

How to Find Business Records

by Christine Bruzzese

New York State Department of State.

The NYS Department of State, Division of Corporations, maintains a database of all for-profit and non-profit corporations, limited liability companies and other kinds of businesses that are incorporated in New York State. Located at www.dos.state.ny.us, this database can be searched for information on active and inactive corporations. Usually the information will include name, address, initial filing date and name of chief executive officer. Status as active or inactive is also indicated. To reach the Division of Corporations by telephone, call (518) 473-2492.

Division of Old Records. The Division of Old Records, New York County Clerk's office, maintains files of corporate and business certificates from 1818 to 1938 and assumed business name certificates from 1900 to 1924. This office can be reached at (646) 386-5395. Archivists at Old Records may be able to provide assistance on where to locate current business records for New York County and similar materials for other counties. Generally these records are kept at the County Clerk's office in each borough.

Mayor's Office of Contracts. Check the Mayor's Office of Contracts website at www.nyc.gov/moc for assistance in locating information on city contracts and contractors. It is not possible to search for and print out most of these records online. The website offers assistance as to what kinds of reports and documents can be requested from the Mayor's Office of Contracts Public

Access Center. Telephone number for this Center is (212) 341-0933. The City Hall Library does **not** keep copies of vendor contracts and does not offer access to the VENDEX computer system, which contains vendor information. At the website www.nyc.gov/vendorsearch, it is possible to search for vendors that do business with the city and obtain some details.

City Record. The *City Record* publishes all solicitations and awards for city contracts. The online version can be found at: <http://a856-internet.nyc.gov/nycvendoronline/home>. Search help and frequently asked questions are given. Hard copy of the *City Record* is kept at the City Hall Library from 1980 to the present. Older issues can be requested and retrieved from offsite. The Library does not maintain a collection of plans, drawings, proposals and other materials related to solicitations and awards. Contact the individual city agency requesting proposals and bids.