

**NYC DEPARTMENT OF  
RECORDS AND  
INFORMATION  
SERVICES**

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# **NYC MUNICIPAL ARCHIVES**

**ARCHIVAL REVIEW BOARD  
ANNUAL REPORT: FY23 - FY 24**



# ARCHIVAL REVIEW BOARD

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In 2003, the City Council established the Archival Review Board by passing a local law that amended the City Charter. The amendment details the Archival Review Board's role, terms, and activities. Its prime responsibility is to provide oversight of any outside entity that is evaluating, processing or organizing City government's records of historical, cultural, research or other value. The Board reports annually to the Mayor on the archival processing of City records for that year.

CHAIRPERSON  
PAULINE TOOLE, EX OFFICIO, COMMISSIONER

APPOINTED BY MAYOR BILL DE BLASIO  
YASMIN RAMIREZ

APPOINTED BY MAYOR ERIC ADAMS  
JEFF LOWELL, MAY 2022

APPOINTED BY COUNCIL SPEAKER ADRIENNE ADAMS  
CHOTSANI SACKY, 2024

VACANCY

DORIS STAFF  
KENNETH R. COBB, ASSISTANT COMMISSIONER  
SYLVIA KOLLAR, DIRECTOR, MUNICIPAL ARCHIVES

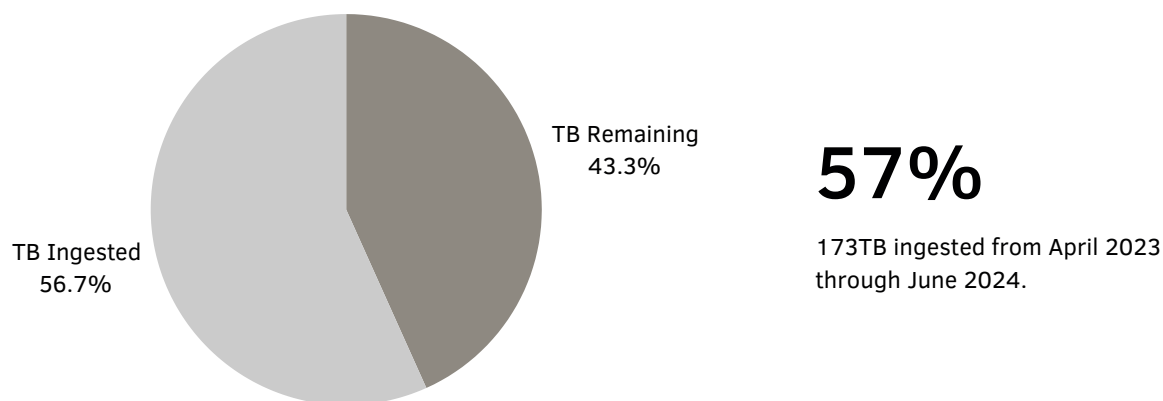
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# DIGITAL PRESERVATION

The Municipal Archives implemented Preservica, a cloud-based digital preservation software that provides an industry standard OAIS (Open Archives Information System) architecture to support file ingest, archival storage, data management, administration, access, preservation planning and long-term digital preservation for multi-format collections.

The purpose of the new application is to increase efficiency, establish a trusted digital repository, and facilitate long-term accessibility of born-digital and digitized collections. The Archives is using Preservica within DORIS' Azure cloud environment to manage more than 300 TB of current digital content. Preservica allows the Archives to integrate hierarchical and naming standards, create preservation-standard and access files, and store digital assets within redundant, geographically-dispersed cloud environments.



# COLLECTIONS MANAGEMENT & ACCESS

## Data Remediation

As part of the Preservica implementation, the Municipal Archives initiated a large-scale data remediation project to:

- Identify and reconcile the various storage locations of digitized content which included two separate cloud environments, numerous local servers, and external media.
- Identify and/or confirm the collections where digitized content originated and organize the files according to the established hierarchy.
- Identify and centralize legacy inventories describing digitized assets.
- Update inventory content to follow Dublin Core metadata standards, including collection identifiers, dates, titles, descriptions, and some subject terms.

**Remediation by the Numbers**

48 collections  
1,004,238 files



# COLLECTIONS MANAGEMENT & ACCESS

## Reparative Description

During Fiscal Year 2024, DORIS embarked on a Diversity Equity and Inclusion and Access (DEIA) initiative. The agency hired a NYC Service Corp member to create a framework for examining and revising data created or used by archivists to identify or characterize archival resources. This addresses practices that may have excluded, silenced, harmed, or mischaracterized marginalized peoples.

The Municipal Archives tasked the Service Corp member deliverables for research, assessment, and development for the initiative. Specifically, the work consisted of broadening access to library and archival collections, educating and engaging staff in best practices for inclusive and reparative description, and initiating community engagements that may inform the needs and development for the program.

Over the year, the service member hosted six sessions with 49 DORIS staff members to introduce them to DEIA. The service member conducted “In her Own Name,” a research-a-thon to identify and add names to the metadata for women who were only identified by their husband’s name, father’s name, or by their title. Twenty members of the public remediated names for 108 images and videos.

The Service member worked with archival staff to draft and publish a harmful content statement for the [DORIS website](#). This statement alerts users to the fact that they may encounter graphic and violent imagery or outdated and harmful language they can report to DORIS.

The buttons here were created by Israt Abedin, the City Service Corp Member, who recognized reference, preservation and data remediation as important elements of DEIA at DORIS.



# COLLECTIONS MANAGEMENT & ACCESS

## Resource Records

The number of collection guides published online is a key accessibility indicator for the Municipal Archives. The MA published nine resource records over the reporting periods, including:

**New York Police Department  
Intelligence Unit records, 1930-  
2013**

**New York City Civil War draft riot  
claims, 1863-1868**

**Old Town records, 1630-1943**

**Charles “Lucky” Luciano closed  
case files, 1929-1943**

**James J. Hines closed case files,  
1921-1955**

**Grover A. Whalen papers, ca.  
1895-1958**

**New York City tax assessment  
property cards, 1926-1991**

New York August 1863  
The Corporation of the City of New York.  
To Ann Garvey, D<sup>o</sup>.

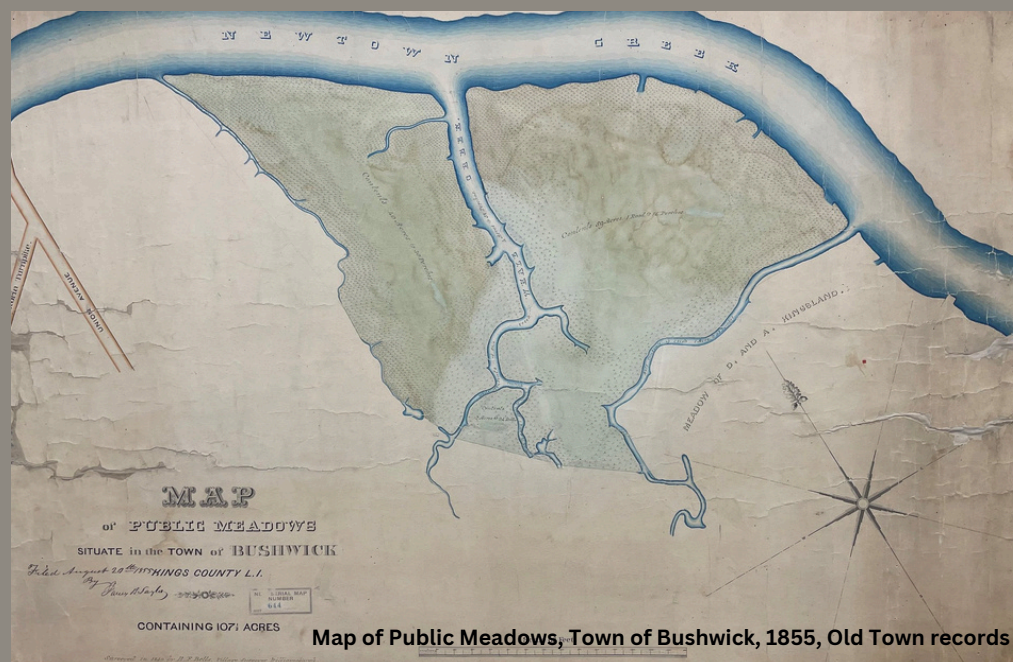
To loss and injury sustained by reason of the decease of her husband Patrick Garvey, whose death was caused by a gun-shot wound inflicted upon his body during the progress of a Riot created by a Mob, in the public streets of the City of New York on the 15<sup>th</sup> day of July 1863, and while the said Patrick was peacefully attending to his usual business avocations.

\$ 5000.00

Claim made by Ann Garvey for the death of her husband during the riots, New York City Civil War draft riot claims



Sweepers at Earth Day celebration, Union Square Park, 1970



Map of Public Meadows, Town of Bushwick, 1855, Old Town records

# GRANTS

## Institute of Museum and Library Services (IMLS) Brooklyn Bridge (2022-2025)

Over the course of the three-year project, the Municipal Archives will conserve approximately 2,240 drawings detailing the design, construction, and subsequent alterations of the Brooklyn Bridge. The collection of 10,000 drawings dates from 1867-1950, and includes watercolor, graphite, pen and ink drawings, as well as photo-reproductions. The project implements much-needed repairs and stabilization treatments for these materials, improving their accessibility to researchers, and also supporting future efforts to fully digitize the collection. The grant also included funds to purchase and install custom shelving and flat files to store oversized drawings in the collection. In the second year of the grant, conservation staff completed treatment on 820 drawings and began the shelving installation.

## New York State Local Government Records Management Improvement Fund - Nitrate film reformatting

The Municipal Archives received LGRMIF support to reformat deteriorating nitrate motion picture films and still images to stable polyester-based duplicates. The Archives' nitrocellulose film-based collections include the Board of Education, Art Commission, Manhattan Borough President's Office, and New York Police Department. The priority collection to reformat was the WNYC-produced motion picture films dating 1950-1954. A total of 868 nitrate films and photographic negatives were reformatted.



Dating from 1949 to 1996, the WNYC TV moving image collection includes mayoral press conferences, dignitaries visiting City Hall, and educational films about city government. *At the Mayor's Desk*, was among several nitrate films to be reformatted.

# GRANTS

## New York State Library Conservation/Preservation Program- Old Town re-housing FY23

Beginning in July 2022, Municipal Archives staff began work to vacuum, house, and assess volumes in the Old Town collection. By the end of the grant period, project staff housed or rehoused a total of 2,681 volumes, in addition to 25 cubic feet of tri-folded documents and related materials, exceeding the original goal of 2,100 volumes.

## New York State Library Conservation/Preservation Program- Buildings Plans FY24

The goal of this project was to preserve an additional 10,000 architectural records of buildings comprising the Lower East Side and East Village, continuing efforts to preserve the Archives' full collection of Lower Manhattan building plans. By the end of the grant period, project archivists processed and rehoused 11,350 plans. They repaired 2,737 plans, and added pertinent cataloging information for the processed materials to the larger Buildings Plans Project spreadsheet.

## Peck-Stacpoole Foundation-1890 Census Project

The 1890 Census, also known as the Police Census, is a unique resource of great importance to the genealogical community and New York City historians. Its significance is based on the loss of the 1890 federal census due to a fire. The information the Police Census provides about the City's population during a period of massive new immigration during the latter part of the 19th century is not available elsewhere. The Archives received funding from the Peck Stacpoole Foundation to complete the digitization, description, and transcription of the 1890 Police Census Collection. 567 volumes consisting of 53,955 image were completed in FY23-FY24.

STREET	No.	NAME	SEX	AGE	
				Adult	Minor
Cochran Slip	2	James M <sup>c</sup> Cann	Male	27	
"	2	Mary	Female	23	
"	2	Maggie	"		2
"	2	Mary	"		2 <sup>da</sup>
"	2	Lizzie M <sup>c</sup> Brath	"		16
"	2	James Hanlon	Male	54	
"	2	Ellen	Female	55	
"	2	Mary	"		21
"	2	Jimmie Brennan	"		17
"	2	Matthew	Male	23	
"	2	Mary	Female	24	
"	2	Mary Connel	"		16
"	2	Alber Bentley	"		24
"	2	Maggie Connel	"		30
"	4	William S. Bunde	Male	33	
"	4	Katie	Female	26	



# PRESERVATION & CONSERVATION

## Metropolitan Museum of Art Collaboration

Conservation staff initiated a successful proposal to the Metropolitan Museum's Scientific Research Department in FY 2024. The goal of the project is to conduct scientific analysis on a selection of the Brooklyn Bridge original drawing plans to support conservation treatment. The project has also forged new connections and collaboration with another major New York City institution.

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# PRESERVATION & CONSERVATION



## Foundation for Advancement in Conservation - Photo Conservation workshop FY23

The Conservation and Preservation Unit hosted a four-day workshop on photo conservation basics sponsored by the Foundation for Advancement in Conservation and taught by photo conservators Barbara Lemmen of Conservation Center for Art and Historic Artifacts, and Greg Hill of the Canadian Conservation Institute.



# REFERENCE & RESEARCH SERVICES

Reading rooms at 31 Chambers St. and Industry City saw an increase in patron visits from 29,891 in FY 2023 to 31,130 in FY 2024. Staff spent an average of 46 hours per month to research patron requests.

USERS [Unique Visitors]	REQUESTS
DIGITAL COLLECTIONS FY23: Data is missing from transition to Google Analytics to GA 4 FY24: 49,028	ON-DEMAND FILES DIGITIZED  FY23: 65,428 FY24: 62,049
COLLECTION GUIDES  FY23: 57,618 FY24: 90,746	NEW EMAIL /REMOTE INQUIRIES  FY23: 6747 FY24: 6556
HISTORICAL VITAL RECORDS  FY23: 140,723 FY24: 149,902	PHOTO REPRODUCTIONS  FY23: 1746 FY24: 1988

# SPECIAL PROJECTS

## *Uniting the Boroughs: The Triborough Bridge*

In 2023, DORIS and the Triborough Bridge and Tunnel Authority opened, “Uniting the Boroughs, The Triborough Bridge,” highlighting the 100th anniversary year of the bridge that links three boroughs of the City which provided an enormous economic stimulus to industries along the East Coast during the Depression. Reference staff worked closely with the TBTA to identify and curate selections that reflected the planning, neighborhood impacts, construction, and celebratory openings of the bridge.



# SPECIAL PROJECTS

## Public Artist in Residence, Kameron Neal

On June 16, 2023, Department of Records and Information Services' Public Artist in Residence, Kameron Neal, debuted *Down the Barrel (Of A Lens)*. The screening took place at the Brooklyn Army Terminal's Annex Building.

During Neal's residency at DORIS he examined the digitized NYPD surveillance footage from the 1960s, '70s, and '80s. Neal's interpretation focused on a constellation of moments in the film collection when people stopped to look back directly into the camera lens, acknowledging they were being surveilled.



Designed as a two-channel film installation, one channel contains footage of civilians looking directly into the camera, while the other creates an abstracted portrait of the NYPD through jittery shots of their shadows, trench coats, and shoes. The two channels face one another as a symbolic reimagining of these police encounters.