

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
- City Council Speaker at reports@council.nyc.gov
- Chief Privacy Officer and the Citywide Privacy Protection Committee at 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

Version	Description of Change	Approver	Date
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: Public Design Commission

2. APO Contact Details
 - a. Name: Julianna Monjeau
 - b. Title: Senior Archivist & Information Specialist
 - c. Email: jmonjea
 - d. Telephone: 2127889860

COLLECTIONS

3. How many collections does the agency have to describe?
6

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 checked="" 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)*	<u>Work-Related Information</u> <input checked="" type="checkbox"/> Employer information <input checked="" type="checkbox"/> Employment address
<u>Biometric Information</u> <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	<u>Government Program Information</u> <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
<u>Contact Information</u> <input checked="" type="checkbox"/> Current and/or previous home address <input checked="" type="checkbox"/> Email address <input checked="" type="checkbox"/> Phone number	<u>Law Enforcement Information</u> <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
<u>Demographic Information</u> <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	<u>Technology-Related Information</u> <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
<u>Status information</u> <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	
<u>Other Types of Identifying Information</u> (list below): 	
<p>*Type of identifying information designated by the CPO (see CPO Policies & Protocols, §3.1.1).</p>	

DISCLOSURES

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

0

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)*	<u>Work-Related Information</u> <input type="checkbox"/> Employer information <input type="checkbox"/> Employment address
<u>Biometric Information</u> <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	<u>Government Program Information</u> <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
<u>Contact Information</u> <input type="checkbox"/> Current and/or previous home address <input type="checkbox"/> Email address <input type="checkbox"/> Phone number	<u>Law Enforcement Information</u> <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
<u>Demographic Information</u> <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	<u>Technology-Related Information</u> <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
<u>Status information</u> <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	
<u>Other Types of Identifying Information</u> (list below): 	
*Type of identifying information designated by the CPO (see CPO Policies & Protocols, §3.1.1).	

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)*.
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)*.
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)*.
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.

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)*.

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)*.

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).*
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).*
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).*

- Proceed to the next page -

APPROVAL SIGNATURE FOR AGENCY REPORT

PREPARER OF AGENCY REPORT

Name: Julianna Monjeau
Title: Senior Archivist & Information Specialist
Email: jmonjeau@cityhall.nyc.gov
Phone: 2127889860

ELECTRONIC SIGNATURE OF AGENCY HEAD OR DESIGNEE REQUIRED BELOW

Name: Sreoshy Banerjea
Title: Executive Director
Email: sbanerjea@cityhall.nyc.gov
Phone: 212.788.3081

Signature: *Sreoshy Banerjea*
Sreoshy Banerjea (Jul 30, 2024 13:33 EDT)

Date: 07/30/2024

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

DISCLOSURES					
	Type of Disclosure	Describe the Specific Activity	Classification	Describe the agency purpose or mission served by this Disclosure.	Was this disclosure made pursuant to an external request?
1	Choose an item.	[free text]	Choose an item.	[free text]	Choose an item.
2	Choose an item.		Choose an item.		Choose an item.
3	Choose an item.		Choose an item.		Choose an item.
4	Choose an item.		Choose an item.		Choose an item.
5	Choose an item.		Choose an item.		Choose an item.
6	Choose an item.		Choose an item.		Choose an item.
7	Choose an item.		Choose an item.		Choose an item.
8	Choose an item.		Choose an item.		Choose an item.
9	Choose an item.		Choose an item.		Choose an item.
10	Choose an item.		Choose an item.		Choose an item.
11	Choose an item.		Choose an item.		Choose an item.
12	Choose an item.		Choose an item.		Choose an item.
13	Choose an item.		Choose an item.		Choose an item.
14	Choose an item.		Choose an item.		Choose an item.
15	Choose an item.		Choose an item.		Choose an item.
16	Choose an item.		Choose an item.		Choose an item.
17	Choose an item.		Choose an item.		Choose an item.
18	Choose an item.		Choose an item.		Choose an item.
19	Choose an item.		Choose an item.		Choose an item.
20	Choose an item.		Choose an item.		Choose an item.
21	Choose an item.		Choose an item.		Choose an item.
22	Choose an item.		Choose an item.		Choose an item.
23	Choose an item.		Choose an item.		Choose an item.
24	Choose an item.		Choose an item.		Choose an item.

	<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>
25	Choose an item.	[free text]	Choose an item.	[free text]	Choose an item.
26	Choose an item.		Choose an item.		Choose an item.
27	Choose an item.		Choose an item.		Choose an item.
28	Choose an item.		Choose an item.		Choose an item.
29	Choose an item.		Choose an item.		Choose an item.
30	Choose an item.		Choose an item.		Choose an item.
31	Choose an item.		Choose an item.		Choose an item.
32	Choose an item.		Choose an item.		Choose an item.
33	Choose an item.		Choose an item.		Choose an item.
34	Choose an item.		Choose an item.		Choose an item.
35	Choose an item.		Choose an item.		Choose an item.
36	Choose an item.		Choose an item.		Choose an item.
37	Choose an item.		Choose an item.		Choose an item.
38	Choose an item.		Choose an item.		Choose an item.
39	Choose an item.		Choose an item.		Choose an item.
40	Choose an item.		Choose an item.		Choose an item.
41	Choose an item.		Choose an item.		Choose an item.
42	Choose an item.		Choose an item.		Choose an item.
43	Choose an item.		Choose an item.		Choose an item.
44	Choose an item.		Choose an item.		Choose an item.
45	Choose an item.		Choose an item.		Choose an item.
46	Choose an item.		Choose an item.		Choose an item.
47	Choose an item.		Choose an item.		Choose an item.
48	Choose an item.		Choose an item.		Choose an item.
49	Choose an item.		Choose an item.		Choose an item.
50	Choose an item.		Choose an item.		Choose an item.
51	Choose an item.		Choose an item.		Choose an item.

	<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>
52	Choose an item.	[free text]	Choose an item.	[free text]	Choose an item.
53	Choose an item.		Choose an item.		Choose an item.
54	Choose an item.		Choose an item.		Choose an item.
55	Choose an item.		Choose an item.		Choose an item.
56	Choose an item.		Choose an item.		Choose an item.
57	Choose an item.		Choose an item.		Choose an item.
58	Choose an item.		Choose an item.		Choose an item.
59	Choose an item.		Choose an item.		Choose an item.
60	Choose an item.		Choose an item.		Choose an item.
61	Choose an item.		Choose an item.		Choose an item.
62	Choose an item.		Choose an item.		Choose an item.
63	Choose an item.		Choose an item.		Choose an item.
64	Choose an item.		Choose an item.		Choose an item.
65	Choose an item.		Choose an item.		Choose an item.
66	Choose an item.		Choose an item.		Choose an item.
67	Choose an item.		Choose an item.		Choose an item.
68	Choose an item.		Choose an item.		Choose an item.
69	Choose an item.		Choose an item.		Choose an item.
70	Choose an item.		Choose an item.		Choose an item.
71	Choose an item.		Choose an item.		Choose an item.
72	Choose an item.		Choose an item.		Choose an item.
73	Choose an item.		Choose an item.		Choose an item.
74	Choose an item.		Choose an item.		Choose an item.
75	Choose an item.		Choose an item.		Choose an item.
76	Choose an item.		Choose an item.		Choose an item.
77	Choose an item.		Choose an item.		Choose an item.
78	Choose an item.		Choose an item.		Choose an item.

	<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>
79	Choose an item.	[free text]	Choose an item.	[free text]	Choose an item.
80	Choose an item.		Choose an item.		Choose an item.
81	Choose an item.		Choose an item.		Choose an item.
82	Choose an item.		Choose an item.		Choose an item.
83	Choose an item.		Choose an item.		Choose an item.
84	Choose an item.		Choose an item.		Choose an item.
85	Choose an item.		Choose an item.		Choose an item.
86	Choose an item.		Choose an item.		Choose an item.
87	Choose an item.		Choose an item.		Choose an item.
88	Choose an item.		Choose an item.		Choose an item.
89	Choose an item.		Choose an item.		Choose an item.
90	Choose an item.		Choose an item.		Choose an item.
91	Choose an item.		Choose an item.		Choose an item.
92	Choose an item.		Choose an item.		Choose an item.
93	Choose an item.		Choose an item.		Choose an item.
94	Choose an item.		Choose an item.		Choose an item.
95	Choose an item.		Choose an item.		Choose an item.
96	Choose an item.		Choose an item.		Choose an item.
97	Choose an item.		Choose an item.		Choose an item.
98	Choose an item.		Choose an item.		Choose an item.
99	Choose an item.		Choose an item.		Choose an item.
100	Choose an item.		Choose an item.		Choose an item.

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	Choose an item.	[free text]
2	Federal Agency	
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.	
26	Choose an item.	
27	Choose an item.	

	<i>Type of Entity</i>	<i>Name of Entity</i>
28	Choose an item.	[free text]
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.	
54	Choose an item.	
55	Choose an item.	
56	Choose an item.	

	<i>Type of Entity</i>	<i>Name of Entity</i>
57	Choose an item.	[free text]
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.	
82	Choose an item.	
83	Choose an item.	
84	Choose an item.	
85	Choose an item.	

	<i>Type of Entity</i>	<i>Name of Entity</i>
86	Choose an item.	[free text]
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

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

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

COLLECTIONS				
	Type of Collection	Describe the Specific Activity	Classification	Describe the agency purpose or mission served by this Collection.
1	Office Administration	Putting meeting sign-in forms	Pre-approved as routine	Name, emails, office/agency name, and phone number on public testimony sign-in forms and meeting attendance sign-in for the administering of monthly public hearings, in particular via teleconference. This information is used to respond to testimony requests, receive written testimony and call on individuals to speak at meetings in the order in which they sign up. The only "disclosed" information is the person's name, which is called upon when it is their turn to testify. No other information is disclosed.
2	Office Administration	City Hall and Archive Tour sign-in forms	Pre-approved as routine	Name, email, office/agency name, and phone number on sign-up forms for City Hall and Archive tours through our website to provide points of contact to confirm sign-up for tours and follow-up for possible cancellations or location

				updates. This information is not disclosed.
3	Office Administration	Research request forms	Pre-approved as routine	Name, email, phone number, and best contact address for research request form for archival records through website. This information is used to respond to requests by email and phone and address is used if anything is requested by mail. This information is not disclosed.
4	Records Management	Project application forms	Pre-approved as routine	Name, email, phone number, and work address for application forms submitted to the PDC for project submissions. This information provides a point of contact for the submitting architect, landscape architect, engineer, designer, artist, conservator or owner of a private structure. The submission form is a public document and can be disclosed upon request as part of routine business by the PDC through research request or FOIL.
5	Office Administration	Design Award event attendee confirmation	Pre-approved as routine	Name and emails for annual Design Award attendee RSVP forms. This information provides point of contact to provide event

				information and updates to attendees. This information is not disclosed.
6	Office Administration	Job and internship applications	Pre-approved as routine	Name and contact information for routine personnel activities, specifically collection of resumes for hiring. PDC collects identifying information to process applications for new hires. This information is shared with other divisions within the Mayor's Office, including Human Resources and Fiscal, as the normal routine for hiring.
7	Choose an item.		Choose an item.	
8	Choose an item.		Choose an item.	
9	Choose an item.		Choose an item.	
10	Choose an item.		Choose an item.	
11	Choose an item.		Choose an item.	
12	Choose an item.		Choose an item.	
13	Choose an item.		Choose an item.	
14	Choose an item.		Choose an item.	
15	Choose an item.		Choose an item.	
16	Choose an item.		Choose an item.	
17	Choose an item.		Choose an item.	
18	Choose an item.		Choose an item.	
19	Choose an item.		Choose an item.	
20	Choose an item.		Choose an item.	
21	Choose an item.		Choose an item.	
22	Choose an item.		Choose an item.	

23	Choose an item.		Choose an item.	
24	Choose an item.		Choose an item.	
	<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	Choose an item.	[free text]	Choose an item.	[free text]
26	Choose an item.		Choose an item.	
27	Choose an item.		Choose an item.	
28	Choose an item.		Choose an item.	
29	Choose an item.		Choose an item.	
30	Choose an item.		Choose an item.	
31	Choose an item.		Choose an item.	
32	Choose an item.		Choose an item.	
33	Choose an item.		Choose an item.	
34	Choose an item.		Choose an item.	
35	Choose an item.		Choose an item.	
36	Choose an item.		Choose an item.	
37	Choose an item.		Choose an item.	
38	Choose an item.		Choose an item.	
39	Choose an item.		Choose an item.	
40	Choose an item.		Choose an item.	
41	Choose an item.		Choose an item.	
42	Choose an item.		Choose an item.	
43	Choose an item.		Choose an item.	
44	Choose an item.		Choose an item.	
45	Choose an item.		Choose an item.	
46	Choose an item.		Choose an item.	
47	Choose an item.		Choose an item.	
48	Choose an item.		Choose an item.	
49	Choose an item.		Choose an item.	

50	Choose an item.		Choose an item.	
51	Choose an item.		Choose an item.	
	<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>
52	Choose an item.	[free text]	Choose an item.	[free text]
53	Choose an item.		Choose an item.	
54	Choose an item.		Choose an item.	
55	Choose an item.		Choose an item.	
56	Choose an item.		Choose an item.	
57	Choose an item.		Choose an item.	
58	Choose an item.		Choose an item.	
59	Choose an item.		Choose an item.	
60	Choose an item.		Choose an item.	
61	Choose an item.		Choose an item.	
62	Choose an item.		Choose an item.	
63	Choose an item.		Choose an item.	
64	Choose an item.		Choose an item.	
65	Choose an item.		Choose an item.	
66	Choose an item.		Choose an item.	
67	Choose an item.		Choose an item.	
68	Choose an item.		Choose an item.	
69	Choose an item.		Choose an item.	
70	Choose an item.		Choose an item.	
71	Choose an item.		Choose an item.	
72	Choose an item.		Choose an item.	
73	Choose an item.		Choose an item.	
74	Choose an item.		Choose an item.	
75	Choose an item.		Choose an item.	
76	Choose an item.		Choose an item.	

77	Choose an item.		Choose an item.	
78	Choose an item.		Choose an item.	
	<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>
79	Choose an item.	[free text]	Choose an item.	[free text]
80	Choose an item.		Choose an item.	
81	Choose an item.		Choose an item.	
82	Choose an item.		Choose an item.	
83	Choose an item.		Choose an item.	
84	Choose an item.		Choose an item.	
85	Choose an item.		Choose an item.	
86	Choose an item.		Choose an item.	
87	Choose an item.		Choose an item.	
88	Choose an item.		Choose an item.	
89	Choose an item.		Choose an item.	
90	Choose an item.		Choose an item.	
91	Choose an item.		Choose an item.	
92	Choose an item.		Choose an item.	
93	Choose an item.		Choose an item.	
94	Choose an item.		Choose an item.	
95	Choose an item.		Choose an item.	
96	Choose an item.		Choose an item.	
97	Choose an item.		Choose an item.	
98	Choose an item.		Choose an item.	
99	Choose an item.		Choose an item.	
100	Choose an item.		Choose an item.	

Please add additional rows, if needed