



The New York City Department of Records and Information Services

31 Chambers Street, Room 305, New York, NY 10007

Pauline Toole, Commissioner

Telephone: (212)788-8607

Email: PToole@records.nyc.gov

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The New York City Conflicts of Interest Board

2 Lafayette Street, Suite 1010

New York, NY 10007

Attention: Ethan Carrier

Dear Mr. Carrier

I am writing to inform the Conflicts of Interest Board (COIB) that, pursuant to the rules of the COIB, I have approved a limited consultancy with the former Chief Information Officer (CIO) at the Department of Records and Information Services (DORIS). The consultant, Praveen Panchal retired from DORIS in October, 2023.

DORIS brought on a new Chief Information Officer in December, 2023. During the past six months, he has assessed the agency's technology needs with a goal of maximizing cloud-based storage and utilizing cyber patching resources that can be automated, among other things. He also assessed the skills required to disable end-of-life servers and other existing infrastructure and determined that DORIS requires assistance in closing down the older infrastructure, as our existing staff do not have experience in these areas.

We determined that the most efficient way to move forward would be to engage the former CIO in a six-eight month project to complete this work. The various project components will be prioritized based on vulnerabilities. The former CIO will work approximately 10-12 hours/week, with some breaks for planned travel. The work includes: Physical decommissioning of end-of-life devices, Installing Standard Image for Laptops, Complete the Inventory- SnipeIT Cloud migration, Decommissioning End-of-Life 2012 Servers and the NAS server Decommissioning/ migration to OTI storage, Documenting the Wifi Zebra scanner installation process and WIFI consolidation, Preparing the the records.nycenet DNS content for migration to Azure DNS, Migration of xerox scan locations and shared files to one drive. This infrastructure was developed or maintained by the former CIO who is familiar with the structure as well as City technology policies. His assistance will ensure DORIS has secure, accessible computing infrastructure during the transition.

DORIS calculated the hourly rate of compensation of \$101.43 based on the former CIO's final annual salary of \$184,605.

Please let me know if you have any questions.

Sincerely,
Pauline Toole