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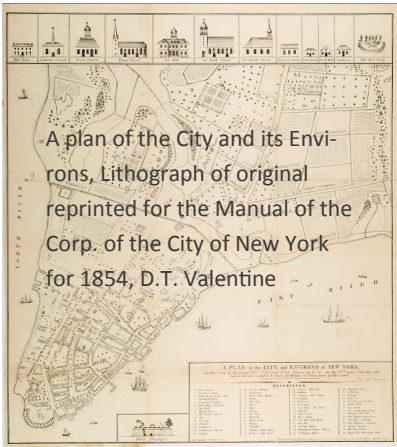
# ARCHIVAL REVIEW BOARD REPORT 2015

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New York City Municipal Archives

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# Municipal Archives Collections Processed in 2015



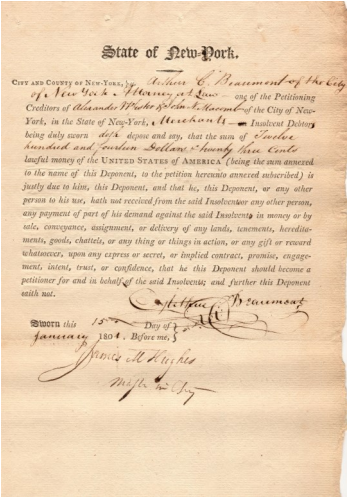
- ◆ WPA / 12 cf
- ◆ Police Census / 14 cf
- ◆ Valentine's Manuals / 8 cf
- ◆ NYC Directories / 22 cf
- ◆ NYDA, Albert Anastasia files / 8 cf
- ◆ Economic Development Administration photograph files / 6.5 cf
- ◆ Dept. Environmental Protection / 1.5 cf
- ◆ City Planning Commission, Commissioner Records / 48 cf



- ◆ Off. of the Mayor, various series / 466 cf
- ◆ Dept. of Education / 3420 cf
- ◆ Arthur Walker Papers, .5 cf
- ◆ Board of Alderman, .75 cf
- ◆ Dept. of Health, 1 volume



- ◆ Borough President Records / 2.5 cf
- ◆ New York World's Fair, 1939, 1964 / 3 folders
- ◆ 1983 Brooklyn Bridge Centennial Commission / .5 cf
- ◆ United Spanish War Veterans photographs & memorabilia / 1 cf



- ◆ DORIS Commissioners Idilio Gracia-Peña and Eugene Bockman/ 52 cf
- ◆ Board of Railroad Commissioners / 1 cf
- ◆ City Register Tract Reports / 11 cf
- ◆ Dept. of Finance Block and Lot files / 1225.5 cf
- ◆ NY County Supreme Court Insolvency assignments / 160 cf



- ◆ Almshouse Ledger Collection / 472 volumes
- ◆ City's Almshouse Annual Reports / 149 volumes
- ◆ NYPD Photograph Collection (1914-1975) / 30,000 images
- ◆ Housing Preservation and Development/ Photograph digitization / 172,000 images

Collection Level

Series / SubSeries Level

Folder Level (expedited)

Folder Level (traditional)

Item Level

# NYC Municipal Archives Collections Processing Metrics

Level of Control	Description	Processing Rate / hours
Collection Level Descriptions	Collection Level Encoded Archival Description, possibly a brief box listing	Poor Condition: 1-3 Average Condition:1-2 Excellent condition :1
Series / SubSeries Level Descriptions	Brief finding aid. Arrangement and scope and content notes with series / sub series descriptions or box listings	Poor Condition: 4-6 Average Condition: 3-5 Excellent condition: 2-3
Folder Level (Expedited) Descriptions	Succinct finding aid with folder listings (abbreviated) or simple inventories. Repurpose existing descriptions.	Poor Condition: 5-8 Average Condition: 6-9 Excellent condition: 4-6
Folder Level (Traditional) Descriptions	Finding aid includes detailed folder lists, scope and content notes, historical notes. Folder titles are refined and standardized.	Poor Condition: 9-14 Average Condition: 7-11 Excellent condition: 5-8
Item Level Descriptions	Detailed finding aid includes item lists or folder lists with explanatory notes	Poor Condition: 11-15 Average Condition: 12-17 Excellent condition: 8-12

**Archival Review Board**

**Chairperson**– Pauline Toole, Ex officio, Commissioner

**Appointed by Mayor** Bill de Blasio

Kiren Gopal

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

Richard K. Lieberman

Christopher P. Moore

**DORIS**

Kenneth R. Cobb

Sylvia Kollar