



DEPARTMENT OF RECORDS



ANNUAL REPORT 2010-2013



New York City Department of Records

31 Chambers Street
New York, NY 10007
<http://nyc.gov/records>

Executive Staff

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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 take this opportunity to highlight the many achievements of the Department of Records during the last four years. We may be one of the smallest City agencies, but our mandate is vast (over 220,000 cubic feet of historical records in the Archives, and 1,000,000 under management in the Records Center), and our audience spans the globe.

I am especially happy to highlight our new Visitor Center and Media Room. For the first time in the history of the agency, we have a beautiful space where we can display the treasures of the Library and Municipal Archives. And I must note that we built the Visitor Center and Media Room entirely with the volunteer services of existing staff, and no additional funding.

In the last four years we have made great strides in making both our contemporary and historical materials more accessible through the Visitor Center, and a new user-friendly website with hundreds of thousands of images, documents, and videos available online. The Archives is the foundation for the study of New York City history. Without it, educators at all levels would be unable to teach students about the development of our city from its Native American origins, its rise as North America's most important port city, to today when it is the United States' capital of trade, culture and finance. As the City's single most important repository of historical information, it is the first place that curriculum developers go to find the primary sources and other information they need for their research. These resources have, not surprisingly, helped to attract the attention of the New York City press corps, garnering media attention from around the world.

The international appeal of our activities became abundantly clear to me in April 2012 when we published 870,000 historical pictures of New York City on the agency website. It is the largest collection in the world. Fans of the City from Europe, South America and everywhere let us know they appreciated what we had done, and clamored for more.

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In another milestone, in 2013 we celebrated the 100th birthday of the City Hall Library. A century ago, at 280 Broadway, only steps away from its present location at 31 Chambers Street, the City Hall Library opened its doors to the public. In the early 1900s, during the Progressive Era, cities around the country established special libraries to educate citizens and leaders of the community about their local governments. The City Hall Library is one of the few still in existence, and I am proud that we have continued this legacy of free and open access to information. Our collection has grown to over 350,000 publications, and 6,500 instantly available on-line. And I am pleased that we completed our renovation of the Library, with new furniture, carpeting, special exhibit cases, computers and a fresh look, just in time for its centennial!

The Visitor Center, the redesigned website, on-line resources, and the dialogue with our international audience via social media have enabled us to participate in and support heritage tourism, a growing part of the City's economy.

In 2014, I am looking forward to continuing our progressive legacy of greater public access to both our contemporary and historical information as we complete digitization of the 9.5 million vital record collection. This will completely revolutionize the way provide to service the community of family historians from around the world.

Respectfully

Visitor Center

From Vision to Reality...

Visitors to the Municipal Archives and City Hall Library have always marveled at the beautiful marble lobby in the landmark Surrogate's Court building at 31 Chambers Street, but few had the opportunity to experience the wealth of archival and library treasures preserved behind locked doors. Commissioner Eileen Flannelly and her team at the Department of Records had long desired space suitable for exhibitions, educational programs and outreach that would highlight the agency and its mission. With no additional funding, and much hard work, this vision became a reality in 2012 when Records staff finished repurposing two adjacent rooms on the lobby level of 31 Chambers into the Visitor Center and Media Room.



The Department of Records Visitors Center

The Visitor Center project consisted of two phases: during Phase I, completed in October 2011, Records staff renovated a large room formerly used for storage into the Visitor Center. Continuing in 2012, the Department completed Phase II, which added the Media Room in an adjoining space. Department staff also completed renovations to the City Hall Library, installing new carpeting and furniture, and adding public-access computer terminals and custom-built display cases.

On the evening of May 9, 2012, Commissioner Eileen Flannelly officially opened the new Visitor Center and Media Room with a gala ribbon-cutting ceremony. It is important to note that the Department completed the Visitor Center, Media Room, and City Hall Library upgrades using in-house talent and without any additional funding. The Center has received tremendous kudos from the more than 6,000 historians, archivists, educators, and people from around the globe who have enjoyed our hospitality.

Subsequent to the May 2012 opening, Records has hosted numerous special exhibitions and events in the Visitor Center that have helped bring awareness of the Department and its mission:

Department of Records

THE NYC DEPARTMENT OF RECORDS
and the
MANHATTAN JEWISH HISTORICAL INITIATIVE
presents

CELEBRATING 359 YEARS:
HISTORICAL MOMENTS IN THE NYC JEWISH EXPERIENCE
AN EXHIBIT FROM THE COLLECTIONS OF THE NYC MUNICIPAL ARCHIVES

Opening September 17, 2013 - December 31, 2013

Surrogate's Court Building
31 Chambers Street
New York, NY

Visitor Center Hours
Monday - Thursday 9 am - 4:30 pm
Friday 9 am - 1 pm

For additional information please email visitorcenter@records.nyc.gov or call 212-788-8609

For group tours, please email ahilton@records.nyc.gov

The Manhattan Jewish Historical Initiative (MJHI) was founded in 2012/13 as a Jewish community project to insure that the history and heritage of the Jewish community of Manhattan, dating back to 1654, is recorded, and made available to the world. The NYC Department of Records Visitor Center will feature unique and never-publicly exhibited items selected from the Municipal Archives and City Hall Library collections.

MJHI Founding Participants: Howard Teich, Museum of Jewish Heritage - A Living Memorial to the Holocaust, Center for Jewish History, NY Board of Rabbis, 92nd Street Y, The Jewish Museum, Museum at Eldridge Street, NY Jewish Historical Society, AJC NY, The National Yiddish Theatre-Folksbiene, American Sephardi Federation, Lower East Side Jewish Conservancy, The Tenement Museum, Congregation Shearith Israel - The Spanish & Portuguese Synagogue, Stephen Wise Free Synagogue, Jewish Genealogical Society, The City University of New York (CUNY), Offices of Manhattan Borough President Scott Stringer, Governor Andrew M. Cuomo, Congressman Jerrold L. Nadler, Assembly Speaker Sheldon Silver,

September 17, 2013, opening reception and special program for the exhibition *Celebrating 359 Years of Historical Moments in the NYC Jewish Experience*. A joint project of Records and the Manhattan Jewish Historical Interest Initiative (MJHI), the exhibition included dozens of documents, artifacts and photographs from the collections of the Municipal Archives and City Hall Library. The MJHI is a consortium of Manhattan-based organizations including the Museum of Jewish Heritage - A Living Memorial to the Holocaust, Center for Jewish History, NY Board of Rabbis, 92nd Street Y, The Jewish Museum, Museum at Eldridge Street, NY Jewish Historical Society, and several others. Due to its popularity Records extended this exhibit through December 31, 2013.

June 20, 2013, opening reception of *How'm I Doin'*, an exhibition celebrating the three-term, twelve-year mayoralty of Edward I. Koch. DCAS' Deputy Commissioner Joey Kara Koch, niece of Mayor Koch, made brief remarks. The guest speaker was long-time Koch associate James F. Gill, Esq., of Bryan Cave LLP. The exhibit featured dozens of photographs, documents, artifacts and videos selected from the vast Koch administration collection in the Municipal Archives.



May 22, 2013, opening reception for *Energy in New York: We Run This City*, an exhibition demonstrating the importance of energy in the City over the last three centuries. DCAS Commissioner Edna Wells Handy and Records Commissioner Eileen Flannelly were joined by Kristin Barbato, Deputy Commissioner for Energy Management, and Sergej Mahnovski, Director of the Office of Long-Term Planning and Sustainability, in welcoming guests to the opening reception. The exhibit featured unique, never-publicly presented items selected from the Library and Archives, as well as rare artifacts contributed from the collections of Con Edison, NYC Department of Sanitation, Alt Power, and the New York Power Authority.



February 27, 2013, opening reception for special exhibition and program, *Salute to Service of African Americans in the United States Military*. Held in collaboration with the Mayor's Office of Veterans' Affairs, and the Department of Citywide Administrative Services, the program featured remarks by former Mayor David N. Dinkins, and Tuskegee Airman, Dr. Roscoe C. Brown, US Air Force (Ret)., as well as the National Anthem and *Lift Ev'ry Voice and Sing* performed by the USO Show Troupe. As a special feature, the cast of the popular off-Broadway show

Black Angels Over Tuskegee presented an excerpt from the play. Following the program, the audience explored a special exhibit that showcased artifacts from the Vietnam Veterans Memorial Project, and correspondence from A. Philip Randolph regarding the first March on Washington in 1942. Evocative photographs, letters to the mayors, and original artwork on loan from the U.S. Coast Guard and the Tuskegee Airmen illustrated the role of African-American men and women in the United States military.

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February 6, 2013, special program celebrating the Chinese New Year featured Shen Yun, the international performing arts group. Guests at the gala evening enjoyed live music, a traditional Chinese tea ceremony and classical dance performance, as well as a couture fashion



DCAS Commissioner Edna Handy Wells and Records Commissioner Eileen Flannely with Shen Yun Performers

show and light refreshments and also explored a special exhibition in the Visitor Center that highlighted Chinese influence in New York City over the last two centuries.



October 25, 2012, opening reception for the Urban History Association's Sixth Biennial Conference. Over one hundred historians from around the world toured the Visitor Center, Conservation Lab, City Hall Library, and Municipal Archives during the evening event.

September 12, 2012, special program welcoming one hundred members of the Archivists Round Table of Metropolitan New York to the Visitor Center. After remarks by Commissioner Eileen Flannely and short presentations by Assistant Commissioner Kenneth Cobb and Archives Curator of Photography Michael Lorenzini, the guests were invited to tour the Visitor Center and the Conservation laboratory.



Michael Lorenzini

March 27, 2013, opening reception for exhibition and special program, *We Built This City: Honoring New York City's Irish Labor Force*. Program speakers included Irish Consul General Noel Kilkenny, Peter Ward, President of the Hotel Trades Council, and Al Hagan, President of the Uniformed Fire Officers Association. Members of the Emerald Society's Pipes and Drums, Katherine and Peter Ruffli, Mary Deady, Donie Carroll, and the Irish Step Dancers entertained the guests throughout the evening. The guests also explored the special exhibit that featured documents, photographs, sound recordings and film footage. The exhibition focused particu-



lar attention on the achievements of the Ireland-born Mayor William O'Dwyer (1946-1950), and City Council President Paul O'Dwyer (1974-1977).

August 13, 2012, opening reception for exhibition, *Our Mayors: Through the Eyes of Facebook* highlighting three extraordinary New York City Mayors —Fiorello LaGuardia, John Lindsay, and Edward Koch. The exhibit told their unique stories with interactive displays using the social networking tool, Facebook. Curated by summer interns Monica Dewan, Alexander Keiser, and Skyler Kalin, and their supervisor Marcia Kirk.



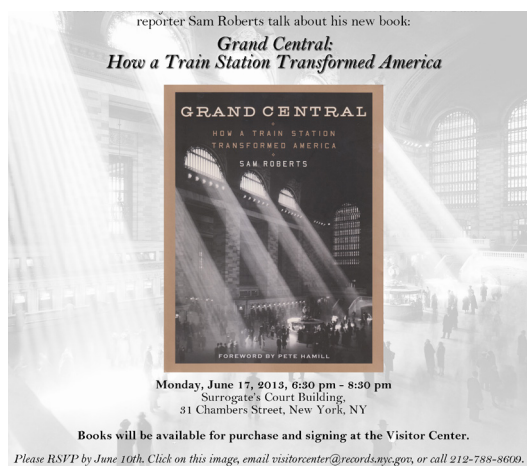
Pictured left to right Skyler Kalin, Monica Dewan, Alexander Keiser, Unknown, Eileen Flannely

Educational Programs and Outreach in the Visitor Center

The new Visitor Center and Media Room have given Records the opportunity to reach out to a new audience with special programs and events. To date, these have included:

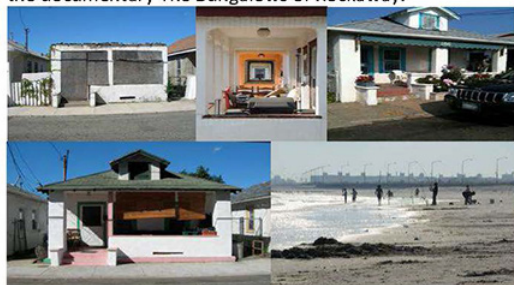
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Book Talks



June 17, 2013, the New York Times reporter Sam Roberts spoke about his new publication, *Grand Central: How a Train Station Transformed America*. More than 75 guests attended the event and many purchased signed copies of Mr. Roberts' latest book.

The Department of Records would like to extend an invitation to view the documentary *The Bungalows of Rockaway*.



Photos of Far Rockaway Bungalows Circa 2008

Come see the documentary *The Bungalows of Rockaway* and learn about New

Lecture

April 11, 2012, graduate students from the historic preservation master's program from Columbia University's Croton Group presented the amazing story of the Croton Waterworks. Included in the presentation was the students' interpretive plan for the system.

March 25, 2013, historian Chris McNickle read from his new biography of former Mayor Dinkins, *The Power of the Mayor, David Dinkins, 1990-1993*. An informative discussion followed the formal presentation along with light refreshments and the opportunity to purchase signed copies of the book.

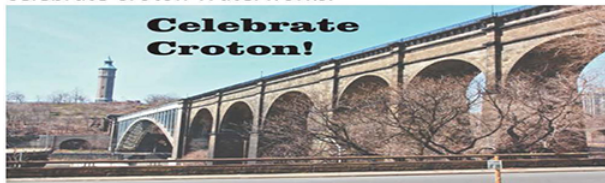


Chris McNickle signing a copy of his book, *The Power of the Mayor, David Dinkins*

Film Screening

April 18, 2012, *Bungalows of the Rockaways* a documentary by New York University Professor Daniel Walkowitz illustrating the rich history of New York City's largest summer colony. A question and answer session with the director followed the screening.

The Department of Records would like to extend an invitation to celebrate Croton Waterworks.



In the spring of 2011, a group of twelve graduate students in Columbia University's masters program in historic preservation engaged in a semester-long studio project focusing on the Croton Waterworks, a massive piece of public infrastructure that provided New Yorkers with their first reliable, large-scale source of fresh water. When this system came online in 1842, it ushered in a new era of sanitation and fire prevention, and had a profound impact on culture and landscape not just in New York City, but also in the many communities in Putnam and Westchester counties touched by the vast system of dams, conduits, culverts, and countless other structures. The Columbia students aimed to develop a comprehensive interpretive plan for the physical entirety of

Tours Visitors from around the world have participated in special tours and educational programs in the Visitor Center.

International Visitors

- Teacher's Training College of Greenland
- Shenzhen Archivists of China
- Suzhou China Archives Bureau
- Stockholm City Archives
- Polish Archivists
- Beijing (China) Archives
- Biographers International Organization (2013)

Conference tour)

Educational Programs

- Pratt, Queens College, NYU, St. John's University, Cooper Union, Columbia University class visits
- New York University, WPA Collection Research Tour
- John Jay College, The Automobile in History Research

Tour

- Pratt Library & Information Sciences, Morningside Heights Research Tour

Genealogical Groups

- Afro-American Historical Society
- Irish Heritage Group
- New York Genealogical & Biographical Society

Records on the Web

874,000 Historical Pictures On-Line!

On Monday, April 23, 2012, Records learned that it has fans around the world. On that day, the agency launched on its website the long-awaited photograph gallery of 874,000 digitized historical images. At the same time, City Hall released a press advisory announcing availability of the images, and the Associated Press distributed a story about the website to their subscribers worldwide. Instantly, media and patrons from around the world contacted Records requesting images, offering licensing opportunities, and expressing gratitude and amazement at the wealth and breadth of these never publicly-seen photographs. Commissioner Eileen Flannelly subsequently participated in various television and radio programs promoting the gallery. Unfortunately, this tremendous interest in the pictures overwhelmed the website. Over approximately two weeks DoITT, Records, and LUNA (the application vendor) staff labored to restore on-line access to the system.

Picture NY Times

Picture Uncurated City

On Friday, May 25, the New York Times published an editorial praising and promoting the collection.

Life in the Uncurated City Published:
May 24, 2012

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There is so much stuff on the Web — such an upwelling of texts and images — that a guide seems essential. But there's a real pleasure in going unguided, too. In late April, the New York City Department of Records handed us all the digital equivalent of a box full of nearly 900,000 photographs gathered from the Municipal Archives. The only curation is your interest in this incredible city.

In the last four years, Records made major strides in using the Web to both reach a new audience and to deliver research resources directly to the public.

March 9, 2012: The migration of Records' servers to DoITT as part of the CitiServe project took place during the week of March 19, 2012.

December 18th, 2012: Records made available on its website, via the on-line gallery, over 1,300 audio programs from the Municipal Archives collection of sound recordings originally broadcast on WNYC radio from the late 1930s through the 1960s. (<http://nycma.lunaimaging.com/luna/servlet/RECORDS-PHOTOUNITARC~26~26>.) Music recordings of Benny Goodman, Woody Guthrie, and George Gershwin, among many others, are now easily accessible, as well as the spoken words of authors such as Jack Kerouac, Richard Wright, and

Jane Jacobs. Local, national and international political leaders such as Martin Luther King, Jr., Mayor Fiorello LaGuardia, Winston Churchill and Presidents Roosevelt and Kennedy, are also well represented in the collection. The National Endowment for the Humanities funded the digital reformatting project at the New York Public Radio/WNYC Foundation Archives.

April 18, 2013: Records launched its completely revised and updated website (www.nyc.gov/records). The new site has been designed to be visually appealing and to help visitors quickly locate information, forms, and on-line services.

Social Media:

February 2010: Records posted selected film footage on YouTube.

February 1, 2013: Records launched a Tumblr photo blog (<http://nycrecords.tumblr.com/>) that high

lights images selected from the historical collections. A different image is selected and posted each day. Records now has over 3,900 followers to its daily posting. The Tumblr posts are automatically uploaded to Records' Facebook and Twitter accounts.

August 13, 2012: Records launched both Twitter (@NYCRecords) and Facebook ([Facebook.com/nycrecords](https://www.facebook.com/nycrecords)) channels. Our tweets, including the award-winning #thisday-inhistory, are followed by the NY Times, Hyatt Times Square, and the 9/11 Memorial just to name a few.

Records Facebook page features pictures from past events, updated news about the agency and documents and photos from our collections documenting historical events.

Municipal Records Management Division

Staff Picture

Records Management Staff

The Municipal Records Management Division is vital to the efficient operation of city government. Division staff members help dozens of city agencies, non-federal courts and the five district attorneys save millions of dollars annually by providing off-site storage and retrieval services for approximately one million cubic feet of records that are not needed on a daily basis. They survey existing records practices and assist in the preparation of retention schedules which ensure that material of historical value is transferred to the Municipal Archives and that obsolete records are disposed of in a timely manner.

Brooklyn District Attorney:

Between March and July 2013, MRMD staff moved 30,000 cubic feet of closed case files from the Kings County District Attorney's Office in Brooklyn, to the Bush Terminal facility.

Recent accomplishments in the Municipal Records Management Division include:

New Software Application:

Records has replaced its obsolete software application, Accutrac, with a new system, O'Neil. Migration of data and training of agency staff was completed in December 2013. O'Neil is widely used in the commercial record storage industry and has many useful features—client agencies can upload information directly into the system; when transferring record storage containers from a client agency to the storage facility, Records staff can scan the containers in the office and print-out a receipt; and the program can track other types of media such as ledger books, microfilm rolls, or rolled drawings.

Off-site Storage Requirement Contract:

Records assisted DCAS in procuring a requirement contract with a commercial vendor, GRM, Jersey City, N.J., that agencies can use when Records cannot accommodate their off-site storage needs.

DCAS Records:

The retirement of long-time DCAS Records Officer Frank Brady in May 2012 resulted in a reorganization of space in the Municipal Building. MRMD staff disposed of approximately 1,500 cubic feet of obsolete records from the basement, and transported 5,000 cubic feet from DCAS offices to the Records Center.

Department of Records

Civic Center Reorganization:

The MRMD is providing critical assistance to the Mayor's Office and DCAS as part of the new Civic Center plan. Disposition of records—within offices and/or to off-site facilities is a major component of the plan which involves numerous agencies. Records personnel assist in creating and updating retention schedules, arranging for storage off-site, and in boxing and transporting records between offices and storage facilities.

210 Joralemon Street, Brooklyn

As part of the re-purposing of space in the city-owned building at 210 Joralemon Street for retail uses, MRMD staff transported to the Queens Records Center several thousand cubic feet of records belonging to the Department of Transportation, Kings County District Attorney, Department of Buildings, and Law Department.

Hurricane Sandy:

At the height of the October 30-31, 2012 "Superstorm" Sandy, agency staff working at the Records Center/Central Storehouse in Queens secured the doors that had been pushed in by the hurricane-force winds, preventing harm to the records and supplies in the facility. Although Sandy closed the agency headquarters at 31 Chambers Street, for one week, due to power outages, no materials under Records care in any of its facilities were water-damaged. After 31 Chambers Street lost power, Commissioner Eileen Flannelly coordinated essential Records operations from the Records Center in Queens. Several Records personnel volunteered at shelters, and others helped secure and inspect the facilities at 31 Chambers Street and Bush Terminal. DCAS procured a generator for the freezer used to store fragile nitrate negatives at 31 Chambers Street. In the months that followed the storm, Commissioner Flannelly and Records Director Pearl Boatswain assisted numerous agencies that suffered storm-related water damage to their records. They helped contract with vendors to salvage damaged records, and coordinated emergency disposal applications with the Law Department. The Office of Labor Relations, the Civilian Complaint Review Board, Department of Transportation, Department of Health & Mental Hygiene, and the Police Department all received special assistance from Records.

The Grants Administration Unit:

Grants helps mayoral agencies obtain \$1 million annually from the New York State Archives' Local Government Records Management Improvement Fund (LGRMIF). The Unit provides guidance to mayoral agencies in the development of grant projects designed to implement new records management programs or improve on existing ones. The success of the program is demonstrated in the following statistics.

LGRMIF Recipients

Agency	2011-2012		2012-2013		2013-2014	
	Requested	Awarded	Requested	Awarded	Requested	Awarded
Administration for Children's Services I	\$9,750	\$9,750	\$9,750	\$9,750	-----	
Administration for Children's Services II	\$74,857	\$44,151	\$72,355	\$72,355	\$74,375	\$74,375
Brooklyn Community Board 6	-----		-----		\$29,250	\$29,250
Business Integrity Commission	-----		\$74,998	\$74,998	\$64,924	\$64,924
Chief Medical Examiner, Office of	-----		-----		\$67,783	\$67,783
City Clerk	\$68,608	\$51,983	\$34,422	\$34,422	\$18,038	\$18,038
City Planning, Department of	-----		\$74,955	\$74,955	-----	
City Register	\$75,000	\$75,000	-----		\$75,000	\$75,000
Citywide Administrative Services, Department of	\$73,508	\$73,508	\$75,000	\$75,000	\$74,296	\$74,296
Consumer Affairs, Department of	\$74,988	\$74,988	\$74,949	\$74,949	\$75,000	\$75,000
Emergency Management, Office of	-----		\$35,625	\$35,625	-----	
Environmental Protection, Department of	\$70,333	\$70,333	\$65,360	\$63,860	-----	
Fire Department	\$41,804	\$41,804	-----		-----	
Health & Mental Hygiene, Department of	-----		\$75,000	\$75,000	\$75,000	\$75,000
Housing Preservation & Development, Department of	\$72,975	\$72,975	-----		-----	
Information, Technology & Telecommunications, Department of	\$64,000	\$64,000	\$64,250	\$54,172	\$42,588	\$26,535
Investigation, Department of	-----		-----		\$74,840	\$74,840
Landmarks Preservation Commission	-----		\$13,465	\$13,465	-----	
Parks & Recreation, Department of	\$55,625	\$55,625	-----		-----	
Police Department	\$74,757	\$74,575	-----		\$72,589	\$65,767
Probation, Department of	\$23,825	\$23,825	-----		-----	
Records & Information Services, Department of (Admin)	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
Records & Information Services, Department of (Archives)	\$63,861	\$63,861	\$67,639	\$67,639	\$74,872	\$74,872
Standards & Appeals, Board of	-----		\$74,810	\$74,810	-----	
TOTAL	\$1,043,709	\$996,378	\$1,012,578	\$1,000,000	\$1,018,555	\$995,680

Municipal Archives

When Rebecca Rankin became director of the City Hall Library (then called Municipal Reference Library) in 1920 she found valuable historical documents poorly cared for and scattered in offices around the city. Over the next two decades she urged establishment of an archives, and advocated for a record program to control the city's growing volume of semi-active records. On June 30, 1952, the day Rankin retired, a combined archival and records management program, the "Municipal Archives and Records Center" (MARC) became a reality. Although undeniably a remarkable advancement, MARC could only encourage city agency participation in their programs. Finally, in 1977, under the leadership of City Council President Paul O'Dwyer, the Council passed Local Law 49. It established separate Municipal Archives and Municipal Records Management divisions, along with the City Hall Library, within a new agency, the Department of Records & Information Services. And very significantly, the law required that all historical City records must be transferred to the Municipal Archives. Rebecca Rankin and the many dedicated professionals who followed in her footsteps have made the world-class collections of the Municipal Archives unequalled by any other city in the nation.

Between 2011 and 2013, the Municipal Archives accessioned several important new collections:

NYPD Crime-Scene Photographs

In August 2011, the Archives accessioned historical photographs from the NYPD crime scene unit at One Police Plaza. Totalling over 260 cubic feet, the collection includes images from 1914 to the 1970s. With grant funding from New York State, the Archives has begun the necessary cataloging, re-housing, and re-formatting activities.

Department of Finance Property Cards

Originally created by the Department of Finance, the property cards date back to the 1930s and contain valuable historical building classification, construction, ownership and assessment information; most are updated through the 1970s. In 2011, Archives staff transferred the Brooklyn property cards from Finance, totaling 400 cubic feet, and the Queens cards, totaling 470 cubic feet. In 2012, Archives accessioned the Bronx cards totaling 296 cubic feet. In November 2013, Archives accessioned the Staten Island cards, totaling 219 cubic feet. Transfer of the Manhattan cards (334 c.f.) took place in February 2014.

Ebbets Field Architectural Plans:

On July 18, 2012, Municipal Archives received twenty-two original blueprints of the Ebbets Field baseball stadium from Brooklyn College. They had been removed from the Department of Building's Brooklyn Borough office about twenty years ago by a private individual who later offered them to Brooklyn College for an exhibition. The drawings have been scanned and can be viewed on-line on the Records' website.

Parks Drawings:

In 2011, the Municipal Archives accepted a donation of approximately 130 original 19th century architectural drawings of Central Park and other City parks. Many of the drawings had suffered mold-damage, tears, and other damage. With funding from New York State, Archives conservator Cynthia Brenwall is repairing the drawings so that they can be cataloged, reformatted and added to the Archives' collection of similar items.

Special Projects

For more than thirty years, the Municipal Archives has applied for and received grant funding from both Federal and State agencies to support processing, conservation and re-formatting of archival collections. From 2010 through 2013, the Archives received several major awards from the New York State Archives Local Government Records Improvement Fund (LGRMIF), the New York State Library (NYSL), the National Endowment for the Humanities (NEH), and the Cataloging Hidden Special Collections program of the Council on Library and Information Resources (CLIR):

Board of Education Photograph Collection:

With funding from two New York State programs, the Archives has started to re-house, catalog, and re-format the NYPD crime scene photograph collection. Deteriorating negatives are placed in archival containers, described, and stored in freezers. This is a multi-year effort that will be supported with additional funding from state and federal sources. Project activities commenced in January 2013 with NYSL funding and will continue through June 2014 with LGRMIF support. A funding proposal to continue the project is pending at the NEH, and the Department will apply to the LGRMIF program for additional support in the 2014-2015 application cycle.

Re-housing NYPD Photographs:

With funding from two New York State programs, the Archives has started to re-house, catalog, and re-format the NYPD crime scene photograph collection. Deteriorating negatives are placed in archival containers, described, and stored in freezers. This is a multi-year effort that will be supported with additional funding from state and federal sources. Project activities commenced in January 2013 with NYSL funding and will continue through June 2014 with LGRMIF support. A funding proposal to continue the project is pending at the NEH, and the Department will apply to the LGRMIF program for additional support in the 2014-2015 application cycle.

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Digitizing Department of Bridges/Plant & Structures Glass-Plate Negatives:

In three successive projects supported by LGRMIF in their 2010/2011, 2011/2012, and 2012/2013 funding cycles, the Archives digitized over 20,000 large format 8x10-inch glass plate negatives originally created by the Department of Bridges/Plant & Structures between 1901 and 1939. Of unique historical value, these images depict many City projects. Over 1,500 photographs document construction of the Municipal Building, dating from excavation for the foundation in 1908, and through its completion in 1914. Built as a symbol of the importance of the newly consolidated Greater City of New York, comprising the formerly separate communities of Brooklyn, Queens, Staten Island and The Bronx, the Municipal Building is an iconic example of early skyscraper construction as well as one of the masterpieces of architects McKim, Mead & White. The collection also includes thousands of iconic photographs taken by the Department of Bridges staff photographer, Eugene de Salignac. The work of this extraordinarily talented photographer became the subject of the Municipal Archives' 2009 book publication: *New York Rises, the Photographs of Eugene de Salignac*.

New York City Felony Indictment Records:

Project staff reformatted over 550,000 documents in 48,000 prosecution cases on 546 rolls of silver-halide microfilm. They also produced a digital edition from the microfilm. The project began on July 1, 2010 and was completed June 30, 2013.

Parks Drawings Conservation and Waterfront Survey Scanning and Indexing:

The Archives digitized 3,307 historical architectural records of Central Park and 61 other New York City parks, dating from 1850 to 1934, and approximately 2,000 waterfront surveys, dating from 1870 to the 1960s. The digital images were uploaded to the agency website gallery in January 2014. The project also included conservation treatment of recently accessioned parks drawings. Project activities took place between July 2012 and June 2013.

New York District Attorney Case Files:

In a continuation of a previous successful New York State Library-funded project, the Archives preserve and improved access to 7, 526 New York County estate inventories through indexing and creation of a microfilm edition. Project staff stabilized the documents, removed clips, ribbons, seals, and other fasteners as necessary and re-housed them in archival containers. Project activities took place between January and June 2012.

Cataloging Artifacts and Related Records of the World Trade Center Attack on September 11, 2001:

In its first award from the CLIR program, Archives staff cataloged 360 cubic feet of records over the course of the year-long project completed in June 2013. The collection consists of unique materials collected from the family help center at Pier 94, the annual memorial services at Ground Zero, and from public venues such as Union Square Park and the Battery.

New York District Attorney Case Files:

Commenced in July 2013, project staff will copy approximately 50,000 deteriorating brittle case file jackets, place original documents in appropriate archival containers, and create an index to the series searchable by defendant's name or the offense. It is scheduled for completion in June 2014.

Digitizing Department of Bridges/Plant & Structures Glass-Plate Negatives:

In three successive projects supported by LGRMIF in their 2010/2011, 2011/2012, and 2012/2013 funding cycles, the Archives digitized over 20,000 large format 8x10-inch glass plate negatives originally created by the Department of Bridges/Plant & Structures between 1901 and 1939. Of unique historical value, these images depict many City projects. Over 1,500 photographs document construction of the Municipal Building, dating from excavation for the foundation in 1908, and through its completion in 1914. Built as a symbol of the importance of the newly consolidated Greater City of New York, comprising the formerly separate communities of Brooklyn, Queens, Staten Island and The Bronx, the Municipal Building is an iconic example of early skyscraper construction as well as one of the masterpieces of architects McKim, Mead & White. The collection also includes thousands of iconic photographs taken by the Department of Bridges staff photographer, Eugene de Salignac. The work of this extraordinarily talented photographer became the subject of the Municipal Archives' 2009 book publication: *New York Rises, the Photographs of Eugene de Salignac*.

Improving Access to Board of Education Records of Curriculum and Educational Outcomes

With LGRMIF support in the 2011/2012 funding cycle, the Archives improved public access to curriculum materials, and to records of research on educational outcomes in its Board of Education collection. The questions of what should be taught and how that should be done have always been of central concern to educators and to parents and citizens. Similarly, the effort to measure educational achievement remains a core issue in educational policy debates. Over the course of the year-long project, staff arranged and described curriculum materials, including courses of study, syllabi, and a wide range of resource materials prepared as guides for teachers. Dating from 1900 to 1999, they include experimental units or curricula as well as those formally adopted for use throughout the schools. Project also prepared inventories of several series of reports, produced primarily from the 1920s to 1960s by the Board's research bureaus, aimed at measuring the effectiveness of educational experiments, the aptitudes and achievements of pupils on citywide tests, and other educational outcomes.

The Harbatkin FOIL Litigation:

One of the most significant series within the Municipal Archives' comprehensive collection of historical records of the Board of Education are the files of the office that investigated alleged "Communists" within the ranks of staff and teachers. The records date from the 1930s through the 1960s. The Archives devised access guidelines that protect the privacy

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of the individuals who are the subject of these files but do not impede research in this important episode of the City's history. The guidelines provide open access for researchers if they agree not to publish names.

In 2009, one researcher, Ms. Lisa Harbatkin, declined to agree to these guidelines and sued the agency for unrestricted access under the FOIL statutes. Records enlisted the assistance of the Law Department for assistance in the litigation. On March 18, 2010, New York State Supreme Court Justice Marylin G. Diamond upheld the validity of the Department's rules regarding access to the files. Judge Diamond decided the rules were consistent with FOIL regulations, and properly provided access to the records for scholarly purposes, while protecting the privacy of those named in the files.

Ms. Harbatkin appealed the decision, and on May 31, 2011, the Appellate Division (First Department) of the New York State Supreme Court affirmed the decision of State Supreme Court Justice Diamond. Ms. Harbatkin subsequently appealed this decision, and on June 5, 2012, the New York State Court of Appeals issued a decision modifying the Appellate Court ruling. The Court ruled that all materials must be released to the appellant, Lisa Harbatkin, except in instances where individuals were given explicit promises of confidentiality. Most of the files Ms. Harbatkin requested included the "explicit promise" statement; consequently she appealed this decision to the Supreme Court of the United States. Finally, on February 19, 2013, the Supreme Court no

tified the Law Department that they had denied Harbatkin's petition for a writ of certiorari. In other words, the Appellate Court ruling held.

Municipal Archives Collection Highlights:

Photographs – over two million images dating from the late 19th to the early 21st centuries

New Amsterdam Records – manuscripts of daily life four centuries ago in the most important port in the Dutch colonial empire

Central Park Plans – 1,500 renderings of the architectural features of the park that are works of art

Estate and Farm Maps – poly-chrome maps of the original farmlands in Manhattan and Brooklyn

Brooklyn Bridge Plans – 8,000 renderings of one of the most important public works achievements of the 19th century

Vital Records – over nine million birth, death and marriage records—an essential resource for family historians from around the world

Waterfront Surveys – extraordinarily detailed maps of the city's hundreds of miles of waterfront

Criminal Court and District Attorney records – three centuries of docket books and case files pertaining to the administration of criminal justice—the most comprehensive collection in the English-speaking world

Board of Education records – an unequaled source for the study of the history of education

Mayors Papers – correspondence files that provide documentation on virtually every topic in American urban history over nearly two centuries

9/11 Artifacts – diverse material and memorabilia related to the attack on the World Trade Center and the city's response



911 Flag, pictured



Pictured above,

WNYC – audio recordings and film footage from the nation's first municipal broadcasting station

Parks Department Records – four decades of records created by legendary Commissioner Robert Moses

Almshouse – ledger books with unique information about the city's less fortunate citizens

City Hall Library

The City Hall Library celebrates its 100th Birthday!

One hundred years ago, on March 31, 1913, the City Hall Library opened its doors at 280 Broadway. In his welcoming remarks at the opening ceremony, Comptroller William A. Prendergast announced that the Municipal Reference Library (as it was called then) "... should be a 'fact centre.' To it, public officials, public employees, civic organizations, and citizens generally, should be able to appeal for information on any subject that may reasonably be considered within the domain of municipal performance. " Later, in his remarks, Mayor William Gaynor predicted that the library "... will grow, and grow rapidly, the object being to bring into one library all information and statistics...."



City Hall Library pictured above

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Relocated to the 22nd floor of the Municipal Building in 1930, the library moved to 31 Chambers Street in 1981, when it joined the Municipal Archives and the Records Management Division as part of the newly created agency, Department of Records & Information Services. During 2011 and 2012 the Library received a much needed renovation, with new carpeting, comfortable seating and computer terminals.

Open to the public, the CHL maintains a collection of over 350,000 unique reports, books, periodicals, and documents, both historical and contemporary, produced by, and about, NYC municipal government.

Between 2010 and 2013, more than 2,200 city agency publications became instantly available on-line via the agency website as part of the Local Law 11 mandate. In total, over 6,500 publications are accessible via the website.

Stephen Ferrell Article Photo

Quote from August 5, 2013 Stephen Ferrell article:

"...Nothing on the street outside says that it is there. First-time visitors must push through a revolving door of a court building in Lower Manhattan on faith, and hear their footsteps echo across a vast marble lobby before they finally glimpse a set of wooden double doors near a staircase leading down to a goblin-dark basement...."

A Library Where the Hush is Over Its Very Existence, by Stephen Ferrell
New York Times, August 5, 2013

The City Hall Library collection includes both contemporary and historical publications. It's holdings are often the only source for defunct and obsolete city agencies such as the Department of Traffic and the Department of Docks. Contemporary materials include the Landmark Designation Reports and Mayor's Management Reports in hard copy. The hard copy and electronic collections are excellent resources for the researcher and can complement each other.

The Library core collection includes:

Annual Reports – published by City agencies, many dating back to nineteenth-century

Budgets – city budgets from 1860 to the present

Proceedings and Minutes – of the City Council and other legislative bodies and the Board of Estimate

Biographical files – clipped from area newspapers and periodicals—a handy resource for information about local officials

Mayoral committees and commissions –

Street name index – an annotated history of street names in the five boroughs

Rules and regulations of City agencies – Health, Fire, Buildings, Transportation and others

Federal, State and other public agency publications –

Clipping and pamphlet files – arranged by subject; unique and diverse information from newspaper and other periodicals—excellent resource for neighborhood research

Rules and regulations

Civil service materials – job descriptions, previous examinations (1970s and 1980s), eligibility lists, and salary ranges for NYC civil service titles

Civil List – list of all current City employees, published annually

Awards, Outreach, Promotion, and Staff Highlights

Records achievements in expanding public awareness of its holdings and services have been recognized in several venues:

On November 2, 2013, Marcia Kirk, Municipal Archives Director, presented Beyond the Basics: Genealogical Research at the Municipal Archives of the NYC Department of Records" at the 2nd annual meeting of The Genealogy Event. Over 400 visitors stopped by the Archives' table with questions for staff members Barbara Hibbert, Researcher; Alex Hilton, Visitor Center Coordinator; Joel B. Castillo, Web Master and Marcia Kirk.

At the third annual Engage NYC ceremony on September 12, 2013, Records won the award for Best Regularly Scheduled Posts on Twitter and Facebook for its #thisdayinhistory series. Municipal Archives Director Marcia Kirk and Human Resources Director Naomi Pacheco accepted the award on behalf of the agency.

The Department of Information Technology and Telecommunications recognized Joel B. Castillo, Web Master, with the DoITT Excellence in IT Service and Support Staff Award on February 6, 2013 at the Brooklyn Marriott. This award is part of the Excellence in Technology Awards Program.

On October 19, 2012, Records won the award for Best Use of Photos in Social Media from NYC Digital at their second annual Engage NYC ceremony. Deputy Commissioner Eileen Flannelly, and Visitor Center Curator Marcia Kirk accepted

the award at the event which took place at Google's Eighth Avenue Manhattan headquarters. In August 2012, Records launched a Facebook campaign showcasing three former New York City Mayors—Edward Koch, John Lindsay, and Fiorello LaGuardia. Each Facebook page featured historical photographs and other materials from the Archives' collection.

The Friends of the Upper East Side Historic Districts honored the Department of Records/Municipal Archives at their 30th Annual Meeting and Awards Ceremony on April 2, 2013. The Friends presented the Archives with their Technology Award for the successful on-line launch of over 870,000 historical photographs. Michael Lorenzini, Curator of Photography, accepted the award on behalf of the agency.

Outreach/Promotions/Press:

November 2011: NYC Media began broadcasting a new television program, "Mr. Mayor," that features film footage from the collection of the Municipal Archives. Hosted by veteran WNBC reporter Gabe Pressman, Mr. Mayor focuses on pivotal moments in the tenures of mayors from William O'Dwyer to Rudolph Giuliani, painting a picture of the evolution of the City as seen through the prism of mayoral challenges.

April 18, 2013: NYC Media began broadcasting a special short film highlighting the Visitor Center as a new feature in their "That's So New York" series. The segment airs on NYCLife, Channel 25, (Channel 22 for Cablevision subscribers), and can be viewed at <http://www.nyc.gov/vod>.

June 26, 2013: The New Yorker Magazine posted a short video on their new on-line blog that featured Deputy Commissioner Flannelly and Assistant Commissioner Kenneth Cobb. Flannelly and Cobb displayed and discussed historical materials from the collections of the Municipal Archives.

August 16, 2013: Records achieved a major success in its public outreach efforts with the August 6, New York Times feature article on the City Hall Library: A Library Where the Hush Is Over Its Very Existence. The Times devoted a half-page in their print edition to the story, as well as an on-line version including photo slide show and video. (<http://city-room.blogs.nytimes.com/2013/08/05/a-library-where-the-hush-is-over-its-very-existence/?ref=nyregion>.) Subsequently, on August 10, the television news channel New York 1 featured the story as the lead item in its New York Times Close-Up program.

January 16, 2014: Ancestry.com launched special "New York City" pages on its popular website featuring the historical vital record indexes. The world-wide reach of Ancestry led to a 200% increase in requests to the Archives from family historians for copies of vital records.

Staff:

On July 29, 2013, Commissioner Eileen Flannelly appointed Marcia Kirk as Acting Director of the Municipal Archives. Ms. Kirk takes over from Director Leonora Gidlund who retired after almost thirty years of dedicated service.

On October 21, 2013, Joseph Mathis joined the Records team as Budget Director overseeing the budget and procurement for the agency. Mr. Mathis has over fifteen years of New York City budget experience. He replaces long-time budget director Barbara Filiberto who retired from the agency in June 2013.

Many records staff have been recognized at the annual Labor-Management/Quality of Work Life Annual Employee Recognition Ceremonies. In 2013, six staff members received kudos for their service ranging from 10 to 40 years. In 2012, four employees were recognized, and twenty-eight in 2011.

The agency is proud to participate in the annual Customer Service Award program. Leonora Gidlund, Barbara Filiberto, Pearl Boatswain and Michael Lorenzini have received recognition for their exemplary service to the customers and clients of the Department of Records.



Department of Records

The City of New York

Michael R. Bloomberg
Mayor

Department of Records and Information Services

Commissioner

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