

Archives, Reference and Research Advisory Board
Archival Review Board
July 8, 2025, 4:00 p.m.
Joint Meeting Minutes

Present:

ARB Members: In-person—Pauline Toole, Jeff Lowell.
Via Remote—Chotsani Sackey, Yazmin Ramirez

ARRAB Members: In-person—Marco Carrion
Via Remote—Eric K. Washington, Jason Bauman. Pamela Cruz, Alison Cornyn,
Glenda Grace

DORIS Staff: Pauline Toole, Sylvia Kollar, LaTonya C. Jones, Kenneth Cobb.

1. Review and Approval of Meeting Minutes

Marco Carrion announced there was a quorum and called the meeting to order at 4:06 p.m. He asked for a vote to approve the agenda, and the 08 April 2025 meeting minutes. The agenda and meeting minutes were approved.

2. ARRAB Chair Report- Marco Carrion

Marco Carrion began the meeting by thanking everyone for their attendance. He then turned the meeting over to Commissioner Toole, Chair of the ARB.

3. ARB Report -Commissioner Pauline Toole

Commissioner Toole noted that there had been a whirlwind of activity at the agency. She said the Records Management team is addressing born-digital records and that 30 agencies are now using the Electronic Records Management System. ‘Decision-maker’ email records will be transferred to the Municipal Archives at the end of the year.

Commissioner Toole spoke of the successful ‘pop-up’ exhibit, “It Happened Here” staged by DORIS last week as part of the Culture-Now slate of activities over the year leading up to the 250th anniversary in July 2026. The exhibit displayed items representing every century from the 17th to the 21st

with items ranging from a land transfer from the indigenous people in 1636 to COVID-era material in the de Blasio administration.

The Commissioner also noted that the agency's budget had been reduced by the Mayor's Office of Management and Budget resulting in a loss of two staff positions.

4. Commissioner Toole asked ARB member Jeff Lowell to provide an update on the proposed merger legislation. Lowell reported that he had in contact with the people at the City Legislative Affairs office. They assured him that Council Member Gale Brewer would sponsor the Board merger bill. He added that the Law Department had already reviewed the language that would appear in the amended Charter once approved by the Council.

Commissioner Toole asked Board members to review the proposed legislation and suggest changes, amendments, etc.

5. Archives Report- Sylvia Kollar

Sylvia Kollar reported that archivists processing the records of the Commission on Human Rights, with grant support from the National Historical Publications and Records Commission, had completed the first series and digitization would commence soon. The archivists and DORIS IT staff were working with Ancestry.com to transfer the recently digitized and indexed Manhattan voter records to the Archives. Summer interns would be working on data remediation, shelf-reading, and digitization projects.

6. Outreach Report – LaTonya C. Jones

-The External Affairs unit hosted or participated with community partners in 26 events including Lunch and Learn programs, tours, and the pop-up exhibit 'It Happened Here.' They are finalizing the Fall, and Winter public programs calendar. Upcoming events include another Trivia Night, and Open House New York. They are awaiting notice whether funding for the Americorps staff will continue. They are continuing Neighborhood Stories interviews and preparing them for web access. The agency hosted 140 people at their 'Volunteer Appreciation' event last month.

7. Join Board Report

Commissioner Toole pointed to the question posed in the agenda, ‘Which records of New York City are most interesting to you?’ and asked members to reply with their selections. She also urged members to visit the National Archives website and play the very fun ‘favorite’ record game.

8. Other Matters.

Commissioner Toole asked members to mark their calendars for a book sale in November. She also noted that DORIS had been accepted as a cohort on Bloomberg Connects. The free-app features virtual tours of museums and archives.

Member Eric K. Washington said he has been asked to re-create his exhibit for the West Harlem Arts Alliance.

The meeting was adjourned at 4:30 p.m.