
ARCHIVAL REVIEW BOARD REPORT
JANUARY 2017– JUNE 2018

New York City Municipal Archives

THE NEW YORK CITY DEPARTMENT OF RECORDS & INFORMATION SERVICES

The Municipal Archives, a division of the Department of Records and Information Services (DORIS) acquires, preserves, and provides access to historical New York City government records. Established in 1952, the Archives holdings include more than 243,000 cubic feet(cf) and 185 terabytes (TB) of historical records, and responds to approximately 59,000 reference requests annually.

The Archival holdings begin with the New Amsterdam and Old Town records (circa 1645) and include Mayoral correspondence, City Agency records such as the Almshouse collection dating from 1759, more than 2 million photographs, and the World Trade Center September 11th collection. The Archives serves world-wide researchers in academic, non-profit, corporate, and government sectors, as well as individuals documenting family and community history.

Reports will be issued on a fiscal year basis. In order to move to that schedule, this transitional report covers 18 months.

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City Hall Park, New York City, James Suydam, Federal Writers Project, 1935-1943

ACQUISITIONS

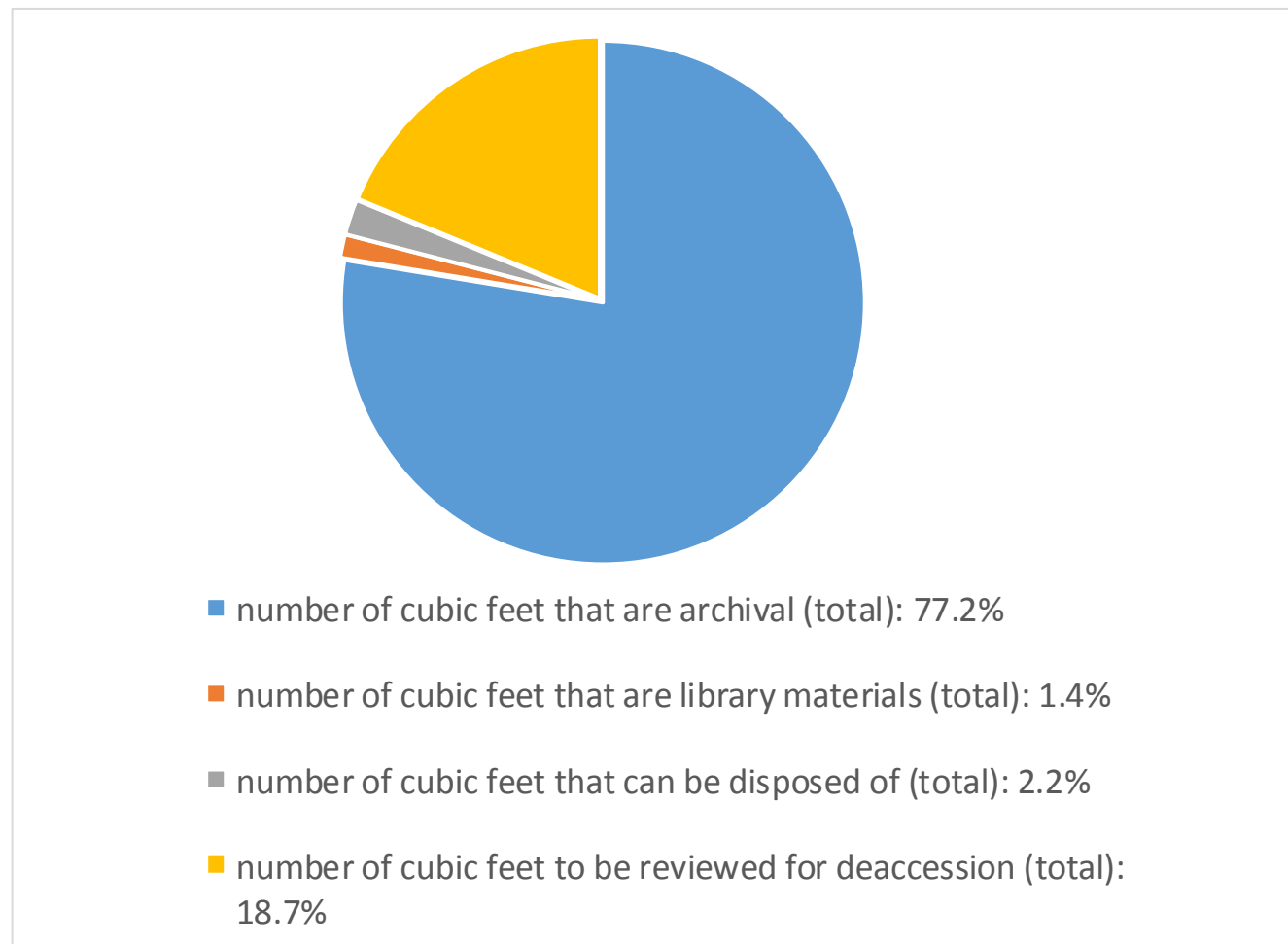
APPRAISALS AND ACCESSIONS UNIT

The unit appraises and transfers records of historical value to the Municipal Archives from city government offices and, in rare instances, the public.

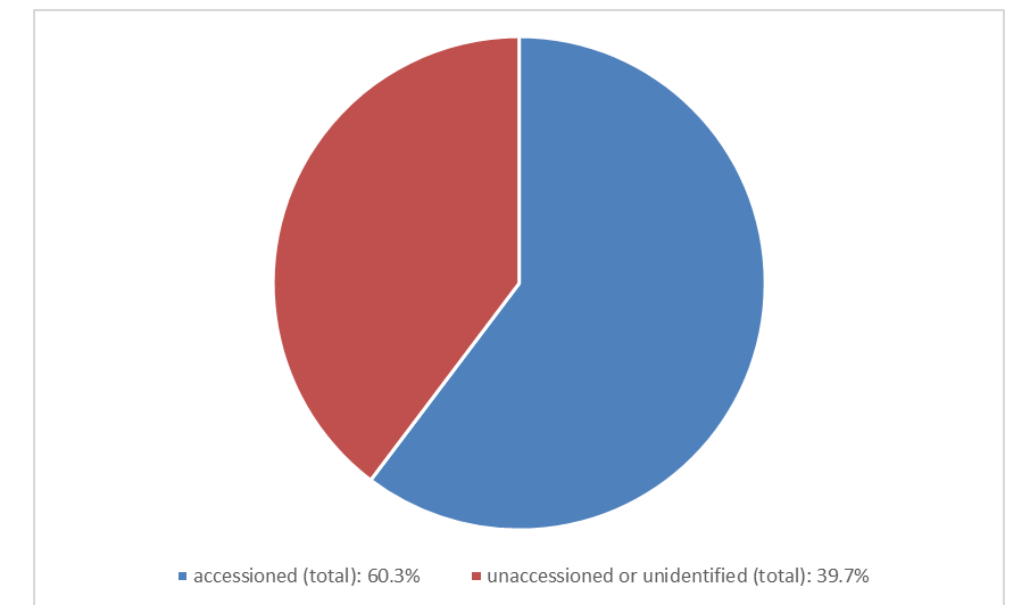
PHYSICAL AND INTELLECTUAL CONTROL OF COLLECTIONS

Collections Survey

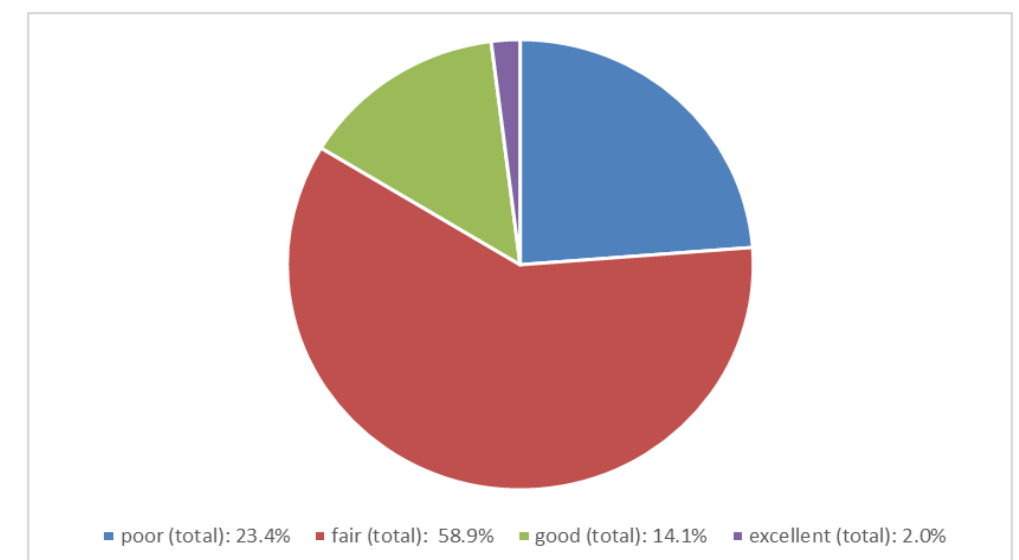
Progress made since beginning the survey at Industry City in November 2017: 115,123 cubic feet out of an estimated 140,596 cubic feet.



Total collections from survey accessioned



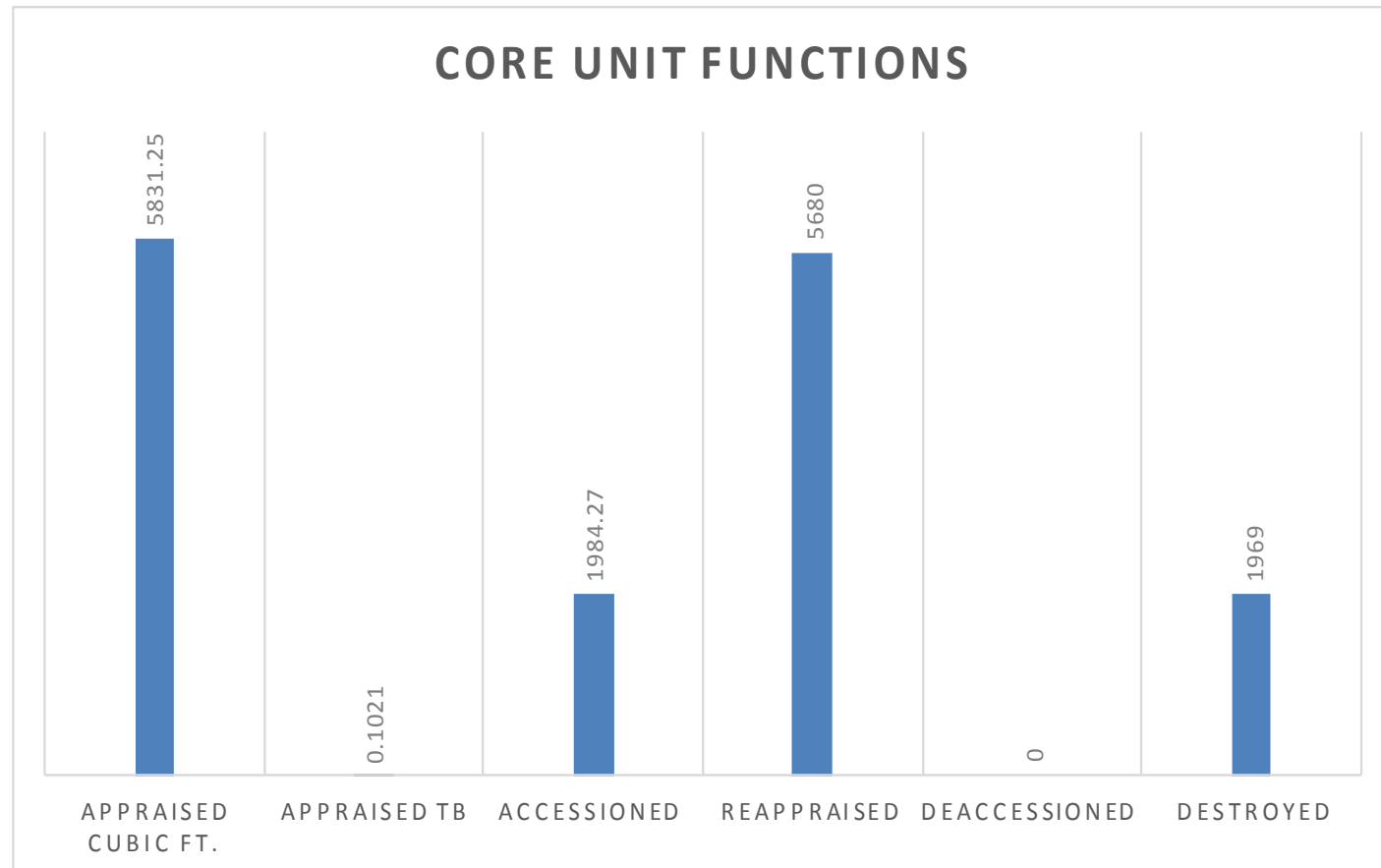
Condition of Collections (assessments are based on level of organization, presence of acidic paper, mold, water or other environmental damage)



ACQUISITIONS

ACCESSIONS AND APPRAISALS UNIT

TRACKING AND REPORTING ON CORE FUNCTIONS RELATED TO ACQUIRING AND TRANSFERRING PHYSICAL AND LEGAL CUSTODY OF RECORDS



Appraisal: The process of identifying materials offered to an archives and the process of determining the length of time records should be retained, based on legal requirements and on their current and potential usefulness.

Accession: To take legal and physical custody of a group of records or other materials and to formally document their receipt.

Reappraise: The process of identifying materials that no longer merit preservation and that are candidates for deaccessioning.

Deaccession: A process by which an archives, museum, or library permanently removes accessioned materials from its holdings.

Destruction: A process by which an archives, museum, or library permanently removes accessioned materials from its holdings, by destroying them.



Statue of Liberty, Bedloe's Island, New York, WPA Federal Writers Project, 1935-1941

ACQUISITIONS

ACCESSIONS AND APPRAISALS UNIT

TRACKING AND REPORTING ON CORE FUNCTIONS RELATED TO ACQUIRING AND TRANSFERRING LEGAL CUSTODY OF RECORDS

This Unit documents information about origins, creators, contents, formats, extents, and conditions, to establish legal custody and preliminary access to records. The following represents the collections that have been formally accessioned.

TITLE	DATE RANGE
Department of Employment, Commissioners records	1993-2002
Various New York City agencies and officials, Leo Hershkowitz Collection of New York City municipal records	1680-1933
"Opening Ceremonies of the New York and Brooklyn Bridge, May 24th, 1883" (Brooklyn Daily Eagle, 1883, bound volume), "Official Program of Ceremonies Celebrating the Completion of the Queensboro Bridge" (Queensboro Bridge Celebration Committee, 1909, pamphlet); (79) photographic prints depicting construction of the Hell Gate Bridge (ca. 1912), Queensboro Bridge Celebration Committee; Brooklyn Daily Eagle, unknown photographer	1883-1916
9/11 Tribute Museum, Visitor cards collection	2006-2017
New York (State). Office of the District Attorney (Kings County), [Supreme Court Indictment Closed Cases; Dismissals, Abatements and Acquittals due to Insanity, 1968-1973]	1968-1973
Board of the Commissioners of the Central Park(1857-1870); Department of Public Parks(1870-1898); Department of Parks(1898-1968), Sam Buckley collection of parks drawings and other material	1816-1911, bulk 1860-1911
NYC Board of Education, PS 1, Manhattan, Centennial Brochure	1906
Brooklyn Bridge drawings, Department of Public Works (1870-1898); Department of Bridges (1898-1916); Department of Public Works and Bridges (?-1916); Department of Plant and Structures (1916-1938); Bureau of Bridges; Department of Highways (1963-1977); Department of Public Works (1938-1970); Transportation Administration (1970-1977); Department of Transportation (1977- present)	approximately 1869-1950
Map of Lands Included in the Central Park From a Topographical Survey, Viele, Egbert L. (Egbert Ludovicus), 1825-1902	1855 June 17
Tax Department photographs, Tax Department, Research Bureau; Works Progress Administration	1938-1949, bulk 1939-1941
Housing Preservation and Development Image Collection	1961-2012
Department of Youth and Community Development; Commissioner Jeanne Mullgrav; Office of Legal Affairs; Beacon Program	1999-2010
New York City Police Department Photographic Unit; Crime Scene Unit; Color Units (Manhattan, Brooklyn, Queens, Bronx), Surveillance film, crime scene photographs and log books	ca. 1950-1985
General Counsel subject and legal files, New York City Energy Office, (1985-1988); New York City Energy and Telecommunications Office (1988-1990); Department of Telecommunications (1990-1991); Department of Telecommunications and Energy (1991-1994); Computer and Data Communications Services Agency(1989-1994); Department of Information Technology and Telecommunications (1994-present); General Counsel Debra Samuelson; General Counsel Elaine Reiss	1981-2009
Department of Sanitation; Leslie Alan; Jane Levine; Bureau of Legal Affairs, Records of the Deputy Commissioners (General Counsel) of the Bureau of Legal Affairs	1990-2004
Human Resources Administration, Executive Records	1986-2009
Office of the Actuary, Fiscal Notes, and Valuation Assumptions and Methodology	1979-2006
New York (N.Y.). Board of Commissioners of the Central Park; Vaux, Calvert, 1824-1895; Olmsted, Frederick Law, 1822-1903, Greensward Plan	1858
Office of the Mayor, Michael R. Bloomberg; Bloomberg Finance, L.P., Bloomberg.net mayoral emails,	2002-2013
Department of Health, Office of the Commissioner; Bureau of Child Hygiene; Leona Baumgartner, M.D., Executive records	1945-1954
Department of City Planning, Commissioner Records	1980-2013
Equal Employment Practices Commission, Meeting Minutes	1992-2005
Department of Parks and Recreation, Commissioner Records	1981-2011
Board of Education, Memorabilia	1906-1946
Department of Records and Information Services, Municipal Archives and Records Center Administrative records	1961-1975

CONSERVATION & PRESERVATION

The Municipal Archives Conservation Unit adheres to the American Institute for Conservation of Historic and Artistic Works Code of Ethics and Guidelines for Practice during all preservation and conservation activities. The goal of preservation is to establish and implement actions that anticipate, prevent, reduce, or halt the deterioration of library and archival materials.

The consistent implementation of preservation procedures and activities increases the life and usefulness of such records.



CONSERVATION & PRESERVATION

MUNICIPAL LIBRARY PRESERVATION PROJECT

THE LIBRARY PRESERVATION PROJECT is a collaborative effort to treat library materials that require preservation and/or conservation intervention. In the past eighteen months, 61 books, pamphlets, fold-outs, and brochures were treated with varying levels of intervention including humidification and flattening, spine repair, surface cleaning, mending, adhesive removal, binding, leather treatment, mold remediation, as well as re-housing and storage solutions.

Volumes: New York City Public Works, 1885

Treatment: Rebinding spine, new case binding, tipped on or sewn endpapers, and page repair.

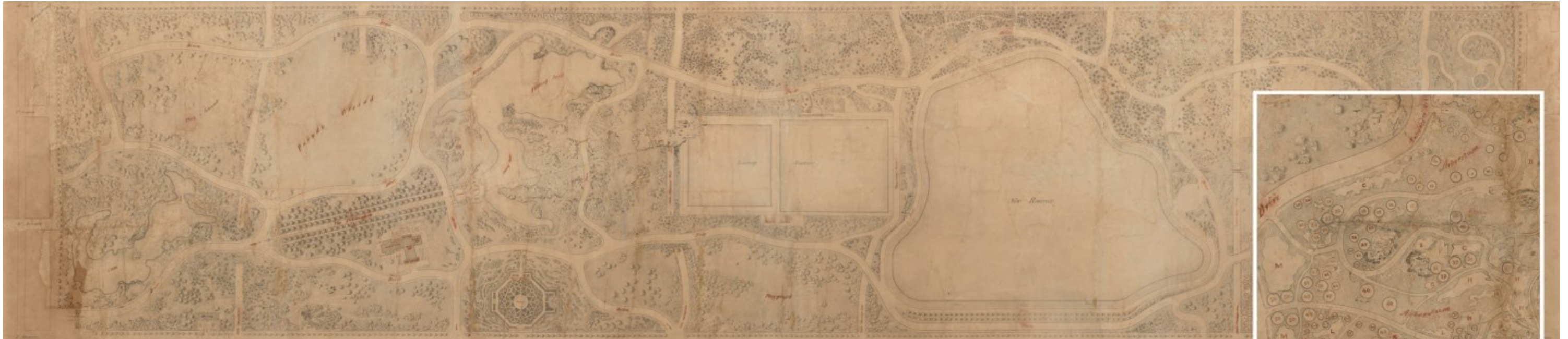
BEFORE



AFTER



CONSERVATION & PRESERVATION



The Greensward Plan, Board of Commissioners of the Central Park, Calvert Vaux, Frederick Law Olmstead, 1858

ARCHIVAL PRESERVATION AND PREVENTIVE CONSERVATION

- 48 items from the archival collections were treated, rehoused, and refiled.
- Historical vital records and liquor licenses are being repaired and stabilized to prepare for digitization.
- Objects in the Malcolm X District Attorney closed case file (*People vs. Hagan, Butler, and Johnson*) rehoused.
- Various Mayoral photograph series are undergoing mold remediation and rehousing.

ENVIRONMENTAL MONITORING AND MAINTENANCE

- Established and implemented a pest management documentation program.
- Conducted a comprehensive stacks maintenance and cleaning program for collections at 31 Chambers St.
- Presented DCAS with a proposal to overhaul the HVAC system for the basement level of 31 Chambers St. identifying sustainable preservation storage practices and fire suppression solutions.
- Responded to minor and mid-level disasters including water overflows, major dust, red rot, and mold.

COLLECTIONS MANAGEMENT



THE COLLECTIONS MANAGEMENT UNIT implements the core stewardship standards for maintaining a records depository. The archivists are responsible for describing accessioned collections according to archival standards. In addition, they focus on increasing access to the collections through modern archival systems like ArchivesSpace, which will allow researchers to search across collections. The following pages provide highlights of the projects and accomplishments from January 2017– June 2018.

COLLECTIONS MANAGEMENT

PROCESSING PROJECTS

1. Map Survey

From December 2017 to June 2018, two archivists conducted a survey to establish intellectual control over cartographic holdings. The survey was conducted at 31 Chambers Street in Manhattan, as well as the agency's off-site facility in Industry City, Brooklyn. The review at Industry City was conducted with funding from the Local Government Records Management Improvement Fund (LGRMIF).

Over six months, 36,767 maps, blueprints, architectural plans, drawings, tracings, and photostats were identified, with details of their creators, subject, location, extent, and condition noted on spreadsheets. Where possible they were re-housed in flat files or boxes. Scope and content notes were created for each major collection, as well as for those items that could not be linked to specific accessions (see the Guide to Collections for more information). An inventory was created for items on shelves that could not be connected to an accession or were moved from their original locations. Grids were created to easily identify the locations of these collections, including those belonging to both known and unknown accessions.

[From the Ground Up: A Survey of the Map Collections of the Municipal Archives](#)



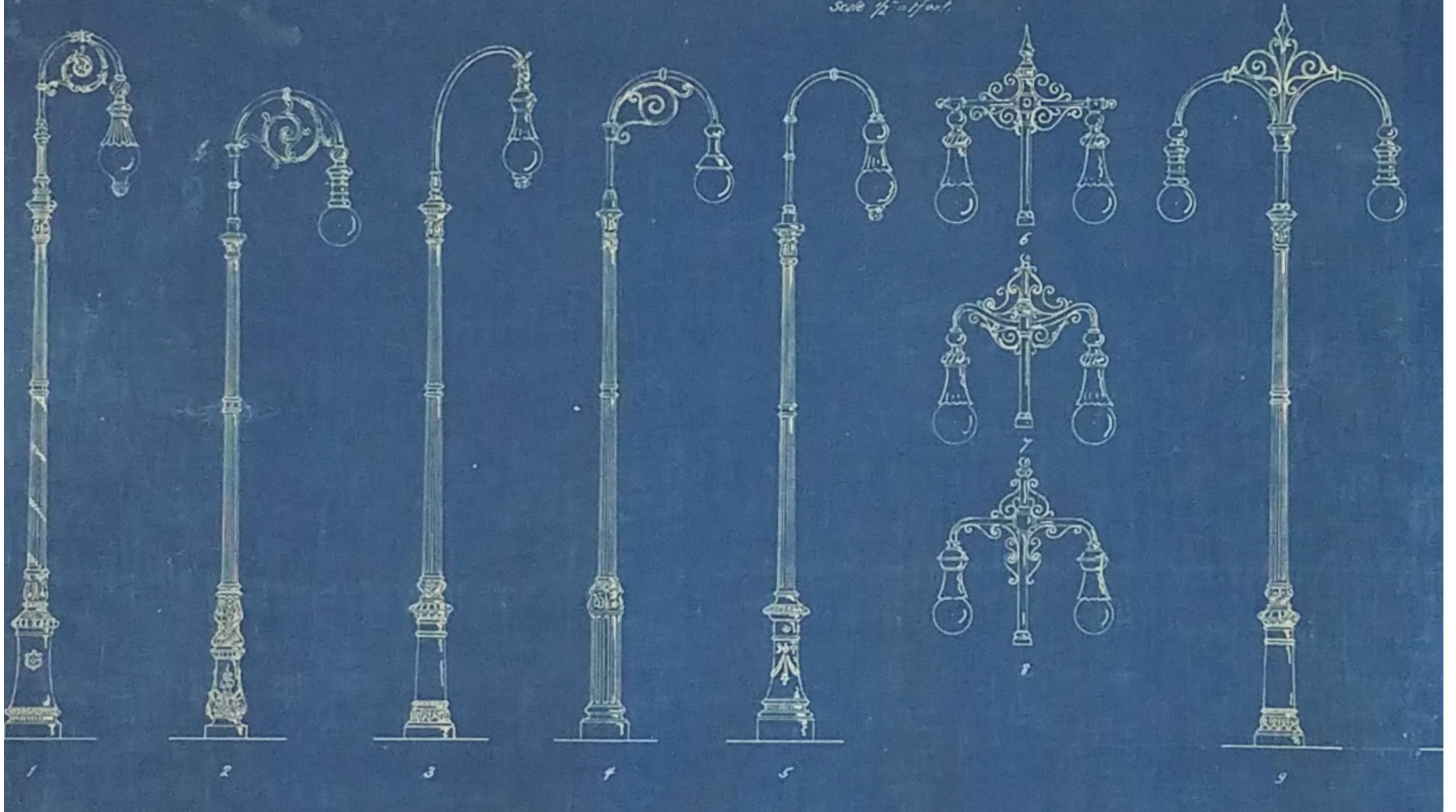
DESIGNS OF ELECTRIC LIGHT POLES

Showing various crooks etc.

This drawing is the property of

THE J.L. MOTT IRON WORKS N.Y.

Scale $\frac{1}{2}$ " = 1 foot.



COLLECTIONS MANAGEMENT

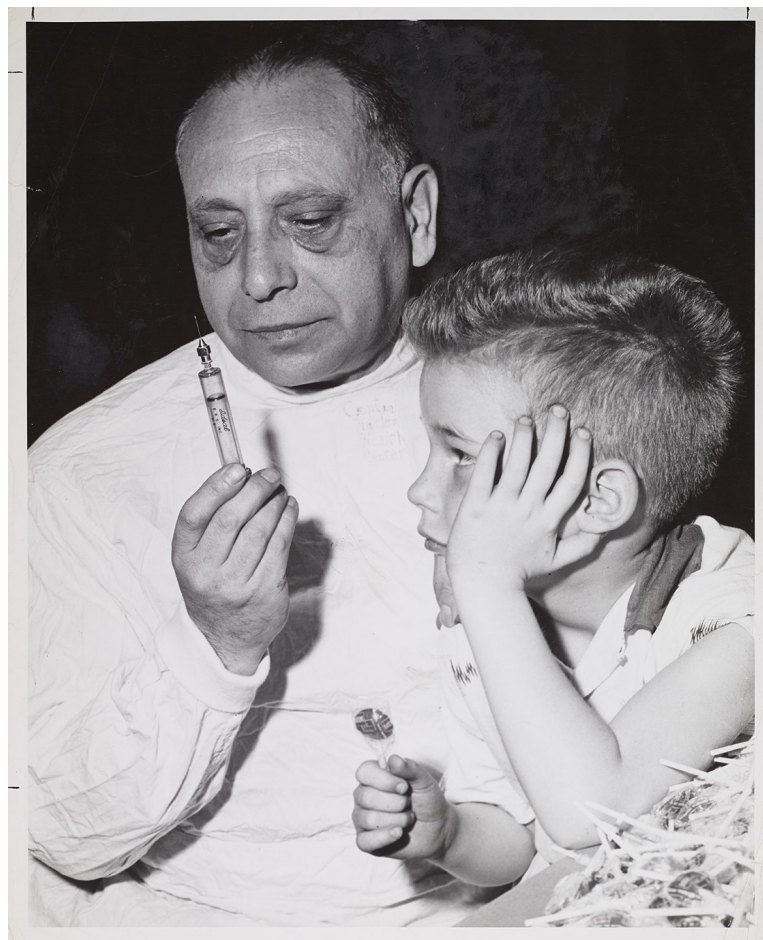
PROCESSING PROJECTS

2. Health Commissioner Correspondence Processing

The National Endowment for the Humanities awarded the Municipal Archives \$107,000 to process and catalog 830 cf of Health Commissioner records dating from 1929-1991. The project started in October 2017 and will extend through February 2019.

As of June, 2018, 460 cubic ft. have been processed and cataloged. In addition, three blog posts highlighting the collections have been published on www.archives.nyc.

[Mass Inoculation or: How New York Learned to Stop Worrying and Love the Polio Vaccine](#)



[Milk, Midwives and Medical Quackery: Records of the Commissioners of the New York City Health Department](#)



[Got Milk \(Regulations\)?](#)



COLLECTIONS MANAGEMENT

PROCESSING PROJECTS

3. New York Police Department Intelligence Records, 1931-1987

The Bureau of Special Services and Investigations (later known as Special Intelligence Services and also as the Special Services Division) was a unit within the New York City Police Department's Intelligence Division. It operated from the 1950s to the mid-1980s. The unit grew out of the Red Squad which was charged with documenting and monitoring Communist activities. Around 1955 the unit became a bureau and expanded its investigations to include other groups considered to be potential security threats. In addition to local investigations, the Bureau collaborated with state and federal agencies in high-level investigations and provided security details for dignitaries and diplomats.

This collection consists of records created from 1931-1973 related to investigations of certain individuals and groups. Included in the collection are police officer reports, logs, rosters, intra and interagency correspondence, index cards summarizing known affiliations, photographs, and some audiovisual material. The collection includes personal effects such as address books, journals, photographs as well as flyers, posters, brochures, and a small amount of ephemera. As of June 2018, 72 cubic ft. were processed out of approximately 520 cf.



U.N. Demonstration - Cuban Demonstrators at 42nd Street and Student Mobilization Committee at 47th Street, NYPD Photo Unit, October 23, 1970

COLLECTIONS MANAGEMENT

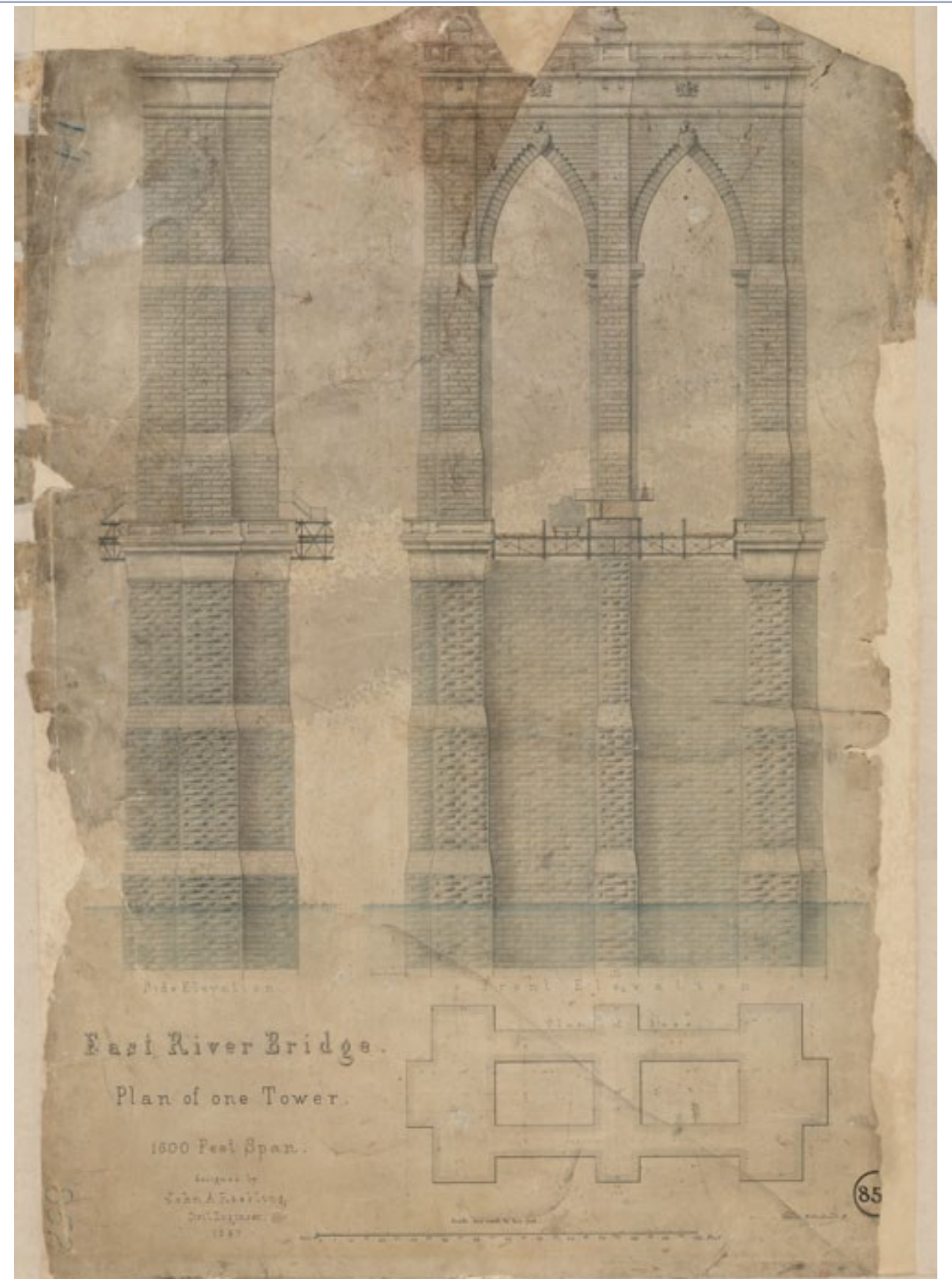
PROCESSING PROJECTS

4. Brooklyn Bridge Drawings

In 1969, Francis P. Valentine, an engineer with the Department of Transportation, identified more than 8,000 original drawings of the Brooklyn Bridge in a carpentry shop beneath the Williamsburg Bridge. The Whitney Museum of Art conserved and displayed 65 of the most striking drawings, and in 1976 the drawings were transferred to the Municipal Archives.

The collection contains original plans and drawings. It documents additions and alterations to the Brooklyn Bridge and its immediate surroundings, including the land and roads to access the structure. The collection reflects John Roebling's hope that the bridge would be part of a bigger plan for the cities of Brooklyn and New York.

In the past 18 months, a comprehensive catalog and finding aid were created for 8,206 drawings.



East River Bridge, Plan of one Tower, Washington A. Roebling, Wilhelm Hildenbrand, August 1867

COLLECTIONS MANAGEMENT



PROCESSING PROJECTS

5. WNYC Film and Video

This collection consists of two sets of original media: film produced by WNYC, the city's municipal broadcasting system, from 1949 to 1981, and video dating from 1981 to 1996. The collection also includes B-roll, unedited footage, and materials duplicated from original magnetic, optical, and digital formats. Over the past two decades, grant funding led to the creation of and reformatting of some records. Most recently, archivists have worked to identify authority databases and normalized data according to industry standards. Work on this project is on-going. The team is working with Digital Programs to digitize the at-risk collections for preservation and access.

[Preserving WNYC-TV](#)— a look into the digitization process.

COLLECTIONS MANAGEMENT



ArchivesSpace (AS) is an integral part of the Municipal Archives' digital platform. It is a web-based archives information management system that supports core functions in archival administration. It will serve as a search tool for public access to collection guides. A public launch is planned for the Spring of 2019.

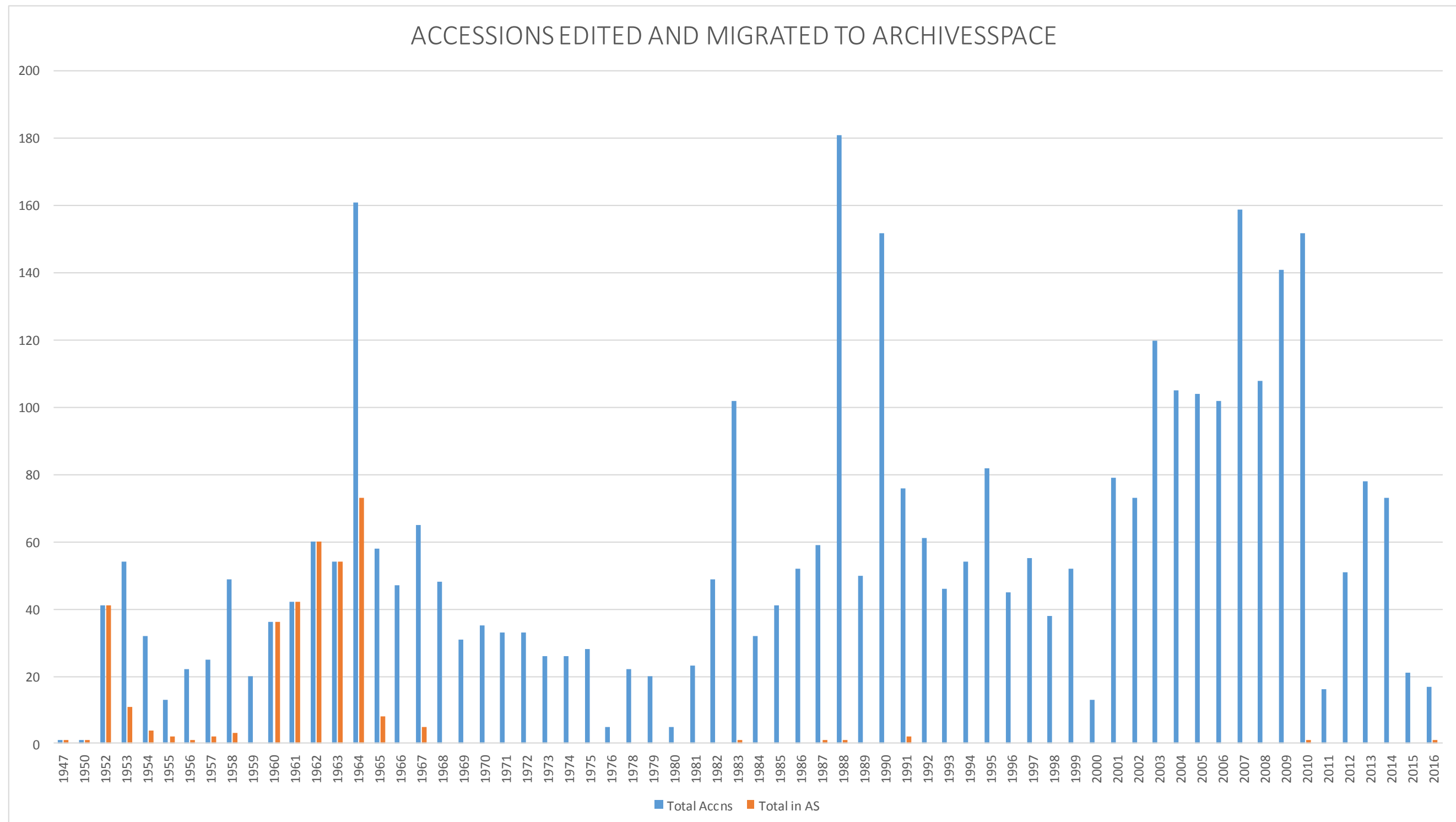
After the initial implementation is complete, the archivists will:

- Manage new acquisitions including reliable data on the extent, formats, and history of the collections.
- Describe collections according to international industry standards, thereby broadening access.
- Report on and plan for on-going preservation needs.

COLLECTIONS MANAGEMENT



The Unit is working to migrate legacy acquisition (accession) records to AS. This will provide a comprehensive database of the Archives' holdings. The archivists made progress in editing and transferring records dating from 1947-1967.

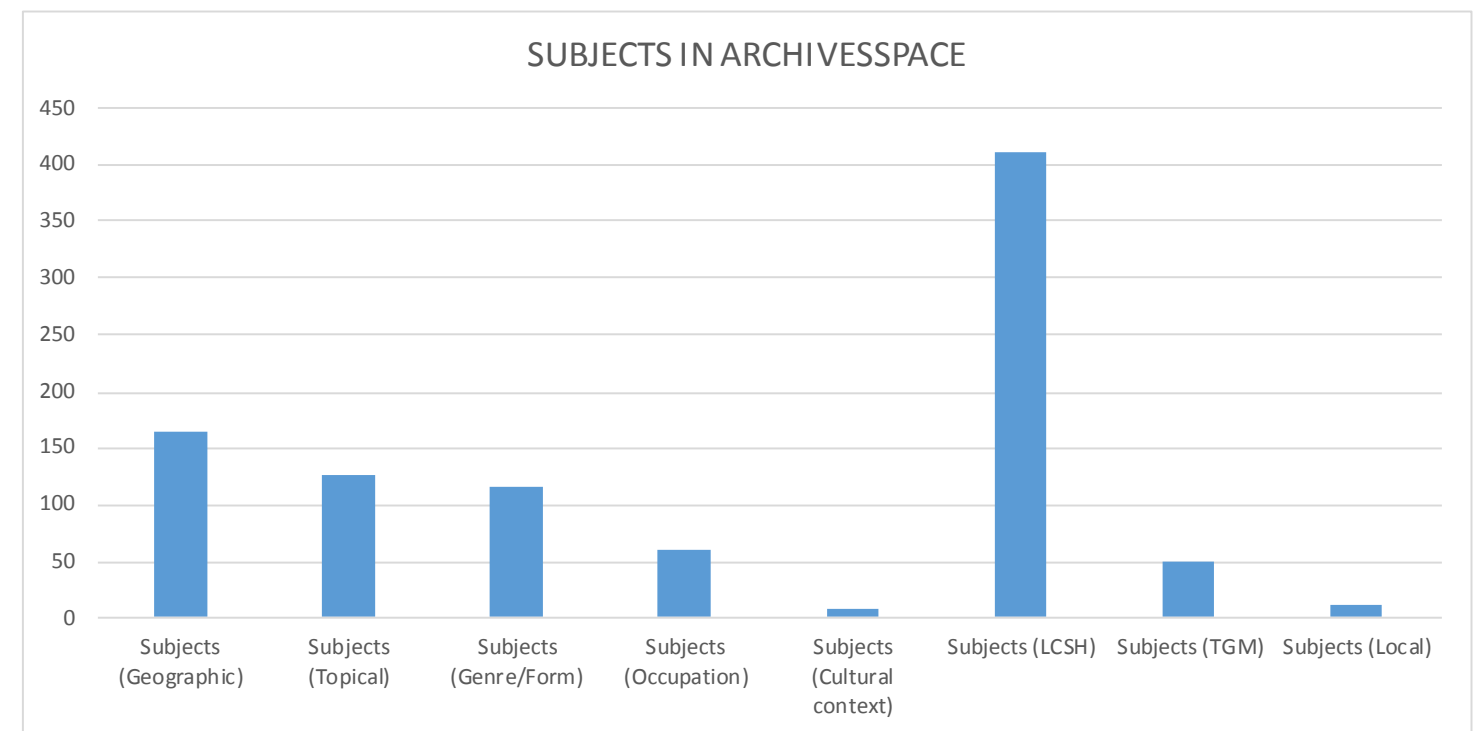


COLLECTIONS MANAGEMENT

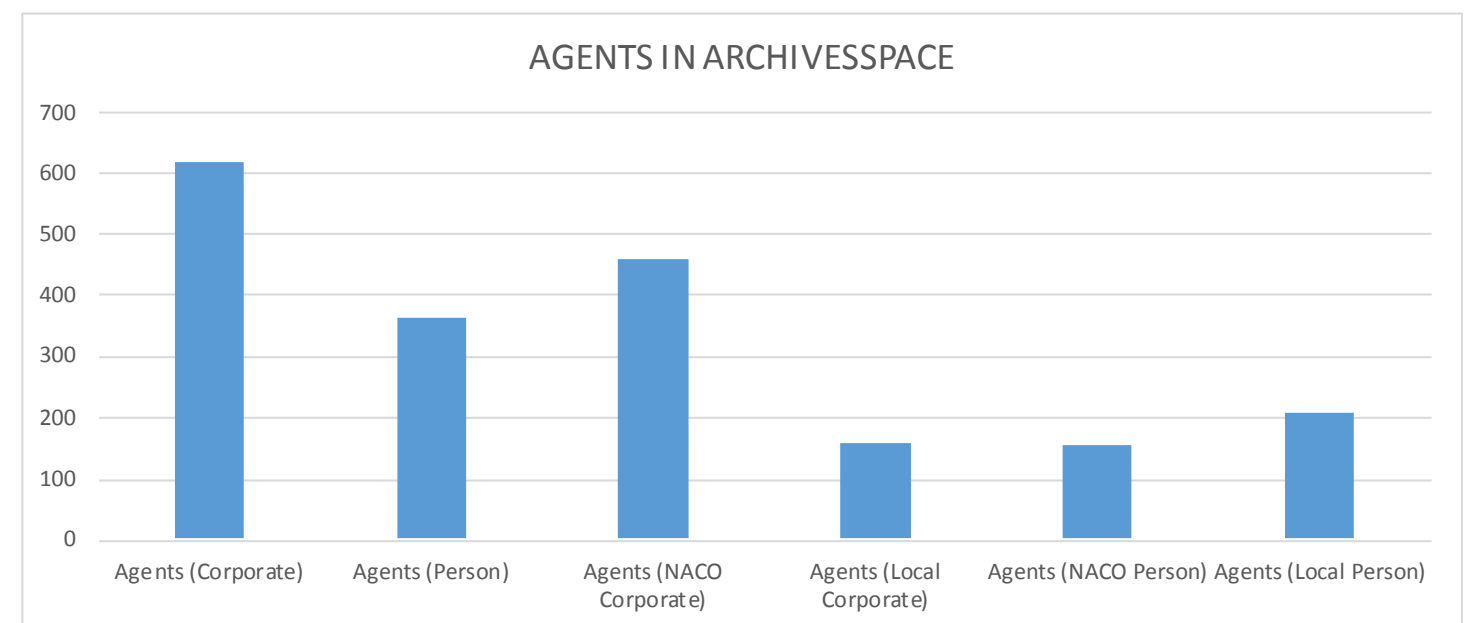


Municipal Building from 411 Pearl Street, rear elevation Park Row and Duane Streets, Eugene de Salignac, December 14, 1911.

SUBJECTS indicate the topical content or format characteristics of an item or group of materials being described. The subject record is designed to support simple or compound, hierarchical subjects. It can be applied at any level of description for accessions, resources, and digital objects.



AGENTS identify persons, families, or corporate bodies, and NYC government structures, that have a specified relationship to an archival resource or to an event. The agent record is also for managing relationships among names, and associates.



COLLECTIONS MANAGEMENT



Finding aids are tools that facilitate discovery of information within a collection of records. Archivists have been working to standardize collection inventories from the agency's past 30 years of in-house classification systems. Detailed below is a list of legacy revisions and a list of new finding aids now available.

LEGACY FINDING AIDS IN ArchivesSpace
Office of the Mayor, William J. Gaynor records, 1910-1913
Office of the Mayor, Seth Low records, 1902-1903
Office of the Mayor, Robert Van Wyck records, 1898-1901
Office of the Mayor, Joseph V. McKee records, 1932
Office of the Mayor, John P. O'Brien records, 1933
Office of the Mayor, John P. Mitchel records, 1914-1917
Office of the Mayor, John F. Hylan records, 1918-1925
Office of the Mayor, George B. McClellan records, 1904-1909
Office of the Mayor, Early Mayors records, 1826-1897
Office of the Mayor, Ardolph L. Kline records, 1913
Office of the Mayor, John F. Hylan records, 1915-1925
Office of the Mayor, William O'Dwyer records, 1946-1950

FINDING AIDS CREATED FOR COLLECTIONS PROCESSED FROM JANUARY 2017– JUNE 2018
New York Supreme Court insolvency assignment records, 1768-1908
Department of Records and Information Services: Idilio Gracia Pena, 1976-1995 (Director and Commissioner files)
Department of Records and Information Services: Commissioner Eugene Bockman records, 1946-1990
Bodies in Transit registers, 1859-1894
Almshouse ledger collection, 1758-1952

DIGITAL PROGRAMS



THE DIGITAL PROGRAMS UNIT manages the digital infrastructure and implements the policies and workflows for digitized and born digital materials. The unit consists of a team with advanced knowledge in digitization, digital archives, and digital forensics ensuring industry standards in the management, security, preservation, and accessibility of digital assets. The team also processes reproduction requests for archival and library material.

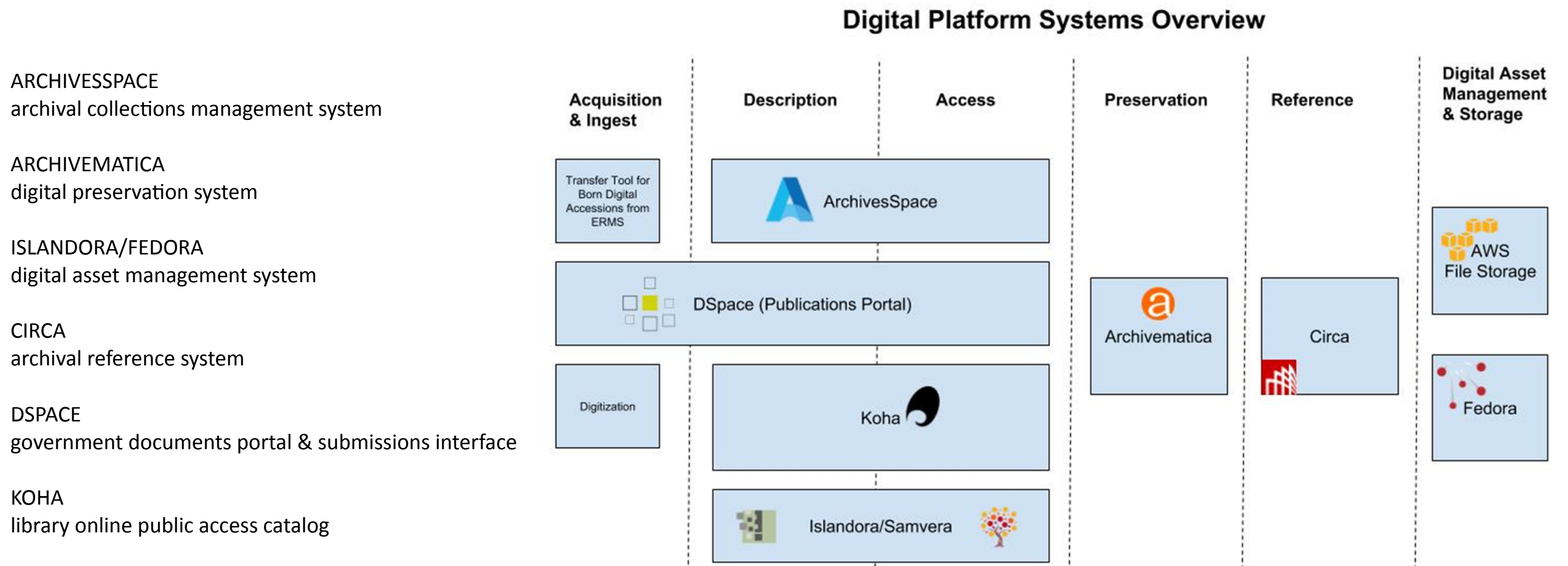
Digitizing the Greensward Plan, Board of Commissioners of the Central Park, Calvert Vaux, Frederick Law Olmstead, 1858

DIGITAL PROGRAMS

DIGITAL PLATFORM

The DORIS Digital Platform will upgrade the agency’s archival and information management standards and build capacity for the digital age. It will fulfill the agency’s long-term strategic goals to increase agency oversight, accountability, and transparency for all operations; to expand outreach and access to all collections to a diverse range of customers, stakeholders and patrons; to modernize current operations and facilities; and to improve physical and intellectual control of records. Recommendations for an open-source environment and software were approved in FY18.

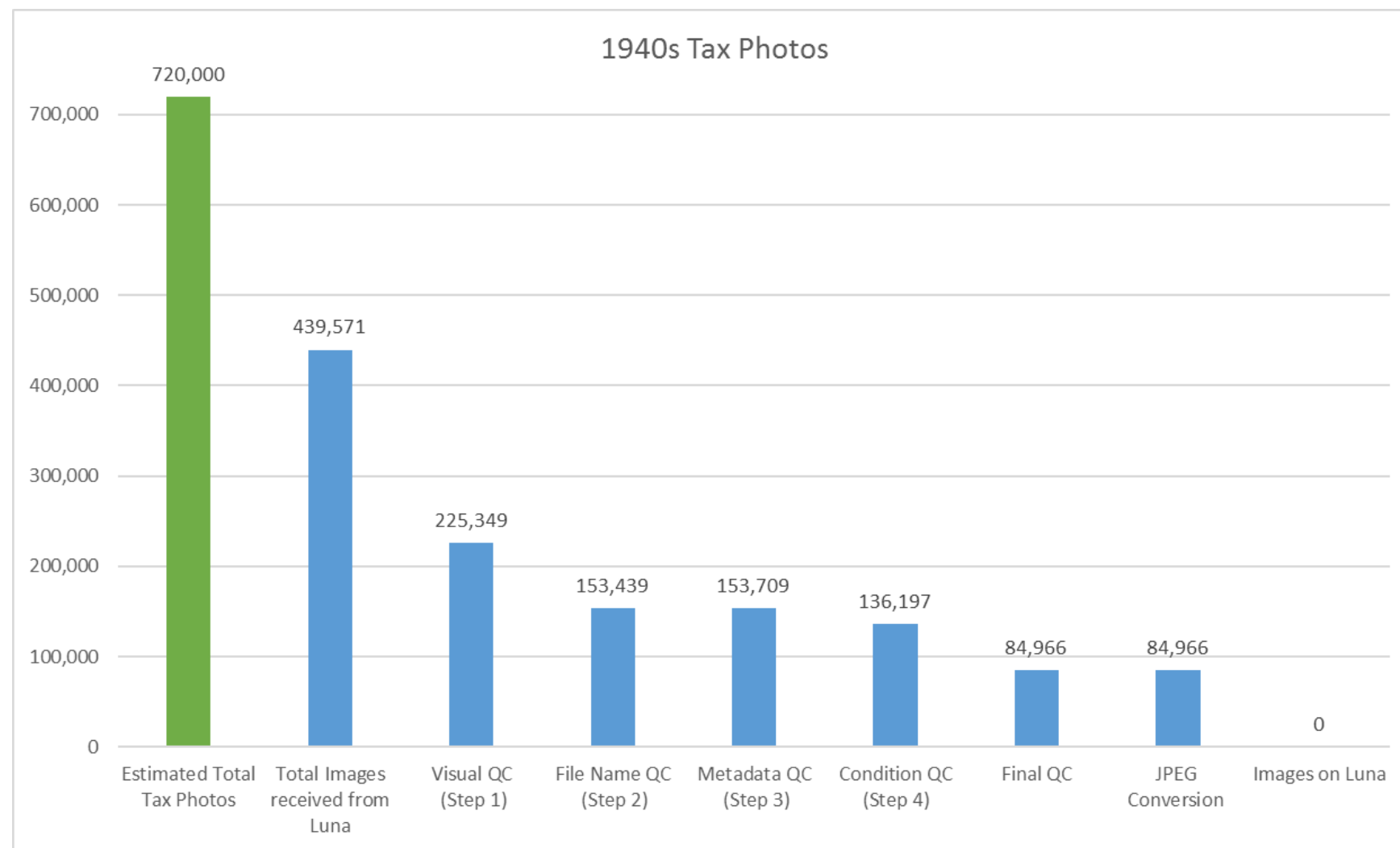
The DORIS Digital Platform is a unified digital platform, made up of the following vital components:



DIGITAL PROGRAMS

DIGITIZATION PROJECTS

1940S TAX PHOTO DIGITIZATION PROJECT



Horn and Hardart Automat (food vending machines)



DIGITAL PROGRAMS

DIGITIZATION PROJECTS

VITAL RECORDS DIGITIZATION PROJECT

STATE OF NEW YORK
Affidavit for License to Marry
 No. **29669**

STATE OF NEW YORK }
 County of New York—City of New York }

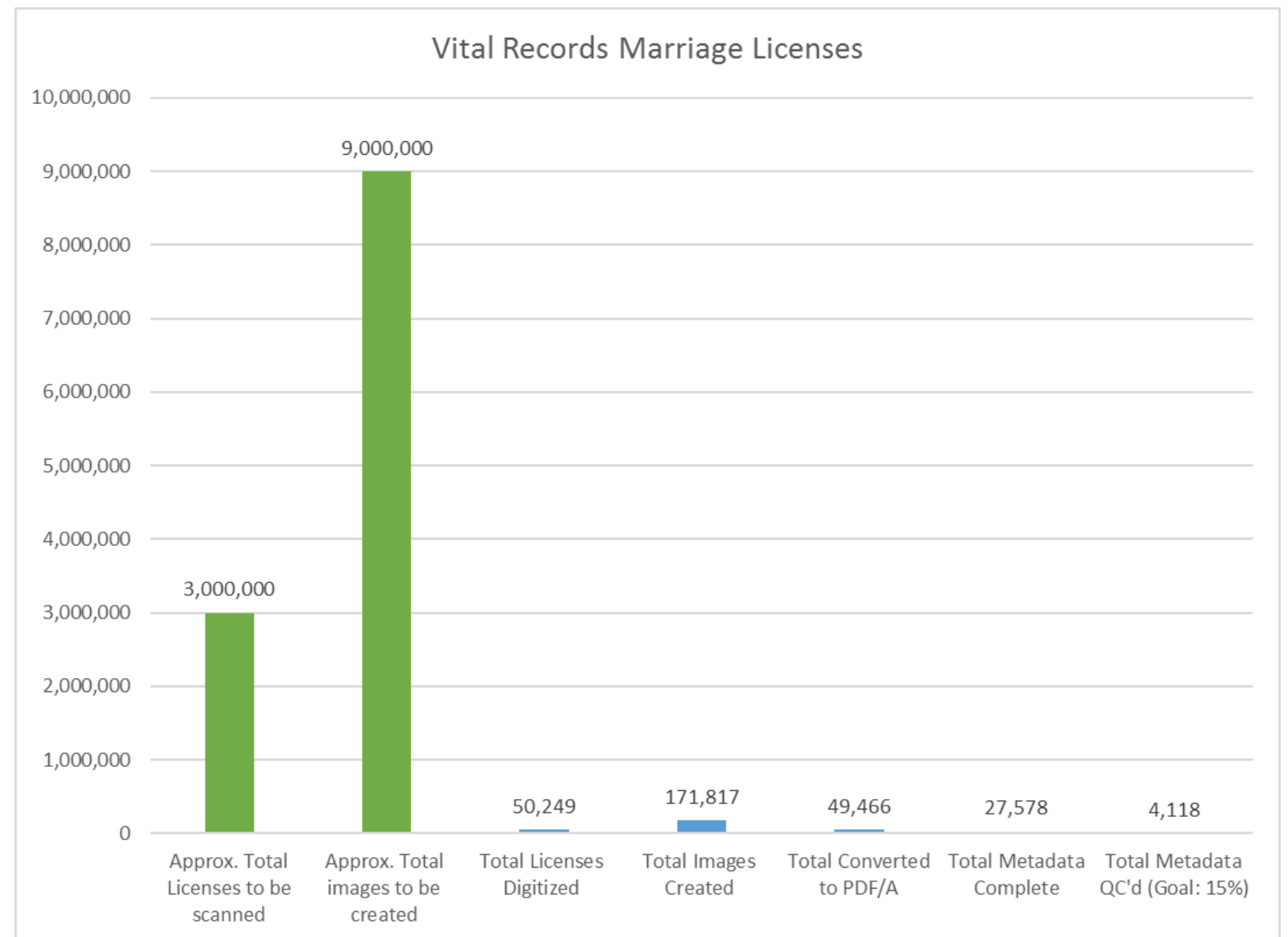
Gaspere D'Angelo and Arcangela Navarra
Groom Bride

applicants for a license for marriage, being severally sworn, depose and say, that to the best of their knowledge and belief the following statement respectively signed by them is true, and that no legal impediment exists as to the right of the applicants to enter into the marriage state.

FROM THE GROOM:	FROM THE BRIDE:
Full name <u>Gaspere D'Angelo</u>	Full name <u>Arcangela Navarra</u>
Color <u>White</u>	Color <u>White</u>
Place of residence <u>225 Elizabeth St</u>	Place of residence <u>220 E 11 St</u>
Age <u>27</u>	Age <u>22</u>
Occupation <u>Trapper</u>	Occupation <u>None</u>
Place of birth <u>Trapani Italy</u>	Place of birth <u>Trapani Italy</u>
Name of father <u>Domenico</u>	Name of father <u>Sebastiano</u>
Country of birth <u>Italy</u>	Country of birth <u>Italy</u>
Maiden name of mother <u>Antonina Galanti</u>	Maiden name of mother <u>Francesca Bacella</u>
Country of birth <u>Italy</u>	Country of birth <u>Italy</u>
Number of marriage <u>first</u>	Number of marriage <u>first</u>
Former wife or wives living or dead <input checked="" type="checkbox"/>	Former husband or husbands living or dead <input type="checkbox"/>
Is applicant a divorced person <input checked="" type="checkbox"/>	Is applicant a divorced person <input type="checkbox"/>
If so, when and where divorce or divorces were granted	If so, when and where divorce or divorces were granted

Gaspere D'Angelo GROOM Arcangela Navarra BRIDE

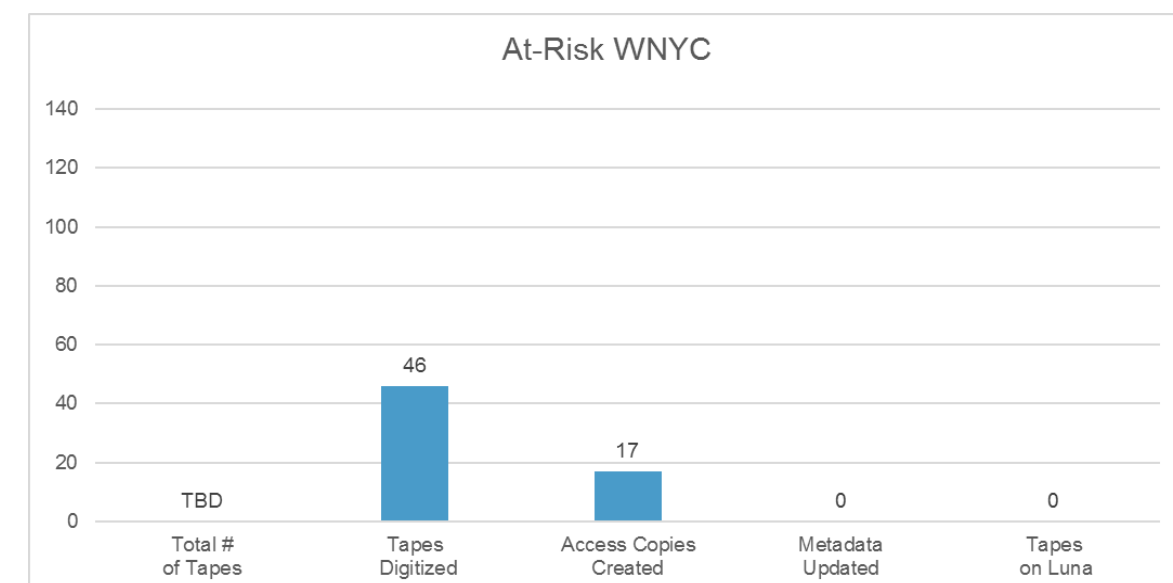
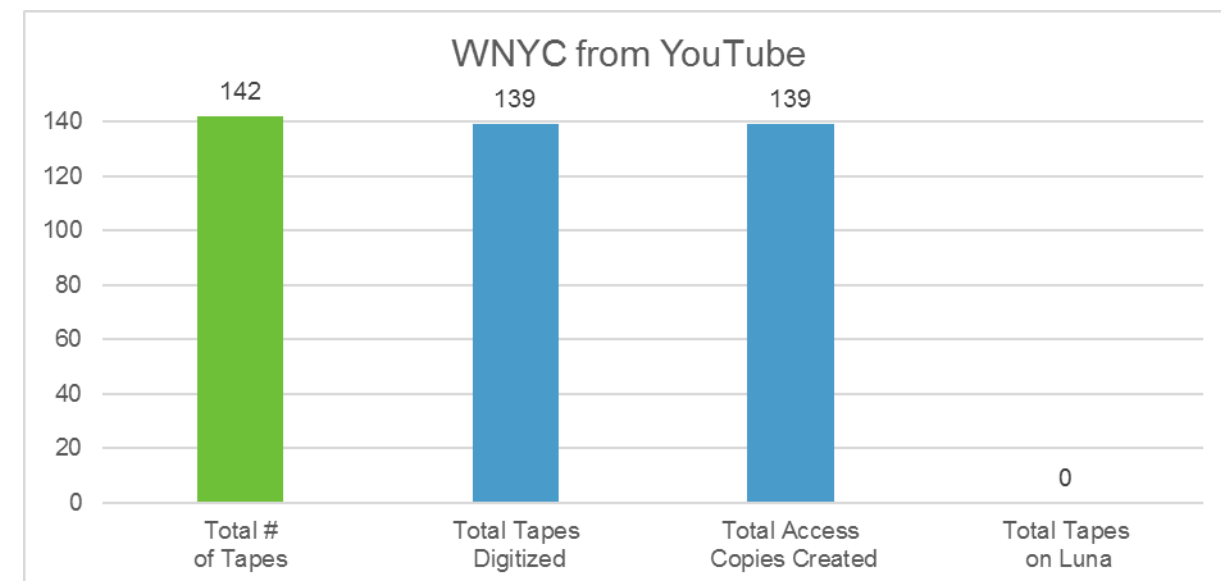
Subscribed and sworn to before me this
15 day of November 1910
Edward W. Hall
Clerk



DIGITAL PROGRAMS

DIGITIZATION PROJECTS

AV DIGITIZATION LAB: This year the team built an audio-visual digitization lab and purchased legacy equipment to playback, capture and conserve the Archives' assets. Two major projects are underway to preserve WNYC collections.

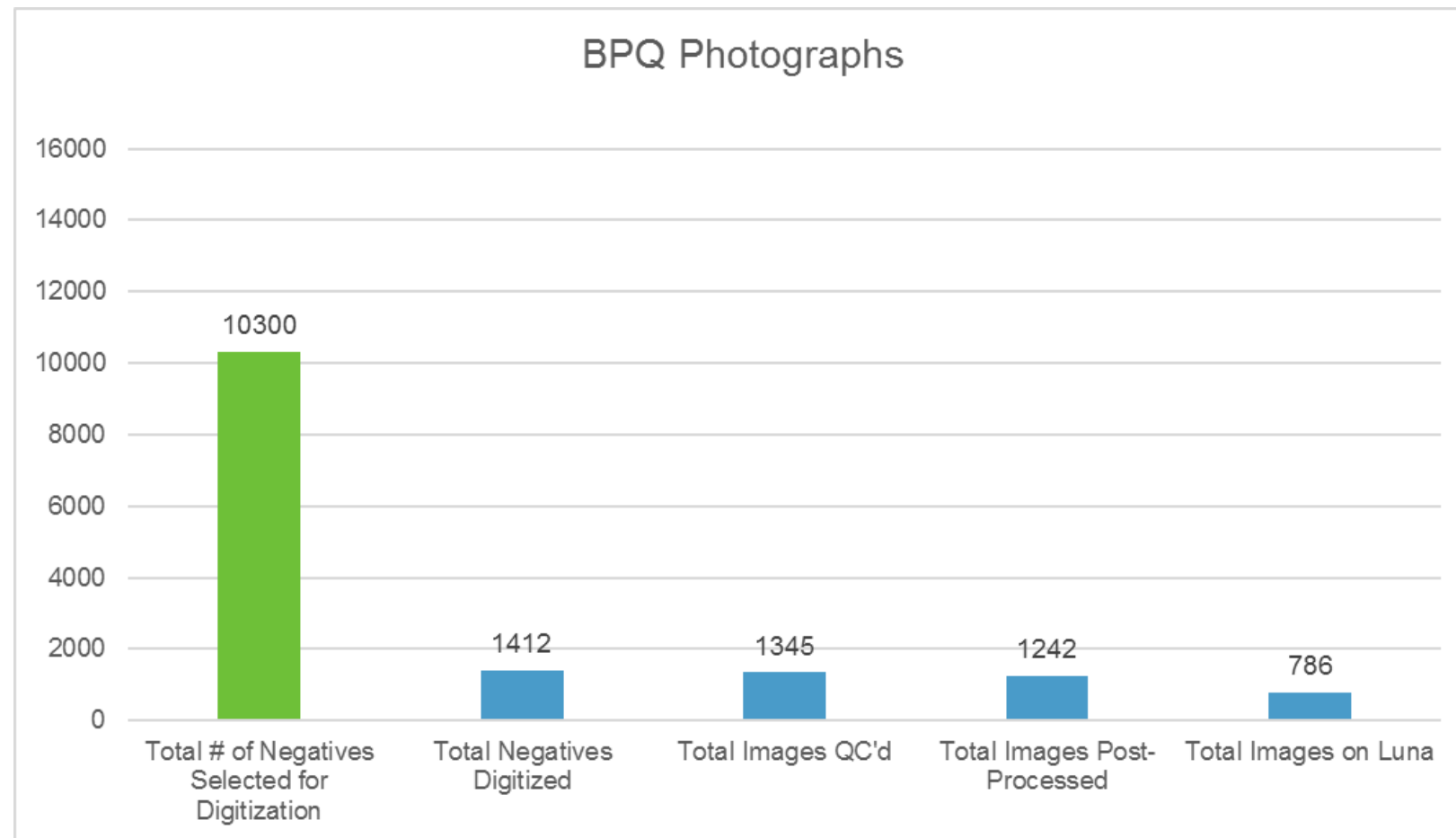


WNYC Transmitting Plant, Municipal Archives Collection, undated

DIGITAL PROGRAMS

DIGITIZATION PROJECTS

Borough President Queens Photo Digitization Project



Borough President of Queens Collection, undated

REFERENCE & RESEARCH SERVICES

MEASURES AND METRICS

This year, the agency adopted elements of the Association of College and Research Libraries' (ACRL) *Standardized Statistical Measures and Metrics for Public Services in Archival Repositories and Special Collection Libraries*. This effort will inform and support the need to demonstrate the value the Archives provides to constituencies, the impact of services, and the effectiveness of operations.

Further, documenting user demographics, reference transactions, reading room visits, and collection use will help the Archives prioritize preservation and digitization initiatives, access issues, staffing needs, training requirements and outreach programs.

The numbers reflected in the following charts are based on Reading Room in-person patrons and emails from November 2017– June 2018.

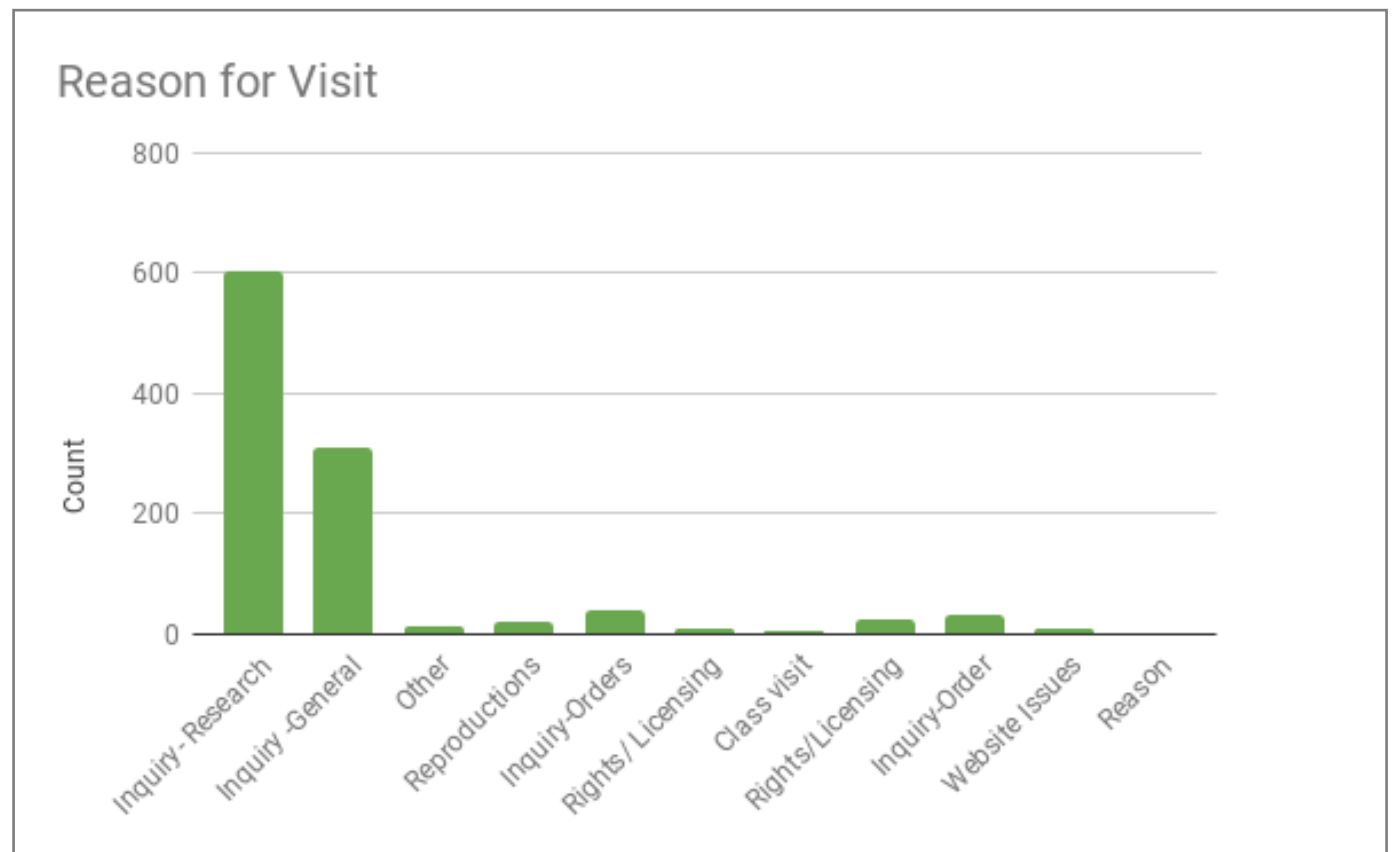
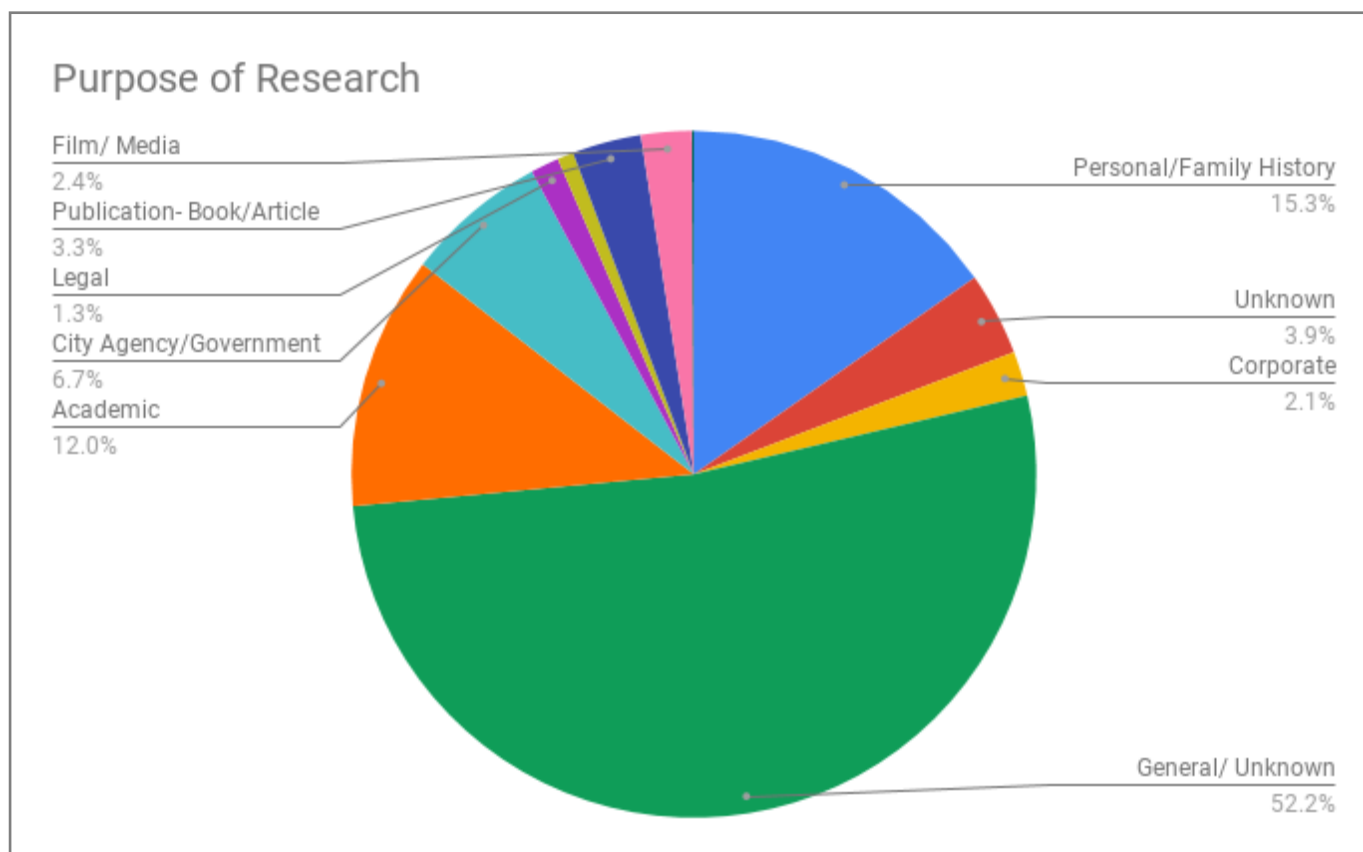


Board of Education Collection, PS 47, Queens, Noel Road and Lenark Road, Broad Channel, November 2, 1939

REFERENCE & RESEARCH SERVICES

ASSESSING THEN INTERESTS OF PATRONS

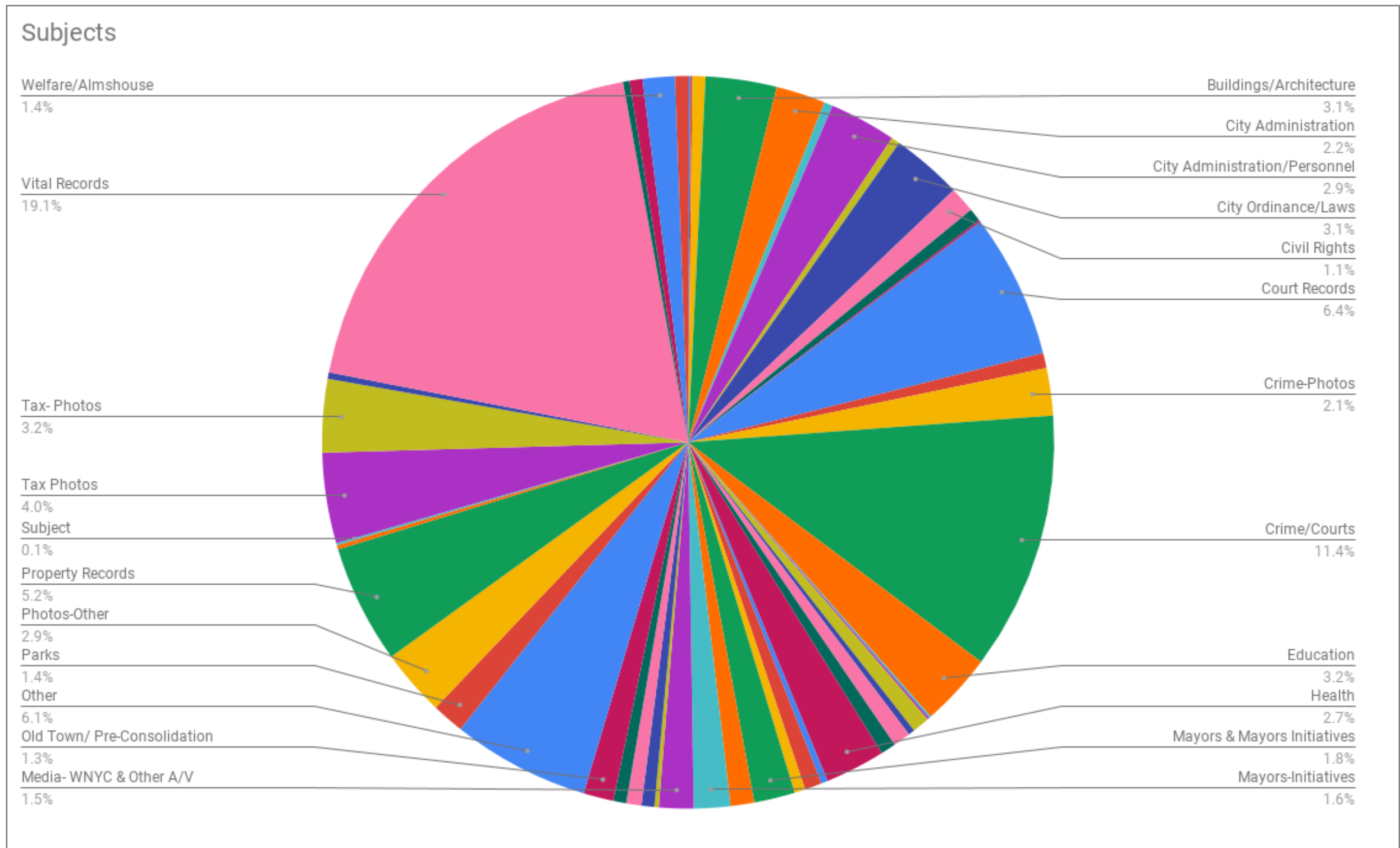
Gathering information on user demographics includes user affiliations, reasons for visits, and collections viewed. The data will assist in tailoring customer services and targeting outreach efforts to attract new users, improve access to frequently requested collections, and ensure efficiencies in customer service.



REFERENCE & RESEARCH SERVICES

SUBJECTS

The Archives tracks Subjects in order to monitor levels and patterns of collection use. The information will help prioritize preservation, conservation, processing and digitization initiatives.



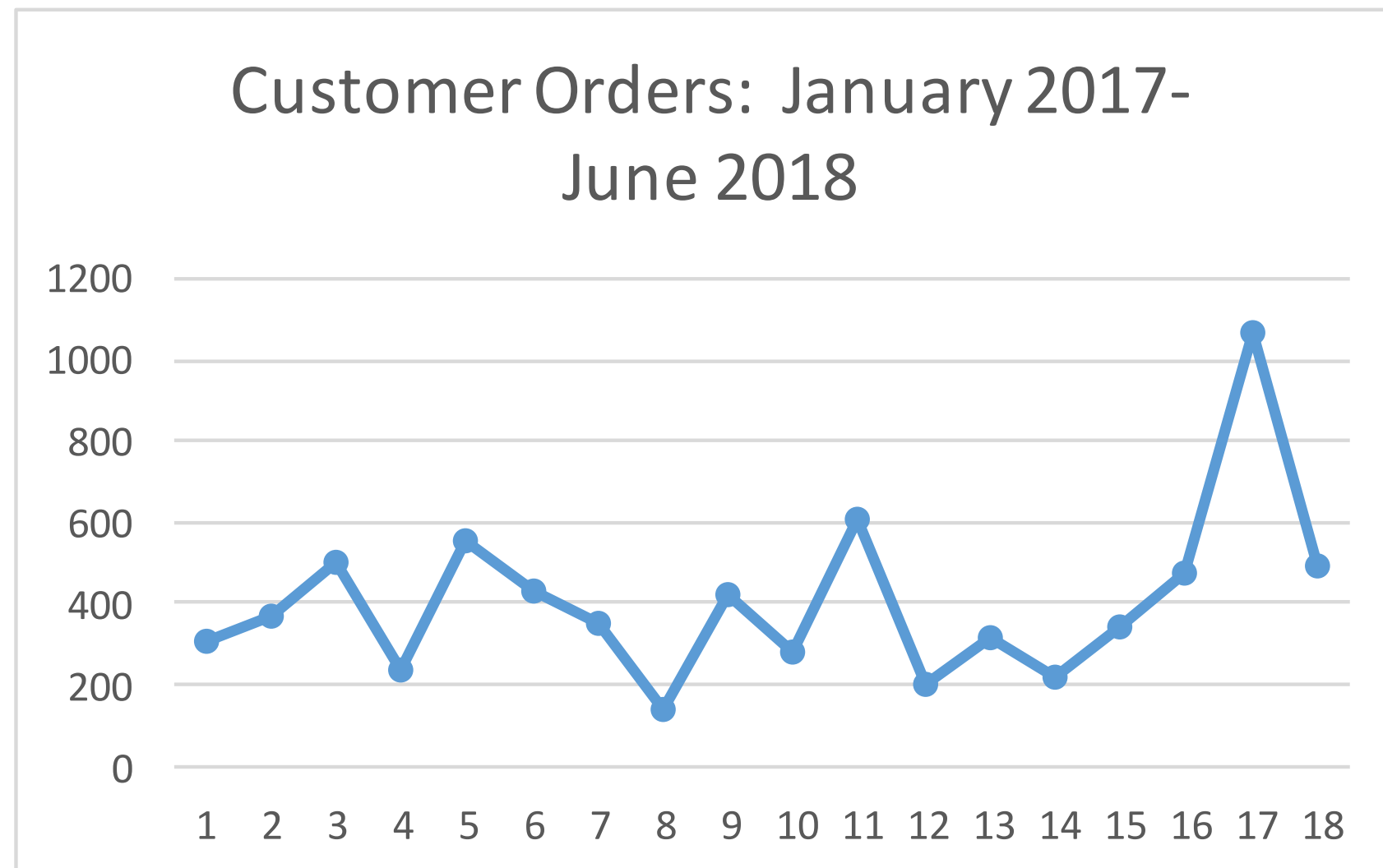


Mayors' Reception Committee Collection, FDNY Sprinkler, 85th St. near Lexington Avenue, August 17, 1920. Credit: International Newsreels/Film Service Inc.

REFERENCE & RESEARCH SERVICES

PRODUCTION

The Municipal Archives services customer requests for photographic prints, high resolution digital files and internal requests for social media, blogs and exhibition content. The Digital Programs unit began incorporating all customer requests beyond tax photos to its statistics which accounts for the sharp increase in month 17.



Archival Review Board

Chairperson Pauline Toole, Ex officio, Commissioner

Appointed by Mayor Bill de Blasio

Yasmin Ramirez

Katherine Cocklin

Appointed by the former Speaker of the City Council, Melissa Mark-Viverito

Richard K. Lieberman

Christopher P. Moore

DORIS Staff

Kenneth R. Cobb, Assistant Commissioner

Sylvia Kollar, Director, Municipal Archives