Records & Information Services

2021-02-17

To: Information Technology and Telecommunications, Department of (DOITT)

From: Municipal Library Staff

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to the Department of Records and Information Services (DORIS) all reports, documents, studies and publications required by local law, executive order, or mayoral directive to be published, issued, or transmitted to the City Council or Mayor, within 10 business days of their publication. For any report that is not received within 10 business days of the publication date, DORIS is required to email the agency to request the report, and to provide the text of that email in place of the report in the Government Publications Portal.

Consistent with these requirements, DORIS hereby requests the transmission of the report shown below, which DORIS has not received as of 2021-02-17. Please submit this report to the Government Publications Portal. If you have questions, please contact staff at the Municipal Library at munilib@records.nyc.gov.

Required Report Type: Quarterly Equal Employment Opportunity and Diversity Plan Implementation

Report Description: A report on the agency's efforts during the previous quarter to implement the plan adopted pursuant to paragraph 19 (annual plan) of Section 815(a), including details of agency's efforts to implement equal employment practices, including statistical information regarding total employment, including provisional, seasonal, per-diem and part-time employees, new hiring and promotions in a manner which facilitates understanding of an agency's efforts to provide fair and effective equal opportunity employment for minority group members, women and members of other groups who are employed by, or who seek employment with, city agencies.

Reporting Frequency: Every 3 Months

Report Due Date: 2021-02-01

Authorizing Resource (Charter and Code): New York City Charter Chapter 35, Section 815(i)

Authorizing Resource (Local Law): LL 102/1977, LL 59/1996, LL 12/2019