distribution of badges.
106	Utilities & Infrastructure	Video surveillance at MetroTech Center	Pre-approved as routine	Manages security at FDNY Headquarters.
107	Utilities & Infrastructure	Fleet Tracking	Pre-approved as routine	Database of FDNY vehicles assigned to Members.



108	Human Resources and other Personnel Matters	BFI Employee List	Pre-approved as routine	Maintains updated information of Members.
109	Human Resources and other Personnel Matters	Hazmat Training Database	Pre-approved as routine	Monitors compliance with State and Federal Regulations.
110	Incident Management	CD 73 Exposure Report	Pre-approved as routine	Documents exposures to Members that may affect health.
111	Human Resources and other Personnel Matters	SCUBA Dive Log	Pre-approved as routine	Monitors time clocked by divers.
112	Records Management	A-8 FD Referral Report	Pre-approved as routine	Required for building inspections conducted by FDNY Members
113	Records Management	A-8B FD Referral Report (Smoke Detector)	Pre-approved as routine	Required for building inspections conducted by FDNY Members
114	Records Management	A-8R FD Rangoon Referral Report	Pre-approved as routine	Required for building inspections conducted by FDNY Members
115	Incident Management	A-17 Investigation of a Complaint Report	Pre-approved as routine	Used when investigating a complaint of unsafe conditions.
116	Records Management	A-33 Vacate Information Report	Pre-approved as routine	
117	Compliance	A-65 Explosive Magazine Report	Pre-approved as routine	Used to comply with Federal regulations of explosive magazines.
118	Compliance	A-67 Explosive Magazine Slip	Pre-approved as routine	Used to comply with Federal regulations of explosive magazines.
119	Legal Matters or Proceeding	A-200 Criminal Summons Court Case Record	Pre-approved as routine	
120	Human Resources and other Personnel Matters	Light Duty Assignment	Pre-approved as routine	Allows leadership to manage light duty positions and leaves.
121	Prevention of Fraud, Waste, Abuse	FS-112 Lost Equipment	Pre-approved as routine	Provides chain of custody to account for lost equipment.
122	Prevention of Fraud, Waste, Abuse	Lost ID and Badge Memo	Pre-approved as routine	Maintains chain of custody and interface with NYPD investigations.

123	Legal Matters or Proceeding	10-35 Application	Pre-approved as routine	Automated process for 1035 incidents/NOV generation, assignment, inspection, and reporting. Sends completed NOV service to ECB for next legal steps.
124	Utilities & Infrastructure	Legacy BISP Apparatus Field and Development System	Pre-approved as routine	Legacy app is used to track inspections and violations.
125	Utilities & Infrastructure	RBIS-Risk Based Inspection System	Pre-approved as routine	Captures inspection, violations, summons, auto schedules inspection based on risk score, etc.
126	Human Resources and other Personnel Matters	FDD – Full Duty Desk	Pre-approved as routine	Application used to track all Members going back to full duty after Medical leave or light duty.
127	Human Resources and other Personnel Matters	LDD – Light Duty Desk	Pre-approved as routine	Application used to track all Members going to light duty after Medical leave or full duty.
128	Human Resources and other Personnel Matters	RSG – Roster Staffing System (Firefighter)	Pre-approved as routine	Tracks all firehouse staffing by tracking vacations, trainings, medical leave, light duty, etc...
129	Human Resources and other Personnel Matters	RSG – Roster Staffing System (Officer)	Pre-approved as routine	Tracks officer staffing by tracking vacations, trainings, medical leave, light duty, etc...
130	Human Resources and other Personnel Matters	eBF4 – Electronic Ride List	Pre-approved as routine	Electronic riding list application captures all members reporting to duty at all Fire stations.
131	Public Safety and Health	PSS Checklist	Pre-approved as routine	Personal Safety Equipment Verification System
132	Public Safety and Health	CD-61 Completion Report Semi Annual Inspection of Hydrants	Pre-approved as routine	

133	Public Safety and Health	CD-80 Annual Inspection Report-Uniforms & Equipment	Pre-approved as routine	Monitors condition of FF PPE and other Company firefighting tools. Used to create CD-80a report.
134	Public Safety and Health	CD-63 Defective Hydrant Report	Pre-approved as routine	Used to identify defective hydrants and disclosed to DEP.
135	Public Safety and Health	CD-80a Annual Inspection Report - Uniforms and Firefighting Equipment	Pre-approved as routine	Report generated from information of CD-80 (see #131 above). Monitors condition of FF PPE and other Company firefighting tools.
136	Legal Matters or Proceeding	Arrest of Member	Pre-approved as routine	Documents detailing a Member's arrest and used for disciplinary decisions.
137	Human Resources and other Personnel Matters	Special Assignment Officers Activity Report	Pre-approved as routine	Employee work log completed while on special assignment.
138	Human Resources and other Personnel Matters	Request for Excusal from Duty to Attend U.F.A Meeting	Pre-approved as routine	Request to attend union meeting during work hours.
139	Human Resources and other Personnel Matters	Request for Excusal from Duty to Attend U.F.O.A. Meeting	Pre-approved as routine	Request to attend union meeting during work hours.
140	Human Resources and other Personnel Matters	Company Roster	Pre-approved as routine	List of on-duty members in a fire company for a shift.
141	Human Resources and other Personnel Matters	NYC DCAS Certification of Dual Employment	Pre-approved as routine	Disclosed to DCAS.
142	Human Resources and other Personnel Matters	Emergency Roll Call Information	Pre-approved as routine	
143	Legal Matters or Proceeding	Bureau of Investigations and Trials (BITS) Report	Pre-approved as routine	Information collected/disclosed to Inspector General and BITS Unit.
144	Incident Management	Burn Member Notification	Pre-approved as routine	Information collected/disclosed to Safety Operating Battalion and Staff Chiefs.

145	Incident Management	Death of Member	Pre-approved as routine	Information collected/disclosed to the FDNY's Ceremonial Unit.
146	Human Resources and other Personnel Matters	Mutual Exchange of Vacation Leave - Officer	Pre-approved as routine	Allows Officers to switch shifts with each other.
147	Human Resources and other Personnel Matters	Mutual Exchange of Vacation Leave – Firefighter	Pre-approved as routine	Allows Firefighters to switch shifts with each other.
148	Human Resources and other Personnel Matters	Special Vacation Request	Pre-approved as routine	Requests a non-scheduled vacation.
149	Legal Matters or Proceeding	BP-150 Request for Extra-Department Employment	Pre-approved as routine	Requests a conflict of interest/VAX review of outside employment.
150	Human Resources and other Personnel Matters	Individual and Unit Citation Recommendation Form	Pre-approved as routine	Collected to assist with award determinations.
151	Human Resources and other Personnel Matters	Board of Merit medal Day Book	Pre-approved as routine	Medal Day Book is available to the public.
152	Public Safety and Health	eCMS	Pre-approved as routine	Enterprise management system monitoring Marine Operations fleet and associated Marine equipment.
153	Public Safety and Health	Accela Fires	Pre-approved as routine	Information collected/disclosed by Fire Prevention as of 9/3/2021.
154	Public Safety and Health	TM-1 Form (used prior to Accela Fires)	Pre-approved as routine	Used to conduct FDNY business prior to 9/3/2021.
155	Public Safety and Health	Fire Prevention Information Management System (FPIMS)	Pre-approved as routine	Used prior to 9/3/2021 when transitioned to Accela Fires.
156	Public Safety and Health	FDNY Permit Accounts	Pre-approved as routine	Contains Permit information.
157	Legal Matters or Proceeding	Criminal Summon	Pre-approved as routine	Disclosed to Enforcement Unit and Law Dept.
158	Legal Matters or Proceeding	FDNY Summons	Pre-approved as routine	Disclosed to Enforcement Unit and used to direct public inquiries to ECB who can access the web portal.

159	Public Safety and Health	Inspection Survey	Pre-approved as routine	Identifies property owner, business info, items requiring a permit, and enforcement measures taken.
160	Human Resources and other Personnel Matters	Personnel Emergency Contact Form	Pre-approved as routine	Disclosed internally when Member assigned to a Unit.
161	Prevention of Fraud, Waste, Abuse	Application for a DOT parking place card	Pre-approved as routine	Disclosed internally to issue DOT parking place cards.
162	Public Safety and Health	Sprinkler Standpipe Test Report	Pre-approved as routine	Transitioned to Accela 9/3/2021.
163	Public Safety and Health	FP-83 (Standpipe) and FP-82 (Sprinkler)	Pre-approved as routine	Transitioned to Accela 9/3/2021.
164	Public Safety and Health	CDA-1, Construction, Demolition, and Abatement.	Pre-approved as routine	Transitioned to Accela 9/3/2021.
165	Public Safety and Health	CDA Inspection Report (Construction, Demolition, and Abatement)	Pre-approved as routine	Used for inspections prior to Accela Fires (9/3/21).
166	Public Safety and Health	Onsite Database (Fire Prevention, High Rise Unit)	Pre-approved as routine	Qualifies a candidate for fire and life safety director. Transitioned to Accela 9/3/2021.
167	Public Safety and Health	Certificate of Fitness Database (High Rise Unit)	Pre-approved as routine	Transitioned to Accela 9/3/2021.
168	Public Safety and Health	High Rise Residential nonsequential plan	Pre-approved as routine	Used by Fire Prevention High Rise Unit.
169	Public Safety and Health	Fire Safety Plans	Pre-approved as routine	Unit identifies qualified individuals to serve in buildings' fire safety programs. Trained and listed on the fire safety plan.
170	Public Safety and Health	Comprehensive / Combined Emergency Action Plan	Pre-approved as routine	Unit identifies qualified individuals to serve in buildings' fire safety/EAP plan. Trained and listed on the fire safety plan.

171	Public Safety and Health	EAP FSP Database	Pre-approved as routine	Unit monitors building fire safety personnel for NYC buildings and verifies accuracy by personal info.
172	Public Safety and Health	Fire Alarm Database	Pre-approved as routine	Collected for contact purposes and transitioned to Accela 9/3/2021.
173	Records Management	Account Folders	Pre-approved as routine	Collected by request of building owner or FOIL request.
174	Public Safety and Health	Range hood fire suppression plan review	Pre-approved as routine	Transitioned to Accela 9/3/2021.
175	Public Safety and Health	TM-5 Application for Rooftop Access Variance/Plan Review	Pre-approved as routine	Used to contact applicant with questions about application.
176	Public Safety and Health	Fire Prevention Plan Storage – Rooftop Plans	Pre-approved as routine	Used to contact applicant with questions about application.
177	Public Safety and Health	Letter of Approval/Disapproval	Pre-approved as routine	Notifies petitioner whether fire equipment is approved or not.
178	Public Safety and Health	Form B-45M	Pre-approved as routine	Used for contact by Fire Alarm Inspection Unit.
179	Public Safety and Health	A-234 District Office Referral (Permits)	Pre-approved as routine	Transitioned to Accela 9/3/2021.
180	Public Safety and Health	A-244 Sprinkler System Report	Pre-approved as routine	Transitioned to Accela 9/3/2021.
181	Public Safety and Health	A-244 Sprinkler Progress Report	Pre-approved as routine	Transitioned to Accela 9/3/2021.
182	Public Safety and Health	A-285A NYC Transit Authority Subway Emergency Exits, Semi-Annual Report of Inspections	Pre-approved as routine	Disclosed to NYC Transit Authority.
183	Public Safety and Health	A-289 Sprinkler Order Enforcement	Pre-approved as routine	Transitioned to Accela 9/3/2021.
184	Public Safety and Health	A-401 Official Notice of Inspection	Pre-approved as routine	Informs owner that premises was not able to be inspected.

185	Public Safety and Health	A-500 Standpipe Sprinkler Out of Service	Pre-approved as routine	Informs premises that standpipe sprinkler is not in service.
186	Public Safety and Health	AST-1 Aboveground Petroleum Storage Tank Inspection Checklist	Pre-approved as routine	Checklist for inspection of premises.
187	Finance	A-24 Personal Expense	Pre-approved as routine	Fiscal form, collected to manage expenses.
188	Procurement	Determination of Award	Pre-approved as routine	Fiscal form.
189	Procurement	FS-1 Determination of Award	Pre-approved as routine	For small purchases of \$250.00 or less.
190	Procurement	Managed Spend Card - Usage Log and Acknowledgement	Pre-approved as routine	Manages special outlaying expenses.
191	Procurement	Managed Spend Card – Transfer Form	Pre-approved as routine	Manages special outlaying expenses.
192	Procurement	Managed Spend Card – User Acknowledgement	Pre-approved as routine	Manages special outlaying expenses.
193	Finance	Project Tracking Budget Modification Request	Pre-approved as routine	Request to modify the budget of a project.
194	Procurement	One Bid Letterhead	Pre-approved as routine	Contains name, title, and signature of point of contact for bid.
195	Procurement	Request for Price Quote	Pre-approved as routine	Requests a quote on item/ service.
196	Procurement	State Contract Purchases	Pre-approved as routine	Monitors purchases made under a State contract.
197	Human Resources and other Personnel Matters	Substitute W-9 Form	Pre-approved as routine	
198	Procurement	Grant Micro – Purchase Tabulation Sheet	Pre-approved as routine	Monitors purchases made from grant funds.
199	Human Resources and other Personnel Matters	Payroll & Timekeeping records and shared drive	Pre-approved as routine	Collected to manage payroll and timekeeping functions and shared with FISA-OPA (for oversight),

				DCAS, OLR, Comptroller, Law Dept., DOI, and Pension Systems.
200	Finance	Budget shared drive	Pre-approved as routine	Collected for hiring purposes and shared with OMB and OLR.
201	Procurement	Passport system, eCMS, Old Access Database	Pre-approved as routine	Collected for procurement and to share with general public, City Agencies, public authorities, and State Agencies.
202	Prevention of Fraud, Waste, Abuse	EAM / NetworkFleet	Pre-approved as routine	Personnel tracking, vehicle utilization, and work order records.
203	Compliance	Fleet Focus	Pre-approved as routine	Required by DCAS.
204	Records Management	Internal Fleet tracking database	Pre-approved as routine	Collected to track and provide reports for FDNY HQ
205	Human Resources and other Personnel Matters	Fleet Services Employee Spreadsheet	Pre-approved as routine	Maintains employee records.
206	Incident Management	Vehicle repair/ maintenance/ accident	Pre-approved as routine	Used for Insurance Claims.
207	Utilities & Infrastructure	Vehicle Track	Pre-approved as routine	Monitors vehicle availability.
208	Legal Matters or Proceeding	Summonses spreadsheet	Pre-approved as routine	Tracks employee responsibility regarding summonses.
209	Strategic Initiatives	FDNY External Affairs Contacts	Pre-approved as routine	Contact list of officials and agencies used by FDNY External Affairs.
210	Education	Expression Of Interest: FDNY Fire and Emergency Medical Services Exploring Program	Pre-approved as routine	Collected for database of young people interested in the Exploring Program; once enrolled, used for registration and insurance.
211	Education	Expression of Interest: FDNY Captain Vernon A. Richard High School for Fire and Life Safety	Pre-approved as routine	Information collected to track students interested in enrolling in FDNY High School, shared w/ DOE.



212	Education	Expression of Interest: Youth EMS Academy	Pre-approved as routine	Collected to track young people interested in enrolling in FDNY EMS Academy; some info disclosed to organizations that provide funds.
213	Education	FDNY Youth Leadership Academy Application	Pre-approved as routine	Collected to track students applying to Youth Leadership Academy; maintains emergency contact for enrollees.
214	Public Safety and Health	Physical Training medical Clearance Form with release	Pre-approved as routine	Ensures youths participating in Leadership Academy are medical cleared to participate.
215	Legal Matters or Proceeding	Physical Training Release Form	Pre-approved as routine	Legal purposes.
216	Education	Expression of Interest: Fire Cadet Academy	Pre-approved as routine	Collected for program interest and shared with recruitment and retention.
217	Social Services	Financial information for stipends	Pre-approved as routine	Weekly stipends for Youth EMS Academy students; shared w/ FDNY Foundation (pays the stipends).
218	None of the above	Digital library of participants	Pre-approved as routine	Photo taken for FDNY social media.
219	Education	Application of Youth EMS Academy	Pre-approved as routine	Program applications.
220	Public Safety and Health	CPR Training System (Community Affairs)	Pre-approved as routine	Tracks participants and completions.
221	Finance	Grants Application Template	Pre-approved as routine	Manages grant funded items.
222	Finance	Preparedness training and/or cost associated w/ any grant funded personal service activity	Pre-approved as routine	Collected and disclosed to OMB then NYS/FEMA or to any grant holder (State/Federal agencies).
223	Finance	COVID related Grant Activity (testing)	Pre-approved as routine	Collected / disclosed information related to grant compensation.

224	Public Safety and Health	Digital Signature Consent – HIPAA, WTCHP Participation, WTC PHI to BHS, BHS PHI to WTC, Research, X-Ray (WTC health program & data center).	Pre-approved as routine	Used for purposes of providing treatment and research consent (in certain situations).
225	Public Safety and Health	WTC Health Program Medical Record	Pre-approved as routine	Healthcare program collecting information related to monitoring of and treatment for WTC related diseases; disclosures occur within bounds of treatment, payment, and operations.
226	Public Safety and Health	Mental Health Treatment Record	Pre-approved as routine	Collected for treating mental health (MH) injuries. Disclosed to BHS Psychiatrist and Legal upon request, also to NIOSH and their subcontractors for certification of WTC-related MH injuries.
227	Public Safety and Health	AUT – Autoimmune System	Pre-approved as routine	Tracks Auto Immune diseases.
228	Public Safety and Health	CAN – Cancer Monitoring Registry System	Pre-approved as routine	Tracks cancer patient diagnosis and registry.
229	Public Safety and Health	CSU Family	Pre-approved as routine	Family Member Database.
230	Public Safety and Health	Counseling Services Unit Referral	Pre-approved as routine	Refer Members to CSU for counseling intervention.
231	Compliance	Digital Signature Consent- HIPAA, WTCHP Participation, WTC PHI to BHS, BHS PHI to WTF, Research, X-ray.	Pre-approved as routine	Used by Institutional Review Board for consent to a procedure.
232	Legal Matters or Proceeding	Workers’ Compensation Claims packages – Report of Injury, request for LODI	Pre-approved as routine	WC claims are sent to Law Dept. for EMS and Civilian Members.

233	Human Resources and other Personnel Matters	Mental Health Records – Consultation Notes and Intake Forms	Pre-approved as routine	Available to BHS Psychiatrist on staff and Legal upon request.
234	Human Resources and other Personnel Matters	CD-72. CD-73, MD-X3, MD-206, Annual Medical, External Reports	Pre-approved as routine	Confirms, in writing, that a female patient is not pregnant before X-ray is performed.
235	Human Resources and other Personnel Matters	OHM Application – Vision, Audiometry, Mask Fit, PFT, EKG	Pre-approved as routine	Medical Surveillance.
236	Legal Matters or Proceeding	Civilian Workers’ Compensation System, PMS	Pre-approved as routine	Workers’ Compensation.
237	Human Resources and other Personnel Matters	Annual Medical Examination includes: PFT, EKG, Hearing, Vision, Vitals, Stair master, Blood work, Immunizations, NH questionnaire/interview. Chest x-ray, Mask fit, Drug Screen	Pre-approved as routine	Used for medical monitoring, candidate evaluations, and duty determinations.
238	Human Resources and other Personnel Matters	Radiology Information System (RIS)	Pre-approved as routine	Tracks X-rays and shows a patient’s x-ray history; used to order x-rays and to complete and track electronically.
239	Human Resources and other Personnel Matters	PACS (Health Services – X-Ray Unit)	Pre-approved as routine	Patient ID used to identify the type of X-Ray studies performed, for who and when they were performed, and to view patient’s X-Ray exam history. Allows an electronic report for each exam / study to be created by a Radiologist from Brightview Radiology.

240	Human Resources and other Personnel Matters	X-Ray Film / Film Jackets	Pre-approved as routine	Used to store patients' X-Ray films and reports in X-Ray file room as a record of a patient's exam history.
241	Human Resources and other Personnel Matters	X-Ray Request Form	Pre-approved as routine	Used to obtain a patient's consent to do X-Ray exam. Also used to order X-Rays for FFers/EMS, WTC Retirees, and Fire/EMS candidates by FDNY physicians.
242	Human Resources and other Personnel Matters	Radiation Exposure, Diagnostic X-Ray, Radiotherapy Record Cards	Pre-approved as routine	Was used by FDNY to keep records of the X-Rays patients received at FDNY.
243	Human Resources and other Personnel Matters	X-Ray Reports	Pre-approved as routine	Generated by the Radiologist after each X-Ray exam to document results; shared w/ 3 <sup>rd</sup> party vendor who mails out report.
244	Human Resources and other Personnel Matters	MRI Films	Pre-approved as routine	Patients drop off MRIs ordered by FDNY physician to X-Ray Unit for filing. FDNY physicians request MRIs that are ordered for their patients be filed in the X-Ray Unit.
245	Human Resources and other Personnel Matters	MRI Discs	Pre-approved as routine	Patients drop off MRIs ordered by FDNY physician to X-Ray Unit for filing. FDNY physicians request MRIs that are ordered for their patients be filed in the X-Ray Unit.
246	Human Resources and other Personnel Matters	MRI Reports	Pre-approved as routine	Generated by Radiologist after MRI exam to document the results.
247	Human Resources and other Personnel Matters	Civil Service Certifications (HR)	Pre-approved as routine	Collected for uniform promotions.

248	Office Administration	HRIS Wheeldex Access Request Form	Pre-approved as routine	Application to be added to HRIS Wheeldex to fulfill job functions.
249	Human Resources and other Personnel Matters	Demotions / DP 72 Form	Pre-approved as routine	Documents transfers & demotions.
250	Human Resources and other Personnel Matters	LODI Package (HR absence control)	Pre-approved as routine	For LODI Compliance Enforcement/ Absence control.
251	Human Resources and other Personnel Matters	Leave usage during LODI (Logs)	Pre-approved as routine	Keeps track of Member leave usage during LODI, later sent to payroll for deduction.
252	Human Resources and other Personnel Matters	Absence Control tracking Application	Pre-approved as routine	Software application tracks EMS members on LODI, other leave use, and inspector visits and comments.
253	Human Resources and other Personnel Matters	Personal Transaction Request Form	Pre-approved as routine	Used to process new hires.
254	Human Resources and other Personnel Matters	Vacancy Request Form	Pre-approved as routine	Used to process the filling of a vacancy.
255	Human Resources and other Personnel Matters	Comprehensive Personnel Document (CPD-B)	Pre-approved as routine	Required for background checks and employee records.
256	Human Resources and other Personnel Matters	OATH Form	Pre-approved as routine	Goes to City Clerk / Proof of allegiance to the City.
257	Human Resources and other Personnel Matters	Fingerprint Verification Card	Pre-approved as routine	This information is only disclosed to DCAS if questions about civil service status arise.
258	Human Resources and other Personnel Matters	Human Resources Management Information System (HRIS CD-6)	Pre-approved as routine	Used to collect information for HRIS employee database.
259	Human Resources and other Personnel Matters	Designation of Beneficiary Form (all employees)	Pre-approved as routine	Required document for the distribution of benefits.

260	Human Resources and other Personnel Matters	Familial Relationship Disclosure	Pre-approved as routine	Facilitates the assignment of personnel without conflict of interest.
261	Human Resources and other Personnel Matters	NYC Charter Agreement	Pre-approved as routine	Required by law upon new hire of employees.
262	Human Resources and other Personnel Matters	New Hire Summary Sheet	Pre-approved as routine	Required for employee's PRF
263	Human Resources and other Personnel Matters	Agency Shop Fee Agreement	Pre-approved as routine	Union receives information for union enrollment.
264	Human Resources and other Personnel Matters	NYCAPS New Hire Packet – Personal Data	Pre-approved as routine	Required for employee's processing.
265	Human Resources and other Personnel Matters	Update Personnel Document	Pre-approved as routine	Required document for employee records.
266	Human Resources and other Personnel Matters	EEO Self-Identification Form	Pre-approved as routine	Required for employees' self-identification status.
267	Human Resources and other Personnel Matters	Affidavit of Residency	Pre-approved as routine	Required document for employee to attest to compliance with job's residency requirement.
268	Human Resources and other Personnel Matters	Acknowledgement of Receipt – HR Processing	Pre-approved as routine	Required document for employee to acknowledge receipt of policy.
269	Human Resources and other Personnel Matters	Acknowledgement of Review (Limited Use Technology Policy)	Pre-approved as routine	Required document for employee to acknowledge understanding of policy.
270	Human Resources and other Personnel Matters	Receipt of Federal Drug Workplace Act of 1988	Pre-approved as routine	Required document for employee to acknowledge receipt of Federal Drug policy.
271	Human Resources and other Personnel Matters	Receipt – Chapter 49 NYC Charter	Pre-approved as routine	Required document for employee to acknowledge receipt of policy.

272	Human Resources and other Personnel Matters	Acknowledgement of Receipt – FDNY Civilian Code of Conduct and Limited Use Policy	Pre-approved as routine	Required document for employee to acknowledge receipt of policy.
273	Human Resources and other Personnel Matters	Request for FDNY ID card and access	Pre-approved as routine	Required for employee to be issued ID card.
274	Human Resources and other Personnel Matters	Employee’s Withholding Allowance Certificate (W-4)	Pre-approved as routine	Required for payroll processing and tax exemptions.
275	Human Resources and other Personnel Matters	Transit Benefit Plan	Pre-approved as routine	Information sent to MTA for transit benefits for the employee.
276	Human Resources and other Personnel Matters	Direct Deposit of Net Pay Enrollment Form	Pre-approved as routine	Bank receives the information to enroll the employee in direct deposit.
277	Human Resources and other Personnel Matters	Health Benefits Application	Pre-approved as routine	Required to verify benefits.
278	Human Resources and other Personnel Matters	Medical Spending Conversion – Benefits Buy Out	Pre-approved as routine	Required to verify a employee’s status.
279	Human Resources and other Personnel Matters	Application for Management Benefits	Pre-approved as routine	Required to verify enrollment.
280	Human Resources and other Personnel Matters	FMLA Leave – Medical	Pre-approved as routine	Used to process FMLA leave.
281	Human Resources and other Personnel Matters	FMLA Leave – Childcare	Pre-approved as routine	Used to process FMLA leave.
282	Human Resources and other Personnel Matters	Physician Certification	Pre-approved as routine	Used to process leaves / advances / grants.
283	Human Resources and other Personnel Matters	Request for Extended Leave	Pre-approved as routine	Used to process leaves.
284	Human Resources and other Personnel Matters	Paid Parental Leave	Pre-approved as routine	Used to process paid parental leave.
285	Human Resources and other Personnel Matters	Resignation Form – HR Health Benefits and Leave Unit	Pre-approved as routine	Used to process resignation.

286	Human Resources and other Personnel Matters	Retirement Form	Pre-approved as routine	Used to process retirement.
287	Human Resources and other Personnel Matters	L20 Leave of Absence	Pre-approved as routine	Used to process L20 Leave.
288	Human Resources and other Personnel Matters	Leave to Express Brest Milk	Pre-approved as routine	Used to monitor expressing times.
289	Human Resources and other Personnel Matters	Dedicated Leave – Receive	Pre-approved as routine	Used to process dedicated leave.
290	Human Resources and other Personnel Matters	Dedicated Leave – Donate	Pre-approved as routine	Used to process leave.
291	Human Resources and other Personnel Matters	Motor Vehicle Lookup	Pre-approved as routine	Used to ensure valid driver’s license.
292	Human Resources and other Personnel Matters	NYCAPS	Pre-approved as routine	Used to process money movement.
293	Human Resources and other Personnel Matters	Medical Chart Request	Pre-approved as routine	Used to obtain insurance policy; litigation; disability hearing; VCF or NYCERS WTC claim.
294	Human Resources and other Personnel Matters	Employment Eligibility Verification (USCIS Form I-9)	Pre-approved as routine	Used to process new hires.
295	Human Resources and other Personnel Matters	Authorization for Release of Drivers Record Information	Pre-approved as routine	Used to collect required information (driving record) for employment qualification.
296	Human Resources and other Personnel Matters	Certificate of Disposition	Pre-approved as routine	Required for background processing.
297	Human Resources and other Personnel Matters	Employment Verification Form	Pre-approved as routine	Required for background check for employment verification.
298	Human Resources and other Personnel Matters	Request Pertaining to Military Records (SF-180)	Pre-approved as routine	Required for background processing to ensure rights and benefits are granted.



299	Human Resources and other Personnel Matters	Familial Relationship Disclosure Form	Pre-approved as routine	Required for processing to ensure compliance with COIB.
300	Human Resources and other Personnel Matters	Education Verification	Pre-approved as routine	Required for background verification of education.
301	Human Resources and other Personnel Matters	Employee Declaration	Pre-approved as routine	Required for record purposes and for compliance with rules and regulations.
302	Human Resources and other Personnel Matters	Candidate Investigation File	Pre-approved as routine	Necessary for all employment candidates.
303	Human Resources and other Personnel Matters	Comprehensive Personnel Document	Pre-approved as routine	Required document containing candidate information and used to process new hires.
304	Human Resources and other Personnel Matters	Pre-application Form (Civilian)	Pre-approved as routine	Required for civilians for pre-approval prior to a more in-depth background review.
305	Human Resources and other Personnel Matters	Digital Form to Attend Webinars	Pre-approved as routine	Required registration information for information sessions held for FDNY candidates.
306	Legal Matters or Proceeding	Controlled Substance Audit Form	Pre-approved as routine	Required FDNY procedure.
307	Legal Matters or Proceeding	Notice of Infraction (Municipal)	Pre-approved as routine	Issued for a variety of violations.
308	Legal Matters or Proceeding	Notice of Infraction (Voluntary)	Pre-approved as routine	Issued for a variety of violations.
309	Legal Matters or Proceeding	SIU Complaint Form	Pre-approved as routine	Used by inspectors to record complaints. Required by the Department.
310	Legal Matters or Proceeding	Request for Drug and/or Alcohol Retest (T-3 Form)	Pre-approved as routine	Drug and alcohol tests are mandated by the Department.
311	Legal Matters or Proceeding	Chain of Custody (COC) Sample Tracking Form	Pre-approved as routine	Form used by Department and Quest Diagnostics to track receipt of toxicology test specimen.

312	Legal Matters or Proceeding	Forensic Drug Testing Custody and Control Form	Pre-approved as routine	Routine record for Department mandated drug test.
313	Legal Matters or Proceeding	Drug and/or Alcohol Testing Questionnaire	Pre-approved as routine	Employee questionnaire to disclose medications and alcoholic substances prior to drug/alcohol specimen testing.
314	Legal Matters or Proceeding	Drug Book	Pre-approved as routine	Results from random drug tests are recorded in this journal.
315	Records Management	Confidential Complaint Unit (CCU) Database	Pre-approved as routine	Collected to retain complaint history on FDNY employees and complainants.
316	Legal Matters or Proceeding	CCU Referral	Pre-approved as routine	Collected to complete official report and referred to respective division for further investigation.
317	Legal Matters or Proceeding	Unusual Occurrence report (UOR)	Pre-approved as routine	UOR documents any unusual occurrence within the Department that may affect the Department. These may be disclosed pending the occurrence such as criminal investigation.
318	Legal Matters or Proceeding	CCU Complaint Log	Pre-approved as routine	Tracking of all CCU cases. Never disclosed.
319	Legal Matters or Proceeding	Bureau of Investigations and Trials (BITS) database	Pre-approved as routine	Documented via database of disciplinary cases against FDNY employees, investigatory cases, arrest cases, etc.
320	Legal Matters or Proceeding	Complaint Letter	Pre-approved as routine	Letter sent to complainants requesting contact, copy retained in case folder.

321	Prevention of Fraud, Waste, Abuse	Medical Documentation Verification Form	Pre-approved as routine	Collected and retained to verify if employee treated at medical facility; provided/disclosed to provider to verify the visit.
322	Legal Matters or Proceeding	Voluntary Hospital ePCR request	Pre-approved as routine	Official request made to obtain ePCR from 911 participating hospital, request sent to hospital's EMS supervisor.
323	Legal Matters or Proceeding	Internal Arrest Form	Pre-approved as routine	Document utilized when Unit is advised of a Member's arrest, either on or off duty. Document retained in case file.
324	Legal Matters or Proceeding	NYS DOH Notification Form	Pre-approved as routine	Collected as requirement to notify NYS of any violation of NYS DOH Part 800.21Q.
325	Legal Matters or Proceeding	Notice of Interview	Pre-approved as routine	Documents completed and disclosed to notify employees of when to appear for interview.
326	Legal Matters or Proceeding	CCU Complaint Intake Form	Pre-approved as routine	Document created and retained to track all incoming complaints received by CCU. Disclosed depending on the allegation (such as criminal).
327	Legal Matters or Proceeding	CCU Complaint history	Pre-approved as routine	Collected and maintained for future cases and complaint tracking. Rarely disclosed.
328	Legal Matters or Proceeding	BITs Disciplinary Case File	Pre-approved as routine	Used for FDNY disciplinary investigation and adjudicating FDNY disciplinary cases under Civil Service Law § 75.

329	Legal Matters or Proceeding	BITs Investigation File	Pre-approved as routine	Collected to conduct investigations into allegations of FDNY employee misconduct.
330	Legal Matters or Proceeding	BITs Information File	Pre-approved as routine	Used as a record of incidents investigated by BITs.
331	Legal Matters or Proceeding	BITs Step I Hearing Schedule Database	Pre-approved as routine	Used to schedule Step I Disciplinary Hearing pursuant to Civil Service Law § 75.
332	Legal Matters or Proceeding	BITs Office Sign In Book	Pre-approved as routine	Used to track employee appointments at BITs offices.
333	Legal Matters or Proceeding	BITs received Disciplinary Charge Package Database	Pre-approved as routine	Used to keep record of Disciplinary Charge Packages that are received from FDNY Units.
334	Legal Matters or Proceeding	BITs Arrest File	Pre-approved as routine	Used to track criminal cases of FDNY members who have been charged with crimes.
335	Legal Matters or Proceeding	Record Amendment Request / Response / Appeal	Pre-approved as routine	Collected and retained in accordance w Federal and State law. Only disclosed subject to Federal and/or State law.
336	Compliance	Compliance Committees Minutes / Agenda / Sign-in sheet / Log in information	Pre-approved as routine	Refers to all Committees overseen by Compliance Unit. Collected and retained information in accordance with Federal and State law and only disclosed pursuant to those laws.
337	Compliance	Training Logs (HIPAA)	Pre-approved as routine	Collected and retained in accordance w Federal and State law. Only disclosed subject to Federal and/or State law.

338	Compliance	Exclusion Screening Data Sheet	Pre-approved as routine	Collected and retained in accordance w Federal and State law. Only disclosed subject to Federal and/or State law.
339	Compliance	HIPAA Compliance Index / Report	Pre-approved as routine	Collected and retained in accordance w Federal and State law. Only disclosed subject to Federal and/or State law.
340	Compliance	HIPAA Authorizations (individual / Media)	Pre-approved as routine	Collected and retained in accordance w Federal and State law. Only disclosed subject to Federal and/or State law.
341	Records Management	Collective Bargaining Agreements	Pre-approved as routine	Required to be maintained and to provide information as requested.
342	Records Management	Grievance database	Pre-approved as routine	Maintains record of grievances and improper practices.
343	Records Management	Grievance folder	Pre-approved as routine	Grievance forms and documents. Maintains record of grievances and improper practices.
344	Records Management	Bargaining Negotiations Folder	Pre-approved as routine	Maintains record of process of collective bargaining sessions.
345	Records Management	Timesheets for union representatives on full-time release	Pre-approved as routine	Information on timesheets input into CityTime; copies of timesheets sent to payroll for processing.
346	Records Management	Labor / Management Meetings and Subject Matter Files.	Pre-approved as routine	Files maintained to address issues that are not grievance subjects or improper practices. Maintains records of labor/management meetings and subject matter discussions.

347	Legal Matters or Proceeding	Conflict of Interest shared drive	Pre-approved as routine	Disclosed to Conflicts of Interest Board for obtaining COIB waivers.
348	Legal Matters or Proceeding	Violation Special Report	Pre-approved as routine	Lists relevant information related to the violation(s).
349	Response to a Request or Demand	Building Records Request Form	Pre-approved as routine	To request FDNY records about buildings in NYC.
350	Legal Matters or Proceeding	Agreements, MOUs, Licensing, etc.	Pre-approved as routine	Necessary to complete MOUs and agreements. Saves on H drive or LawTrac.
351	Legal Matters or Proceeding	Law Trac	Pre-approved as routine	Information is gathered and shared based upon litigation or administrative case filing. Identifiers are retracted as much as possible for minimal disclosure. Released to Law Dept. (attorney of record), courts, attorneys (discovery), and Admin bodies like EEOC & NYC/S Human Rights to defend actions against FDNY.
352	Legal Matters or Proceeding	Individual Attorney Computers, Network H and S drive.	Pre-approved as routine	Information is gathered and shared based upon litigation or administrative case filing. Identifiers are retracted as much as possible for minimal disclosure. Released to Law Dept., courts, and other City agencies. Also shared internally.
353	Response to a Request or Demand	FOIL Request	Pre-approved as routine	Fulfill FOIL requests.

354	Legal Matters or Proceeding	Custody and Control Form	Pre-approved as routine	Used to protect integrity of process. Disclosed to Quest for testing purposes.
355	Legal Matters or Proceeding	Drug and/or Alcohol Questionnaire Form	Pre-approved as routine	Used to preserve integrity of substance testing process; shared internally with BITs & medical staff.
356	Legal Matters or Proceeding	Random Selection List (substance testing)	Pre-approved as routine	Documents individuals selected for random drug testing and retained as official record in course of business for audit purposes. Shared with Fire Union and BITs as needed.
357	Legal Matters or Proceeding	Field Journal	Pre-approved as routine	Documents substance testing activities and Drug Testing Unit's field work; shared with BITs as needed.
358	Legal Matters or Proceeding	Toxicology Drug Test Report	Pre-approved as routine	Collected and only disclosed when specimen is reported positive and/or for audit if requested. Shared w BITs internally and Quest.
359	Legal Matters or Proceeding	Cure Letter	Pre-approved as routine	Collected to verify that violations are timely corrected and in compliance with remedying the violating condition.
360	Legal Matters or Proceeding	Correction Letter	Pre-approved as routine	Collected to verify subject properties do not have outstanding violations issued by FDNY.
361	Legal Matters or Proceeding	Parking & Traffic Summonses	Pre-approved as routine	Collected to maintain a record of all traffic and parking tickets issued by FDNY.

362	Legal Matters or Proceeding	Partial Cure	Pre-approved as routine	Collected to verify at OATH that Respondent attempted to comply with violations w stated timeframe.
363	Public Safety and Health	Excellence in Clinical Care Award	Pre-approved as routine	Developed by Office of Medical Affairs (OMA) to streamline and manage the ECCA award nomination process.
364	Public Safety and Health	Controlled Substance Database part of CTS	Pre-approved as routine	Narcotic usage reports required by NYS Bureau of EMS.
365	Public Safety and Health	STEMI Feedback Forms (Heart attack referrals)	Pre-approved as routine	Collected to follow up for quality assurance (QA) purposes.
366	Public Safety and Health	Refusal of medical Aid Forms in CTS	Pre-approved as routine	Collected and retained for legal purposes as required by FDNY policies and procedures.
367	Public Safety and Health	Transport requests in CTS	Pre-approved as routine	Collected and retained for legal purposes as required by FDNY policies and procedures.
368	Public Safety and Health	Cardiac Arrest Surveys part of CTS	Pre-approved as routine	Collected for research and QA/QI.
369	Public Safety and Health	10-95 Forms (Triage Patients off scene of assignment)	Pre-approved as routine	Collected and retained for legal purposes as required by FDNY policies and procedures.
370	Public Safety and Health	NICE recording	Pre-approved as routine	Collected for QA.
371	Public Safety and Health	NYS REMAC Liaison	Pre-approved as routine	Collected and disclosed as required by NYS Public Health law Article 30.
372	Public Safety and Health	OMA EMS Research	Pre-approved as routine	Information is aggregated and used in approved medical publications.
373	Public Safety and Health	Naloxone leave behind kits	Pre-approved as routine	Information collected shared with DOHMH and NYS DOH.



374	Public Safety and Health	Frequent Utilizers Project	Pre-approved as routine	Collected by 3 <sup>rd</sup> party vendor to assist in identifying frequent utilizers and shared with DOHMH.
375	Response to a Request or Demand	Office of Public Information	Pre-approved as routine	For information collected and shared w public and news media.
376	None of the above	Application for FDNY/USMA Counterterrorism Leadership Course	Pre-approved as routine	Used to apply for FDNY/USMA Counterterrorism course.
377	None of the above	Expression of Interest (EOI) form kept in the recruitment database	Pre-approved as routine	Used to contact applicants and candidates regarding ORR's programs and events.
378	None of the above	RDTs Application	Pre-approved as routine	Collects applicant information from Expression of Interest.
379	None of the above	FFCMP Management System	Pre-approved as routine	Tracks assignment of mentors in active class of candidates.
380	None of the above	Revenue Management reoccurring reports dealing with EMS transports	Pre-approved as routine	Information maintained to prepare reports using EMS medical records platform and billing platform.
381	None of the above	Billing platform (Digitech)	Pre-approved as routine	Collected and shared to prepare claims and invoices – third party vendor.
382	None of the above	Revenue Management reoccurring reports dealing with non-EMS transports	Pre-approved as routine	Prepared reports for reimbursement of property damaged and related costs for HAZMAT responses and training.
383	None of the above	Monthly ambulance accounts closed due to line of duty injury	Pre-approved as routine	Report identifies person for which an ambulance billing account was closed and not billed b/c transport was the result of a uniformed member (FD, PD) becoming ill or

				injured due to circumstances in the line of duty. Report is reviewed for accuracy and audit purposes.
384	None of the above	"Unknown" in Prehospital Care Report Name Field – Account closed	Pre-approved as routine	Billing accounts for Patient pre-hospital care reports for names "unknown" are closed and billed. Monitored for accuracy.
385	None of the above	Affidavits of Merit	Pre-approved as routine	Legal documents FDNY prepares to file against a patient that received payment from their insurer for our services and kept the money. FDNY signs affidavits and retains a copy for FDNY records.
386	None of the above	Spill Bill	Pre-approved as routine	Information is required to properly identify responsible parties for hazardous material spills and to submit claims to recoup City's related cleanup costs.
387	None of the above	Accident claims	Pre-approved as routine	Required to properly identify responsible parties doe damage caused to FDNY's vehicles and to submit claims to recoup FDNY's related repair costs.
388	None of the above	Project Notification Report (RD-1)	Pre-approved as routine	Document submitted to Research and Development Unit detailing an idea for a new project or piece of equipment the member would like the unit to analyze for efficacy.
389	None of the above	Project Workflow (RD-2)	Pre-approved as routine	Details the steps taken in an R&D project.

390	None of the above	Bi-Monthly Window Update (RD-3)	Pre-approved as routine	Details the steps taken in an R and D project.
391	None of the above	Accident Reporting System	Pre-approved as routine	Used to track accidents and reporting to DCAS for claims, revenues, etc.
392	None of the above	Accident Reports	Pre-approved as routine	For accident reporting to DCAS.
393	Public Safety and Health	Personnel Database	Pre-approved as routine	Collected to maintain information on members of the Safety Command.
394	Public Safety and Health	Unit Personnel Files	Pre-approved as routine	Required as part of FDNY's timekeeping/Leave of Absence information.
395	Public Safety and Health	Request to open Computerized Injury Report (CIRS-1)	Pre-approved as routine	Required procedure.
396	Education	Chauffeur School License Verification	Pre-approved as routine	Used to verify license prior to being approved for chauffeur school.
397	Public Safety and Health	NYS License Plate Tag	Pre-approved as routine	Used if a member is involved in an accident with a civilian vehicle.
398	Office Administration	Travel Requests	Pre-approved as routine	Used to book travel on behalf of the Department (conferences, trainings, committees, etc.)
399	Public Safety and Health	Serious Injury Reports / Fatal Fire Reports	Pre-approved as routine	Used to document indicants as a resource for influencing the evolution of agency policies and procedures.
400	Utilities & Infrastructure	Internal Safety Complaint Form	Pre-approved as routine	Used for employees to report a safety issue in the workplace.
401	Human Resources and other Personnel Matters	Quartermaster (QM) Download	Pre-approved as routine	Used to identify members account, type of uniform, and work delivery location.

402	Utilities & Infrastructure	Request for Delivery Appointment	Pre-approved as routine	Used to request new / repaired equipment delivered to FDNY facility.
403	Office Administration	Request to use the Auditorium	Pre-approved as routine	Used to request use of the auditorium at FDNY headquarters.
404	Utilities & Infrastructure	Locker Room Census Form	Pre-approved as routine	Used to manage the use of lockers at FDNY headquarters.
405	Office Administration	Printshop	Pre-approved as routine	Collected for copy center, utilized by third party vendor.
406	Utilities & Infrastructure	FDNY medical Equipment Unit Ob Board Ambulance repair Request	Pre-approved as routine	Used to request repair of medical equipment on an ambulance.
407	Procurement	NYC Mayor's Office of Contract Services Doing Business Data Form	Pre-approved as routine	Required procurement document that is sent to Fiscal Services and uploaded in the eCMS Fiscal Services Procurement System.
408	Utilities & Infrastructure	Radio Equipment Receipt	Pre-approved as routine	Used to track equipment.
409	Utilities & Infrastructure	Service Now	Pre-approved as routine	Application tool used for service and change of equipment (service now is a standalone company where FDNY buys a service.
410	Utilities & Infrastructure	EMS CAD Access: PCMSS Software Request	Pre-approved as routine	Used to request IT services; system currently being retired and retains data, but no longer collects it.
411	Utilities & Infrastructure	UNISYS Account Request Form	Pre-approved as routine	Used to request IT services; currently transitioning away from this, but still retains old data.
412	Utilities & Infrastructure	VAX Account Request Form	Pre-approved as routine	Used to request IT services.
413	Utilities & Infrastructure	Video Conference Center Request Form	Pre-approved as routine	Used to request video conference center.

414	Office Administration	TBTA reimbursement form (training)	Pre-approved as routine	Used for employee contact and emergency contact purposes.
415	Utilities & Infrastructure	Scheduling Units for Training – Request form	Pre-approved as routine	Used to request to schedule a unit for training; done to ensure the unit is marked ‘offline’ and won’t be asked to respond to calls while training.
416	Education	CFRD State Certification Applications	Pre-approved as routine	Used to apply for state certification of CFRD and apply to take State test for CFRD certification.
417	Office Administration	Bereavement Leave Request	Pre-approved as routine	Used if death of a relative of a member working at Bureau of Training.
418	Education	Grant Sign in Sheet transitioned to LMS	Pre-approved as routine	Used to track attendance at grant funded training.
419	Utilities & Infrastructure	Bureau Vehicle Authorization Form	Pre-approved as routine	Used to allocate Department vehicles.
420	Education	Mobile CPR Training Unit Roster	Pre-approved as routine	Used to document listing the members of the Mobile CPR Training Unit.
421	Education	LMS Submission for Training Form	Pre-approved as routine	Used to develop training.
422	Human Resources and other Personnel Matters	Personnel Folder (including emergency notification form and first day folder form)	Pre-approved as routine	Used for emergency contact and in case of emergency or if member is missing from school.
423	None of the above	CPR Unit Civilian Attendance Sheet	Pre-approved as routine	Collected for attendance form to track number of New Yorkers receiving training in Compression Only CPR.

424	Education	New York State Department of Health Bureau of EMS Form "DOH 65"	Pre-approved as routine	Identifying information part of NYS DOH BLEMS form utilized for recertification and shared with NYS DOH.
425	Education	Various external training platforms (FISDAP, Simulation Lab, and evaluation forms)	Pre-approved as routine	Various learning modules used by EMS Training.
426	Education	Extended Military Benefit Program	Pre-approved as routine	Used for member to receive differential pay from the City while deployed overseas for an approved operational contingency or homeland security.
427	Human Resources and other Personnel Matters	BP-606 Request to Carry Over Unused Vacation	Pre-approved as routine	Used to carry over unused vacation time.
428	Human Resources and other Personnel Matters	Application for Disability Retirement	Pre-approved as routine	Used to apply for disability retirement benefits.

*Please add additional rows, if needed*

Describe the following types of disclosures. Note, you may have multiple disclosures of the same type.

DISCLOSURES					
	<i>Type of Disclosure</i>	<i>Describe the Specific Activity</i>	<i>Classification</i>	<i>Describe the agency purpose or mission served by this Disclosure.</i>	<i>Was this disclosure made pursuant to an external request?</i>
1	Public Safety and Health	Electronic Pre-hospital Care Report (ePCR)	Pre-approved as routine	Provides information based on pre-hospital care. Used by internal Audit for their Medical Compliance Work Plan	No
2	Response to a Request or Demand	Ambulance Call Report (ACR)	Pre-approved as routine	Requestor provides FDNY w/ information to locate and retrieve information in Health EMS.	Yes
3	Response to a Request or Demand	Computer Aided Dispatch (CAD)	Pre-approved as routine	Requestor provides information to FDNY to search/retrieve record to provide to requestor.	Yes
4	Response to a Request or Demand	Computer Aided Dispatch (CAD) audio (legal affairs)	Pre-approved as routine	Information collected and disclosed for Court purposes.	Yes
5	Response to a Request or Demand	EMS Incident History	Pre-approved as routine	NYC Law Dept. uses recordings in court courses. FDNY uses for table-top training exercises.	Yes
6	Response to a Request or Demand	Fire Incident History	Pre-approved as routine	NYC Law Dept. uses recordings in court courses. FDNY uses for	Yes

				table-top training exercises.	
7	Response to a Request or Demand	EMS Incident History	Pre-approved as routine	NYC Law Dept. uses recordings in court courses. FDNY uses for table-top training exercises.	Yes
8	Strategic Initiatives	Diversity and Inclusion Activities	Pre-approved as routine	Shared for diversity and inclusion program maintenance such as scheduling of programming, events, and outreach activities.	No
9	Public Safety and Health	EMS Voluntary Restriction / Reinstatement Form	Pre-approved as routine	Used /shared to restrict or reinstate voluntary EMS personnel from the 911 system.	No
10	Records Management	CD-30 Application for Transfer	Pre-approved as routine	Used to calculate member qualifications, status, seniority and service points, disciplinary status, years of service, and family connection.	No
11	Office Administration	CD-31	Pre-approved as routine	Routine Administration	No
12	Prevention of Fraud, Waste, Abuse	OSA-1 and OSA-2	Pre-approved as routine	Investigation of employee work history prior to detail.	No
13	Response to a Request or Demand	CD-63 Defective Hydrant Report	Pre-approved as routine	Disclosed to DEP.	Yes



14	Response to a Request or Demand	NYC DCAS Certification of Dual Employment	Pre-approved as routine	Disclosed to DCAS.	Yes
15	Prevention of Fraud, Waste, Abuse	Quarterly Controlled Substance Recap	Pre-approved as routine	Monitors controlled substances in possession at EMS stations.	No
16	Office Administration	Notice of Mandatory Overtime	Pre-approved as routine	Documents an employee's notice of mandatory overtime for a specified time period.	No
17	Response to a Request or Demand	Logging Recording Request	Pre-approved as routine	Used to request the search of a voice record.	Yes
18	Response to a Request or Demand	Dignitary Protection Unit Members	Pre-approved as routine	Used for scheduling and disclosed to US Secret Service for security requirements.	Yes
19	Office Administration	OEM / JOC Scheduling	Pre-approved as routine	Used to schedule members for shifts at EOC @ OEM and JOC @ 1PP.	Yes
20	Office Administration	Overtime Control Numbers	Pre-approved as routine	Assignment of Overtime Control.	No
21	Human Resources and other Personnel Matters	Reassignment Request database	Pre-approved as routine	Tracks and processes requests for reassignment.	No
22	Human Resources and other Personnel Matters	Monthly Work Schedules	Pre-approved as routine	Maintains FDNY monthly work schedules.	No
23	Human Resources and other Personnel Matters	Awards and Medals requested / Awarded	Pre-approved as routine	Tracks requests for and the rewarding of medals, commendations, etc.	No
24	Public Safety and Health	Health EMS	Pre-approved as routine	Maintains record of and continuing	No

				documentation of medical care.	
25	Human Resources and other Personnel Matters	Employee medical leave report	Pre-approved as routine	Tracks and notifies members who are unable to report to duty due to injury or illness.	No
26	Human Resources and other Personnel Matters	Voluntary Hospital System	Pre-approved as routine	Maintains information on voluntary emergency medical services that work alongside the FDNY's Bureau of EMS.	No
27	Compliance	Notice of Infraction	Pre-approved as routine	Tracks violation of procedure by voluntary hospital participants.	No
28	Human Resources and other Personnel Matters	Vacation Pick Chart	Pre-approved as routine	Maintains a list of requested and approved vacation picks.	No
29	Response to a Request or Demand	Employee Authorization for Release of Medical Records	Pre-approved as routine	Allows for disclosure of medical records.	Yes
30	Public Safety and Health	Asbestos Reports & Surveys	Pre-approved as routine	Required under City and Federal Regulations.	No
31	Public Safety and Health	OSHA Reports	Pre-approved as routine	Required under City and Federal Regulations; shared with unions, local, state, and federal reporting requirements.	No
32	Human Resources and other Personnel Matters	Overtime Reports	Pre-approved as routine	Used to manage employee time and leave.	No

33	Utilities & Infrastructure	Building Project Folders (Blueprints, construction plans, surveys)	Pre-approved as routine	Documents in shared drive that contain building information for request for repairs and work orders, and shared w/ contractors.	Yes
34	Human Resources and other Personnel Matters	A-17 Complaint Report	Pre-approved as routine	Documents complaints about unsafe conditions.	No
35	Human Resources and other Personnel Matters	CD-30 Application for Transfer	Pre-approved as routine	Used to calculate member qualifications, status, seniority and service points, disciplinary status, years of service, and family connection.	No
36	Utilities & Infrastructure	FS-112 Lost Equipment	Pre-approved as routine	Provides a chain of custody to account for lost or misplaced equipment.	No
37	Legal Matters or Proceeding	Lost ID and Badge Memo	Pre-approved as routine	Maintains a chain of custody to interface with NYPD investigation if necessary.	Yes
38	Legal Matters or Proceeding	BITS Report	Pre-approved as routine	Disclosed to Inspector General and Bureau of Investigation and Trials.	Yes
39	Human Resources and other Personnel Matters	Burn Member Notification	Pre-approved as routine	Disclosed to Safety Operating Battalion and Staff Chiefs.	No
40	Human Resources and other Personnel Matters	Death of Member	Pre-approved as routine	Information disclosed to ceremonial unit.	No
41	Human Resources and other Personnel Matters	Individual / Unit Citation Recommendation Form	Pre-approved as routine	Forms assist in determining awards.	No

42	Human Resources and other Personnel Matters	Board of Merit Medal Day Book	Pre-approved as routine	Medal Day Book is available to the public.	No
43	Human Resources and other Personnel Matters	Request for Excusal from Duty to Attend UFA (FF Union) Meeting	Pre-approved as routine	Processes a request for work absence to attend a union meeting.	No
44	Human Resources and other Personnel Matters	Request for Excusal from Duty to Attend UFOA (FF Union) Meeting	Pre-approved as routine	Processes a request for work absence to attend a union meeting.	No
45	Public Safety and Health	Fire Safety Plans	Pre-approved as routine	Unit identifies qualified staff to serve in buildings' Fire Safety Program(s) and are then listed on the Fire Safety Plan. Those listed must receive training.	No
46	Public Safety and Health	Comprehensive / Combined Emergency Action Plan	Pre-approved as routine	Unit identifies qualified staff to serve in buildings' Fire Safety Program(s) and are then listed on the Fire Safety/EAP Plan. Those listed must be trained.	No
47	Response to a Request or Demand	Account Folders	Pre-approved as routine	Disclosed by request of the building owner or FOIL.	Yes
48	Client or Customer Service	Fire Prevention Plan Storage – Rooftop Plans	Pre-approved as routine	Used to contact applicant regarding questions about application and general correspondence.	No
49	Client or Customer Service	Form B-45M	Pre-approved as routine	Used for contact purposes.	No
50	Human Resources and other Personnel Matters	Payroll & Timekeeping records and shared drive	Pre-approved as routine	Collected to manage payroll and shared with FISA-OPA (oversight), FISA,	Yes

				DCAS, OLR, Comptroller, Law Dept., DOI, and Pension systems.	
51	Utilities & Infrastructure	Fleet Focus	Pre-approved as routine	DCAS required this information.	Yes
52	Utilities & Infrastructure	Internal Fleet Tracking Database	Pre-approved as routine	Used to prepare reports for Headquarters.	No
53	Utilities & Infrastructure	Vehicle repair, maintenance, accident form	Pre-approved as routine	Used for insurance claims.	Yes
54	Utilities & Infrastructure	Vehicle Track	Pre-approved as routine	Tracks vehicle availability.	No
55	Utilities & Infrastructure	Drivers Daily Vehicle Log and Usage Reports	Pre-approved as routine	Monitors use of FDNY vehicles.	No
56	Human Resources and other Personnel Matters	Summonses spreadsheet	Pre-approved as routine	Determines employee responsibility regarding summonses.	No
57	Strategic Initiatives	Expression of Interest: FDNY Fire and Emergency Medical Services Exploring Program	Pre-approved as routine	Info on interested candidates is collected. If enroll, information disclosed to Learning for Life, organization that oversees all Exploring Programs. Participants are registered and insured through Learning for Life.	No
58	Human Resources and other Personnel Matters	Digital library of participants	Pre-approved as routine	Photos taken for social media.	No
59	Human Resources and other Personnel Matters	Budget Shared Drive	Pre-approved as routine	Collected for hiring and sharing with OMB and OLR (collective bargaining).	Yes

60	Procurement	Passport System, eCMS, Old Access Database	Pre-approved as routine	Information collected for procurement and shared with public, city agencies, public authorities, and state agencies.	Yes
61	Procurement	Grants Application Template	Pre-approved as routine	Used to manage grant funded items.	No
62	Public Safety and Health	Preparedness training and/or cost associated with any grant funded personal service activity	Pre-approved as routine	Disclosed to OMB and NYS FEMA or other grant holder (State & Federal agencies).	Yes
63	Human Resources and other Personnel Matters	COVID related Grant Activity (testing)	Pre-approved as routine	Sharing information related to grant compensation.	No
64	Human Resources and other Personnel Matters	Demotions / DP 72 Form	Pre-approved as routine	Used for transfers and demotions.	No
65	Human Resources and other Personnel Matters	Non-Managerial Evaluation Form	Pre-approved as routine	Used to evaluate job performance.	No
66	Legal Matters or Proceeding	Civilian Workers' Compensation System, PMS	Pre-approved as routine	Used for Workers' Compensation matters.	Yes
67	Human Resources and other Personnel Matters	Tasks and Standards Form	Pre-approved as routine	Ensures receipt of the position's tasks and standards.	No
68	Human Resources and other Personnel Matters	Managerial Evaluation Form	Pre-approved as routine	Used to evaluate job performance.	No
69	Human Resources and other Personnel Matters	Driver's license, pilot license, wiper license, marine license	Pre-approved as routine	Collected to confirm valid licensing.	No
70	Human Resources and other Personnel Matters	Promotion desk database	Pre-approved as routine	Maintained for uniform promotions.	No

71	Human Resources and other Personnel Matters	Personnel Transaction Request Form	Pre-approved as routine	Used to process new hires.	No
72	Human Resources and other Personnel Matters	Vacancy Request Form	Pre-approved as routine	Used to process filling a vacancy.	No
73	Human Resources and other Personnel Matters	OATH Form	Pre-approved as routine	Sent to City Clerk as proof of allegiance to the City.	Yes
74	Human Resources and other Personnel Matters	Agency Shop Fee Agreement	Pre-approved as routine	Union sent this information for enrollment.	Yes
75	Human Resources and other Personnel Matters	Transit benefit plans (Wage Works)	Pre-approved as routine	Sent to MTA to obtain transit benefits for the employee.	Yes
76	Human Resources and other Personnel Matters	Direct Deposit of Net Pay Enrollment Form	Pre-approved as routine	Information sent to bank to enroll employee.	Yes
77	Human Resources and other Personnel Matters	Medical Spending Conversion – Benefits Buy Out	Pre-approved as routine	Required to verify an employee’s status.	No
78	Human Resources and other Personnel Matters	Application for Management Benefits	Pre-approved as routine	Required to verify enrollment.	No
79	Human Resources and other Personnel Matters	Candidate Investigation Survey – 3 <sup>rd</sup> Party Agency	Pre-approved as routine	Verifies employment information.	No
80	Human Resources and other Personnel Matters	Rejection of Request	Pre-approved as routine	Provides FDNY history.	No
81	Response to a Request or Demand	Verification of Employment Letter	Pre-approved as routine	To verify employment information for employers.	Yes
82	Response to a Request or Demand	FD Personnel Service Record (19 <sup>th</sup> -Early 20 <sup>th</sup> Centuries only)	Pre-approved as routine	Only retained and disclosed for family genealogy requests.	Yes
83	Response to a Request or Demand	FD Personnel Service Record (20 <sup>th</sup> Century to Mid-1990s)	Pre-approved as routine	Only retained and disclosed for family genealogy requests.	Yes

84	Human Resources and other Personnel Matters	Transit Benefit Plans	Pre-approved as routine	Sent to MTA to obtain employee transit benefits.	No
85	Human Resources and other Personnel Matters	Employment Verification Form	Pre-approved as routine	Required for background check for employment verification.	No
86	Human Resources and other Personnel Matters	Request Pertaining to Military Records (SF-180)	Pre-approved as routine	Required for background processing to ensure rights and benefits are granted.	No
87	Human Resources and other Personnel Matters	Education Verification	Pre-approved as routine	Required for background verification of education.	No
88	Legal Matters or Proceeding	Controlled Substances Audit Form	Pre-approved as routine	FDNY required procedure.	No
89	Legal Matters or Proceeding	Notice of Infraction (Municipal)	Pre-approved as routine	Issued for a variety of violations.	No
90	Legal Matters or Proceeding	Notice of Infraction (Voluntary)	Pre-approved as routine	Issued for a variety of violations.	No
91	Legal Matters or Proceeding	SIU Complaint Form	Pre-approved as routine	Form used by inspectors to record complaints. Required by Department.	No
92	Legal Matters or Proceeding	Request for Drug and/or Alcohol Retest (T-3 Form)	Pre-approved as routine	Tests are mandated by FDNY.	No
93	Legal Matters or Proceeding	Chain of Custody (COC) Sample Tracking Form	Pre-approved as routine	Used by FDNY Unit and Quest Diagnostics to track receipt of samples given for toxicology testing.	Yes
94	Legal Matters or Proceeding	Forensic Drug Testing Custody and Control Form	Pre-approved as routine	Routine record used for Department mandated drug testing.	No
95	Legal Matters or Proceeding	Drug and/or Alcohol Testing Questionnaire	Pre-approved as routine	Questionnaire for employees to disclose use of medications and	No



				substances containing alcohol prior to drug/ alcohol test.	
96	Legal Matters or Proceeding	Drug Book	Pre-approved as routine	Results of random drug testing recorded here.	No
97	Legal Matters or Proceeding	CCU Referral	Pre-approved as routine	Used to complete an official report that may be sent (referred) to its respective division to be further investigated.	No
98	Human Resources and other Personnel Matters	Medical Documentation Verification Form	Pre-approved as routine	Form retained to verify whether an employee was treated at a facility. Disclosed to medical provider for verification.	Yes
99	Legal Matters or Proceeding	Complainant Letter	Pre-approved as routine	Sent to complainants requesting contact. Copy retained at FDNY.	Yes
100	Response to a Request or Demand	Voluntary Hospital ePCR request	Pre-approved as routine	To obtain an ePCR from 911 providing hospital, request is made on this document and sent to hospital's EMS supervisor.	Yes
101	Legal Matters or Proceeding	NYS DOH Notification Form	Pre-approved as routine	Document collected as requirement to notify NYS DOH of any violation to NYS DOH Part 800.21Q.	Yes
102	Legal Matters or Proceeding	Notice of Interview	Pre-approved as routine	Document disclosed to notify employee when to appear at BITs.	No

103	Legal Matters or Proceeding	CCU Complaint Intake Form	Pre-approved as routine	Document created and retained to track incoming complaints received by CCU. May be disclosed depending on the allegation (criminal).	Yes
104	Legal Matters or Proceeding	BITs Disciplinary Case File	Pre-approved as routine	Used for FDNY disciplinary investigations and adjudicating disciplinary cases under Civil Service law Section 75.	No
105	Legal Matters or Proceeding	BITs Investigation File	Pre-approved as routine	Used to conduct investigations into allegations of FDNY employee misconduct.	No
106	Legal Matters or Proceeding	BITs Arrest File	Pre-approved as routine	Used to track criminal cases of FDNY employees charged with crimes.	No
107	Legal Matters or Proceeding	Labor / Management meetings and subject matter files	Pre-approved as routine	Maintained to address issues not the subject of grievances or improper practice petitions. Maintained records of labor management meetings and subject matter discussions.	No
108	Public Safety and Health	High Rise Residential nonsequential plan	Pre-approved as routine	Fire Prevention – High Rise Unit residential nonsequential plan.	No

109	Public Safety and Health	Letter of Approval / Disapproval (used prior to 9/3/2021, Accela Fires)	Pre-approved as routine	Letter of approval/ disapproval generated from FPIMS. Notifies petitioner that their fire equipment has been approved or disapproved.	Yes
110	Utilities & Infrastructure	Accela Fires	Pre-approved as routine	Information collected and disclosed by Fire Prevention, utilizing this application as of 9/3/2021.	No
111	Legal Matters or Proceeding	Agreements, MOUs, Licensing, Etc.	Pre-approved as routine	Necessary for completion of MOUs and Agreements, saved to drive or LawTrac.	No
112	Legal Matters or Proceeding	Law Trac	Pre-approved as routine	Collects information; disclosures depend on litigation / administrative case filing. Identifiers are redacted as much as possible for minimal disclosure. Info released to Law Dept. (attorney of record), State and Federal courts, terms of discovery/ court orders, and requests of administrative bodies (EEOC, NYS Division of Human Rights, NYC HRC) to defend pending actions against FDNY.	Yes

113	Legal Matters or Proceeding	Individual Attorney computers, Network H and S Drives.	Pre-approved as routine	Collects information; disclosures depend on litigation / administrative case filing. Identifiers are redacted as much as possible for minimal disclosure. Info released to Law Dept. and court for EEO cases and other City agencies as needed. Shared internally as well.	Yes
114	Legal Matters or Proceeding	FOIL requests	Pre-approved as routine	Fulfill FOIL requests.	Yes
115	Legal Matters or Proceeding	Public Record requests, Violation Special Report, Letter of Approval; Bulk Fuel Storage Requests; Building Records Requests; PCR Requests.	Pre-approved as routine	The Unit discloses the records requests by the public w/ proper authorization / documentation.	Yes
116	Legal Matters or Proceeding	Custody & Control Form	Pre-approved as routine	Information maintained to protect integrity of process. Disclosed to Quest for routine testing.	Yes
117	Legal Matters or Proceeding	Drug and/or Alcohol Questionnaire Form	Pre-approved as routine	Used to preserve integrity of testing process. Only disclosed internally with BITs and medical staff.	No
118	Legal Matters or Proceeding	Random Selection List	Pre-approved as routine	Retained as an official record in normal course of business for audit purposes. Disclosed to	No

				Fire Union and BITs as needed.	
119	Legal Matters or Proceeding	Toxicology Drug Test Report	Pre-approved as routine	Only disclosed when sample is reported positive and/or if requested by Audit Unit. Shared w BITs internally and report is also sent to Quest.	Yes
120	Legal Matters or Proceeding	Cure Letter	Pre-approved as routine	Information collected to verify that violating conditions are timely corrected and that there is compliance with remedying the violated condition.	No
121	Legal Matters or Proceeding	Correction Letter	Pre-approved as routine	Information collected to verify that subject properties do not have outstanding FDNY violations.	No
122	Legal Matters or Proceeding	Parking and Traffic Summonses	Pre-approved as routine	Collected to maintain a record of all traffic and parking tickets issued by FDNY.	No
123	Legal Matters or Proceeding	Partial Cure	Pre-approved as routine	Data collected as verification process with Respondent and OATH that Respondent has attempted to comply with violations within the stated timeframe.	Yes

124	Legal Matters or Proceeding	Conflicts of Interest shared drive	Pre-approved as routine	Collected to share with COIB to obtain waivers.	Yes
125	Public Safety and Health	Controlled Substance Database	Pre-approved as routine	Narcotics usage reports are required by NYS Bureau of EMS.	Yes
126	Public Safety and Health	STEMI Feedback Forms (Heart attack referrals)	Pre-approved as routine	Information disclosed to hospitals so FDNY can follow up for quality assurance purposes.	No
127	Public Safety and Health	NYS REMAC Liaison	Pre-approved as routine	Information collected and disclosed as required by NYS Public Health Law Article 30.	Yes
128	Research	OMA EMS Research	Pre-approved as routine	Information is aggregated and used in approved medical publications.	No
129	Public Safety and Health	Naloxone leave behind kits	Pre-approved as routine	Information collected and shared with DOHMH and NYS DOH.	Yes
130	Public Safety and Health	Frequent Utilizers	Pre-approved as routine	Date is collected by 3 <sup>rd</sup> party vendor to assist in identifying frequent utilizers and shared with DOHMH.	Yes
131	Public Safety and Health	Office of Public Information	Pre-approved as routine	Information collected and shared with public and new media.	Yes
132	None of the above	Expression of Interest forms kept in the recruitment database	Pre-approved as routine	Information used to contact applicants and candidates regarding	No

				ORR's programs and events.	
133	Finance	Revenue Management reoccurring reports dealing with EMS transports	Pre-approved as routine	Revenue management maintains reports that are prepared using EMS medical records /billing platform. Shared w 3 <sup>rd</sup> party vendors.	Yes
134	Finance	Billing platform (Digitech)	Pre-approved as routine	Collected and shared for purposes of preparing claims and invoices by 3 <sup>rd</sup> party vendor.	Yes
135	Public Safety and Health	Revenue Management reoccurring reports dealing w non-EMS transports	Pre-approved as routine	Reports prepared for reimbursement for property damage and costs of HAZMAT response and training. Shared with 3 <sup>rd</sup> party vendor and invoice recipients.	Yes
136	Public Safety and Health	Spill Bill	Pre-approved as routine	Info required to properly identify responsible parties for HAZMAT spills, and to submit claims to recoup City's related cleanup costs.	Yes
137	Public Safety and Health	Accident Claims	Pre-approved as routine	Information required to properly identify responsible parties for damage caused to FDNY's vehicles and to submit claims to recoup FDNY's	Yes

				related repair costs. Disclosed to 3 <sup>rd</sup> party vendor.	
138	Incident Management	Accident Reporting System	Pre-approved as routine	For accident tracking and reporting to DCAS.	Yes
138	Incident Management	Accident Reports	Pre-approved as routine	Accident reporting to DCAS.	Yes
140	Human Resources and other Personnel Matters	Chauffer School License Verification	Pre-approved as routine	For license verification prior to chauffeurs becoming approved for chauffeur school.	No
141	Incident Management	NYS License Plate Log	Pre-approved as routine	Information maintained if member involved in accident with a civilian vehicle.	No
142	Office Administration	Travel Requests	Pre-approved as routine	Used to book travel on Department's behalf.	No
143	Public Safety and Health	Serious Injury Reports / Fatal Fire Reports	Pre-approved as routine	Documents incidents as a resource for influencing evolution of agency policies and procedures.	No
144	Human Resources and other Personnel Matters	Quartermaster (QM) Download	Pre-approved as routine	Name and # used to identify Members' accounts. Rank used to see the uniform member requires and work location used to deliver items.	No
145	Procurement	NYC Mayor's Office of Contract Services Doing Business Data Form	Pre-approved as routine	Required procurement document sent to Fiscal Services and uploaded in	Yes



				eCMS Fiscal Services Procurement System.	
146	Public Safety and Health	CFRD State Certification Applications	Pre-approved as routine	Used to apply for state certification of CFRD and apply to take state test for CFRD certification and disclosed to NYS DOH.	Yes
147	Human Resources and other Personnel Matters	TBTA reimbursement form	Pre-approved as routine	Used for employee contact and emergency contact purposes.	No
148	Human Resources and other Personnel Matters	Training Information	Pre-approved as routine	Identifying information is part of NYS DOH BLEMS form utilized for recertification and shared with NYS DOH.	Yes
149	Human Resources and other Personnel Matters	Extended Military benefit Program	Pre-approved as routine	Used for a member to receive differential pay from the City while deployed overseas for approved operational contingency or homeland security.	No
150	Research	Digital Signature Consent- HIPAA, WTCHP Participation, WTC PHI to BHS, BHS PHI to WTC, Research, and X-Ray	Pre-approved as routine	Used by institutional review board.	Yes
151	Public Safety and Health	WTC Health Program Medical Record	Pre-approved as routine	Healthcare program collecting information related to monitoring and treatment for WTC-related	Yes

				disease, disclosure occurs within bounds of treatment, payment, and operations.	
152	Public Safety and Health	Mental Health Treatment Record	Pre-approved as routine	Information collected to treat mental health problems. Disclosed to BHS Psychiatrist on staff and Legal upon request, also, to NIOSH and subcontractors for certification of WTC-related MH problems.	Yes
153	Human Resources and other Personnel Matters	Radiology Information System (RIS)	Pre-approved as routine	Patient registration, identification, contact information used to identify X-Ray studies performed, for whom, and when performed. Used to see patient's X-Ray history and create X-Ray exam orders that are electronically completed so that an electronic report is created for each exam by a Radiologist at Brightview Radiology.	Yes
154	Human Resources and other Personnel Matters	X-Ray Film / Film Jackets	Pre-approved as routine	Used to store patients' x-ray films and reports in the X-Ray file room as a record	No

				of the X-Ray exam history at FDNY.	
155	Human Resources and other Personnel Matters	X-Ray Reports	Pre-approved as routine	X-Ray report generated by Radiologist after each X-Ray exam is performed to document results. Information shared; with 3 <sup>rd</sup> party vendor who mails out the report.	Yes
156	Human Resources and other Personnel Matters	X-Ray Request Forms	Pre-approved as routine	Used to obtain patient's consent for X-Ray. Forms used by FDNY doctors to order X-Ray exams for active Firefighters/EMS, WTC Retirees, and Fire/EMS Candidates.	No

*Please add additional rows, if needed*

For each **disclosure**, select the type of entity **and** provide the name of the entity that received the identifying information.

	<i>Type of Entity</i>	<i>Name of Entity</i>
1	City Agency	Used Internally
2	City Agency	Varies, records requested from FDNY
3	City Agency	Varies, records requested from FDNY
4	City Agency	Disclosed for Court purposes
5	City Agency	NYC Law Department
6	City Agency	NYC Law Department
7	City Agency	NYC Law Department
8	City Agency	Used Internally
9	City Agency	Used Internally
10	City Agency	Used Internally
11	City Agency	Used Internally
12	City Agency	Used Internally
13	City Agency	Disclosed to DEP
14	City Agency	Disclosed to DCAS
15	City Agency	Used Internally
16	City Agency	Used Internally
17	City Agency	Used to request the search of voice record
18	Federal Agency	US Secret Service
19	City Agency	Used Internally for scheduling
20	City Agency	Used Internally
21	City Agency	Used Internally
22	City Agency	Used Internally
23	City Agency	Used Internally
24	City Agency	Used Internally
25	City Agency	Used Internally
26	City Agency	Used Internally
27	City Agency	Used Internally, tracks violations of voluntary hospital participants

	City Agency	Name of Entity
28	City Agency	Used Internally
29	City Agency	Used Internally for authorization of future disclosure
30	Federal Agency	Required under City, State, and Federal regulations
31	Other Nonprofit	Required/disclosed under City and Federal regulations, also disclosed to unions
32	City Agency	Used Internally
33	Other Private Sector Company	Disclosed to contractors
34	City Agency	Used Internally
35	City Agency	Used Internally
36	City Agency	Used Internally
37	City Agency	Used Internally / disclosed to NYPD
38	City Agency	Used Internally / disclosed to inspector general
39	City Agency	Used Internally
40	City Agency	Used Internally
41	City Agency	Used Internally
42	City Agency	Medal Day book available to public
43	City Agency	Used Internally
44	City Agency	Used Internally
45	City Agency	Used Internally and on building's fire safety plan
46	City Agency	Used Internally and on building's fire safety plan
47	City Agency	Disclosed to requestor (building owner or by FOIL)
48	City Agency	Used Internally for contact purposes
49	City Agency	Used Internally for contact purposes
50	City Agency	Disclosed to FISA-OPA, DCAS, OLR, Comptroller, Law Dept., DOI, Pension Systems.
51	City Agency	Required by DCAS
52	City Agency	Used Internally
53	City Agency	Used for insurance claims
54	City Agency	Used Internally

55	City Agency	Used Internally
56	City Agency	Used Internally
	<i>Entity Type</i>	<i>Name of Entity</i>
57	Educational Institution	Used Internally and disclosed to Learning for Life
58	Other Private Sector Company	Photo used for social media
59	City Agency	Disclosed to OMB and OLR
60	City Agency	Disclosed to public, all city agencies, public authorities, and state agencies.
61	City Agency	Used Internally
62	City Agency	Disclosed to OMB and NY State/FEMA or any grant holder (State and Federal Agencies)
63	City Agency	Shared information related to compensation under a grant
64	City Agency	Used Internally
65	City Agency	Used Internally
66	State Agency	Used for Workers' Compensation
67	City Agency	Used Internally
68	City Agency	Used Internally
69	City Agency	Used Internally
70	City Agency	Used Internally
71	City Agency	Used Internally
72	City Agency	Used Internally
73	City Agency	Disclosed to City Clerk
74	Other Nonprofit	Disclosed to union
75	Transportation Carrier	Disclosed to MTA
76	Financial Institution	Disclosed to bank
77	City Agency	Used Internally
78	City Agency	Used Internally
79	City Agency	Used Internally
80	City Agency	Used Internally
81	City Agency	Verifies employment information for employees

82	Other Nonprofit	Only retained and disclosed for family genealogy requests
83	Other Nonprofit	Only retained and disclosed for family genealogy requests
84	City Agency	Disclosed to MTA
85	City Agency	Used internally and for employment verification
	<i>Entity Type</i>	<i>Name of Entity</i>
86	City Agency	Used internally
87	City Agency	Used internally to verify education
88	City Agency	Used internally
89	City Agency	Used internally
90	City Agency	Used internally
91	City Agency	Used internally
92	City Agency	Used internally
93	Healthcare Organization	Disclosed/used by Quest Diagnostics
94	City Agency	Used internally
95	City Agency	Used internally
96	City Agency	Used internally
97	City Agency	Used internally
98	Healthcare Organization	Provided / disclosed to medical provider to verify visit.
99	City Agency	Letter sent to complainant requesting contact.
100	Healthcare Organization	Document used for request of ePCR from 911 providing hospital..
101	State Agency	Used for notification/disclosed to NYS DOH
102	City Agency	Disclosed to employee to notify when to appear.
103	City Agency	Document may be disclosed depending on allegation (criminal).
104	City Agency	Used internally for disciplinary investigations.
105	City Agency	Used internally to investigate employee misconduct.
106	City Agency	Used internally
107	City Agency	Used internally
108	City Agency	Used Internally
109	City Agency	Sent/disclosed to petitioner to notify that equipment is approved/ disapproved.

110	City Agency	Information collected and disclosed by Fire Prevention utilizing Accela Fires as of 9/3/2021.
111	City Agency	Used Internally and saved on H drive or LawTrac.
112	City Agency	Used Internally and disclosed depending on requirements of litigation or administrative case filing. Disclosed to Law Dept., State and Federal Courts, attorneys (discovery), EEOC, NY State Division of Human Rights, NYC HRC, all depending on nature of the action.
113	City Agency	Used Internally and disclosed depending on requirements of litigation or administrative case filing. Disclosed to Law Dept., court for EEO cases, and other city agencies as required.
114	City Agency	Disclosed to FOIL requestor.
115	City Agency	Disclosed to public with proper authorization/ documentation.
116	City Agency	Disclosed to Quest Diagnostics as routine for testing.
117	City Agency	Used internally
118	Other Nonprofit	Used internally and shared with Fire Union.
119	Healthcare Organization	Used internally and disclosed to Quest Diagnostics.
120	City Agency	Shared with letter's recipient.
121	City Agency	Used internally
122	City Agency	Used internally
123	City Agency	Used internally and shared with OATH depending on compliance.
124	City Agency	Shared with COIB.
125	State Agency	Required by NYS Bureau of EMS.
126	City Agency	Used internally
127	State Agency	Disclosed as required by NYS Public Health Law Art 30.
128	Research Institution	Research used in approved medical publications.
129	City Agency	Information shared with NYC DOHMH and NYS DOH.
130	City Agency	Information shared with NYC DOHMH.
131	Media Outlet	Shared with public and news media.
132	City Agency	Information used to contact applicants and candidates.



133	Other Private Sector Company	Shared with third party vendors.
134	Other Private Sector Company	Shared with third party vendors.
135	Other Private Sector Company	Shared with third party vendors and recipients of invoices.
136	Other Private Sector Company	Shared when claims submitted to recoup cleanup costs.
137	Other Private Sector Company	Shared with third party vendors.
138	City Agency	Shared with DCAS.
139	City Agency	Shared with DCAS.
140	City Agency	Used Internally
141	City Agency	Used Internally
142	City Agency	Used Internally
143	City Agency	Used Internally
144	City Agency	Used Internally
145	City Agency	Used Internally and uploaded in the eCMS Fiscal Services Procurement System.
146	State Agency	Used for NY State certification of CFRD and disclosed to NYS DOH.
147	City Agency	Used Internally
148	State Agency	Shared with NYS DOH.
149	City Agency	Used Internally
150	Research Institution	Shared with Institutional Review Board.
151	Healthcare Organization	Used Internally
152	Federal Agency	Used Internally and disclosed to NIOSH and its subcontractors for certification of WTC related mental health issues.
153	Healthcare Organization	Shared with Brightview Radiology
154	City Agency	Used Internally
155	Other Private Sector Company	Shared with third party vendor who mails out Radiologists report.
156	City Agency	Used Internally

*Please add additional rows, if needed*

**OPTIONAL QUESTION:** Using the table below, describe any proposals for disclosures of identifying information that your agency declined to approve.

	<i>Type of Entity that Requested the Identifying Information</i>	<i>Name of the Entity</i>	<i>Reason for the Request</i>	<i>Description of Agency's Rationale for Rejection</i>
1	Choose an item.	[free text]	[free text]	[free text]
2	Choose an item.			
3	Choose an item.			
4	Choose an item.			
5	Choose an item.			
6	Choose an item.			
7	Choose an item.			
8	Choose an item.			
9	Choose an item.			
10	Choose an item.			
11	Choose an item.			
12	Choose an item.			
13	Choose an item.			
14	Choose an item.			
15	Choose an item.			
16	Choose an item.			
17	Choose an item.			
18	Choose an item.			
19	Choose an item.			
20	Choose an item.			
21	Choose an item.			
22	Choose an item.			
23	Choose an item.			
24	Choose an item.			
25	Choose an item.			

	<i>Type of Entity that Requested the Identifying Information</i>	<i>Name of the Entity</i>	<i>Reason for the Request</i>	<i>Description of Agency's Rationale for Rejection</i>
26	Choose an item.	[free text]	[free text]	[free text]
27	Choose an item.			
28	Choose an item.			
29	Choose an item.			
30	Choose an item.			
31	Choose an item.			
32	Choose an item.			
33	Choose an item.			
34	Choose an item.			
35	Choose an item.			
36	Choose an item.			
37	Choose an item.			
38	Choose an item.			
39	Choose an item.			
40	Choose an item.			
41	Choose an item.			
42	Choose an item.			
43	Choose an item.			
44	Choose an item.			
45	Choose an item.			
46	Choose an item.			
47	Choose an item.			
48	Choose an item.			
49	Choose an item.			
50	Choose an item.			
51	Choose an item.			
52	Choose an item.			
53	Choose an item.			

	<i>Type of Entity that Requested the Identifying Information</i>	<i>Name of the Entity</i>	<i>Reason for the Request</i>	<i>Description of Agency's Rationale for Rejection</i>
54	Choose an item.	[free text]	[free text]	[free text]
55	Choose an item.			
56	Choose an item.			
57	Choose an item.			
58	Choose an item.			
59	Choose an item.			
60	Choose an item.			
61	Choose an item.			
62	Choose an item.			
63	Choose an item.			
64	Choose an item.			
65	Choose an item.			
66	Choose an item.			
67	Choose an item.			
68	Choose an item.			
69	Choose an item.			
70	Choose an item.			
71	Choose an item.			
72	Choose an item.			
73	Choose an item.			
74	Choose an item.			
75	Choose an item.			
76	Choose an item.			
77	Choose an item.			
78	Choose an item.			
79	Choose an item.			
80	Choose an item.			
81	Choose an item.			

	<i>Type of Entity that Requested the Identifying Information</i>	<i>Name of the Entity</i>	<i>Reason for the Request</i>	<i>Description of Agency's Rationale for Rejection</i>
82	Choose an item.	[free text]	[free text]	[free text]
83	Choose an item.			
84	Choose an item.			
85	Choose an item.			
86	Choose an item.			
87	Choose an item.			
88	Choose an item.			
89	Choose an item.			
90	Choose an item.			
91	Choose an item.			
92	Choose an item.			
93	Choose an item.			
94	Choose an item.			
95	Choose an item.			
96	Choose an item.			
97	Choose an item.			
98	Choose an item.			
99	Choose an item.			
100	Choose an item.			

*Please add additional rows, if needed*