

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](mailto:MOReports@cityhall.nyc.gov)
- City Council Speaker at [reports@council.nyc.gov](mailto:reports@council.nyc.gov)
- Chief Privacy Officer and the Citywide Privacy Protection Committee at [ojp@oti.nyc.gov](mailto: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**

<b>Version</b>	<b>Description of Change</b>	<b>Approver</b>	<b>Date</b>
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

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**BIENNIAL AGENCY REPORT  
(Due on or before July 31, 2024)**

1. Agency: Civic Engagement Commission
  
2. APO Contact Details
  - a. Name: Oscar Jorge Romero Jr
  - b. Title: Chief Information Officer
  - c. Email: oromero@civicengagement.nyc.gov
  - d. Telephone: 9178865912

**COLLECTIONS**

3. How many collections does the agency have to describe?  
9
  
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)*	<b><u>Work-Related Information</u></b> <input type="checkbox"/> Employer information <input type="checkbox"/> Employment address
<b><u>Biometric Information</u></b> <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	<b><u>Government Program Information</u></b> <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
<b><u>Contact Information</u></b> <input checked="" type="checkbox"/> Current and/or previous home address <input checked="" type="checkbox"/> Email address <input checked="" type="checkbox"/> Phone number	<b><u>Law Enforcement Information</u></b> <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
<b><u>Demographic Information</u></b> <input type="checkbox"/> Country of origin <input type="checkbox"/> Date of birth* <input checked="" type="checkbox"/> Gender identity <input checked="" type="checkbox"/> Languages spoken <input type="checkbox"/> Marital or partnership status <input checked="" type="checkbox"/> Nationality <input checked="" type="checkbox"/> Race <input type="checkbox"/> Religion <input type="checkbox"/> Sexual orientation	<b><u>Technology-Related Information</u></b> <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
<b><u>Status information</u></b> <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	
<b><u>Other Types of Identifying Information</u></b> (list below):  	
*Type of identifying information designated by the CPO (see <a href="#">CPO Policies &amp; Protocols, §3.1.1</a> ).	

**DISCLOSURES**

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

2

7. **DISCLOSURES.** Upload worksheet 2.



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

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).*

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**APPROVAL SIGNATURE FOR AGENCY REPORT**

**PREPARER OF AGENCY REPORT**

Name: Oscar Jorge Romero Jr.  
Title: Chief Information Officer  
Email: oromero@civicengagement.nyc.gov  
Phone: 9178865912

**ELECTRONIC SIGNATURE OF AGENCY HEAD OR DESIGNEE REQUIRED BELOW**

Name: Sarah Sayeed  
Title: Chair & Executive Director  
Email: ssayeed@civicengagement.nyc.gov  
Phone: 929 270 6542

Signature: *Sarah Sayeed*

Date: 07/29/2024

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	Strategic Initiatives	CEC participated in stakeholder outreach to help facilitate a community survey on community needs during the pandemic in hardest hit communities.	Approved by the APO on a case-by-case basis	The CEC participated in the Racial Inclusion and Equity Task Force which led to a series of initiatives to cultivate and support community based organizations in the neighborhoods where people experience the most overlapping forms of inequality.	Yes
2	Strategic Initiatives	CEC has a data sharing agreement with NYC Opportunity and Ideas42 to improve our idea generation sessions and identify behavioral barriers that prevent youth (18-24) from engaging in Idea Generation Sessions as part of the Participatory Budgeting Effort.	Approved by the APO on a case-by-case basis	CEC works with NYC Opportunity in partnership with Ideas42 to improve the engagement of New Yorkers in our idea generation sessions that are part of the NYC Citywide Participatory Budgeting.	No
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	<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>
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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	City Agency	Racial Inclusion and Equity Task Force
2	City Agency	NYC Opportunity
3	Other Nonprofit	Ideas42
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**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>
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	<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>
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	<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>
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	<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>
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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	Strategic Initiatives	<p>The CEC holds borough-based community discussions, or assemblies, for a six-week period as part of its participatory budgeting process on a yearly basis in order to identify projects to be voted for future implementation. The objective of the assemblies is to have people that reflect the demographics of the borough they will be representing.</p> <p>The information collected from these questions are used to randomly select people that represent the diversity of each borough.</p> <p>This applies to the <b>Borough Assembly Member Application</b></p>	Pre-approved as routine	<p>The People's Money is New York City's annual citywide Participatory Budgeting (PB) initiative where community members decide how to spend part of the city's budget. This democratic process is open to all New Yorkers, ages 11 and up, regardless of immigration status.</p> <p>This assembly application allows us to identify members of the public that will serve in the borough assembly committees to support the participatory budgeting ballot creation process.</p>
2	Client or Customer Service	<p>The CEC holds borough-based community discussions, or assemblies, for a six-week period as part of its participatory budgeting process on a yearly basis in order to identify projects to be voted for future implementation. The objective of the assemblies is to have people that reflect the demographics of the borough they will be representing.</p> <p>After the Assembly discussions are held the CEC sends a survey to get feedback on the experience to improve future discussions. We ask the demographic questions in order to determine if we are getting responses from people who represent the demographics of the borough.</p> <p>This applies to <b>Assembly Member Exit Survey</b>.</p>	Pre-approved as routine	<p>The People's Money is New York City's annual citywide Participatory Budgeting (PB) initiative where community members decide how to spend part of the city's budget. This democratic process is open to all New Yorkers, ages 11 and up, regardless of immigration status.</p> <p>This assembly exist survey allows us to improve the experience for assembly members who participate in the Borough Assembly Committees.</p>

3	Strategic Initiatives	<p>The CEC holds borough-based community discussions, or assemblies, for a six-week period as part of its participatory budgeting process on a yearly basis in order to identify projects to be voted for future implementation. The objective of the assemblies is to have people that reflect the demographics of the borough they will be representing.</p> <p>After people have applied and been selected, we send a second form asking them to confirm acceptance and what accommodations they may have. That information is used to ensure that everyone can participate fully.</p> <p>This applies to <b>Assembly Member Acceptance Survey</b>.</p>	Pre-approved as routine	<p>The People's Money is New York City's annual citywide Participatory Budgeting (PB) initiative where community members decide how to spend part of the city's budget. This democratic process is open to all New Yorkers, ages 11 and up, regardless of immigration status.</p> <p>This assembly acceptance survey allows us to provide food, translation services, and accommodate for other needs during assemblies.</p>
4	Strategic Initiatives	<p>The CEC holds borough-based community discussions for a six-week period as part of its participatory budgeting process on a yearly basis.</p> <p>To do this we ask people to apply to be facilitators pulling from past volunteers and the general public. Our form asks for the name, email and phone number so that we can contact them if we want to talk to them further about the opportunity.</p> <p>This applies to <b>Assembly Facilitator Application</b>.</p>	Pre-approved as routine	<p>The People's Money is New York City's annual citywide Participatory Budgeting (PB) initiative where community members decide how to spend part of the city's budget. This democratic process is open to all New Yorkers, ages 11 and up, regardless of immigration status.</p> <p>The facilitation application forms allows us to identify people that can help us facilitate the Borough Assembly Committees.</p>
5	Client or Customer Service	<p>The Community Board Satisfaction Survey is to get feedback on the quality of the workshops we offer as part of our charter mandate. When people register or reply, The Community Boards program manager asks for their name and email to get further feedback if needed. This information allows us to improve the quality of the workshops and build trust with board members.</p>	Pre-approved as routine	<p>Community Boards are the first level of local government and consist of community volunteers appointed by Borough Presidents. Their charge is to weigh in on matters that affect their community regarding land use, transportation issues, small</p>

		<p>This applies to both <b>Community Board Satisfaction Survey 1</b> and <b>Community Board Satisfaction Survey 2</b>.</p>	<p>businesses, youth and education, and environmental issues, just to name a few.</p> <p>The CEC works with all 59 Boards across the city to provide assistance and training to community board members, such as workshops on uniform meeting procedures, the city budget, and community outreach. Working with the Board Chairs, District Managers, and Board members, we assess the needs of the Boards across each borough and then work with City Agencies and Non-Profit providers to bring custom workshops for all the members. Past workshops include Affordable Housing in NYC, Role of the Parliamentarian, Disability Accessibility, and Increasing Diversity.</p> <p>The Community Board Satisfaction Survey is to get feedback on the quality of the workshops we offer as part of our charter mandate. When people register or reply, The Community Boards program manager asks for their name and email to get further feedback if needed. This information allows us to improve the quality of the workshops and build trust with board members.</p> <p>This applies to both Community Board Satisfaction Survey 1 and Community Board Satisfaction Survey 2.</p>
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6	Procurement	<p>After the CEC has conducted the vote process for the citywide participatory budgeting process and projects have been voted to be implemented by the residents, we have to bring on organizational partners to implement then. The application we send out asks addresses and languages that they reach so we can be sure to serve generally underserved communities.</p> <p>This applies to the <b>Borough Implementation Plan and the TRIE Project Implementation Plan</b></p>	Pre-approved as routine	<p>After the CEC has conducted the vote process for the citywide participatory budgeting process and projects have been voted to be implemented by the residents, we have to bring on organizational partners to implement then. The application we send out asks addresses and languages that they reach so we can be sure to serve generally underserved communities.</p> <p>This applies to the Borough Implementation Plan and the TRIE Project Implementation Plan</p>
7	Strategic Initiatives	<p>Part of the Charter requirements for the CEC is to have a Language Access Advisory Committee. Member are recruited from across city who are proficient in the Local Law 30 languages. The application requests address and demographic information to ensure equitable geographic representation the five boroughs and languages spoken.</p> <p>This applies to <b>Language Access Advisory Committee Application 2024</b></p>	Pre-approved as routine	<p>The NYC Civic Engagement Commission provides language assistance to voters with Limited English Proficiency during elections. At present, the Poll Site Language Assistance Program covers interpretation services at select poll sites in the following languages: Arabic, Bengali, Chinese (Cantonese, Mandarin), French, Haitian Creole, Italian, Korean, Polish, Russian, Urdu, and Yiddish.</p> <p>The program relies on an approved methodology to determine which sites to service in every election. Once selected, the list of served poll sites is added to our Participate.nyc.gov website. To learn about our Poll Site selection methodology, visit the <a href="#">Poll Site Language Assistance Program information page</a>.</p>

				<p>Our poll site interpretation services supplement, but do not replace nor duplicate interpretation services provided by the NYC Board of Elections (BOE); furthermore, they are closely coordinated with the BOE.</p> <p>Part of the Charter requirements for the CEC is to have a Language Access Advisory Committee. Member are recruited from across city who are proficient in the Local Law 30 languages. The application requests address and demographic information to ensure equitable geographic representation the five boroughs and languages spoken.</p> <p>This applies to Language Access Advisory Committee Application 2024</p>
8	Procurement	<p>The CEC brings in partner organizations from across the city in order to conduct outreach for our participatory budgeting process. Our application asks addresses and languages so we can be certain that selected applicants represent the community's we try and serve.</p> <p><b>This applies to RFI Participatory Budgeting Partner Idea Generation Sessions</b></p>	Pre-approved as routine	<p>The CEC brings in partner organizations from across the city in order to conduct outreach for our participatory budgeting process. Our application asks addresses and languages so we can be certain that selected applicants represent the community's we try and serve.</p> <p>This applies to RFI Participatory Budgeting Partner Idea Generation Sessions</p>

9	Strategic Initiatives	<p>Voting in the CEC’s participatory budgeting process is anonymous, but we ask people to fill out an optional survey in order to improve the process in subsequent years. We ask demographic questions to make sure are reaching all communities int NYC. In 2024 we dropped the request for an email or phone number.</p> <p><b>This applies to the The People's Money (The City's Participatory Budgeting) Voter Survey</b></p>	Pre-approved as routine	<p>Voting in the CEC’s participatory budgeting process is anonymous, but we ask people to fill out an optional survey in order to improve the process in subsequent years. We ask demographic questions to make sure are reaching all communities int NYC. In 2024 we dropped the request for an email or phone number.</p> <p>This applies to the The People's Money (The City's Participatory Budgeting) Voter Survey</p>
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.	
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18	Choose an item.		Choose an item.	
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22	Choose an item.		Choose an item.	
23	Choose an item.		Choose an item.	
24				
	<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.	
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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.	
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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.	
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98	Choose an item.		Choose an item.	
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100	Choose an item.		Choose an item.	

*Please add additional rows, if needed*