



REPORT TO THE MAYOR

ARCHIVES REFERENCE
AND RESEARCH
ADVISORY BOARD

ANNUAL REPORT

2021

DEPARTMENT OF RECORDS
& INFORMATION SERVICES
CITY OF NEW YORK

LETTER FROM CHAIR MARCO CARRION

DEPARTMENT OF RECORDS & INFORMATION SERVICES SOCIAL MEDIA

100

INSTAGRAM

Over 100 Posts and Stories researched
& developed by DORIS.
11% increase in followers.

100

FACEBOOK

Over 100 Posts researched &
developed by DORIS.
36,145 Users Reached.
34% increase in reach.

1,000

TWITTER

Over 1,000 Posts researched &
developed by DORIS.
246,000 Post Impressions.
8% increase in followers.

On behalf of the members of the Archives, Reference and Research Advisory Board, I am pleased to present this annual report for 2021. We want to thank our Commissioner, Pauline Toole, and her incredibly dedicated staff.

Mandated by the New York City Charter, Chapter 72, Section 3009, our board consists of 15 members, appointed by the Mayor to advise the Commissioner on matters at their request and report annually to the government and administration of the city.

Throughout the Pandemic, the Board has continued to meet virtually on a quarterly basis. In addition, our members collaborate in specialized committees: Education, Neighborhood Stories and Social Media, all focused on key, strategic areas. The Board's efforts are defined by our mission statement which declares our commitment to increase public awareness, public access, preservation, strategic partnerships and creating a sustainable future. With the opening of our new state-of-the-art facility in Industry City and our updated and expanded online portal we have more than lived up to that commitment.

I invite you to use the information and ideas included in this report to partner and inform. I believe together we can move forward ensuring our goal of preservation of our city's cultural and historic records.



ABOUT THE MUNICIPAL ARCHIVES

The Municipal Archives (MA) at the Department of Records and Information Services (DORIS) acquires, preserves, and provides access to City government's historical records. Established in 1977, the Archives oversees more than 221,000 cubic feet of historical materials and responds to approximately 59,000 reference requests annually.

The Archival collections begin with the New Amsterdam and Old Town records (circa 1645) and include subsequent Mayoral, City Council/Aldermanic and City agency records. Noteworthy collections include the Almshouse collection dating from 1759, more than 2 million photographs, and the World Trade Center September 11th collection. The Archives serves world-wide researchers in academic, non-profit, corporate, and government sectors, as well as individuals documenting family history.

Students, scholars, filmmakers, biographers, archaeologists, family historians and the general public find pertinent and unique documentation in the Archives' world-class collections for a variety of uses including books, articles, dissertations, documentaries and set construction.

BOARD MEMBERS

DEPARTMENT OF RECORDS & INFORMATION SERVICES CUSTOMER SERVICE

1,311

LIBRARY AND ARCHIVES

Unique Reference Inquires
Publication | City Agency | Legal
Corporate & Non-Profits
Film & Media | Academic

5,906

FAMILY HISTORY

Total Inquiries APR - DEC, including:
425 In-Person Researchers AUG-DEC
50 First-Time Researchers
40% Reduction in Response Time to fulfill
document requests APR-DEC

4,777

PUBLICATIONS

4,777 publications acquired by the
Municipal Library in 2021.

ARRAB BOARD

Jason Bauman
Brian Carlin
Marco Carrion, Chair
Alison Cornyn
Pamela Cruz
Sarah Gonzalez
Glenda Grace
Idilio Gracia Peña
Lillian Jean Baptiste
Richard Moylan
Rebecca Pou
Tom Shcherbanko
Robert Snyder
Eric K. Washington
Peter Williams

DEPARTMENT OF RECORDS AND INFORMATION SERVICES, CITY OF NEW YORK | 2021

Bill de Blasio, Mayor
Pauline Toole, Commissioner
Kenneth R. Cobb, Assistant Commissioner
Sylvia Kollar, Director, Municipal Archives



MISSION STATEMENT

The mission of the Archives, Reference, and Research Advisory Board (ARRAB) is to advise and consult with the Commissioner of the Department of Records & Information Services (DORIS), regarding:

- public awareness of historically significant assets;
- public access to archives and library resources and encouraging use of same;
- DORIS efforts to preserve cultural and historic records;
- strategic partnerships to support DORIS initiatives and potentially generate funding; and
- operations for a sustainable future.

BOARD PLANNING

DEPARTMENT OF RECORDS & INFORMATION SERVICES PUBLIC PROGRAMS & EVENTS

64

VIRTUAL EVENTS

Public Programming includes:
Neighborhood Stories | Author Talks
Lunch & Learn Series | Artist Talks
Brooklyn Bridge Educational Program
WomensActivism.NYC Outreach

1,954

EVENT ATTENDEES

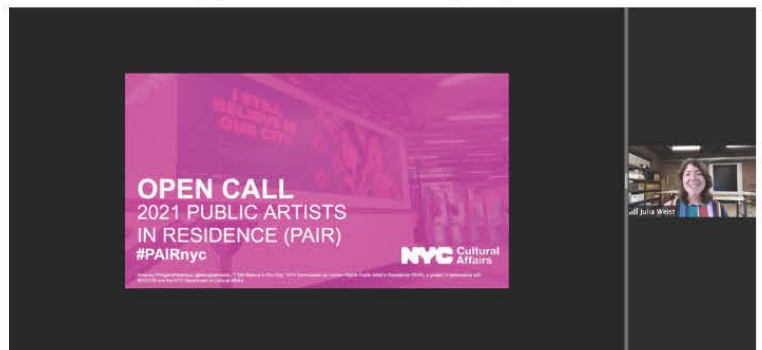
Almost 2,000 persons have
participated in virtual programming
hosted by DORIS.

ARRAB MEETINGS

At quarterly meetings of the board, DORIS staff provides updates on the library, archives and public programming initiatives of the agency. The Board continues to define potential initiatives that support the DORIS mission and align with strategic goals to improve collections access and engage broader audiences. Since the beginning of the pandemic, board meetings have been virtual.

ARRAB GOALS

- Identify social media influencers at various research organizations for engagement with DORIS.
- Review the metrics of DORIS social media outlets and build conversations with users.
- Identify and foster connections with City-wide community institutions.
- Sponsor events and commit to bringing in audiences.
- Coordinate with historians and historical societies.
- Develop classes and educational engagement.
- Develop ideas for ARRAB to help with publicity.
- Utilize ARRAB Board Committees to further hone ideas to support DORIS strategic goals.



ARRAB COMMITTEES

AARRAB instituted committees in 2021. Each Committee has two DORIS staff liaisons. Committees report findings to the entire board. The committees and their goals are:

EDUCATION. Provide educational opportunities for K-12 and college-level students and educators, incorporating holdings of the New York City Municipal Archives and Municipal Library. The committee plans and creates standards-based curriculum with a focus on teaching research skills, critical thinking skills, teaching history through the lens of New York City history, and teaching and learning with primary sources.

NEIGHBORHOOD STORIES. Identify and highlight resources from the New York City Municipal Archives and Municipal Library, as well as external content that is conspicuously drawn from those holdings. The committee also promotes such DORIS projects as the *Neighborhood Stories* initiative, which gathers oral histories of residents in communities that are undergoing social or developmental transition.

SOCIAL MEDIA. Create opportunities to widen the reach of the New York City Municipal Archives and Municipal Library social media channels by partnering with cultural institutions throughout the city.

NEW ARCHIVE SPACE

DEPARTMENT OF RECORDS AND INFORMATION SERVICES | INDUSTRY CITY

After years of planning and construction, climate-controlled space to house the records of the legacy of New York City has been realized. The new location opened to the public for research in July while final phases of moving assets continued through year-end. The Archives, Reference and Research Advisory Board looks forward to working with DORIS on how ARRAB can support community engagement and publicity space for the new space.



DEPARTMENT OF RECORDS AND INFORMATION SERVICES, NEW YORK CITY, RESOURCES

To keep up on recent news and events and educational offerings from DORIS, as well as to request information, vital record copies, or make a research appointment, educators, historians, students and the general public may locate resources via Department of Records and Information Services websites and social media platforms for direct contact or engagement. In addition, there are extensive records with online viewing access.

The Archives Reference and Research Advisory Board looks forward to proudly supporting DORIS initiatives in 2022 and adding value to further promote the vast resources and public programs of the agency and paths to accessing records that align with strategic initiatives.