

**Archival Review Board
November 7, 2022, 3:00 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 noted that the Board had met its' Charter-mandated responsibility of holding four meetings during the year.

Agenda Item 1: Review of Minutes from August 22, 2022

Commissioner Toole called the meeting to order and asked if there were comments on the Minutes from the meeting held on August 22, 2022. None were voiced and the Minutes were approved.

Agenda Item 2: Customer Experience Initiatives

Kenneth Cobb reported on the agency's four new Mayoral Customer Service initiatives. He explained that DORIS has two types of customers: first, city agencies for record management and archival preservation services; and second, the general public accessing historical and contemporary information from the Municipal Library and/or the Municipal Archives. Two initiatives were developed to improve the customer experience for agency customers: implementation of the Electronic Records Management System (ERMS) citywide, and to compile data on the quantity of records that agencies maintain in both digital and hard copy formats. Both are designed to help DORIS' agency customers identify their records that are eligible for disposal, thus reducing storage and litigation costs.

There are two initiatives aimed at improving the experience of DORIS's public customers. The first is to expand the functionality of Epayments, an internal application that generates work orders for the staff who fulfill requests received from the public for copies of vital records, photographs, property cards, and other items so that orders can be processed faster, thus improving customer satisfaction the service. The second initiative is to survey and plan for transfer to the Archives of historical photographic and audio-visual materials that are still held by agencies.

Referencing the second public initiative, member Lieberman suggested that a list of the top ten agencies with historical content be developed and ask how we can help.

Commissioner Toole added that the ERMS initiative will help the Archives intake electronic records.

Member Lowell added that his office could help with the historical photograph a/v initiative, if needed.

Agenda Item 3: Update on Grant-funded Projects

Sylvia Kollar reported that four archivists had been hired with funding from the National Endowment for the Humanities' American Rescue Plan program—two for reference services and two for appraisal/accession activities. The reference archivists had handled more than 400 requests for research service, and the appraisal archivists had surveyed records totaling 488 cubic feet and 4 terabytes. The NEH approved an extension of the grant period until March 2023.

Funding from the New York State Library Conservation/Preservation program supported processing of more than 11,000 plans of buildings in Greenwich Village and re-housing of the Old Town ledgers.

With grant support from the National Historical Records Publications Commission, the Old Town ledgers are being processed and digitized. To date, 135 ledgers have been digitized; 189 will be completed by the end of December.

-The National Parks Service, "Saving Americas Treasures," program (administered through the Institute of Museum and Library Services) is supporting conservation of the Brooklyn Bridge drawings collection. To date, 600 drawings have been treated and 1,600 photographed. The images will be published online.

-The Local Government Records Management Improvement Fund project is preserving 15 rolls of nitrate motion picture film; this work will be completed by a vendor.

-The Stacpole Foundation has funded a pilot project to hire an intern to digitize and index the 1890 census. It will commence in December 2022.

Member Lieberman volunteered to connect the Old Town project with local historical societies in Queens. For the Brooklyn Bridge project, he will also reach out to Engineering departments within the CUNY system. Commissioner Toole thanked Professor Lieberman for his previous suggestion to reach out to the Historic House Trust.

Agenda Item 4: Sale of Gifts to the City

Commissioner Toole reported that DORIS had partnered with the Department of Citywide Administrative Services (DCAS) to use their auction site for an initial offer of 20-40 selected gift memorabilia. All of the items have been reviewed; they do not have historical or archival value. The proceeds will replenish the Municipal Archives Reference and Research Fund, originally funded from the auction of the Audubon portfolio in the 1980s.

Other Matters

Commissioner Toole asked if the Board had other matters to discuss. None were voiced. She added that Gerald Rosero would reach out about scheduling the four quarterly meetings in 2023.

The meeting was adjourned at 3:24 p.m.