



DEPARTMENT OF RECORDS



ANNUAL REPORT 2008-2009



New York City Department of Records

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<http://nyc.gov/records>

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Table of Contents

Letter from the Commissioner	3
Agency's Top Five Accomplishments in 2009	4
New Services for 2009	6
City Hall Library	8
Management Information Services (MIS)	10
Office of Administration	12
Municipal Archives	15
Municipal Archives Special Projects	22
Municipal Records Management Division	27
Grant Administration Unit	30
Looking Back: Agency Accomplishments, 2002-2008	31
Looking Ahead: Major Initiatives in 2010	35
Archival Review Board	37

New York City Department of Records & Information Services



Hall of Records, ca. 1937. MAC 181

Commissioner's Letter to the Mayor

Dear Mr. Mayor:

I am pleased to present to you the 2009 annual report for the Department of Records and Information Services. This report describes the activities and accomplishments of the department in the most recent fiscal year, as well as a summary of our achievements since 2002. We have produced this report, after a long hiatus, in order to fulfill our charter-mandated reporting responsibilities. The Charter is explicit in its requirement that we calculate the cost-savings achieved by the department, and report how city agencies have complied with subdivision a. of section 1133 (transmission of reports; disposal of records; destruction of other materials). The information provided in the Mayor's Management Report, Preliminary Mayor's Management Report, and the bi-weekly report does not entirely satisfy this mandate.

I would also like to take this opportunity to highlight the cost savings achieved by our records management program. This has been an important part of the agency's function since its establishment in 1977. The services provided by our records management division have saved city agencies millions of dollars over the last three decades. In FY 2009 alone, the cost savings amounted to over \$10 million compared to records storage in a commercial facility.

This annual report also gives us an opportunity to more comprehensively describe our achievements, particularly during this period of reduced resources. Providing public access to both historical and contemporary information is one of our most important missions, and we are especially pleased to report how we have used technology to enhance our services to city government and the public.

Respectfully,

A handwritten signature in blue ink that reads "Brian G. Andersson". The signature is fluid and cursive, with a long horizontal stroke at the end.

Brian G. Andersson

Agency's Top Five Accomplishments in FY 2009

I. Automated Library Card Catalog System – (Mandarin)

The Department is pleased to announce that the catalog of the City Hall Library (CHL) is now publicly accessible on-line. Several years ago, in anticipation of eventual automation of its holdings, the Library had digitized the original card catalog. During 2007 and 2008, CHL staff completed cataloging a five-year backlog of unprocessed items. In 2007, the Library purchased "Mandarin," an automated library cataloging system, and all subsequent cataloging has used this electronic format. In February 2009, after in-house testing, the Department arranged for on-line public access to the Mandarin catalog via the website (www.nyc.gov/records).

II. Photo Digitization - (Luna)

The Department is equally pleased to announce greatly expanded public access to photographic images in the Municipal Archives' collection. In May 2008, after extensive research, the Archives purchased the "Luna" digital image management system. During 2009, using available staff resources, the Archives accelerated digitization of photographs and creation of databases containing the associated metadata. The Luna system is currently available on ten computers in the Archives' reference room. Public access to Luna via the Department's website is expected by early 2010.

III. Municipal Archives Technology Enhancements

In June 2008, the Municipal Archives installed ten computers in the public reference room

so that patrons could access collection inventories that had been previously available only in hard-copy or microfilm. By mid-2009, all vital record indexes, digitized photographs in the Luna system, and all collection inventories that had been produced as searchable databases were also made accessible.

IV. Records Warehouse Disposal Project

As a result of the Mayor's Office of Operations' "operational review" of the agency conducted during 2007, the Records Management Division received funding to speed up disposition of obsolete records. During 2008, a special team assigned to this project disposed of 44,211 cubic feet of records and identified and labeled 167,289 items that had not been previously entered into the records tracking system. The team also helped conquer a backlog of inter-files (12,397 items) and re-files (18,173 records). In addition, the team "shrink-wrapped" 16,922 oversized ledger books so that they could be properly identified and bar-coded. During 2009, the team disposed of an additional 31,411 cubic feet. The disposals have created additional space in the Records Center enabling client agencies to transfer more records and thus freeing valuable space in their offices. It has provided a huge cost-savings for agencies that would have otherwise had to outsource their records storage needs.

V. David Dinkins Mayoral Records

In FY 2008, special funding from the Office of the Mayor enabled the Department to inventory 2,300 cubic feet of historical records documenting the administration of former Mayor

David N. Dinkins. This work was completed in seven months, from July 2007 through January 2008. Beginning in February 2008, the team began microfilming selected series in the collection. By the end of June 2009, camera operators had filmed 790,213 images, a productivity record for the Microfilm Unit.



On February 5, 2008, at Gracie Mansion, in the annual celebration of Black History Month, Mayor Michael Bloomberg announced that the Department of Records had completed inventorying the archives of former Mayor David N. Dinkins

Pictured above: Department of Records Commissioner Brian Andersson and former Mayor David N. Dinkins

At right, Department of Records staff, Back Row: Michael James, Brian Andersson, Eileen Flannelly, Kenneth Cobb
Front Row: Pearl Boatswain, Madiha El-Fishawi, Alla Kerzhnerman, Leonora Gidlund



New Services for 2009

In addition to the technology enhancements described in the Agency's Top Five Accomplishments, the Department developed new services to provide better access to the Archives and Library collections:

Automated Index to Vital Records

Working with a consortium of local volunteer organizations devoted to genealogical research, the Department has made available to its patrons in the Municipal Archives an automated index to a significant portion of its nine million historical birth, death, and marriage records. The index has also been made available to patrons via the internet (through a third-party). The automated index gives both patrons and staff the ability to conduct faster, more efficient and more accurate searches to identify vital records.

“Scan-on-Demand” - Digital reproductions

The Archives Photography Unit offers high-resolution digital files of any photograph, document, map or object in the collections. With two professional-grade scanners, a 21 mega-pixel digital camera and an oversize scanner, the unit can digitize film, prints, flat-art (including oversize maps and drawings) and three-dimensional objects. The images can be delivered as digital files or as archival digital prints up to 24x30 inches made on a professional quality ink-jet printer.

Videotape Duplicating Studio

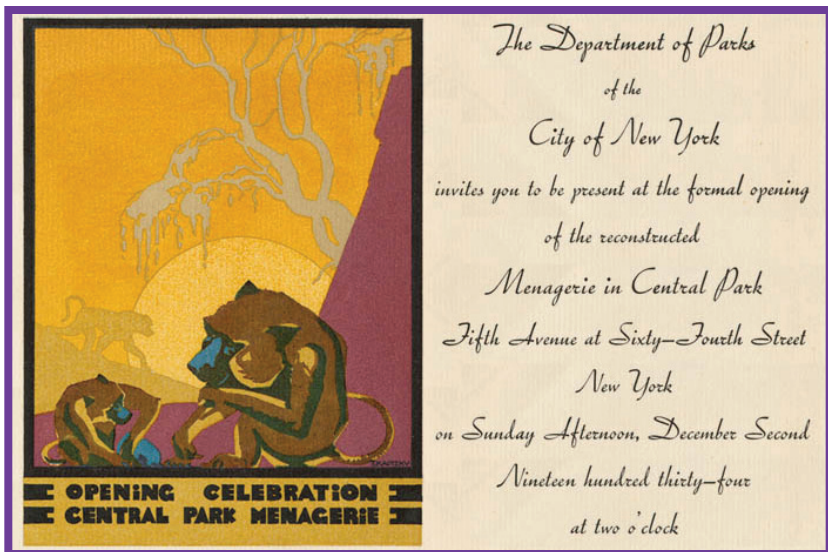
In June 2008, the Department purchased and installed videotape duplicating equipment to provide better service to patrons researching and licensing moving images from the Archives' extensive collection of historical film and videotape. Dating back to the early 1950s, the Archives collection includes unique moving images useful for both commercial and non-profit filmmakers and documentarians. The Archives now has the in-house capability to provide copies of footage on broadcast-quality Beta-SP videotape and other formats. The ability to provide this service will also serve to increase agency revenue through licensing fees.

Credit Cards

The Department began accepting credit card payments for vital record and photograph search and copy requests received on-line in 2003. In 2008, the Department expanded this service to payments made “over-the-counter” in the Archives and the Library.



The Municipal Archives Reference Room, computer workstations at left; microfilm readers at right.



The Municipal Archives Division supplied a digital scan of the original 1934 Central Park Zoo opening invitation to the Parks Department for use on their own website.

City Hall Library

Established in 1913, the City Hall Library serves as the official depository for all New York City agency publications. The Library contains a collection comprising over 324,000 books, periodicals, reports and other materials. It provides a rich resource for researchers interested in New York City history, infrastructure, government, politics, and culture.

In 2003, with passage of Local Law 11, the CHL began to offer on-line free public access to city-agency-produced reports and documents via the Department's website.

Local Law 11

In 2003, Mayor Bloomberg signed legislation that has brought about a new era in the Library's long history of making city government information available to city officials and employees, as well as the public. "Local Law 11," as it is called, amended the City Charter to require that all city agencies transmit to the Department of Records, in electronic format, "each report, document, study and publication required by local law, executive order, or mayoral directive to be published, issued, or transmitted to the council or mayor." Council Member Gale Brewer, chair of the Technology in Government Committee, worked closely with Department staff to spearhead the legislation. Since its passage in 2003, more than 40 agencies, including the City Council and the Comptroller, have submitted 4,198 reports and other publications to the Department's website.

The City Hall Library is staffed by a supervising librarian and a staff analyst. The supervising librarian oversees all reference and cataloguing work. The staff analyst assists with reference, data entry and other tasks. The CHL has been fortunate to benefit from the services of a series of interns. They are assigned projects in cataloging, data entry and research, and assist with clerical work as appropriate. In 2009, the Library hosted interns from the Palmer School of Library and Information Science at Long Island University and the School of Visual Arts. The mandated FY 2008 budget reductions resulted in the loss of two librar-

ian positions in the CHL, and a cutback in hours open to the public from thirty to twenty-four per week, beginning August 1, 2008.

Accomplishments in 2009:

Despite a fifty percent reduction in staffing, the CHL maintained quality reference service, continued cataloging new acquisitions, and expanded outreach efforts to increase the number of items available via the "Local Law 11" site.



City Hall Library Staff, (L to R:) Richard Santiago (intern), Christine Bruzzese, Janet Isaac

Local Law 11 Compliance

In September 2008, Commissioner Andersson submitted a "Compliance Report" regarding Local Law 11 activities to City Council Member Gail Brewer. In the report, Commissioner Andersson described the Library's efforts to ensure that agencies submit documents as required by the legislation. The supervising librarian contacted agency liaisons to ensure compliance and regularly reviewed agency websites to check for publications that have not been posted to the LL 11 site. This dedication to outreach resulted in a 57% increase from 2007 to 2008 of Local Law 11 submissions, totaling 1,034 new items. At the end of Fiscal Year 2009, the submissions totaled 4,198 items.

Catalog on the internet

In February 2009, the City Hall Library's catalog

of holdings became publicly accessible via the agency website. Hosted by Mandarin Library Automation, the catalog offers an easy-to-use search tool allowing queries by subject, title and author. During 2008, interns assisted in cataloging new items into the Mandarin system, adding 6,315 items; in 2009, the holdings increased by 5,168 items.

City Hall Notes

The Library continued publication of its monthly newsletter "City Hall Library Notes" in electronic format. With a total 11,930 subscribers, the newsletter published articles on immigrant history, women, Irish-Americans, the United Nations, and other topics that highlight their holdings. The archive of newsletters can be found at www.nyc.gov/records.

Department of Records

Library Reference:

During Fiscal Year 2009, the Supervising Librarian made presentations and hosted tours for diverse groups such as the Women's City Club of New York, New York Public Library local history librarians and archivists, librarians from the Law Library Association of Greater New York, the New York City Council Committee on Governmental Operations, the Manhattan Borough Historian, staff from the Department of Health and Mental Hygiene, the New York County District Attorney's Office, and law librarians from the Brooklyn State Supreme Court Library. These tours and presentations have helped raise awareness of the many resources available at the City Hall Library.

The Library staff frequently assists the Mayor's Office and the Office of the Corporation Counsel with research projects. Recent examples include locating historic rules, laws and regulations, providing materials on urban renewal in College Point, Queens, and researching the histories of city agencies. Other projects involved finding New York City Charter Revision Commission reports and hearings documents, identifying statistics on the activities of the Works Progress Administration in New York City during the Great Depression, and finding information about the history of administrative law tribunals, such as the Office of Administrative Trials and Hearings.

The library also instituted a comprehensive fee schedule for photocopying, faxing, scanning and other services, and established a procedure to accept credit card payments for copies and services.

Management Information Services (MIS)

The Management Information Services Division (MIS) maintains and supports the Department's computer and telecommunication systems. The extensive work of this Division is accomplished by two computer specialists, Mr. Adotey Akuesson, and Mr. Vladimir Averbukh. Mr. Moises Colon, an intern from City College (CUNY), has assisted the MIS team since December 2008.

The MIS team builds, installs, and maintains the local agency and wide area networks. They operate the Active Directory, Exchange and the server environment including upgrades, patches, enhancements, data backups and systems monitoring. They maintain the inventory of computer hardware and software, together with the neces-

sary licenses. The team provides staff training and support for computer hardware and software systems and applications. They are responsible for maintaining a disaster recovery plan for their equipment and services, including the backup server at the Department's off-site facility in Bush Terminal, Brooklyn. Other responsibilities include man-



Department of Records MIS staff: from left, Adotey Akuesson, Moises Colon, and Vladimir Averbukh

agement and support of the voice systems (VOIP) as well as mobile phones and PDAs, and maintenance of security cameras.

The Department of Records maintains an extensive website at <http://www.nyc.gov/records>. The most popular destinations on the website continue to be vital records and photographs. In December 2003, the Department launched on its website electronic order forms that enabled patrons to purchase products and services using a credit card. Since introduction of this payment option, approximately 40% of all patron

purchases have been submitted electronically.

The MIS Division has also been instrumental in helping make more accessible the 1980s "Tax Photo" collection through website and email promotions. The email marketing efforts have been helped by a growing number of subscribers to the City Hall Library's e-newsletter.

During Fiscal 2009, MIS staff facilitated efforts to provide on-line access to the City Hall Library's electronic catalog.

The MIS team provides critical assistance in helping the agency comply with the Local Law 11 Public Document Collection System. Active since 2003, it is used daily by liaisons from city agencies to submit electronic versions of documents and reports to City Hall Library. All electronic submissions are reviewed by the Supervising Librarian, saved and backed up internally by MIS, and then published to the Records website to be accessible to the public.

MIS works with the Grant Administration Unit to maintain their Intranet site for use by other city agencies interested in Local Government Records Management Improvement Fund (LGRMIF) grant application materials, grant forms and vendor lists. This allows agencies to easily access up-to-date information electronically.

Office of Administration

The agency's Office of Administration provides critical support for the Department of Records. This office is responsible for all personnel, timekeeping, payroll, purchasing, contracting, and budgeting functions.

In July 2007, the Office of Administration coordinated introduction of the CityTime system, one of the first agencies in city government to adopt this new technology. Automation of the timekeeping function has helped reduce paperwork, and has provided employees with up-to-date information regarding leave requests and balances. Administration staff helped Records employees familiarize themselves with numerous enhancements to the system introduced in 2008 and 2009.

The Office of Administration also coordinates agency-wide initiatives such as the annual March of Dimes' "Walk-a-thon," "Take Your Child To Work Day," and NYC blood drives.

The March of Dimes event provided an opportunity for Records' staff to contribute to an organization that has spent decades helping to improve the health of babies. In April 2009, as in previous years, personnel director Naomi Pacheco gathered a team of 18 volunteers who walked through mid-town Manhattan to raise money for research to prevent birth defects, premature birth and infant mortality. The team enjoyed walking together and supporting the March of Dimes' important mission.

Each year, Deputy Commissioner Flannelly arranges for the children of Records staff to tour both private and government offices, providing them with the opportunity to experience different career paths. In recent years, the children have visited the Fire Department, the office of the Sheriff, the office of the City Council Speaker, and the office of a State Senator. They have participated in a press conference with City Council Speaker Christine Quinn, toured a radio station studio, and witnessed both civil and criminal court trials. One year, they attended the private wedding ceremony of the niece of former Deputy Secretary of Defense Paul Wolfowitz.

In 2009, "Take Your Child To Work Day" took place on April 23. The children of Records staff had a busy day that started with a delicious breakfast at 31 Chambers Street. They then traveled to Judge John Ingram's courthouse in Brooklyn where they toured his office and chambers, the jury deliberation room, the jury box, and even the inside of a holding cell. Next, they toured a firehouse where they learned about fire safety and emergency medicine. The last stop of the day was at the City Clerk's office where the children witnessed a marriage ceremony.



Records Kids learn all about fire safety and what it means to be a firefighter at the FDNY



Sheriff Lindsay Eason swears in the kids as junior deputies



Speaker Quinn holds a press conference. Our top notch junior reporters had some very interesting questions to ask

Take Your Child to Work Day



At Brooklyn Criminal court, Judge Ingram shows kids what it feels like to be on the wrong side of the law



The kids were witnesses in a private wedding ceremony performed by City Clerk McSweeney



Our kids prefer the view from this side of the law as they pose with Justice John Ingram at his Brooklyn Courthouse

Department of Records



NYC March of Dimes (Back, L to R): Dwight Johnson, Francesca Roberts, Pearl Boatwain, Tankia, Sandra Roberts, Urmi Udeshi (Front, L to R): Thiry Ngin, Thiry's sister, Eileen Flannelly, Shreya, and Kizzy Roberts



Gracie Mansion - Agency Party (Back, L to R): Amrit Singh, Amanda Betancourt, Debbie Felice, Eileen Flannelly, Laura McCann, Adotey Akuesson, Barbara Filiberto, Francesca Roberts (Front, L to R): Ellen Chin, Urmi Udeshi and Pearl Boatwain



9/11 Memorial Site, 2008, (Back, L to R): David Ment, Dwight Johnson, Raymond Reigadas, Gabriel Gervaise, Chris Genao, Ken Cobb (Front, L to R): Michael El-Fishawi, Madiha El-Fishawi, Karen Porter, Ellen Chin, unidentified Parks employee, and Leonora Gidlund

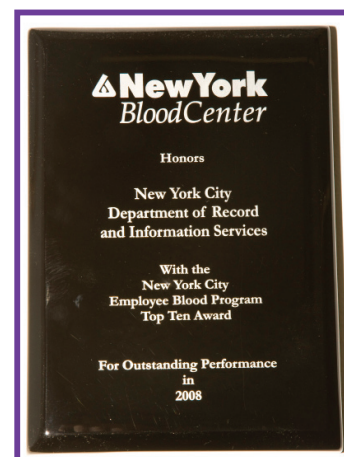


9/11 Memorial Site Reflecting Pool 2007 (Back, L to R): Mike James, Michael El-Fishawi, Steven Barto, Ken Cobb, Brian Andersson, Gabriel Gervais (Front, L to R): Ellen Chin, Madiha El-Fishawi and Leonora Gidlund

R e c o r d s E v e n t s

NYC Employee Blood Drive

On May 6, 2009, the Department of Records received awards for 15% increased donations, per capita blood donations, and for being one of the top ten agencies in the City in terms of participation in the NYC Employee Blood Drive. Executive Secretary Theresa Nota accepted the award on behalf of the agency.



Municipal Archives

Founded in 1950, the Municipal Archives preserves and makes available the historical records of New York City municipal government. Dating from the early 17th century to the present, the Municipal Archives holdings total approximately 160,000 cubic feet.

Accessioned from more than one hundred city agencies, the collections comprise manuscript materials, photographs, moving images, sound recordings, architectural records, maps, and libers. The records found within the collection of the Municipal Archives serve as invaluable primary sources for historians, genealogists, community activists, students, patrons conducting family history research, lawyers, city planners, and government agency staff.

The Archives has significant records relevant to the City's infrastructure, such as parks, bridges, streets and buildings. There are over two million photographic

images in the Archives' varied collections. Records of the mayors' office date back to 1849. The records pertaining to the administration of criminal justice, dating from 1684 to 1978, constitute the largest and most comprehensive collection of such materials in the English-speaking world. Birth records prior to 1910, death records prior to 1949, and marriage records prior to 1938 are also available for research at the Archives. The collections are essential for the study of the City's past as well as our national heritage because of the City's influence on American cultural and financial history.

Paper conservator Ellen Chin repairs a map using eraser "crumbs".



The Municipal Archives is committed to long-term preservation of the materials in its holdings. To provide this care, the institution maintains six units: reference, processing, microfilm, conservation, photography and WNYC moving image.

Reference

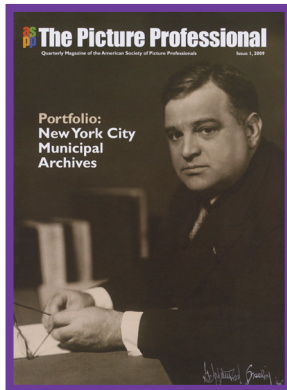
Unit staff provide access to Archives collections in the public reference room (open Monday to Thursday, 9 a.m. to 4:30 p.m. and Friday, 9 a.m. to 1 p.m.). They also provide an internet and mail-order search and copy service for vital records and photographs.

Department of Records

229 West 42nd Street

The feature story, "The Glass Stampede," in the September 15, 2008 issue of New York magazine included 26 photographs from the Municipal Archives 1939/1940 and 1985 "tax" photograph collections.

(Photo right, Courtesy of Platt Byard Dovell/Elliott)



The Municipal Archives was featured in the journal of the American Society of Picture Professionals in the Winter 2009 issue.



Processing

Processing archivists appraise, arrange, and describe archival records. Their functions also include cataloging, database management, re-housing, facility maintenance and records transportation between facilities.

Conservation Lab

Conservation unit staff are responsible for monitoring storage environments, determining appropriate conservation treatments, carrying out treatments on materials, and specifying appropriate material stor-

age and handling protocols. The conservators also assist the City Hall Library with its conservation and collection housing needs.

Conservation treatments range from relatively minor tear-mending, humidification, and flattening, to more complex treatments such as removing pressure-sensitive tapes, stain reduction, and book binding repair.

Microfilm Lab

The laboratory reformats designated records to 16mm and 35mm silver-halide microfilm. Film is processed, inspected, and duplicated on-site. Cam-

era negatives are shipped to Iron Mountain in Boyers, Pennsylvania, where the Department leases a storage vault.

Photography/Digital Services Unit

Unit photographers operate a traditional darkroom where they produce new photographic materials (prints, negatives, transparencies) to fulfill patron requests. With their digital equipment they can scan archival items to make high-resolution digital files in place of traditional prints or transparencies. The Unit coordinates image cataloging with the processing unit

and assists reference staff with patrons researching in the photograph collections.

WNYC Moving Image Collection

The WNYC moving image collection comprises original film and video-tape footage created by WNYC, the City's municipal broadcast station, ca. 1950-1996. The film curators catalog the collection and assist patrons in identifying suitable footage. New equipment allows them to produce broadcast-quality duplicates in tape or DVD formats.

Highlights of 2009

In the Reference Room:

The Archives successfully renovated the public reference room (103) at 31 Chambers Street. As a first step, the Department of Citywide Administrative Services hired contractors to increase the electrical capacity and to correct unsafe conditions caused by overloaded circuits and numerous extension cords that had been draped across the room. The con-

tractors installed eighteen new outlets in the floor so that all computer, microfilm and copying equipment could be plugged in without creating hazards to staff or visitors.

In the second phase of the renovation, tables and microfilm reader machines were reconfigured to provide a safer and more efficient arrangement. Agency MIS staff installed ten new computers for patron access to digitized materials.

As previously noted in "New Services for 2009," the Archives also installed equipment that allowed its patrons to pay for products and services "over-the-counter" with credit cards. The Department also purchased a Xerox photocopy machine for patron use with a "copy card" system payable with cash or credit card.

During the summer of 2008, Reference unit staff received training in public service which also included special language needs and translation services.



The New York Society Library presented their 2007 New York City Book Award in the category of photography to the Department of Records for *New York Rises: Photographs* by Eugene de Salignac. This 1917 image is one of the many photographs de Salignac took of New York City during his quarter-century tenure as a city photographer.

Department of Records

In September 2008, Reference unit staff member Barbara Hibbert received a Public Service Award from the Mayor's Office as part of the initiative to improve public service in city agencies.

In another "first" for its patrons, in 2008, the Archives published on-line a "Guide to the Board of Education Records". Produced with funding from the NY State Local Government Records Improvement Fund, the guide describes more than 300 series in the Archives' collection of records pertaining to the history of education, one of the most comprehensive collections in the U.S.

In Photography:

In recognition of the uniqueness and value of its historical photograph collections, and the difficulties in making them available to researchers via obsolete and inefficient photocopies and/or microfilm, the Department embarked on a major digitization and cataloging initiative.



Photography Unit staff, (Front to Back:) Nicholas Speranza, Michael Lorenzini, Samuel Velasquez, Johnmarie Macias

As previously noted, the Department purchased the Luna digital image-management system. Simultaneously, the Archives implemented a plan to accelerate digitization and cataloging of the collections by re-directing existing staff resources to this effort. (A more detailed description of this project's progress follows in the Municipal Archives special projects section.)

The Archives provided 26 images of various buildings from the 1940 and 1985 "tax" photograph collections for a *New York* magazine article "The Glass Stampede" (September 15,

2008), about the recently ended new building construction boom. On Friday, November 13, 2009, the *New York Times* featured the "tax" photograph collections in an illustrated "Metro" section article.

At a ceremony on May 14, 2008, at the New York Society Library, the Archives' first book publication, *New York Rises: Photographs by Eugene de Salignac*, received their 2007 "Award for Photography." Curator of Photography Michael Lorenzini accepted the award on behalf of the Archives. *New York Rises* also received the Arline Custer Award from the Mid-

Atlantic Regional Archives Conference (MARAC). The award recognizes the best books, articles, and exhibition catalogues published by MARAC members. Archives director Leonora Gidlund accepted the award on behalf of the Archives at the MARAC conference in Baltimore, on November 8th, 2008.

The Spring 2009 issue of *Picture Professional*, the magazine of the professional photo research industry featured the Municipal Archives photograph collection. An image of Mayor LaGuardia made the cover of the magazine. The German magazine, *Geo "Histoire"* included an article about the photographer Eugene de Salignac, and the Archives photograph collection, in their April 2009 issue.

In the Processing Unit:

In a major effort to improve intellectual control over its holdings the Municipal Archives began to bar-code the materials stored at the Bush Terminal off-site facility. A team coordinated by the Records Manage-

ment Division entered basic information about each box stored in the facility into their "Accutrac" system. This will enable Archives staff to provide more efficient retrievals of requested materials, especially when Accutrac is replaced with a more robust system.

Special Events

On February 5, 2008, at a Gracie Mansion ceremony, Commissioner Andersson presented to former Mayor Dinkins an inventory of the records of his mayoral administration. Started in July 2007, with special funding from the Mayor's Office, specially-trained Archives staff completed an inventory of 2,300 cubic feet of material in seven months. (A more detailed description of this project's progress follows in the Municipal Archives special projects section.)

On September 11, 2009, in the late afternoon, a dozen Archives and Records Management staff helped Commissioner Andersson gather the memorabilia left at the memorial site at "Ground Zero" and transfer

it to the Archives for preservation. Each year since 2002, on the anniversary of the terrorist attack, the Mayor's Office has included Records as a participant in the memorial service, asking that the Department preserve any artifacts left by the victim's families.

On September 1, 2008, television station Fox 5 reporters visited the Archives and interviewed Commissioner Brian Andersson, Director Leonora Gidlund, and Conservation supervisor Ellen Chin about the Archives' mission to preserve materials left at the annual memorials. Fox 5 aired the interviews and materials on September 11, 2008, during their 6:30 AM and 5:00 PM new programs .

In March 2009, in another annual tradition, Leonora Gidlund, liaison to the Commission on Women's Issues, selected appropriate historical images for an on-line exhibition celebrating Women's History Month.

Tours

Tours of the facility help introduce new audiences

to the resources available at the Archives. In 2009, groups from China and Korea, as well as students from Pratt Institute, New York University, and Columbia University, all toured the facility. In March 2009, in an annual tradition, family historians who belong to the New York Genealogical and Biographical Society spent an afternoon learning about the vital record collections.

Exhibition Loans

The Archives is also a resource for other institutions, and regularly lends items from its collection for exhibitions. In 2008, the Municipal Archives loaned two pages of the 1686 Dongan Charter to the Museum of the City of New York for their exhibition: "Catholics in New York, 1808-1946." In 2009, the Archives loaned several early "Dutch" documents to the Museum for their exhibition, "Amsterdam/New Amsterdam."

Additional Archives Accomplishments in 2009:

Cooperative Agreement with LaGuardia and Wagner Archives (CUNY)

In April 2009, the Department entered into an agreement with the LaGuardia and Wagner Archives at LaGuardia Community College (CUNY), to collaborate in processing the photograph collection of former Mayor Edward Koch. Totalling more than 75,000 images, the collection documents his three-term mayoralty from 1978 through 1989. It is rich in images of the Mayor and other personalities of that era. Under terms of the agreement, LaGuardia Archives staff will caption the pictures and place them in appropriate archival storage envelopes and containers. Information about the pictures will be entered into a database and selected images will be made available for viewing on both the LaGuardia and the Department of Records websites.

Website Links

In a related initiative, the Department successfully arranged for the LaGuardia Archives, Brooklyn Public Library, and the Queens Borough Public Libraries to place links to www.nyc.gov/records on their websites. This will increase public awareness of DOR products and services.

Genealogical Society of Utah

During 2009, the Department continued negotiating with the Genealogical Society of Utah to acquire a digital edition of the Archives vital records collection. If successful, this will enable the Archives to transform its microfilm-based search and copy service to a more efficient and faster digital operation.

Photograph at right: Hall of Records,
1939 DPW_LS_38-A



Municipal Archives - Annual Report Data (in thousands)

FY	Vital Record Requests	Research Requests	Accessions	Microfilm Images	Photo Requests	\$Rev.
02	29.2	76.2	1.8	388.6	3.5	314
03	28.6	74.8	1.7	523.1	3.7	303
04	26.0	52.8	2.1	638.4	4.7	460
05	32.9	60.0	4.2	536.0	6.7	647
06	32.2	55.9	2.3	300.4	6.6	663
07	35.5	57.5	4.5	253.5	5.7	733
08	37.5	58.6	1.5	240.0	4.8	667
09	33.5	54.0	6.3	907.4	3.7	618

Municipal Archives Special Projects - 2009

During 2008, and continuing into 2009, the Municipal Archives achieved significant progress on several important projects.

The Archives of Mayor David N. Dinkins

Thanks to special funding from Mayor Bloomberg, a team of archival technicians completed an inventory of the records of the Dinkins mayoral administration (1990-1993). In seven months, from June 2008 through January 2009, the team described more than 150 series in the 2,300-cubic foot collection, including correspondence, memos, reports, photographs, and audio tapes of the mayor and his deputies and assistants. The Department published the inventory on its website, www.nyc.gov/records, and made it available in hard-copy at the Municipal Archives reference room. The inventory also includes descriptions of the records of many supporting mayoral offices such as Office of Operations, Legislative Affairs, the Press Office, and Special Projects and Events. It includes numerous constituency offices, among them

Afro-Caribbean Affairs, Asian Affairs, Immigrant Affairs, as well as special offices such as the 1990 Census Project, and the NYC District Commission. In phase II of the project, key series have been selected for standard archival processing and re-formatting to microfilm. Phase II began on February 4th, 2008, and continued through September 30, 2009. This will preserve the material and make it more readily accessible. To date, the team has processed 28 series (568.5 cubic feet) and completed the microfilming of 10 series, totaling almost 800,000 images.

1980s Tax Photographs

The Department is exceptionally pleased to report that public access is now available for one of its most important recent accessions, the 800,000 1980s-era "tax" photographs. Dating from 1982 to 1987, these color photographs depict every building in the five

Boroughs of New York City. Like the earlier 1939/40 tax photographs (accessioned many years ago by Municipal Archives), they were originally produced by the Department of Finance for purposes of real property tax assessment. Finance had copied the new 1980s pictures onto laser video disks (LVD), an analog format popular at that time. Municipal Archives staff successfully digitized the LVD images and uploaded them into Luna, the Archives image-management system, so that patrons can easily research the collection on computers in the Archives reference room. Currently, the photographs of Manhattan and Bronx (150,000 images) are easily accessible on Luna. The remaining Boroughs will be uploaded to Luna over the next few months. The 1980s tax photograph images from all five Boroughs are now available for purchase as prints in the 8"x10" and 11"x14" formats. These images have



A group of schoolchildren in Chinatown pledging allegiance to the flag, from the Board of Education Collection, ca. 1930.

already become very popular with Archives patrons, bringing in much needed revenue.

In addition to the digitization work, the Municipal Archives received funding from the New York State Library Conservation/Preservation Discretionary program to re-house all 800,000 original color prints in appropriate archival containers. The prints had been found in a basement storage area where they had been filed in damaging polyvinyl-chloride sleeves in overstuffed acidic cartons. The corresponding 35mm negatives have also been re-housed in appropriate archival materials. The negatives are used to pro-

duce new color prints upon demand from patrons.

Board of Education Collection

Thanks to recent accessions of Board of Education records from Teachers College, and directly from the Board, the Municipal Archives went from having virtually no information pertaining to the history of education, to having one of the most important collections of such material in the United States. With several grants from the New York State Archives Local Government Records Management Improvement Fund (LGRMIF)

the Archives has undertaken several processing projects to improve access to the collection.

With funding from the LGRMIF program in the most recent grant cycle (2008-09), the Municipal Archives digitized, cataloged and preserved approximately 2,000 photographic images depicting activities of pupils and teachers, special events, and school buildings. They date between 1925 and 1945. All original negatives have been re-housed and stored in a freezer to prevent and halt further deterioration.

Bronx Borough President

Beginning in 2002, and continuing to the present, the Municipal Archives has cooperated with the Bronx Borough President's office in several projects to process records pertaining to the Bronx. With a series of LGRMIF grants, this work has arranged and described the records of former Borough Presidents Robert Abrams (1970-1978, 112 cubic feet), Fernando Ferrer (1987-2001, 178 cubic feet), as well as the early Bronx Borough Presidents, Louis F. Haffen (1898-1909), John F. Murray (1909), Cyrus C. Miller (1910-

Department of Records

1913), Douglas Mathewson (1914-1917), Henry Bruckner (1918-1933) and James J. Lyons (1934-1961). Finding aids to all processed materials were produced as part of the grant projects. Archivists hired by the Bronx County Historical Society completed all processing activities at the Municipal Archives.

Photograph Collections

Beginning in February 2008, with purchase of the Luna image-management software system, the Department has devoted considerable resources to processing, cataloging, and digitizing the historical photograph collections. Currently, 6,600 photographs in nine collections are available for research in the Luna system, as well as over 150,000 images from the Manhattan and Bronx 1980s tax photographs.

The photograph collections that have received archival processing, re-housing and/or cataloging attention include:

Borough President Manhattan (BPM). All 13,000 hand-written catalog cards have been entered into an Access database.

Department of Public Works (DPW): all original 16,500 negatives have been removed from acidic envelopes and re-housed in archival sleeves; all negative numbers, sleeve information, and descriptions have been entered into an Access database; print holdings (10,000) have been indicated in the database; and detailed descriptions from log-books and subject keywords for all 20,934 images have been entered. Approximately 4,300 of the

earliest acetate negatives have been frozen to prevent further deterioration

Bridges, Plant & Structures (BPS). Information from the photographers' original log books has been entered into an Access database (a total of 23,700 entries), and the original log books have been digitally photographed (1,000 pages). Approximately 800 images have been uploaded to Luna.

Department of General Services/Department of Environmental Protection (DGS/DEP). Information from 18,200 original sleeves has been entered into an Access database.

Borough President Queens (BPQ). Information for approximately 13,000 negatives and prints has been entered into an Access database.

Fire Department (FDNY). The entire 740-image negative collection has been cataloged, entered into an Access database, cleaned, scanned, and uploaded to Luna.

Police Department Evidence (PDE). All 1,300 negatives have been

Scanning Totals

DPW: 650 Department of Public Works film negatives

PDE: 1,300 Police Department glass-plate evidence negatives

DDF: 1,100 Department of Docks and Ferries glass-plates and 300 film negatives

DGS: 176 Department of General Services negatives

DOH: 85 Department of Health film negatives

WPA: 1,200 WPA film negatives

BOE: 1,200 Board of Education negatives

scanned and basic caption information has been entered into an Access database. The scans were retouched and uploaded into Luna with all available metadata.

WPA Federal Writers' Project (WPA-FWP). Information from all 4,500 original index cards has been entered into an Access database.

WNYC-TV 1982-1996 Video Collection

The WNYC-TV 1982-1996 Video Collection comprises video tapes which had been transferred to the Municipal Archives about five years ago, after their discovery in the former WNYC-TV studios and offices in the Municipal Build-

ing. The collection consists of videotapes from both studio and on-location shoots that WNYC-TV/Channel 31 engaged in during the last fourteen years of its existence.

In 2008 and 2009, the Archives secured funding (via DoITT) from the New York State Archives Local Government Records Management Improvement Fund (LGRMIF) to transfer selected tapes to new stock. To begin the archiving project, film curator M.J. Robinson reviewed the database and identified titles and series that she recognized as important productions of the station, both those produced for eventual contribution to the Public Broadcasting Service (e.g. *In the Mix*, *Kristellnacht*, *Heart of*

the City) and current events/issues programming produced to enlighten and serve the City of New York and allow a public space for the discussion of important challenges and events facing the City and its inhabitants during that time (e.g. *RadioTalk TV*, *NY Hotline*, *Around New York*, *Neighborhood Voices*). Ms. Robinson paid particular attention to episodes that had extra B-roll and camera original footage. B-roll footage is taped for possible inclusion in the program as it might be needed to flesh out or illustrate a topic – it is most often shot on the location that a studio show might be discussing, or could be used to create title sequences. Most of it is silent, but some B-roll might also include an interview of someone not originally planned, or footage of an interviewee describing his or her daily life. Original camera footage is the footage of interviews or other sequences in their entirety which were edited for time and purpose in the creation of the episode. Both of these types of footage are valuable to patrons as they are the raw materials of these shows and have not been edited, thus they are less colored or impacted by the perspective of earlier producers or directors.



A WNYC Radio station vehicle in 1924

Department of Records

After locating a group of titles Ms. Robinson produced the duplicate video-tape using the video transfer equipment purchased in 2008. She also produced DVD screening copies for patron access to the material. At the conclusion of the LGRMIF project she updated the collection database for use by researchers.

Brown University Digitization of the Civil List

In June 2008, the Department of Records entered into an agreement with the Brown University Population Studies and Training Center whereby the University would fund digitization (via scanning of microfilm) of selected Civil List volumes for purposes of salary data analysis. As part of the agreement, the University also funded indexing of the selected Civil Lists by name and agency, producing a searchable database. In the initial 2008 agreement, they digitized and indexed the 1902, 1908, 1923 and 1931 Civil Lists. Under terms of the agreement, the Department of Records could provide public access to the new Civil List databases on computers in the Archives reference room for two years after which they could be made available on-line. In June 2009, the agreement was extended to digitize the 1912 list.



Mildred O'Donnell, a member of the Women's Swimming Club Association at the East Harlem Health center, no date, photographer A. Tennyson Beals. MAC 687

Municipal Records Management Division



Records Managements Staff - Queens Warehouse (Back, L to R): John Esposito, Robert Montagno, Jermaine Smith, Antonio Melville, Naushad Ali (Front, L to R): Wendy Reyes, Albert Serrano, Pedro Camacho, Damien Farnum and Pearl Boatswain

The City Charter (Chapter 72, Section 2004) mandates that the Department of Records and Information Services “establish, maintain, and operate facilities for the storage, processing and servicing of records for all city agencies pending their deposit in the municipal archives or their disposition in any manner as may be authorized by law.”

The goal of the Municipal Records Management Division is to insure the maintenance of records having continuing

administrative and legal value and the retirement or proper disposal of those no longer in current use. The Division develops and makes public uniform standards, procedures and techniques to assist City agencies in the management of their records

The Division operates facilities for storing and processing these records, and retrieves them when requested by the owner agency. The Division’s current storage capacity is 688,343 cubic feet. They store for city agencies as well

as those of the non-federal courts and District Attorneys of the City. They dispose of records when the legal retention periods have expired and are no longer required as determined by the owner agency, the office of the DOR commissioner, and the Law Department.

The Division provides information and training to City agencies’ records management personnel in order to enhance their professional skills.

The Division is headquartered at 31 Chambers Street, Manhattan, and maintains staff in two facilities, Bush Terminal, Brooklyn and the records center in Middle Village, Queens.

Record Management staff update retention schedules, process disposal requests, and retrieve owner agency records from storage. They serve as the liaison between the Mayoral agencies and the Law Department.

The reference and storage unit staff operate the storage facilities using the “Accutrac” records management software program.

Department of Records

In 2007, the Records Management Division began a “special records identification and disposal” project with funding from the Mayor’s Office. This initiative accelerated disposals from the Records Center and identified material in the facilities that had previously not been entered into “Accutrac”.



Records Managements Staff - Queens Warehouse (Back, L to R): John Esposito, Robert Montagno, Jermaine Smith, Antonio Melville, Naushad Ali (Front, L to R): Wendy Reyes, Albert Serrano, Damien Farnum and Pedro Camacho

2009 Performance Indicators, in cubic feet (equivalent to a standard storage container) unless otherwise noted.

FY 2009

Searches: 21,105 items
Re-Files: 15,021 items
Inter-Files: 8,343 items
Shelved: 23,014 c.f.
Transfers: 19,740 c.f.
Disposals: 31,411 c.f

Mayor’s Labeling Project:
106,653 cubic feet labeled
and scanned

**Municipal Archives
Labeling Project:**
27,874 cubic feet labeled,
16,699 scanned

Special Project for Bronx DA:
3,900 cubic feet labeled
and scanned

Currently there are
29,346 cubic feet of
records listed in the
Accutrac system for
the Municipal
Archives

Municipal Records Management Division Fiscal Year 2009

(in cubic feet, unless otherwise indicated)

Storage Capacity, total.....	688,343
Queens Records Center.....	636,005
Bush Terminal, Brooklyn.....	52,338
Space available as of June 30, 2009.....	50,586
Percentage of space available	7.35%
Volume of records accessioned.....	19,740
Volume of records disposed from the facilities.....	31,411
Volume of records disposed in agencies.....	13,778
Volume of requests for stored records (# of files).....	20,331

Cost Avoidance:

<p>-As of June 30, 2009, the Department's off-site facilities stored 636,757 c.f. of records for city agencies. If stored in a metro-area private storage facility the cost for one year would be $636,757 \times \\$0.17\frac{1}{2}$ per c.f. =</p>	\$111,432
<p>-During FY 2009, the Department retrieved (and re-stored) 20,331 files for agencies. If stored in a metro-area private storage facility, this service would cost $\\$2.00/\text{file retrieval} + \\$2.50/\text{re-file}$, total = $\\$4.50$ each $\times 20,331 =$</p>	\$91,489
<p>-The Department disposed of 31,411 c.f. of records from the two storage facilities. The metro-area private storage facility would charge $\\$2.50$ per c.f. for permanent removal $\times 31,411 =$</p>	\$78,528
<p>-City agencies transferred 19,740 cubic feet of records to the facilities, a cost avoidance of $\\$300.00/\text{c.f.}$</p>	\$5,922,000
<p>-City agencies disposed of 13,778 cubic feet of records on-Site, a cost avoidance of $\\$300.00$ per cubic feet =</p>	\$4,133,400
Total Cost Avoidance	\$10,336,849

Grant Administration Unit

The Grants Unit is a special division within the agency charged with administering the Local Government Records Management Improvement Fund (LGRMIF) on behalf of the New York State Archives. The LGRMIF program is funded from fees collected by county clerks and the New York City Register for the recording of documents and filing of index numbers for certain court cases. The LGRMIF program awards grants to mayoral agencies for records management improvement projects, totaling no more than \$1 million annually. Most grants are in the range of \$75,000 or less. The Grants Unit distributes the grant monies, monitors project progress, provides technical assistance, and prepares and submits project progress reports.

Beginning in 1995, under a plan approved by the State, the Department of Records hired a team consisting of a supervisor, program officer, and clerical assistant to manage the LGRMIF program. Their functions are technical assistance for grant proposals, conducting outreach, reviewing mayoral agency grant applications, coordinating final submissions, and, once grants

are awarded, monitoring project progress. The team serves as the regional advisory "officer" for the mayoral agencies that receive LGRMIF grants via the Department of Records.

The Grants staff encourages agencies to use new technologies and propose cooperative ventures. They provide information about grant proposal requirements, conduct training workshops on how to write grant proposals, develop and maintain information about vendors, suppliers, and contractors, liaison with New York City Regional Advisory Officer for non-mayoral agencies, and advertise and provide information about the LGRMIF program through the agency Web site. They also establish timetables for agency draft and final proposal submissions; ensure that proposals are complete and comply with LGRMIF guidelines; and submit them to LGRMIF according to deadline. Once grants are awarded the team conducts on-site field visits to monitor project progress; provides advice and assistance when agencies experience difficulties in completing project activities; establishes a timetable for agency submission of fiscal and narrative reports; and

submits fiscal and narrative reports according to LGRMIF guidelines.

The Unit conducts two annual workshops, one to provide information and assistance to agencies planning on applying for a future grant, and one for agencies who have been awarded a grant to advise them what is expected during the grant project.

In 2009, the Grants Unit administered 24 funded LGRMIF projects.



Grants Unit Staff: (L to R) Jeffrey Wilson, Gwendolyn Murray, Cheryl Guilford.

Looking Back:

Agency Accomplishments 2002 - 2008

“E-Payments”

One of the most significant enhancements the Department achieved with regard to customer service was the launch of the “e-payment” system in December 2003. Working in cooperation with DoITT, the Department created on-line order forms that allowed patrons to request searches and copies of vital records with credit card payment over the internet via the agency website. In September 2004, the e-payment system was extended to include patron orders for photographic prints from the Municipal Archives photograph collection.

City Classics

The Department provided footage from its historical WNYC film and videotape collection to NYC Media for its innovative program, “City Classics.” NYC Media developed the program to provide varied, interesting, informative, and educational programming for its audience. The vintage film clips have proven very popular with viewers and have fostered a broader awareness of the existence and value of the City’s historical film footage collection.

Automated Index to Vital Records

Working with a consortium of local volunteer organizations devoted to genealogical research, the Department made available to its patrons an automated index to a significant portion of its nine million historical birth, death, and marriage records. The index has also been published on-line, at no charge, via local genealogy organization websites. The automated index gives both patrons and staff the ability to conduct faster, more efficient and more accurate searches to identify vital records. The conversion work has been on-going since 2003.



Municipal Building, 1909
Photograph by Eugene de Salignac

Department of Records



Mugshots from the New York City Police Department show associates of "Lucky" Luciano

Expedited Records Dispositions

Beginning in 2006, the Department of Records and the Law Department instituted new procedures to accelerate the review process for disposal applications for records that had met their retention requirements. The procedural changes reduced the review process from one year to less than three months, on average. Subsequent special funding from the Mayor's Office in 2008 and 2009, for additional staff in the records storage facilities, helped to increase the volume of disposals. Ultimately, the additional space generated by this process enabled the Department to accept more records from agencies, freeing their expensive office space for purposes other than records storage.

The "On-Line" Gallery of Photographs

In a precursor to the Luna system previously described, the Department launched an "on-line" gallery of selected historical images from the Municipal Archives collection on its website in February 2003. The gallery includes a "search" function that enables patrons to view selected images pertaining to a particular subject. Each image is identified with full caption information. Although limited in number, the gallery includes many of the most popular photographs from the collection such as the "iconic" Brooklyn Bridge pictures, gangsters, skyline views, and street scenes.

Looking Back: Agency accomplishments, continued . . .

Enhanced Availability of Giuliani Administration Records

During 2007, the Department made available an electronic edition of the Mayor Giuliani collection on computer terminals in the public reference room of the Municipal Archives. Previously, the records had been accessible only via microfilm. Together with an improved finding guide, also available in the reference room, the digital version of the collection enables patrons to more easily and quickly locate pertinent information. The electronic edition proved especially important with journalists during the former mayor's 2008 presidential campaign.

Security Enhancements

Beginning in 2006, the Department made substantial improvements to its security system. The Department purchased surveillance cameras for strategic placement in areas of the headquarters building at 31 Chambers Street as well as the off-site storage facilities. Initially, three cameras were installed in the public room of the Municipal Archives, two were mounted in the records management office, and one camera was placed in the basement hallway of the Archives' storage vault area. Subsequently, the Department placed cameras in the City Hall Library and the off-site facilities. Security in storage areas for archival and library materials has long been a concern of the agency, DOI and the Comptroller's Office. The security system is PC-based and viewable via an internet IP address, accessible only to authorized users.



Each year since 2002, on the anniversary of the terrorist attack, the Mayor's Office has included Records as a participant in the memorial service, asking that the Department preserve any artifacts left by the victim's families. View of the World Trade Center towers, 1973.

City Hall Library Acquisitions Tracking

In order to more accurately quantify the City Hall Library holdings and to track incoming materials the Department created a comprehensive, user-friendly database. The new document provides specific information about acquisitions, broken down by type and agency; it tracks items received via Local Law 11, and also records dispositions of obsolete materials from the Library, thus providing a precise count of its holdings.

Department of Records

Record Retrieval Request Automation

Implemented in November 2005, the Municipal Records Management Division automated the record retrieval process by creating on-line forms that agency records officers submit via e-mail to the Department of Records. This initiative has resulted in significant savings in both time and city-wide agency resources.

World Trade Center Memorial Submissions

Working with City Hall staff, the Department created a database of over 2,500 submissions to the Mayors Office by the public of ideas for the World Trade Center Memorial. The Agency's Archives Division is providing permanent storage for the submissions.

Ground Zero Memorial Service Artifacts

Beginning on September 11, 2002, and every year on that date since then, the Department has collected memorabilia left by the families at Ground Zero memorial ceremonies. The material is carefully retrieved from the temporary reflecting pools constructed in the footprints of the towers, placed in appropriate storage containers, and stored in the Archives.



View looking East on the Queensboro Bridge at 3:50 PM,
Shows the congestion in 1909 one week after the bridge was opened.

Looking Ahead: Major Initiatives in 2010

1980s “tax photo” collection

In FY 2009 the Department re-housed all of the original prints and negatives in the 1980s “tax photo” collection, and extracted low-resolution copies of each image from the original laser video disks. The low-resolution images pertaining to the Boroughs of the Bronx and Manhattan were uploaded into the Luna system so that patrons could preview pictures before ordering new copies. In FY 2010, the images of the remaining Boroughs will be uploaded into Luna. In addition, the Department will undertake more intensive promotional activities to highlight availability of the collection. Based on the continuing interest in the “original” 1939/40 tax photographs, the Department expects that providing copies of the 1980s pictures will enhance agency revenue for many years to come.

Photograph Research on the Web

One of the most important initiatives of FY 2010 will be provide on-line access to the historical images of the Municipal Archives via the Luna system. Throughout FY 2009 the Department worked with the Department of Information Technology and Telecommunications towards achieving this goal. With the necessary programming expected to be completed in early 2010, this initiative will provide

access to over 150,000 images that have already been digitized, as well as meta-data pertaining to over 100,000 historical photographs. The Photography Unit of the Municipal Archives will continue to digitize images in the collection throughout 2010, adding many thousands of pictures to the Luna system.

Advertisement of new products and services

The agency will expand its efforts to promote its products and services, especially the historical photographs and moving images. Newsletters, e-mail “blasts,” and media feature stories are just some of the planned advertising venues.

Bush Terminal Reorganization and Expansion

In a meeting hosted by the Mayor’s Office, on June 2, 2009, the Department of Finance agreed to relinquish to DOR approximately 25,000 square feet of space in the Bush Terminal facility. This space will enable Records to accession additional records from agencies in need of off-site storage. Fortunately, the space is located in the same Bush Terminal building where DOR currently leases space.

Department of Records

During FY 2010, the agency will arrange to furnish the space with appropriate box storage shelving.

The records management team will continue to dispose of obsolete records in Bush Terminal and the Archives staff will reorganize the records in their part of the facility. They will work with representatives from the Department of Finance to identify and dispose of ledger volumes in bins and on skids that had been “temporarily” stored in the Archives space about twenty years ago. It is believed that much of this material is now eligible for disposal.

ment contract will hopefully reduce the costs to agencies for private storage. It will also enable the Department to make sure private facilities meet at least minimum standards. Vendor selection will take place during 2010.

Records Management Software

The “Accutrac” software system currently used by the records management team is obsolete. Beginning in Fiscal Year 2009, with support from the Mayor’s office, the agency has been investigating alternative systems. A request for bids will be released to potential vendors in FY 2010.

Off-site records storage “requirement” contract

With its storage facilities at virtual capacity, the Department of Records cannot accommodate the off-site records storage needs of every city agency. Consequently, the Department has been developing a “requirement” contract that any agency can use if it must store records off-site. The price advantage of a require-

Archival Review Board

Background

On March 12, 2003, the New York City Council passed Local Law 22. The law codified special procedures regarding processing of archival mayoral records. It also established an "Archival review board" (Section 3005): "There shall be in the department an archival review board which shall consist of five members: two of whom shall be appointed by the speaker; two of whom shall be appointed by the mayor, and one of whom shall be the commissioner, who shall serve ex-officio as chairperson of the board."

Members of the Board

The speaker appointed Richard K. Lieberman, and Christopher P. Moore. Dr. Lieberman is the Director of the La Guardia and Wagner Archives and Professor of History, La Guardia Community College (CUNY). Mr. Moore is the Research Coordinator, New York Public Library Schomburg Center for Research in Black Culture, and Commissioner, Landmarks Preservation Commission. Mayor Bloomberg appointed Marion Casey and Michael Best. Dr. Casey is Assistant Professor of Irish History, New York University, and Michael Best, Esq., is General Counsel, NYC Department of Education.

Annual Report

According to the law, the Archival Review Board may "inspect and review any appraisal, organization, processing or archiving of city records" in the custody of an entity with which an agreement has been entered into to organize and prepare city records for archival preservation." The Board is required to submit annually to the mayor a report reviewing the archival processing of any city papers during the year for which the report has been written. The Board submitted its annual report to the Mayor in June, 2009.



**Department of
Records**

The City of New York

Michael R. Bloomberg
Mayor

Department of Records and Information Services

Brian G. Andersson
Commissioner

Eileen M. Flannelly
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