



**The New York City Department of Records and Information Services**

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

Pauline Toole, Commissioner

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February 1, 2022

Mr. Ethan Carrier, General Counsel  
The Conflicts of Interest Board  
2 Lafayette Street, Suite 1010  
New York, NY 10007

Re: COIB Rule 1-13(e)(1) Designation of DORIS Employee to Perform Work at Not-For-Profit Entity

Dear Mr. Carrier,

Pursuant to Rule 1 13 (e) of the Rules of the Conflicts of Interest Board (COIB) I, as Commissioner of the New York City Department of Records and information Services (DORIS), have designated Chris Nicols, a digital archivist at DORIS, to act as the agency's liaison to the XFR Collective

The XFR Collective is an all- volunteer nonprofit organization that focuses on preserving audio visual materials. The members collaborate to preserve at-risk media and provide advice on digitization and preservation. Based on the information provided to me, I have determined that there is a demonstrated nexus between Mr. Nicol's service as a volunteer liaison with the XFR Collective, his role as a digitization archivist at DORIS and the mission of DORIS to preserve and make accessible the City's historical records. Nicols volunteerism with the XFR Collective furthers the DORIS mission and is not undertaken for the benefit or interest of the XFR Collective. The XFR Collective does not have business dealings with the City. I have been advised that Mr. Nicols does not foresee any conflict of interest between his work at DORIS and his service with the XFR Collective.

I approve of the incidental use of City time and City resources to provide input on digitization strategies, obtain guidance on audio visual preservation and to offer advice to entities preserving audiovisual assets as part of his City duties.

Sincerely,

A handwritten signature in blue ink, appearing to read "Pauline Toole".

Pauline Toole  
Commissioner

Cc: C. Nicols, file