

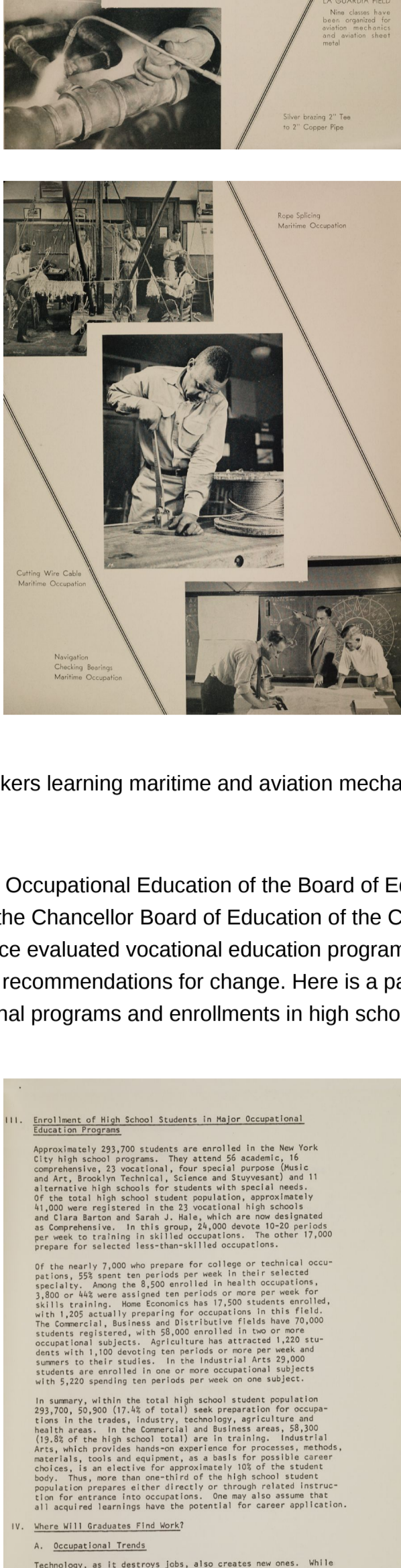
Municipal Library Notes - March 2023

Spotlight on: Vocational Education

By Christine Bruzzese, Director, Municipal Library

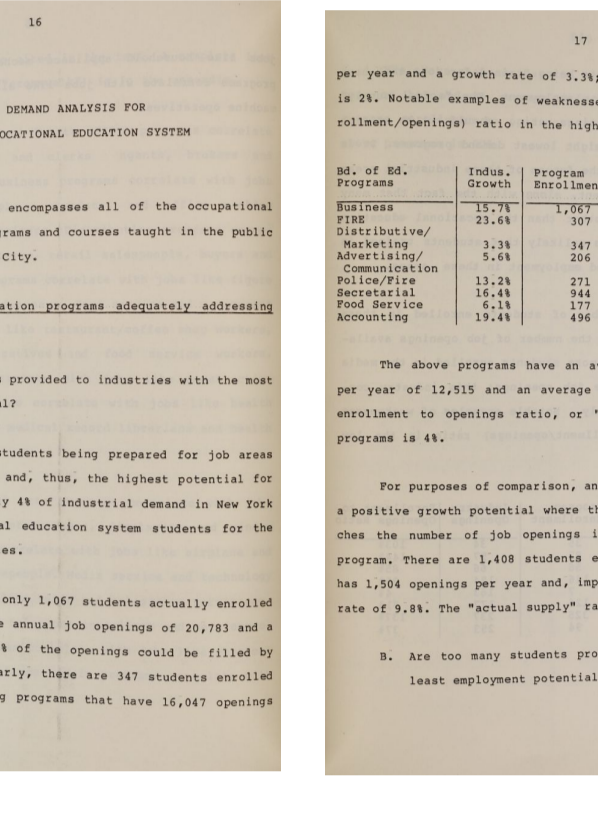
Vocational education prepares students for careers in industrial and trade occupations such as auto service technician, plumber, electrician, and computer support, to name a few. The Municipal Library collection includes materials on vocational education in New York City, particularly in high schools, from the early 1900's to the 2000's.

The War Industries Training Program trained men and women to work in industry and help the United States during World War II. "Vocational Education and the War Industries Training Program: Training for Skills Our First Line of Defense" was published by the Board of Education in 1942. The report describes how the training program was set up in New York City vocational high schools and industrial facilities. Government and private sectors worked together.



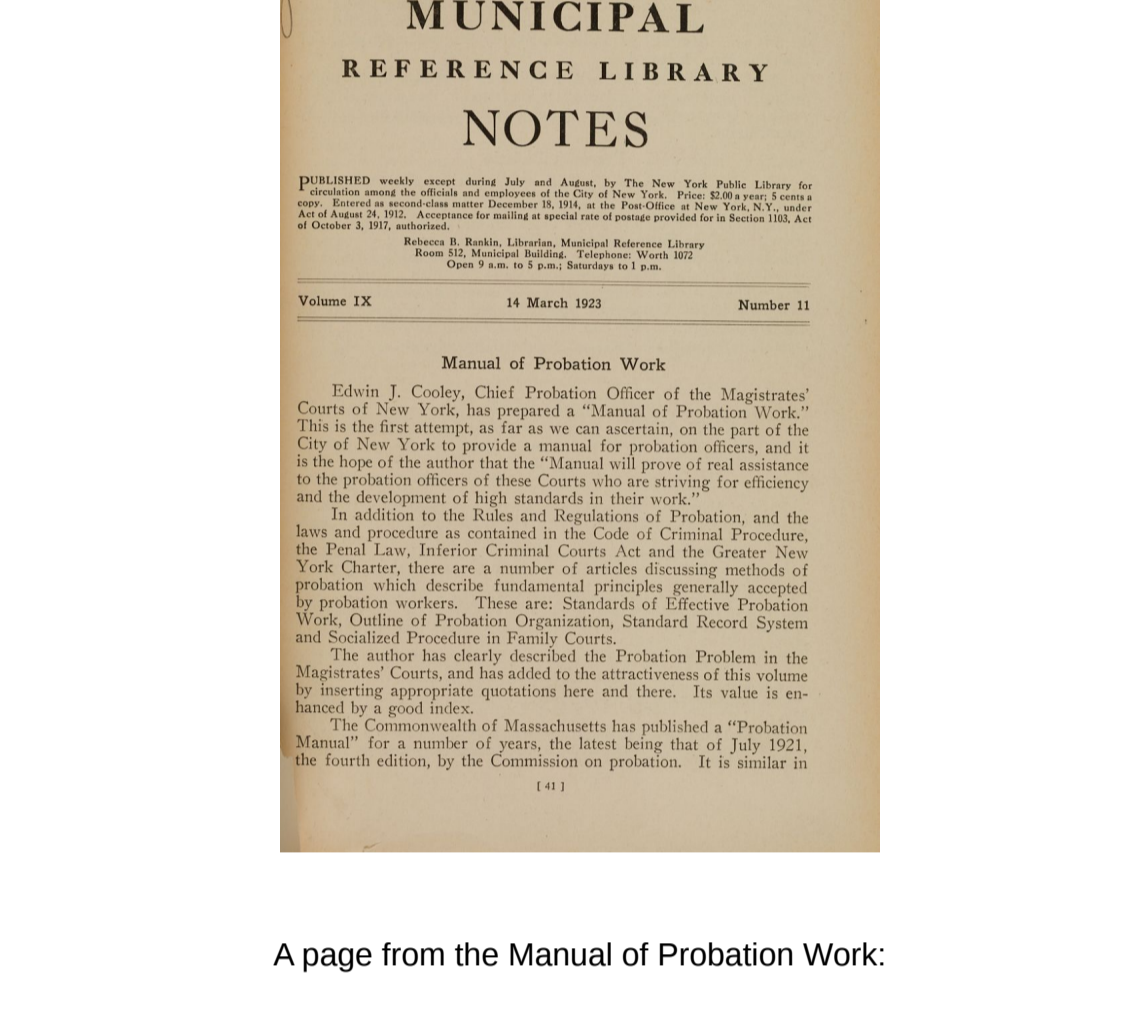
Workers learning maritime and aviation mechanics.

The Task Force on Occupational Education of the Board of Education published "A Final Report to the Chancellor Board of Education of the City of New York" in 1976. This task force evaluated vocational education programs in New York City schools and made recommendations for change. Here is a page from the report discussing vocational programs and enrollments in high schools.



"Vocational Education: Is it Focused on the Jobs of Tomorrow?" was published by the Comptroller's Office in 1986. This study assessed vocational education programs to see if they were adequately preparing students for future careers in the related occupations.

These two pages from the report conclude that students in vocational training are not being provided for industries with the best hiring potential.



Municipal Library Reference Library Notes

Manual of Probation Work

By Christine Bruzzese, Director, Municipal Library

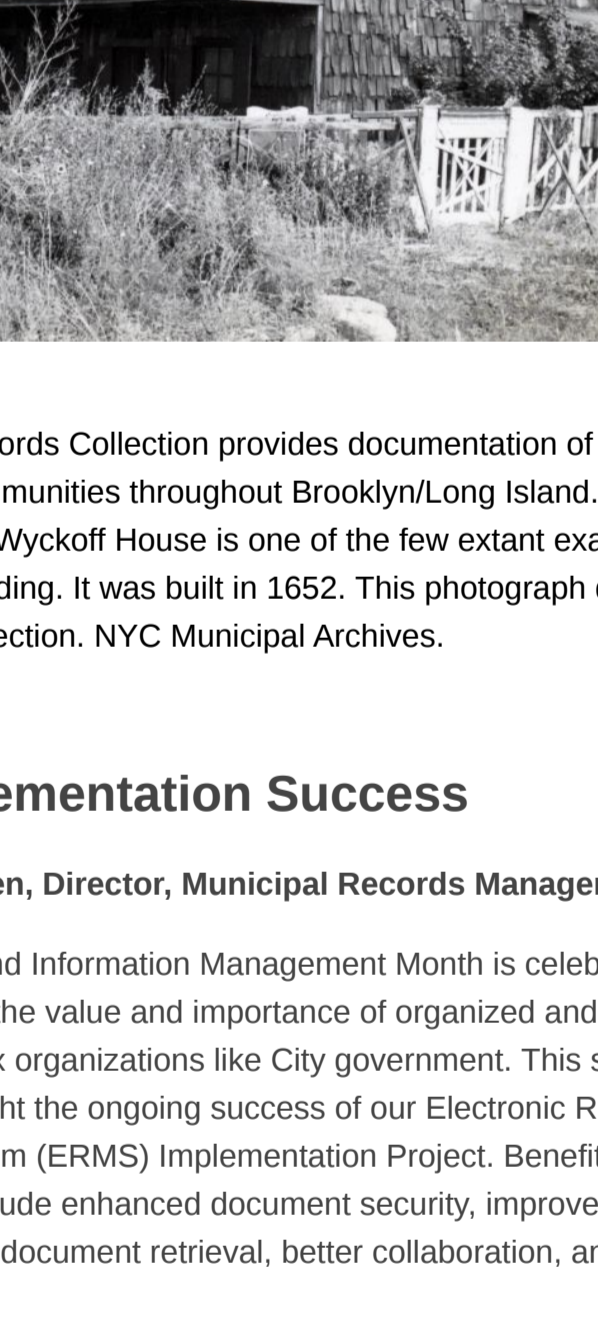
The March 14, 1923 issue of Municipal Library Notes featured an article focusing on the publication "Manual of Probation Work." Believed to be the first manual issued for probation officers in New York City, it was authored by Edwin J. Cooley, Chief Probation Officer of the Magistrates' Court of New York.

A copy of this publication can be found in the Municipal Library. It includes rules and regulations for probation officers and other employees; standards for effective probation work and record keeping and other relevant topics. A brief guide to various state and city laws is also featured.

Here is the article from Municipal Library Notes:



A page from the Manual of Probation Work:



Municipal Archives Old Town Records Project Completed

By Kenneth Cobb, Assistant Commissioner

The Municipal Archives is pleased to report that it has completed the Old Town Records processing and digitization project. Funded by a grant from the National Historical Records and Preservation Commission, the project digitized and provided on-line access to unique New York colonial and early statehood administrative and legal records dating from 1645 through the late 1800s. The records pertain to Dutch and English colonial settlements in New York City, western Long Island, and the lower Hudson Valley. They comprise 189 ledger records and total approximately 72 cubic feet.

The earliest records are written in mid-17th century Dutch which differs from modern Dutch. The records from the English colonial period are written in a combination of old Dutch and English. The materials also include non-contemporary (19th century) manuscript translations and/or transcriptions of the Dutch records.

The provenance of "Old Town" series dates from consolidation of the modern City of New York on January 1, 1898. Previously, the towns, villages, and cities within the counties of Kings, Queens (parts of which are now in Nassau County), Richmond and Westchester (parts of which are now in Bronx County) maintained their own local governments that each created records—legislative, judicial, property, voter, health, school, etc. These local governments were dissolved during the latter part of the nineteenth century, at first by annexation to the old City of New York (Manhattan) or the City of Brooklyn, and finally through the unified City consisting of the five Boroughs in 1898.

The Comptroller of the newly consolidated City of New York recognized the importance of the records of the formerly independent villages and towns and ordered transfer of the Queens, Richmond, and Bronx/Westchester ledgers to the central office in Manhattan. In August 1942, fearing that New York City would be a prime target for enemy invasion, the Comptroller packed the ledger collection into crates and shipped them to New Hampton, N.Y. for the duration of the war. The Archives received the records from the Comptroller in several accessions from the 1960s to the 1990s.

The finding aid was published in September 2022: [Old Town Records Collection](#).

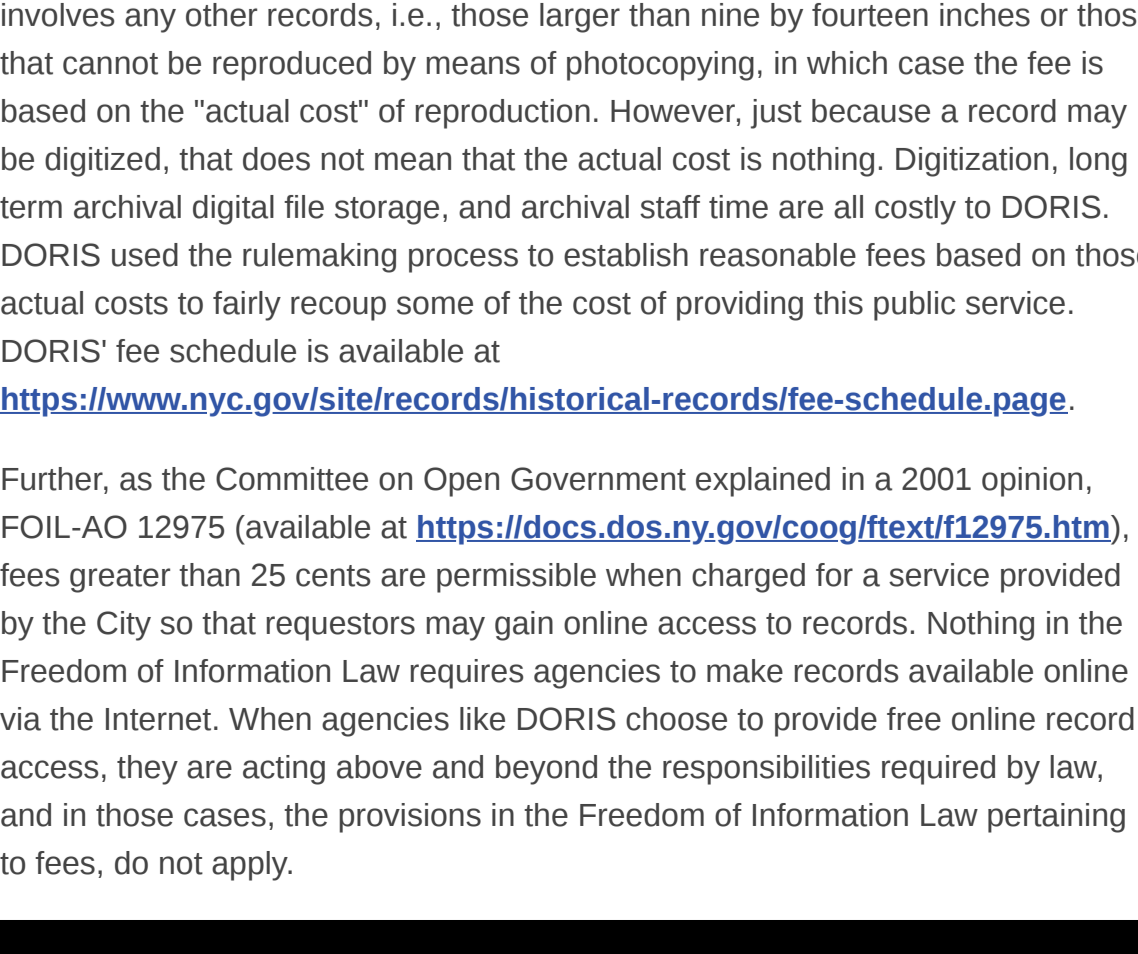
Collection-level MARC records were exported from ArchivesSpace and published in the OCLC and ArchiveGrid.

The digitized records are available in the DORIS online gallery:

- [Brooklyn Old Town Records](#)
- [Bronx Old Town Records](#)
- [Queens Old Town Records](#)

Over the course of the grant period, project staff wrote and published several [For the Record](#) blogs based on the unique content of the records.

- [The Genealogical Possibilities of Manumissions in the Old Town Records](#)
- [Dog Licenses in the Old Town Records, Social Media Post](#)
- [Brooklyn's 370-year heritage of Stray Goats](#)
- [Schooling in Midwout Brooklyn in 1666](#)
- [Drag Racing-1668 Style](#)
- [The Old Town Records Collection- A Frenchman's Possessions](#)
- [New Utrecht- A Library Catalogue ca. 1796](#)
- [Processing the Old Town Records Collection](#)
- [The Problem of Books](#)
- [Oyster Boards in the Old Town Records](#)



The Old Town Records Collection provides documentation of early Dutch settlements in communities throughout Brooklyn/Long Island. This image from the collection, the Wyckoff House is one of the few extant examples of a typical Dutch colonial building. It was built in 1652. This photograph dates from 1963. Property Card collection. NYC Municipal Archives.

ERMS Implementation Success

By Rose Yndigoyen, Director, Municipal Records Management

In April, Records and Information Management Month is celebrated around the globe, highlighting the value and importance of organized and well-maintained records for complex organizations like City government. This spring in NYC, we are proud to highlight the ongoing success of our Electronic Records Management System (ERMS) Implementation Project. Benefits of the ERMS implementation include enhanced document security, improved regulatory compliance, easier document retrieval, better collaboration, and increased productivity.

DORIS is partnering with RecordPoint to provide city offices with the technology to categorize their digital records, assign retention periods and dispose of eligible records. Eighteen agencies have already begun using the record management platform, including DORIS, Corrections, Parks, Emergency Management, Aging, and Transportation. New agencies are on-boarding every two weeks. Currently, over 2 million city records are under management using this platform.

ERMS Implementation is one of the Customer Experience Initiatives supported by the Mayor's Office of Efficiency. Implementation will provide intellectual control of electronic records created and stored by City agencies.

For more information on ERMS Implementation, email dorisrmd@records.nyc.gov

Free Online Access to DORIS' Digital Collections Explained

By Lisa Velasquez, Agency Attorney

The Department of Records and Information Services (DORIS) makes more than 11.7 million records available on publicly-accessible websites to further the agency mission to "foster civic life by preserving and providing access to the historical and contemporary records of New York City government, to ensure that City records are properly maintained following professional archival and record management practices and to make materials available to diverse communities both online and in person."

As of February 23, 2023, 1.6 million digital items are available in the Municipal Archives' digital collections located on www.nyc.gov/records, with more than 10 million additional historical vital records are available at <https://a860-historicvitalrecords.nyc.gov/>.

Making these records available not only furthers the agency's mission, but also satisfies both the language and purpose of the New York Freedom of Information Law (FOIL). By posting records online, as DORIS has done, the agency meets the FOIL purposes of transparency and disclosure. Everyone benefits from access far more effectively and efficiently than providing documents to individuals making one-off record requests.

The simplicity of providing documents online—for both agencies and requesters—has made it an agency-preferred means of providing access to records and a method approved and supported by the Committee on Open Government as "effectively exceeding" the requirements of FOIL.

If you do not have access to the internet, free computer and internet access is available at the Municipal Archives and Municipal Library reference and reading room located at both our 31 Chambers Street, Manhattan and Industry City, Brooklyn locations.

If you desire or need a copy of one of our online digital records, you may download the record yourself free of charge. Only certified copies of digital records requiring staff assistance require purchase according to the agency's [fee schedule](#).

Instructions for downloading a historical vital record:

After searching for a record and navigating to the historical vital record you want a pdf copy of:

1. Right click on the printer icon in the upper right-hand corner of the record.
2. Click print.
3. In printer destination, select "save as PDF." Click Save.
4. Click Save.
5. A "Save as" box will open. Name the file by typing the filename of your choice in the box for filename. DORIS's filename for the record will pre-populate in the save as box. (You may use that filename or replace it with a different file name of your choosing.)
6. After naming the file, save it to the folder or location of your choice by clicking "Save".
7. Alternatively, you can also download a pdf by right clicking on the down arrow/download button located to the left of the print button.
8. If you would like a certified copy, click "Purchase Certified Copy".

After searching for a record and navigating to the historical vital record you want to copy:

1. To download a digital image/record for free, click "Export" located in the upper right-hand corner of the image.
2. To purchase a museum quality print or certified copy of a photo, click "Buy Print" located in the upper right-hand corner of the image.

Some FOIL requestors mistakenly believe that "no matter how a record is produced, the charge is twenty-five cents per page."

§87(1)(b)(ii) of the Freedom of Information Law deals with the fees that agencies may charge for reproducing records; and contains two components. One deals with photocopies of records up to nine by fifteen inches, in which case, an agency may charge a maximum of twenty-five cents per photocopy. The other involves any other records, i.e., those larger than nine by fourteen inches or those that cannot be reproduced by means of photocopying, in which case the fee is based on the "actual cost" of reproduction. However, just because a record may be digitized, that does not mean that the actual cost is nothing. Digitization, long term archival digital file storage, and archival staff time are all costly to DORIS. DORIS used the rulemaking process to establish reasonable fees based on those actual costs to fairly recoup some of the cost of providing this public service. DORIS' fee schedule is available at <https://www.nyc.gov/site/records/historical-records/fee-schedule.page>.

Further, as the Committee on Open Government explained in a 2001 opinion, FOIL-AO 12975 (available at <https://docs.dos.ny.gov/coog/text/12975.htm>), fees larger than 25 cents are permissible when charged for a service provided by the City so that requestors may gain online access to records. Nothing in the Freedom of Information Law requires agencies to make records available online via the Internet. When agencies like DORIS choose to provide free online record access, they are acting above and beyond the responsibilities required by law, and in those cases, the provisions in the Freedom of Information Law pertaining to fees, do not apply.