

**Freedom of Information Law
Subject Matter List**

I. Loan Files

- a. Open Loans, Closed Loans and Dormant Loans
 - i. Case Folder; includes the original underwriting documents, the Loan Case for the Loan Committee to review, and the Loan Commitment, upon approval.
 - ii. Insurance documents; Evidence of General Property and Liability Insurance Coverage
 - iii. Financial documents; Balance Sheet, Profit and Loss Statement, and/or Tax Returns
 - iv. Employment Reporting documentation; site visits, EDR forms
 - v. Disbursement/invoices
 - vi. Pre-application documentation; credit reports, business plans, supporting documentation
 - vii. Closing Package/Legal Documents; Notes, Loan and Security Agreement, Guarantee, UCC-1 Filing, Settlement Statement, General Corporate Certificate, Leases, Certificates of Incorporation and Bylaws, Corporate Resolution, and various Affidavits.
 - viii. All correspondence – i.e. letters, email and faxed documents (maintained in loan file)

II. Real Estate Files

- a. Leases
- b. BEREC Real Estate Committee meeting minutes
- c. BEREC Real Estate Committee meeting agenda
- d. Miscellaneous appraisal reports (BEREC properties)

III. Neighborhood Economic Development Files

- a. CARE Award Files
- b. Entrepreneurial Assistance Program
- c. Council District Sign & Storefront Programs
 - i. Ellicott
 - ii. University
 - iii. South Buffalo
 - iv. Small Business Matching Grant Program
 - v. Masten
 - vi. Delaware
- d. Beverly A. Gray Business Incubator Project

IV. Empire Zone Files

- a. Certified Companies
- b. Decertified Companies
- c. Business Annual Reports (1996 – present)
- d. Zone Annual Reports (1996 – present)

- e. Zone Administrative Board Agendas (includes minutes)
- f. Boundary Revision files
- g. Regionally Significant Project files

V. Legal

- a. Litigation Files
- b. Loan Closing Attorney Work Product Files
- c. Real Property Transfer files
- d. Employee Benefits Files
- e. Insurance Binders
- f. Accident Logs
- g. BEREC Board of Directors and Subcommittee Meeting Minute Books
- h. Membership Roll
- i. Banking, Audit and Tax Files
- j. Corporate Documents
- k. Contracts (Consultant, Grants, Construction, Miscellaneous)
- l. BEREC Policies

VI. Information Technology

- a. Software Licenses and Contracts
- b. User Lists

VII. Accounting

- a. Accounts Payable
- b. Bank Statements
- c. Payroll Timesheets
- d. Cash Receipts – Copies of Checks
- e. Payroll Reports
- f. HUD Documentation
- g. Audit Files
- h. Pension Files
- i. Journal Books and Entries

VIII. Executive Office

- a. Board of Directors Agendas and Items
- b. Personnel Files