



2025-02-07

To: Citywide Administrative Services, Department of (DCAS)

From: Municipal Library Staff

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

Consistent with these requirements, DORIS hereby requests the transmission of the report shown below, which DORIS has not received as of 2025-02-07. Please submit this report to the Government Publications Portal. If you have questions, please contact staff at the Municipal Library at munilib@records.nyc.gov.

Required Report Type: Annual Report on Education and Outreach for the Civil Service Ambassador Program

Report Description: Report on education and outreach relating to the program, including the number of presentations conducted, disaggregated by the type of civil service pathway and borough where each such presentation was conducted, and a description of any other education and outreach performed

Reporting Frequency: Every 1 Year

Report Due Date: 2025-01-22

Authorizing Resource (Charter and Code): New York City Administrative Code, Title 12 Section 204

Authorizing Resource (Local Law): LL 2/2023