



STATE OF NEW YORK  
EXECUTIVE CHAMBER  
ALBANY 12224

MEMORANDUM

To: Agency Heads  
From: Karen Persichilli Keogh, Secretary to the Governor  
Elizabeth Fine, Counsel to the Governor  
Re: Government Transparency Initiative  
Date: September 20, 2021

Governor Kathy Hochul has pledged to usher in an era of greater transparency and accountability in New York State government. As part of this effort, she is asking every agency head to assess ways their agencies can be more transparent. To that end, please review your agency's policies and practices and **submit a proposed plan to the Governor with a summary of your review and detailing changes your agency will make to increase the transparency of your work by October 20, 2021.**

This plan may include steps to achieve the following:

- Making additional information available to the public on your website, or through the use of social and/or other media, while upholding the State's commitment to language access;
- Ensuring the timely preparation of legally mandated reporting and identify ways to make useful information available to the public;
- Ensuring use of the Project Sunlight database in accordance with the Public Integrity Reform Act of 2011;
- Improving response time for all Freedom of Information Law requests, including by tracking monthly backlogs of outstanding requests and new requests, and by proactively posting frequently requested information or completed requests online;
- Complying fully with Executive Order 8.95 "Using Technology to Promote Transparency, Improve Government Performance and Enhance Citizen Engagement" regarding Open Data NY;
- Posting documents required for meetings open to the public at the same time the agenda is posted, to the extent practicable;
- Reducing or eliminating the costs associated with providing data or records;
- Updating records retention policies, including ensuring the timely transfer of pertinent records to the State Archives; and
- Increasing participation of agency personnel in community events and town meetings and providing new avenues for public participation in government decision-making.

We, of course, welcome other suggestions aimed at improving transparency and accountability. Please include any such proposals in your agency's submission to the Governor's Office.

Thank you for your attention to this matter, and for your assistance as we work together to better serve the people of New York.

cc: State Operations and Deputy Secretaries