

**FY 22  
REPORT**

# **ARCHIVAL REVIEW BOARD**

THE DEPARTMENT OF RECORDS  
AND INFORMATION SERVICES  
MUNICIPAL ARCHIVES

# ARCHIVAL REVIEW BOARD

In 2003, the City Council established the Archival Review Board by passing a local law that amended the City Charter. The amendments detail the Archival Review Board's roles, 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 also 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 THE SPEAKER OF THE CITY COUNCIL, COREY JOHNSON

RICHARD K. LIEBERMAN

-VACANCY

## DORIS STAFF

KENNETH R. COBB, ASSISTANT COMMISSIONER

SYLVIA KOLLAR, DIRECTOR, MUNICIPAL ARCHIVES

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# ACQUISITIONS

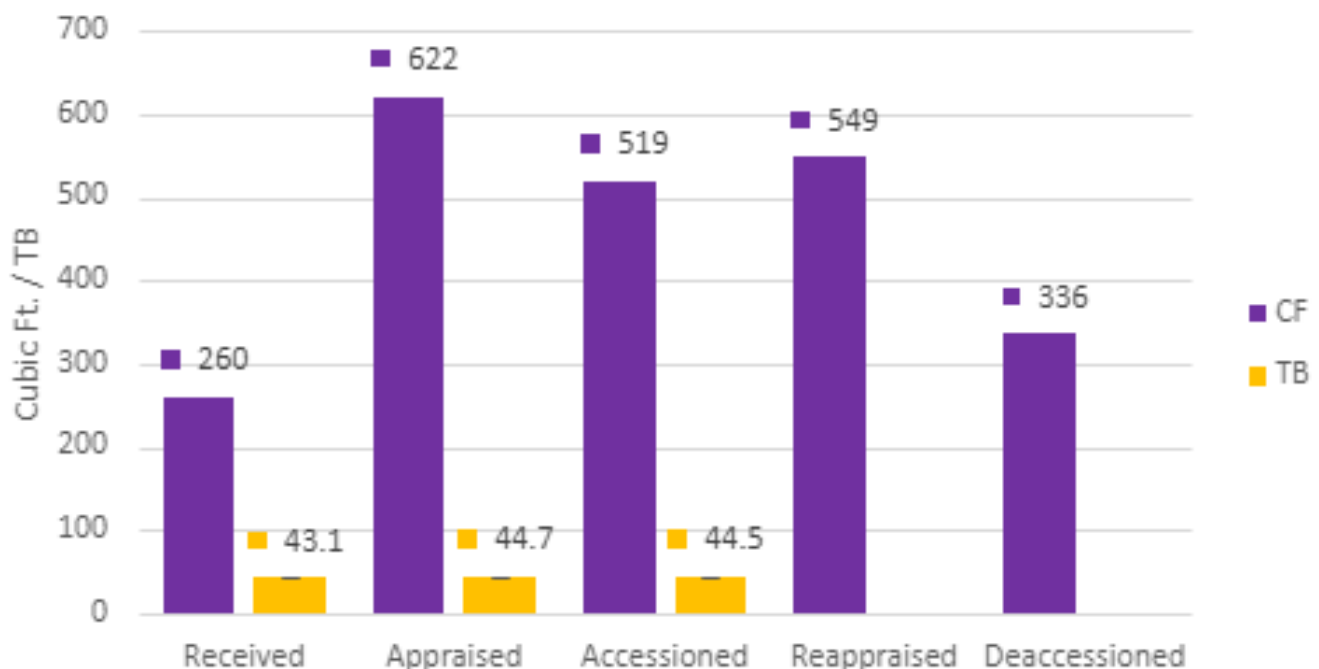
The first quarter of FY22 coincided with the final phase of the Municipal Archives collections move between sites in Brooklyn. During this period, the Appraisals and Accessions Unit focused on preparing to transfer born-digital records to the Archives at the end of the de Blasio mayoral administration. Several software tools were piloted to support and manage such transfers, and outreach to the Mayor's Office, other elected officials, and agencies with outgoing executives was regularly undertaken and remains ongoing.

Between late January and February 2022, the Appraisals and Accessions Unit gained two full-time staff members as a part of a grant from the National Endowment for the Humanities (NEH) American Rescue Plan. Staff conducted appraisals, created accession records, and contributed to significant procedural updates to the Unit's manual. They facilitated the ingest and management of email records using ePADD software.

Accessions included physical and digital collections from the following:

- Department of Cultural Affairs, 1972-2009
- Department of Sanitation executive records and photographs, ca. 1954, 1979-2015
- NYC Media video recordings of public event appearances by Mayor Bill de Blasio and First Lady Chirlane McCray, 2013-2021
- NYC Census 2020 records, 2019-2021

Unit Metrics



# EXPANDING ACCESS

## COLLECTION GUIDES

After several years of preparing the collections management tool, ArchivesSpace, the Agency launched the public facing [Collection Guides](#) site in August, 2021. The site provides online access to archival collections, which can be searched or browsed by names, places, and subjects. In just under a year, the site tracked over 26,600 new users from across the world.

### Collection Guides by the Numbers

3231 accession records published

452 inventories published

80 resource records published

## HISTORICAL VITAL RECORDS ONLINE

The Archives' vital records collection is one of the largest in the country. A mass digitization project was initiated in 2013 to reformat 13.3 million birth, death and marriage records. In March 2022, the Historical Vital Records site launched, providing free online public access to more than 9 million high-quality copies of birth, death and marriage records.

Within 3 months of the launch, the site reached over 2.2 million views and over 170,000 downloads.

BIRTH RECORD, 1881 NYC HISTORICAL VITAL RECORDS

RECEIVED  
JAN 5 1881  
RECORDS OF  
STATISTICS

**RETURN OF A BIRTH.** **302118**

To the Bureau of Vital Statistics, Health Department.  
301 MOTT STREET, New York.

Full Name of Child, (if any,) *Undetermined*

Sex, *Male* Number of Child of Mother, (whether 1st, 2d, 3d, &c.) *6<sup>th</sup>*

Race or Color, (if not of the white race,) *White*

Date of Birth, *Jan 2<sup>nd</sup> 1881*

Place of Birth, (Street and Number,) *88 4-6 Ave*

Full Name of Mother, *Bright Balton*

(Maiden Name,) *Bright Moran*

Mother's Birthplace and Age, *Ireland*



# CONSERVATION AND PRESERVATION

## CORE PREVENTIVE EFFORTS

The Conservation Unit focused on maintaining content in the storage rooms, emergency planning, Integrated Pest Management (IPM), and environmental monitoring. Weekly stacks maintenance activities continued and two training sessions on IPM and emergency preparedness were held at 31 Chambers and Industry City. A preservation survey of the Municipal Library's depository was completed to identify persistent issues and better prioritize collections for treatment.

## TREATMENT PROJECTS

FY Preservation Actions: 5K

### 9/11 Flag

A 50-star U.S. flag that flew at the World Trade Center site on 9/11/2001, and subsequently was carried by the Honor Guard at annual 9/11 commemoration ceremonies required treatment and a long term storage solution. Deborah Trupin, a textiles conservator, and a group of FIT students performed repair, cleaning, and preparation work necessary for display and long-term storage. The flag is now stored at the Industry City gallery space.



CONSERVATION LAB, NYC MUNICIPAL ARCHIVES

# CONSERVATION AND PRESERVATION

## ADOPT NEW YORK'S PAST



DRAWING 149A, PRESENTATION DRAWING, BROOKLYN BRIDGE DRAWINGS AND PLANS, 1869-1981

### John Roebling Presentation Drawing of the Brooklyn Bridge, 149A

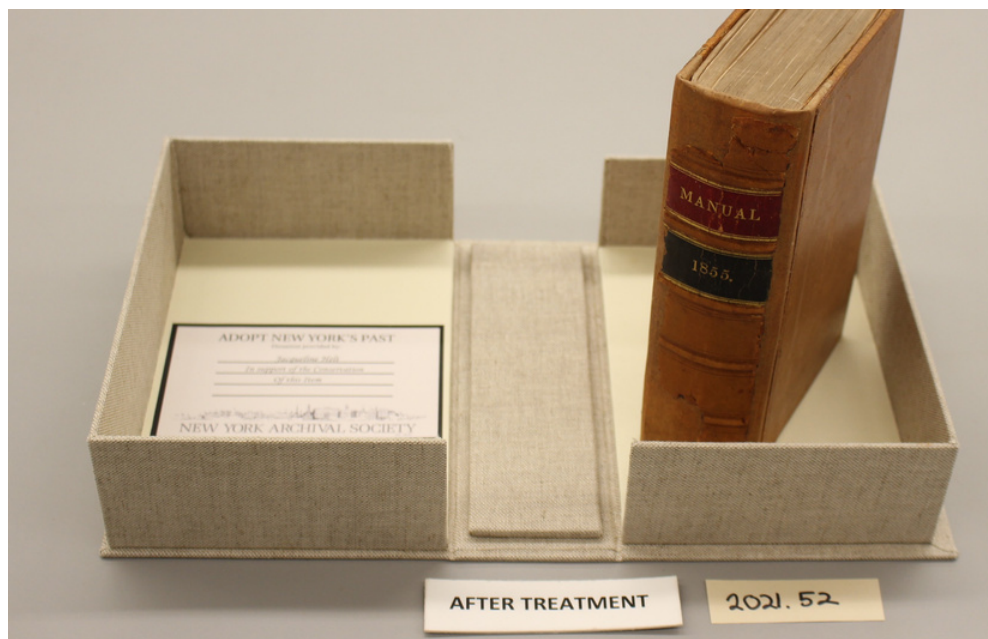
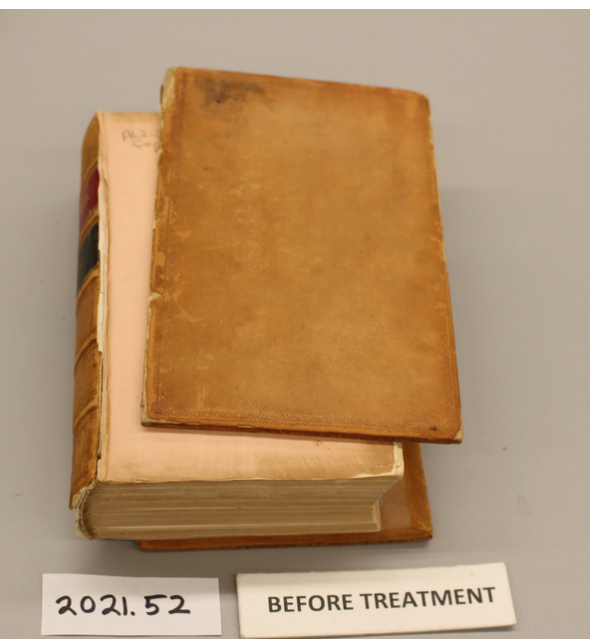
Carol and Mark Willis

The fund's largest donation to date supported conservation work on the 1867 drawing plan for the Brooklyn Bridge, as envisioned by John Roebling. It is one of the most iconic images of the structure. Drafted by Wilhelm Hildenbrand, the massive nearly 14-foot-long drawing depicts the full span of the bridge rendered in inks and watercolors. The drawing has only been publicly exhibited once, at the Whitney Museum in 1976 shortly after the Brooklyn Bridge drawings collection was discovered languishing in a carpenters' workshop under the Williamsburg Bridge.

### Valentines Manual of the Corporation of the City of New York, 1855

Jacqueline Helt

One of the earliest illustrated histories of New York City, Valentine's Manuals documented change in the city each year through legislative and historical information and included original lithographic prints, woodcut illustrations, and maps.





# CONSERVATION AND PRESERVATION

## ADOPT NEW YORK'S PAST

### Newtown Criminal Docket, 1656-1688

Dennis Maika

Among the oldest volumes in the Municipal Archives, the Newtown Criminal Docket details criminal cases in mid-17th century Newtown, Queens. The docket book includes hand-written witness testimony, court rulings, and detailed case descriptions, the volume had suffered heavy damage over time.

*Recorded by me*  
*Wm. Glean Clarke*  
Public Court meeting... these persons  
appear of a Court Body to God I now high  
ly warned by a Sign... Every Dayes neglect  
of them; for Every Dayes neglect  
three Shillings to be put for if 2ss of if  
*Recorded by me*  
*Wm. Glean Clarke*  
that is owing to it shall be sold for  
my; also voted that Thomas...  
Peter... & Jozep... shall  
to take of a house & Land a howe... and  
if faild for if sume and what they do  
conform for an felony & an heere for  
Guan

*Recorded by me*  
*Wm. Glean Clarke*  
Newtown: February 23<sup>th</sup> 1714. at  
that all things belonging to if a  
and pindiction fones shall be a del  
to the act of Assembly of this  
also voted at if James time  
Jozias Fairman shall be if  
this time ventall if first 65

NEWTOWN CRIMINAL DOCKET BOOK, 1656-1688, OLD TOWN RECORDS, 1630-1943

2021.18  
Notes:  
vol. 287  
case



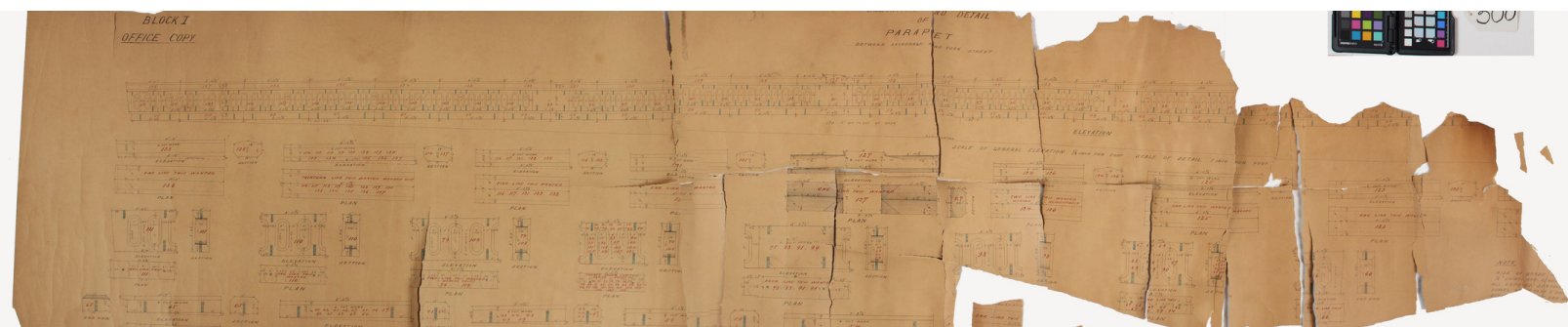
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# GRANT PROJECTS

## IMLS- SAVE AMERICA'S TREASURES GRANT

During the first year of a three-year grant-funded project, the unit focused on purchasing supplies, hiring a conservator and obtaining quotes to install appropriate shelving for the oversized collections. Treatment workflows were refined and digital photography standards were established for on-going documentation.



APPROACH, MASONRY, BROOKLYN BRIDE DRAWINGS AND PLANS, 1869-1981

## LGRMIF- LOCAL GOVERNMENT RECORDS MANAGEMENT IMPROVEMENT FUND

The Department of Buildings architectural drawings and plans for Lower Manhattan processing and rehousing project.

Municipal Archives minimally treated, re-housed and described 10,365 drawings covering 130 blocks including the Financial District, Seaport District, Chinatown, and some of the Lower East Side.

## NYSL- NEW YORK STATE LIBRARY GRANT

A grant extension through December 2022 was authorized to continue preservation and inventory activities for Greenwich Village building plans. The Department of Buildings collection, and specifically the Greenwich Village plans, provide generous examples of buildings that accommodate all the features of city-life, townhouses, office and apartment buildings, hotels, stables, garages, stores, restaurants and more. Many interesting and exciting plans by architects both revered and workaday have been identified and cataloged and are now accessible.

BLOCK 525, LOT 7, FLAGG MODEL TENEMENT, DEPARTMENT OF BUILDINGS ARCHITECTURAL DRAWINGS AND PLANS FOR LOWER MANHATTAN, 1866-1978



# GRANT PROJECTS

## National Endowment for the Humanities (NEH) American Rescue Plan

The Municipal Archives received a grant to fund four full-time archivists for one year. Archivists were hired in late January and early February 2022.

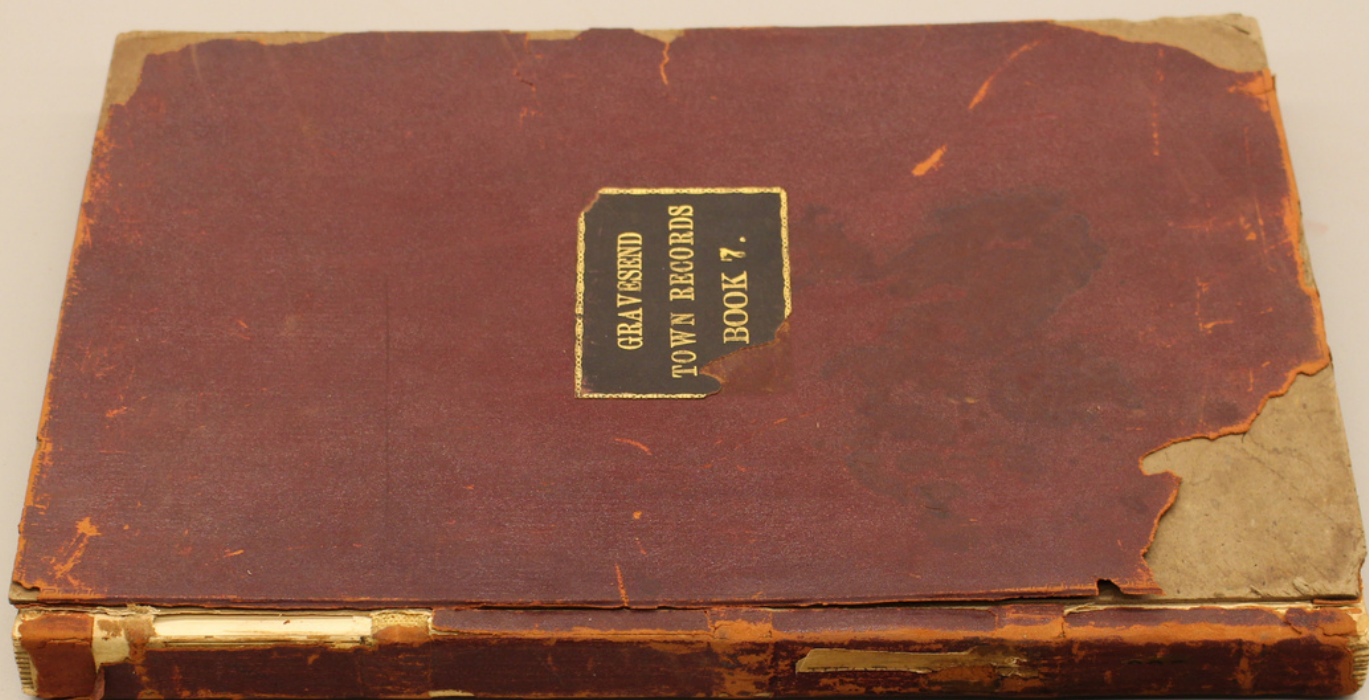
Two archivists assisted in appraising and transferring materials identified as archival from city government offices. During the grant term, the team completed appraising and accessioning a total of 589 cubic ft. and 43TB in FY22.

Two reference archivists assisted patrons onsite and online including family history researchers and genealogists, local community members, school groups, scholarly researchers, documentarians and the general public.

## NHPRC- National Historical Publications and Records Commission

This grant-funded project had a goal to digitize and provide on-line access to unique New York colonial and early statehood administrative and legal records dating from 1645 through the early 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 project started in July 2021. Over 9,800 images were created at the end of the FY, and an item level inventory and finding aid was begun.

GRAVESEND TOWN RECORDS BOOK 7, OLD TOWN RECORDS, 1630-1943



# REFERENCE AND RESEARCH SERVICES

## PUBLIC SERVICES DURING THE COVID-19 PANDEMIC

Reading Rooms at the Municipal Library and Archives re-opened to the public on July 12, 2021. Staff spent several months preparing to resume in-person services. New procedures and workflows were established to accommodate pandemic health and safety requirements.

On October 25, 2021, Commissioner Pauline Toole and Industry City CEO Andrew Kimball presided over a ribbon-cutting ceremony to open the new Municipal Archives storage and research facility at Industry City. In a press release announcing the opening, Mayor Bill de Blasio said “This state-of-the-art storage and research facility will ensure preservation of the City’s heritage for generations to come. The \$22 million facility is the city’s most significant investment in its Archives since establishment of the Department of Records & Information Services in 1977.”

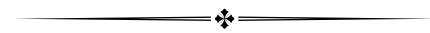


DORIS COMMISSIONER, PAULINE TOOLE AND  
INDUSTRY CITY CEO ANDREW KIMBALL

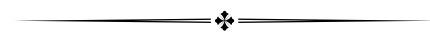
INDUSTRY CITY GALLERY



**Visitors: >1K**



**Email inquiries: >1K**



**On-demand requests for digitized  
materials: >100K images**

# OUTREACH AND SPECIAL EVENTS

## OLMSTED 200

2022 marked the 200th anniversary of the birth of Frederick Law Olmsted, American Landscape Architect. The Department of Records and Information Services joined the national celebration and hosted a pop-up exhibit featuring the original Greensward plan – the winning master plan submitted in 1858 by Frederick Law Olmsted and Calvert Vaux as part of the proposal for the Central Park design competition. Rarely seen in public, the plan was considered a masterpiece of 19th century landscape architecture. The Greensward plan was shown alongside Egbert Viele's 1855 topographical map of the site.

SECTION OF GREENSWARD PLAN, 1858, NEW YORK CITY PARKS AND PARKWAYS DRAWINGS AND PLANS, 1855-1962



## PUBLIC ARTISTS IN RESIDENCE

The Department of Records and Information Services, along with the Department of Cultural and Library Affairs, hosted Kameron Neal as a Public Artist in Residence (PAIR). The PAIR municipal residency program embeds artists in city government offices to propose and implement creative solutions to pressing civic challenges.

Kameron Neal is a multidisciplinary artist working at the intersections of video, performance, and design. A Princess Grace Awardee and NYSCA/NYFA Fellow, Kameron is interested in exploring how video can move beyond the screen and interact with real space and real people in real time. At DORIS, Kameron is imagining new ways to access, present, and use a vast store of recently digitized video content from the 1970's and 80's that captured pivotal events of the era. In discussing the June 2023 presentation of his work, Kameron said: "in a moment when people are thinking critically about the role of policing in our communities, how am I, a black queer artist, uniquely positioned to reclaim and repurpose NYPD surveillance footage that framed my people "enemies of the status quo"? As an artist that works at the intersections of video, design, and performance, I'm interested in using technology to breathe new life into stories from our city's past. If the archive is documentation of the people, how can it better serve the people? I'm interested in inviting community to participate in the creation of a new kind of archive."