
ARCHIVAL REVIEW BOARD REPORT
JULY 2018 – JUNE 2019

New York City Municipal Archives

THE NEW YORK CITY DEPARTMENT OF RECORDS & INFORMATION SERVICES

The Municipal Archives (MA) at the Department of Records and Information Services (DORIS) acquires, preserves, and provides access to City government records. Established in 1977, the Department oversees more than 243,000 cubic feet and 185 TB of historical records, and responds to approximately 59,000 reference requests annually.

The Archival collections begin with the New Amsterdam and Old Town records (circa 1645) and include Mayoral records, 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.

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ACQUISITIONS

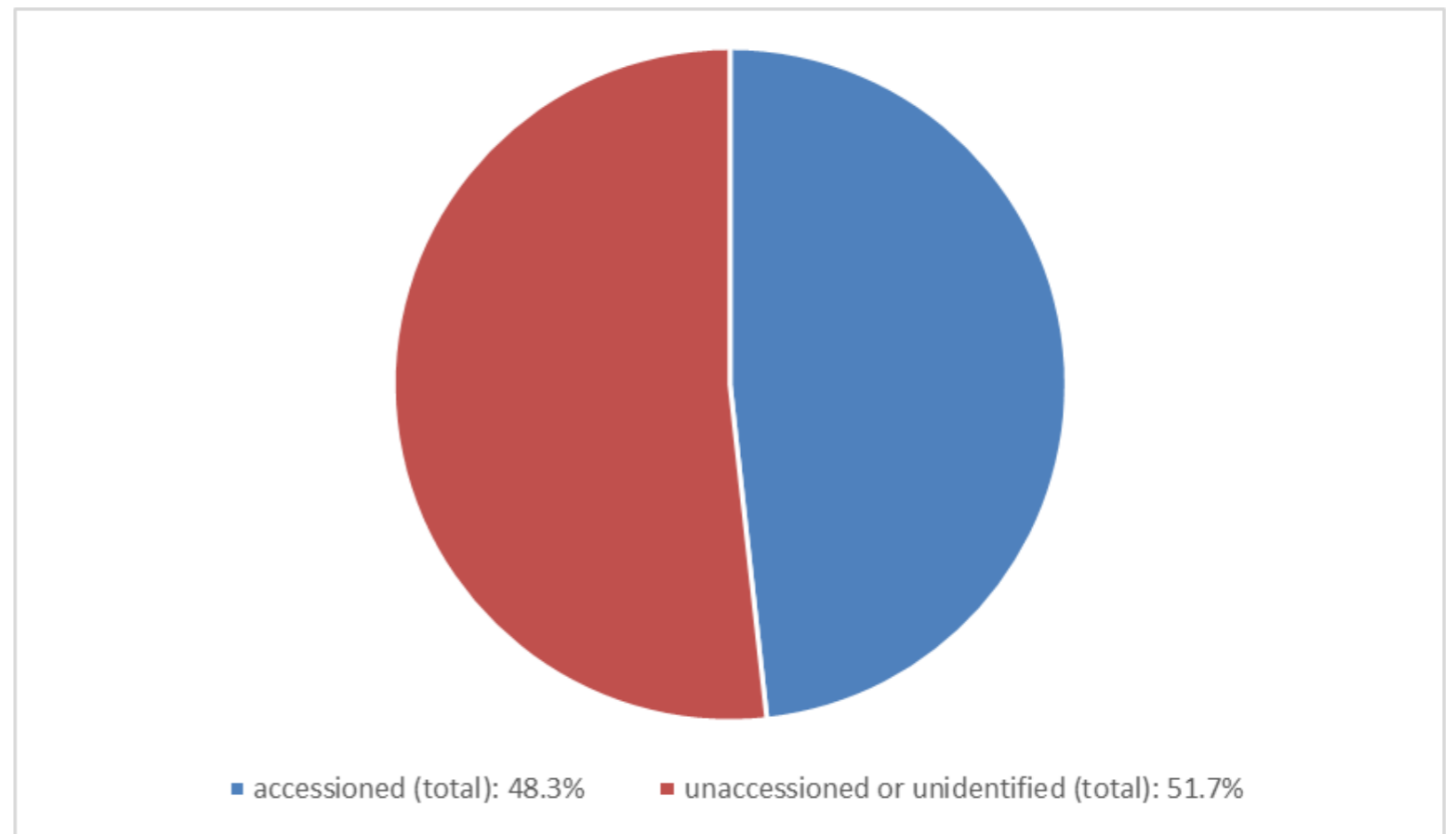
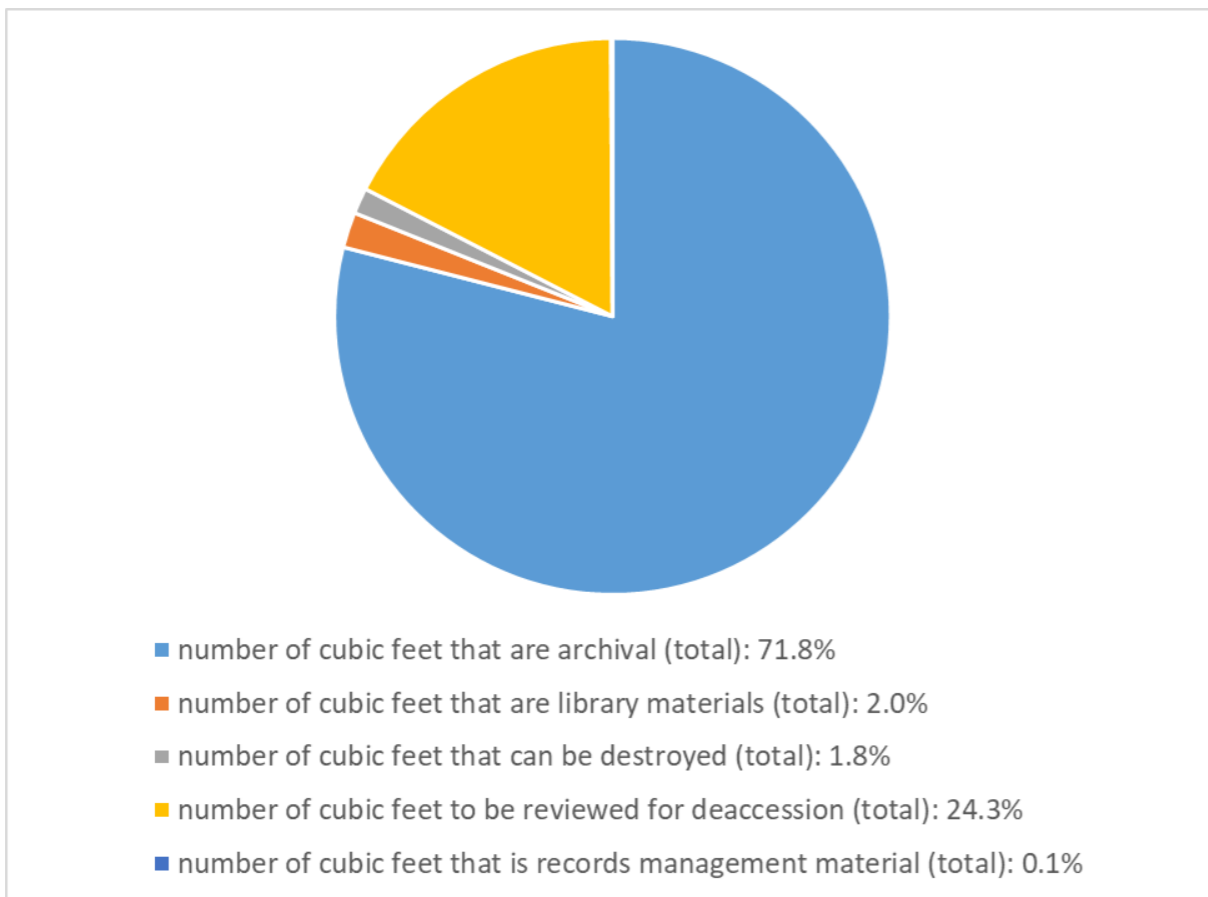
APPRAISALS AND ACCESSIONS UNIT

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

PHYSICAL AND INTELLECTUAL CONTROL OF COLLECTIONS

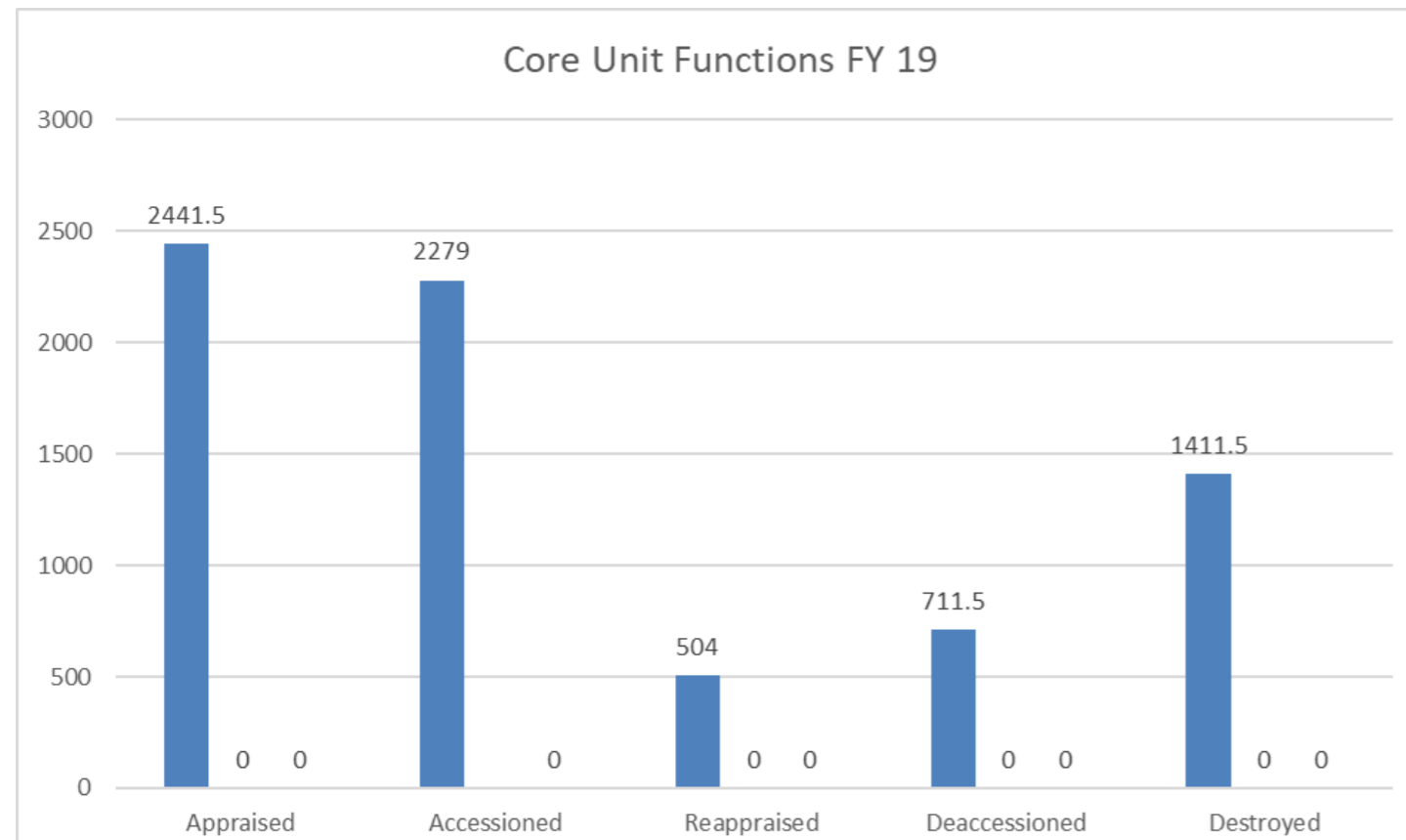
Collections Survey

Completed in August 2018



ACQUISITIONS

ACCESSIONS AND APPRAISALS UNIT



[Housing, Preservation and Development Photograph collection](#)
[June 26, 1962, Manhattan](#)

Appraisal: The process of identifying material offered to an archive 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 material and to formally document their receipt.

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

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

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

ACQUISITIONS

ACCESSIONS AND APPRAISALS UNIT

Accessions document information about origins, creators, contents, formats, extents and conditions for establishing legal custody and preliminary access to records. The following collections were accessioned during the reporting period:

Record Group	Title	Date(s)
RG 001.JPM: Office of the Mayor; John P. Mitchel	Sandra D. O'Connor War Commission invitations	1917
RG 001.WOD: Office of the Mayor; William O'Dwyer	Mayor O'Dwyer dinner program for 1947	1947
RG 001.EIK: Office of the Mayor, Edward I. Koch	Deputy Mayor for Finance Philip L. Toia subject files for 1976 to 1979	1976-1979
RG 001.EIK: Office of the Mayor, Edward I. Koch	Joseph DeVincenzo subject files for 1978 to 1989	1978-1989
RG 001.EIK: Office of the Mayor, Edward I. Koch	Deputy Mayors for Operations Stanley Brezenoff and Nathan Leventhal subject files for 1978 to 1989	1978-1989
RG 001.EIK: Office of the Mayor, Edward I. Koch	Mayor Koch Hispanic Affairs subject files, 1985-1989	1985-1989
RG 001.EIK: Office of the Mayor, Edward I. Koch	Subject files	1987-1989
RG 001.MRB: Office of the Mayor; Michael R. Bloomberg	Bloomberg.net mayoral emails	2002-2013
RG 007: New York County District Attorney	Manhattan District Attorney record of cases for 1896-1951	1896-1951
RG 009: Brooklyn Borough President	Brooklyn Borough President correspondence and administrative files	1980-2013
RG 009: Brooklyn Borough President	Brooklyn Borough President Borough Hall restoration and general subject files	1984-2002
RG 014: New York City Council	Common Council vouchers for 1784-1811	1784-1811 (bulk 1784-1787)
RG 029: New York Department of Correction	Hart Island (Potter's Field) burial register	1872-1875
RG 034: Department of Environmental Protection	Manhattan water rents for 1842-1868	1842-1868
RG 035: Department of Finance	Manhattan tax assessment rolls	1863-1871
RG 035: Department of Finance	Vouchers, bonds, checks, and coupons issued for public works projects	1810-1980
RG 036: Department of Health and Mental Hygiene	Commissioners records, 1991-1993	1973-1993, bulk 1991-1993
RG 036: Department of Health and Mental Hygiene	Executive records	1945-1954
RG 036: Department of Health and Mental Hygiene	Executive records, 1952-1954	1952-1954
RG 043: Department of Records and Information Services	Deputy Commissioners subject files	1992-2011
RG 044: Department of Sanitation	Photographic and audiovisual materials, circa 1895 to 2007	circa 1895-2007, bulk 1970-2000
RG 046: Department of Transportation	Executive records	1964-2000
RG 050: Human Resources Administration	Mr. and Mrs. Stephen P. Ente admissions, discharge, and death ledger	1832-1842
RG 055: Metropolitan Transportation Authority	Hudson Yards development	1982-2012 (bulk 2006-2008)
RG 058: New York Fire Department	Fire Department Band minutes	1918
RG 078: Office of the Public Advocate	Public Advocate Records	1996-2010
RG 093: New York City Municipal Broadcasting Organizations	WNYC audio reels, 1938-1970	1938-1970
RG 095: Vital records	Manhattan, Queens, and Bronx Marriage records	1898-1949

CONSERVATION & PRESERVATION

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

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



CONSERVATION & PRESERVATION

LIBRARY PRESERVATION PROJECT

THE LIBRARY PRESERVATION PROJECT is a collaborative effort with the Municipal Library to treat library materials that require preservation and/or conservation intervention. Sixty-one books, pamphlets, fold-outs, or brochures were treated, with varying levels of intervention including: humidification and flattening, spine repair, surface cleaning, mending, adhesive removal, binding, leather treatment, mold remediation, and various re-housing and storage solutions. Conservator Vin Buchan began work on rebinding forty-nine volumes of the Board of Alderman collection.



CONSERVATION & PRESERVATION

ARCHIVAL PRESERVATION AND PREVENTIVE CONSERVATION

Conservators are surveying collections of Old Town volumes. As of June 30, a total of 560 volumes have been assessed. A preservation survey at the off-site facility will identify preservation/conservation issues before the planned 2020 move.

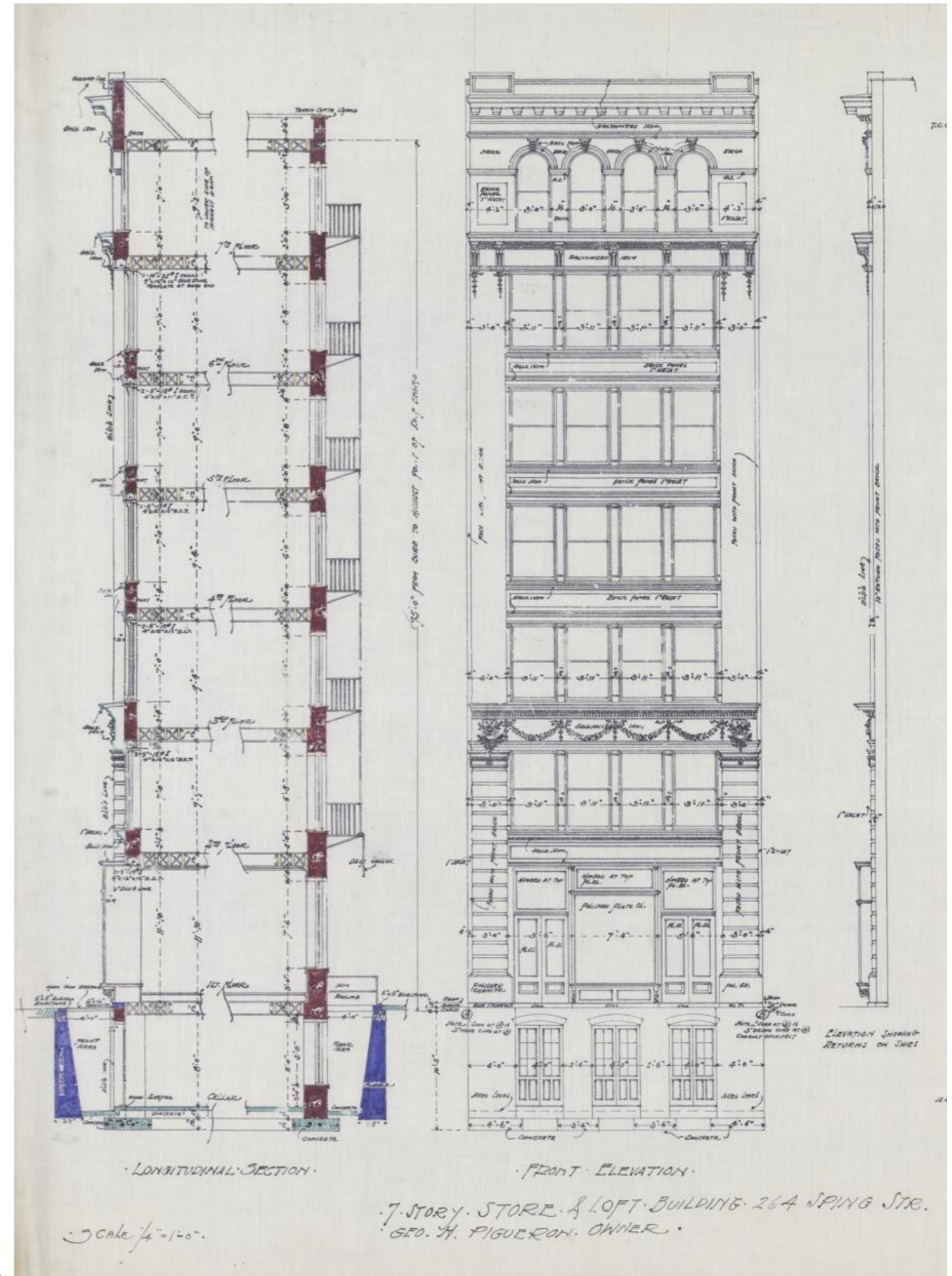
Treatment also includes repairing vital records as they are digitized.

Conservators completed a New York State Library funded project to preserve 12,000 building plans for 977 buildings in the Tribeca and SoHo neighborhoods. Work on preserving and rehousing the collection continues.

ENVIRONMENTAL MONITORING AND MAINTENANCE

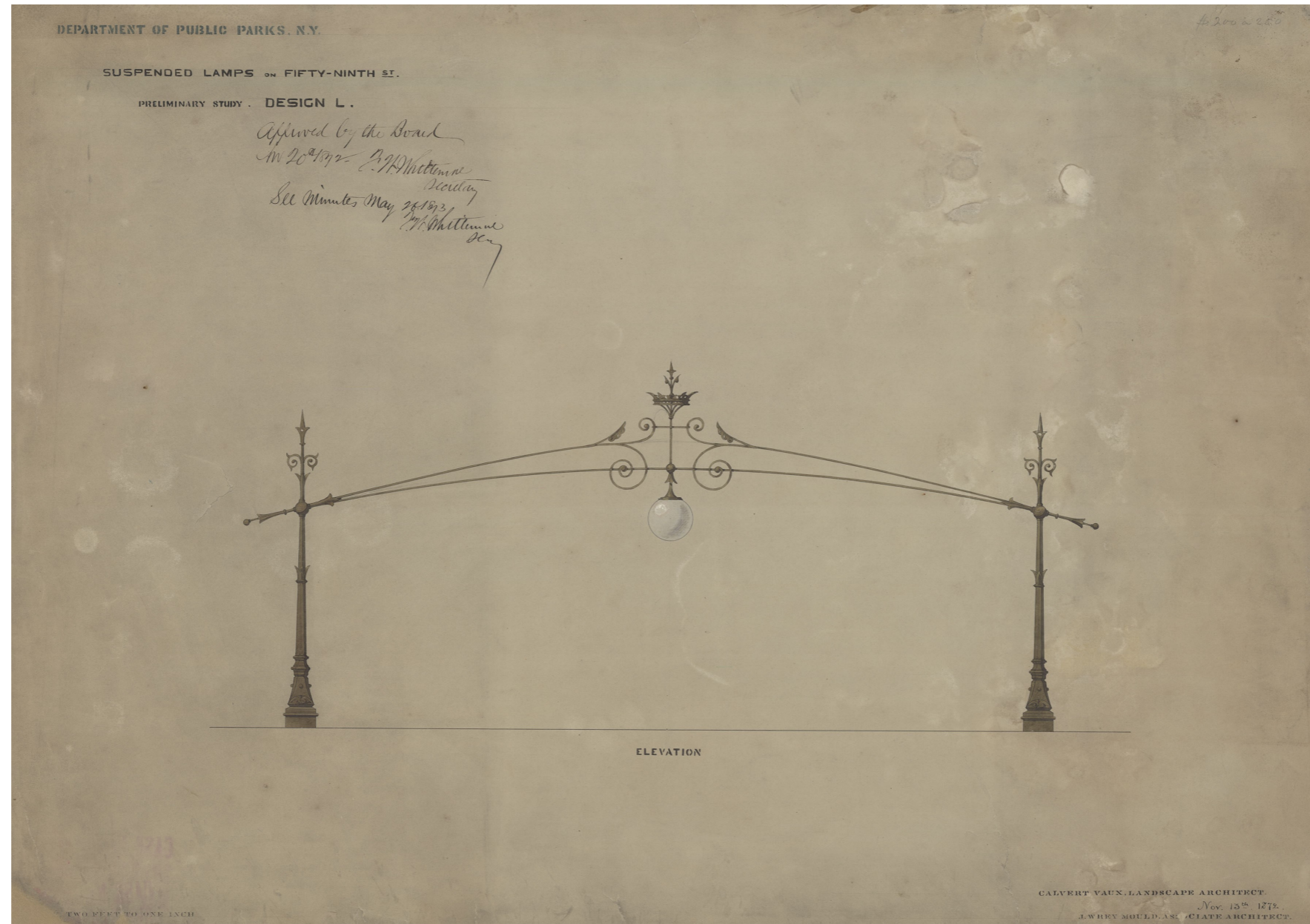
The Archives staff is engaged in stack maintenance to improve conditions. Activities include vacuuming boxes and cleaning shelving units.

The Archives submitted a National Endowment for the Humanities Grant application focused on Sustaining Cultural Heritage to develop plans for improving and implementing long-term preservation strategies appropriate for the extensive collections at 31 Chambers St.



Department of Buildings,
Rolled Plans, 264 Spring St.

COLLECTIONS MANAGEMENT



Department of Parks

Suspended Lamps on 59th St. Preliminary Study,
1872

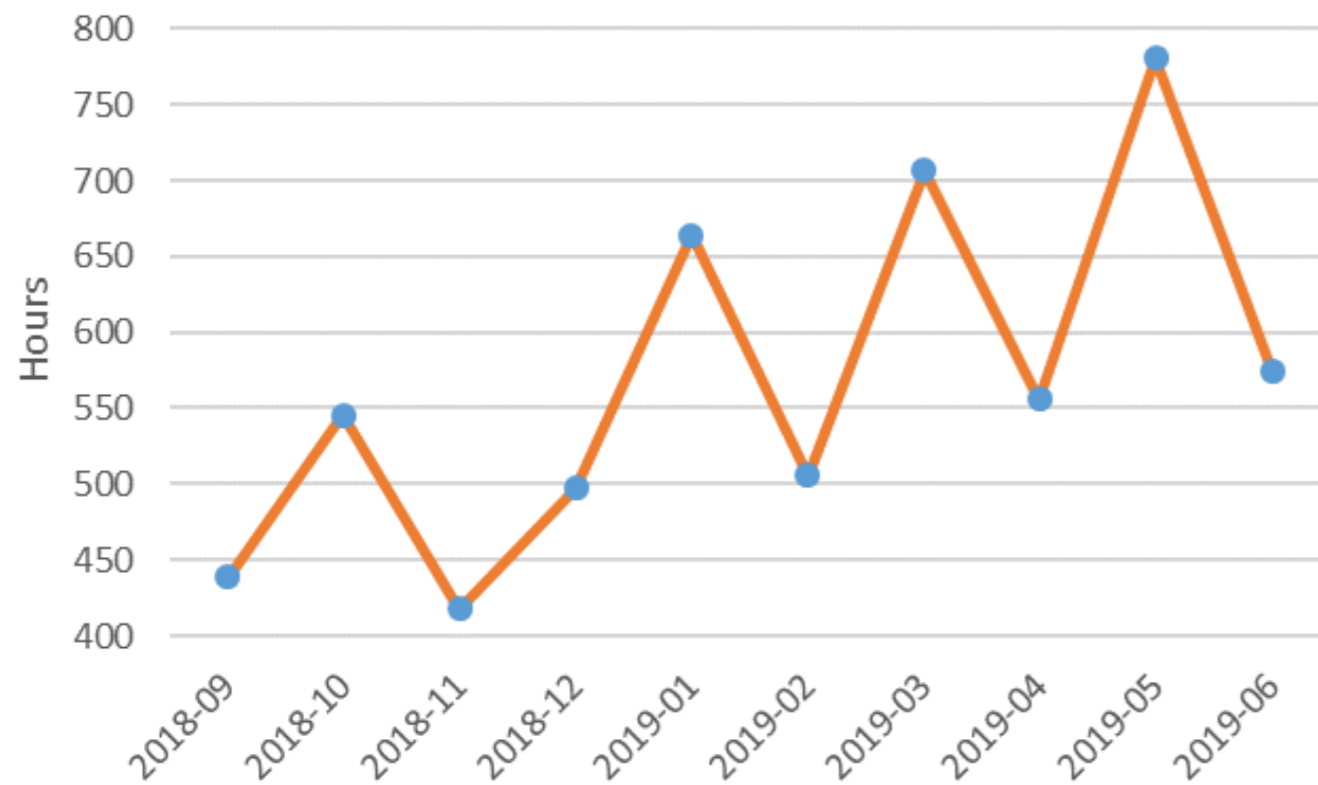
THE COLLECTIONS MANAGEMENT UNIT ensures compliance with the core stewardship standards for maintaining a records depository. The team is responsible for describing accessioned collections according to archival standards. In addition, the team is focused on increasing access to the collections through modern archival systems like ArchivesSpace, which will allow researchers to search online, across collections.

COLLECTIONS MANAGEMENT

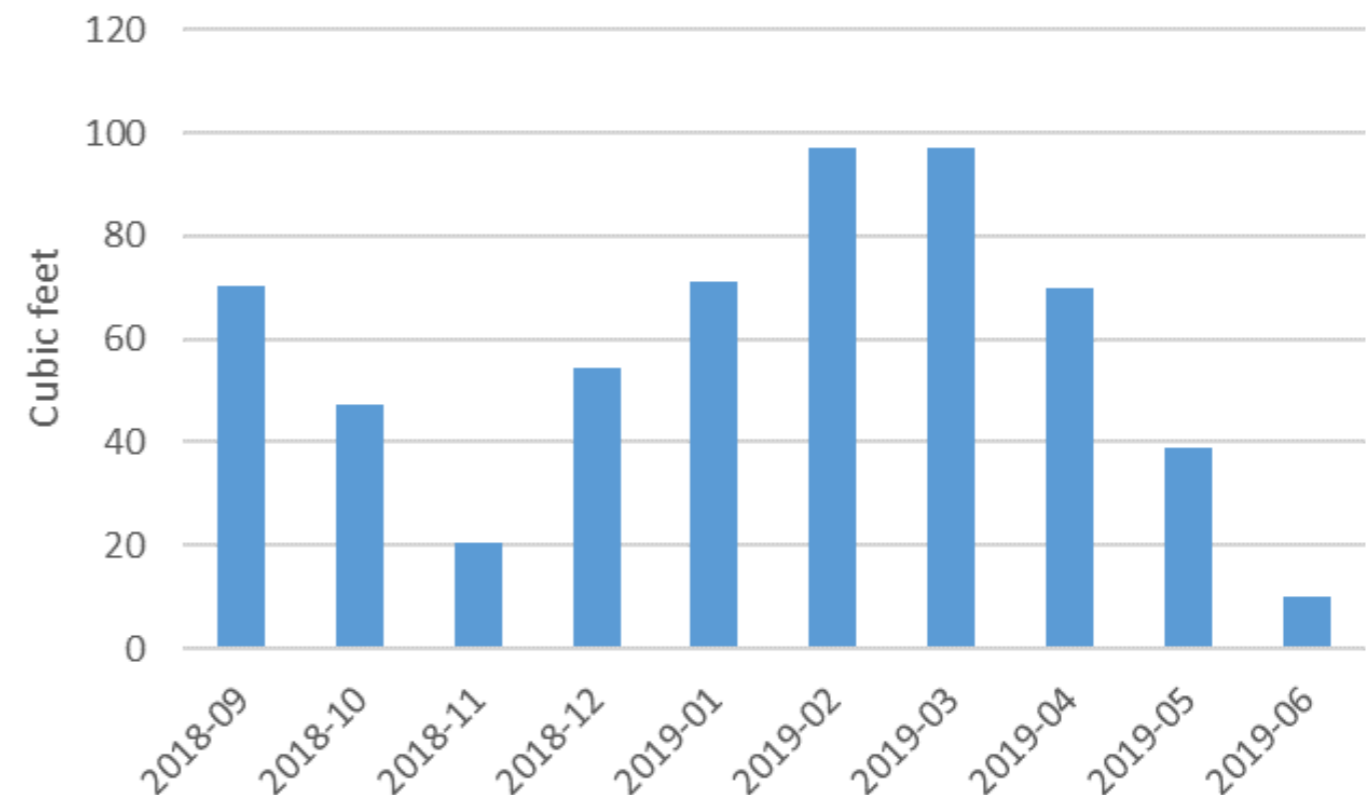
PROCESSING PROJECTS

- The New York City parks and parkways drawings and plans collection, 1855-1962, was updated with an Encoded Archival Description 3 (EAD3) finding aid.
- The NEH-funded project to process records of Health Commissioners, 1928-1991 was completed; 742.5 cubic ft. were processed and a finding aid was created.
- Handschu Collection processing is ongoing; 104 cubic ft. were processed in FY 2019.

Time, all projects



Amount, all projects



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.

After the initial implementation is complete, the Archives will:

- Include reliable data on the extent, formats, and history of the accessioned collections.
- Describe collections according to international industry standards, thereby broadening access.
- Report on and plan for ongoing preservation needs.

COLLECTIONS MANAGEMENT

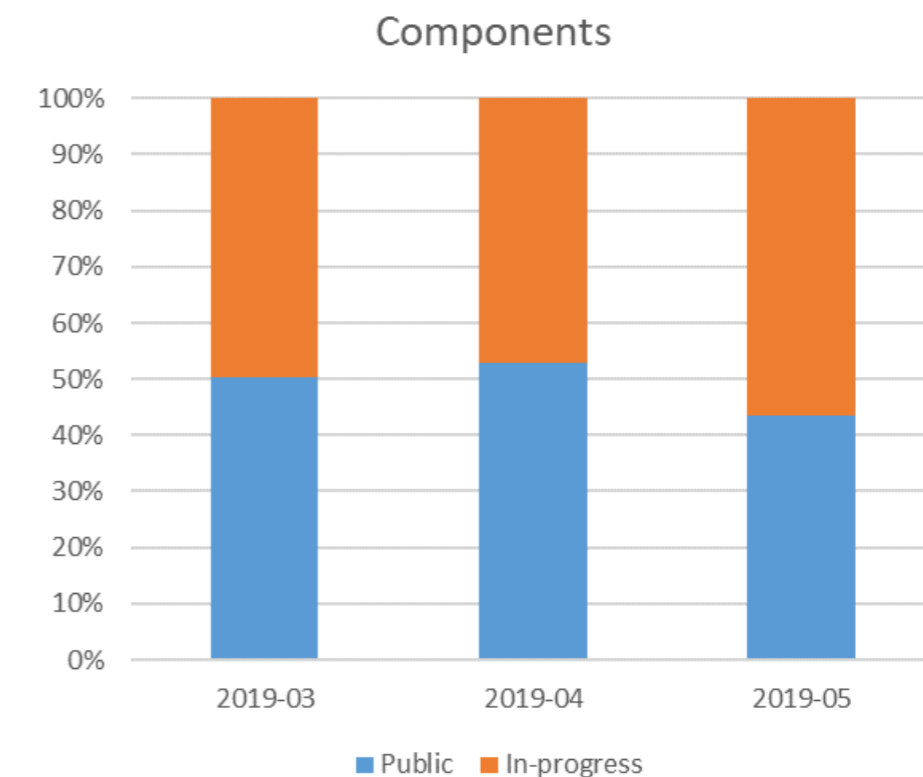
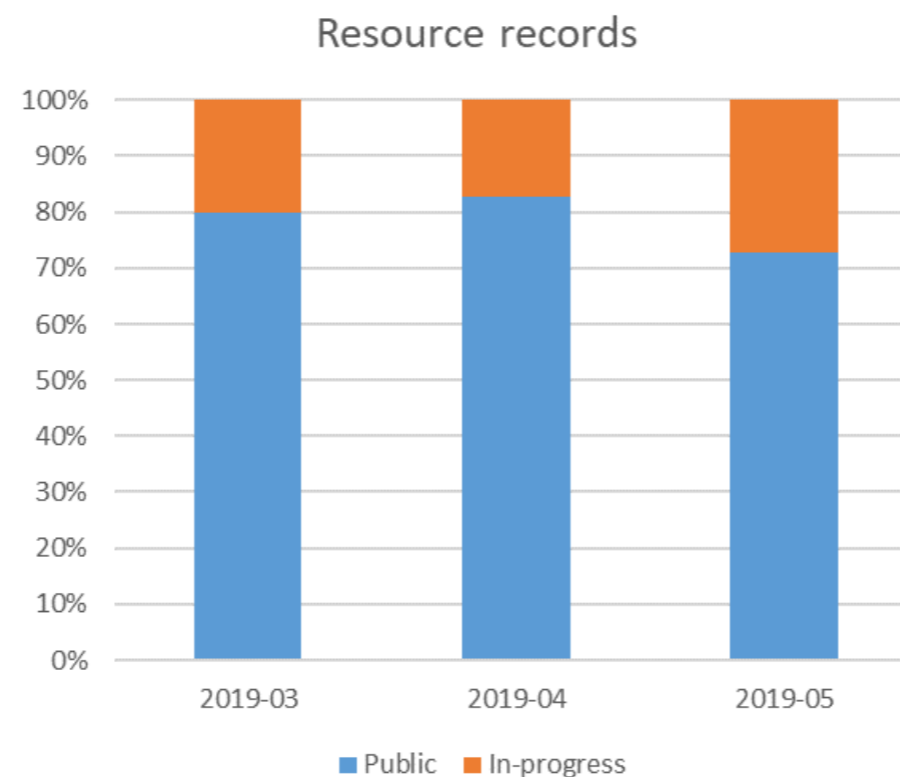


Finding aids are tools that facilitate discovery of information within a collection of records.

Archivists have been working to standardize collection inventories from the agency's past 30 years of in-house classification systems.

RESOURCES

As of June 2019, there are **33 resource records** (finding aids) in ArchivesSpace. Out of the 33, **eight** are in progress and **twenty-five** are published and available to the public in the reading room. Resource records are made up of components that serve to describe logical or physical parts, such as series, subseries, files (e.g., boxes, folders), and items. As of June 2019, there are **142,142 total components** across all resource records; 85,953 are published and 56,189 are unpublished. The large increase in total components and those that are public can be attributed to the conclusion of the project to process Health Commissioners records. The finding aid for that collection is now completed and available in ArchivesSpace.

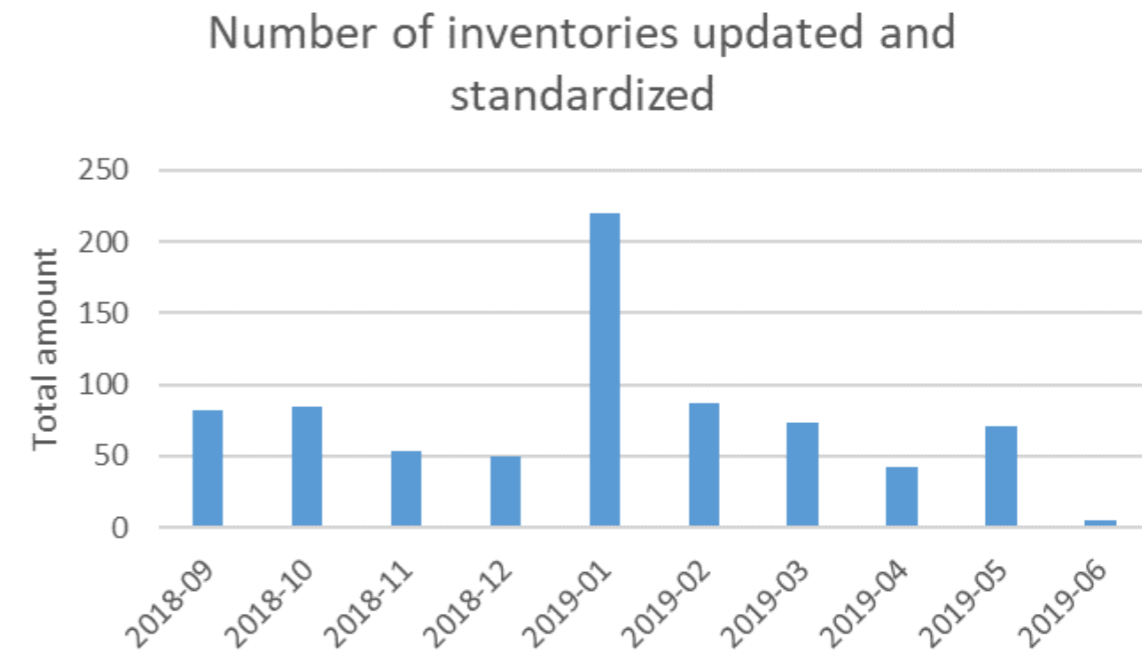
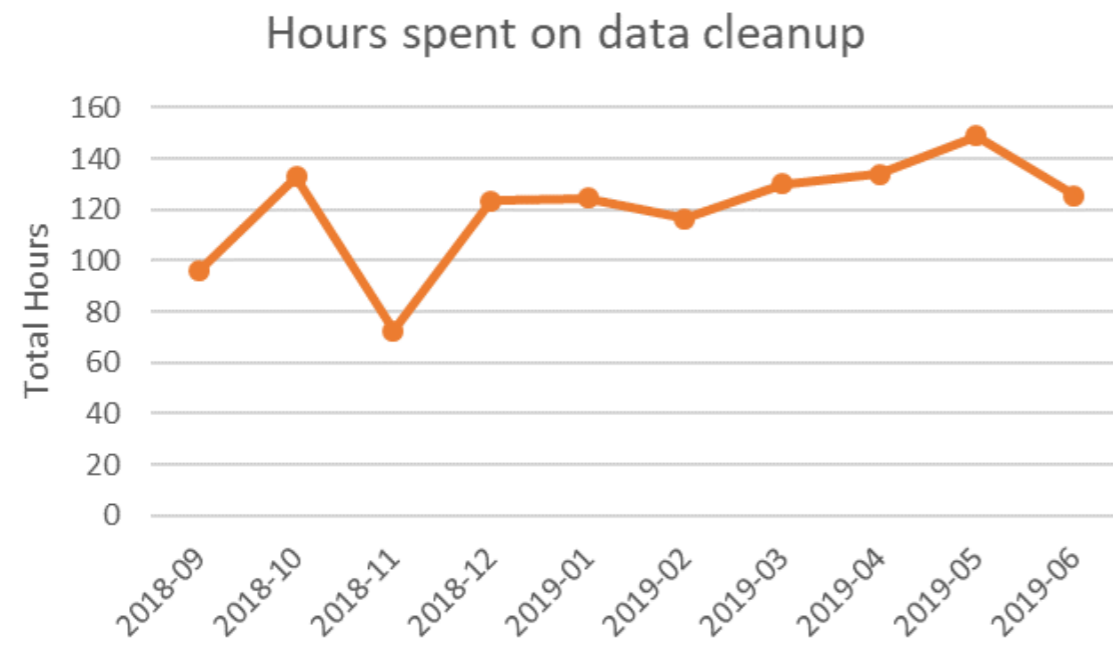


COLLECTIONS MANAGEMENT



FINDING AIDS

Editing metrics



DIGITAL PROGRAMS



[Borough President, Manhattan Collection](#)

[Riverside Drive looking north from 165th St., August 1925](#)

The Digital Programs Unit manages 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. The unit has implemented industry standards in the management, security, preservation and accessibility of digital assets. The team also fulfills reproduction requests ranging from customer orders to internal requests, including large-scale reproduction for exhibits.

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; expand outreach and access to collections for a diverse range of patrons; modernize current operations and facilities; and improve physical and intellectual control of records.

The following applications were part of this FY's priorities:

ArchivesSpace

Access for off-premise users is underway.

ePADD

ePadd is a software tool that supports the appraisal, processing, preservation, discovery and delivery of historical email archives. ePADD is up and running. A draft of the manual is complete. The Bloomberg Administration accession will be the first real-life use case and work is ongoing.

BitCurator

BitCurator software provides digital forensics tools such as disk imaging, file system analysis and reporting, identification of private and individually identifying information, and exports of technical and other metadata. A draft of the BitCurator manual is complete and awaits a real-life use case to finalize.

Samvera/Fedora

The Proof of Concept is complete. This infrastructure project provided the archives with detailed server architecture and related integrations for digital archiving tools that will be used to launch the DORIS digital platform.

DIGITAL PROGRAMS

DIGITAL LAB

BY THE NUMBERS

1,529,437

Total Digital Objects Created

This number includes every individual image, page (from folders and ledgers), a/v item, large format object and perspective of a 3D object.

This includes digitization of:

- New York District Attorney Record of Cases (docket books)
- Borough President of Queens Photographs
- NYPD Surveillance Films
- Board of Estimate Indexes

6,698

Total Customer Orders

This includes all external requests for tax photograph prints, online gallery prints, and orders delivered digitally.



[Borough President Queens Photograph Collection, Queens Blvd. at 56th St.](#)

[May 7, 1926](#)

REFERENCE & RESEARCH SERVICES



[Department of Public Works](#)

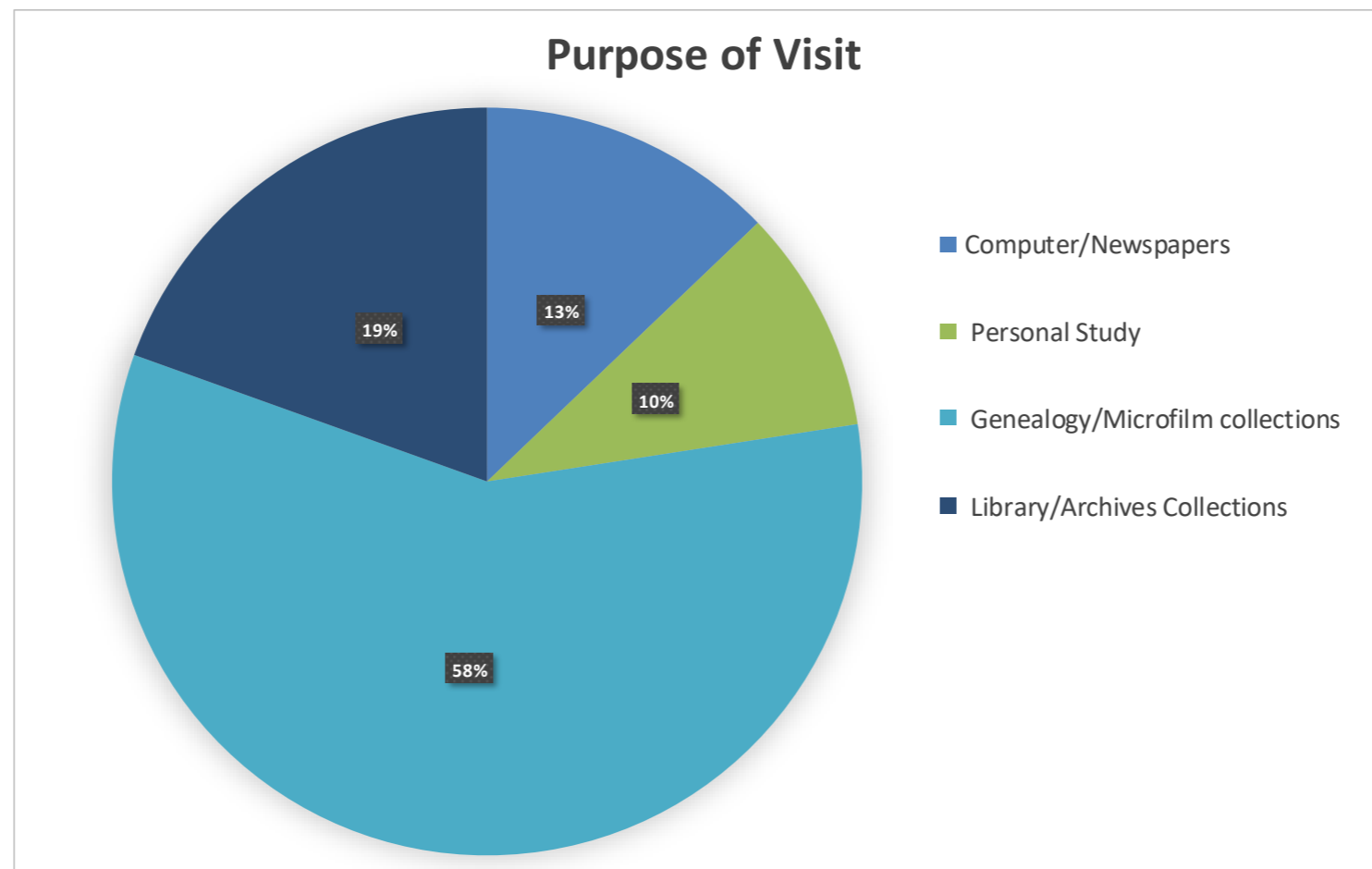
[New York City Information Center](#)

[April 25, 1940.](#)

REFERENCE & RESEARCH SERVICES

USER DEMOGRAPHICS

Information on user demographics includes user associations and reasons for visits. Over time, the data will assist the library and archives in tailoring customer service and targeting outreach efforts to attract new users, improve access to frequently requested collections and ensure efficiencies in customer service.

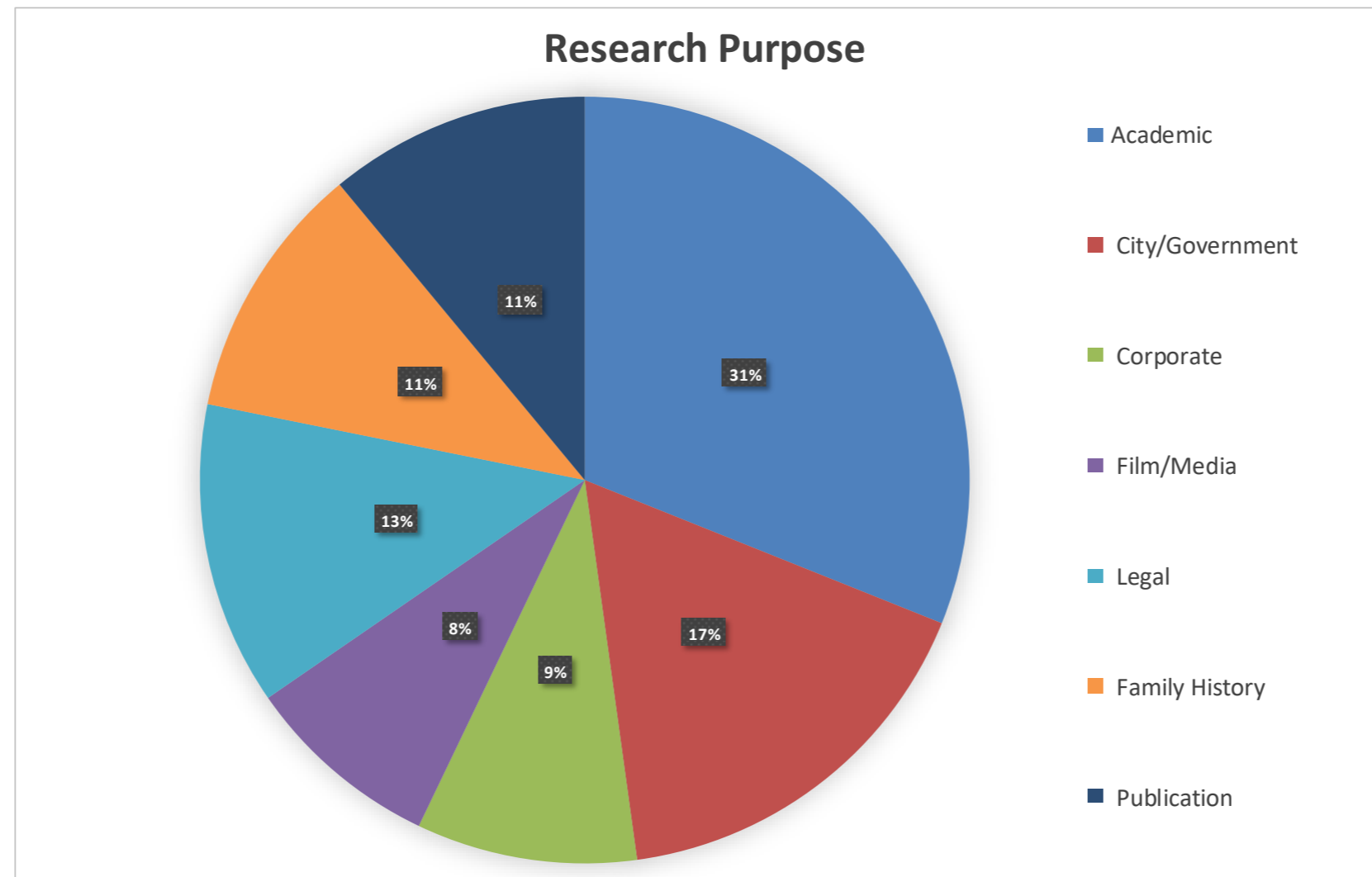


REFERENCE & RESEARCH SERVICES

RESEARCH PURPOSE

Reference Services tracks subjects in order to monitor levels and patterns of collection use.

The information will help prioritize preservation, conservation, processing and digitization initiatives.



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

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Sylvia Kollar, Director, Municipal Archives