

**Archival Review Board**  
**August 22, 2022, 1:00 p.m.**

**Meeting Minutes**

Participating: Members Richard K. Lieberman, Jeff Lowell and Yasmin Ramirez attended the meeting with Commissioner Pauline Toole, Municipal Archives Director Sylvia Kollar, and Assistant Commissioner Kenneth Cobb.

Commissioner Toole welcomed new Board member Jeff Lowell. She informed the Board that member Kate Cocklin had left the Board and that the Mayor's Office had appointed Jeff Lowell, Associate Counsel as her replacement.

**Agenda Item 1: Review of Minutes from May 10, 2022**

Commissioner Toole called the meeting to order and asked if there were comments on the Minutes from the meeting held on May 10, 2022. None were voiced and the Minutes were approved.

**Agenda Item 2: Update on activities in the Municipal Archives**

Sylvia Kollar provided an update on Archives unit activities:

-Accessions and deaccessions. Ms. Kollar report that the appraisals and accessions had appraised 437 cubic feet of records and 1 tb of electronic material and had accessioned 285 cubic feet and 42 tb. Highlights of the new accessions included content from Manhattan Borough President Gale Brewer, NYC Media, the Department of Sanitation, and the NYC Census office. They are continuing to survey records of the former mayoral administration, the other Borough Presidents, and records of the former New York District Attorney Frank Hogan.

-Processing. With grant support from the National Historical Records Publications Commission the Old Town ledgers collection processing and digitization project is continuing; 100 volumes have been digitized and the finding guide is nearing completion. The project will finish at the end of December. The related New York State Library grant project that supported re-housing the ledgers had completed treatment of 570 volumes. Summer interns transcribed data from photographs in the New York Police Department Special Investigations Unit (Handschu) collection. Collections management staff continue to expand and refine collection data in the Collections Guide. The Archives has joined an interest group of other institutions using ArchivesSpace (the management tool used for the Collections Guide), and has been paired with Cornell University and the AP Archives.

-Annual Report. The ARB Annual Report is in-progress.

Commissioner Toole added that the Old Town ledgers collection is a rich resource with information about the local governments prior to consolidation with New York City in 1898. Recent blogs have highlighted birth records of enslaved persons and how schools operated in the colonial era.

Member Richard Lieberman asked the date span of the collection. Ms. Kollar replied, 1700 to 1898. Mr. Lieberman added a suggestion that the Archives reach out the various local historical societies in communities throughout Queens – that they would be very interested in the collection. Commissioner Toole acknowledged the idea and added that the Historic House group would be informed.

Commissioner Toole updated progress on the upcoming conference on the 1936 Harlem report. Two summer interns are assisting with the planning. They are also transcribing recently-discovered minutes (located in the Mayor LaGuardia papers) of hearings on conditions in Harlem. The report had been commissioned by Mayor LaGuardia in the wake of the 1935 Harlem riots, but never released. There will be panels discussing education, employment, housing, criminal justice, policing and health-care. The conference will take place in conjunction with the New York Public Library at the Schomburg Center, on September 20th.

Member Richard Lieberman volunteered to connect Commissioner Toole with City College/CUNY for the conference.

### **Agenda Item 3: Other Matters**

Commissioner Toole asked if the Board had other matters to discuss. None were voiced.

The meeting was adjourned at 1:25 p.m.