

31 Chambers Street
New York, NY 10007
(212) 788-8602

148 ft of Records, Chambers Street, N. W. corner of Centre Street, through to Park Street, Erected at a cost of \$4,500,000

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ARCHIVES REFERENCE AND RESEARCH ADVISORY BOARD

TO THE NEW YORK CITY DEPARTMENT OF RECORDS AND INFORMATION SERVICES

December 30, 1993

Dear Mayor-elect Giuliani:

We, the members of the Archives Reference and Research Advisory Board, were appointed in 1990 by the Mayor, pro bono, to advise the Commissioner of the Department of Records and Information Services (DORIS) on issues concerning the Department's archival and library functions.

We would like to take this opportunity to acquaint you with the vital role DORIS plays in providing access to government information, so that we can continue to serve our City and contribute to the success of your administration.

Created specifically to reverse the City's overwhelming records crisis, DORIS today administers an award-winning records management program, maintains the largest municipal archives collection in the nation, and provides the public access to government information regarding New York City agency services and facilities.

The pioneering legislation that established DORIS put records management decisions in the hands of professionals. This enabling legislation has served as a model for both the federal government and New York State.

Prior to the creation of DORIS in 1977, the City's government generated records were in a state of disarray. Moved from one large agency to another, the City's archives, records management and library functions suffered severe neglect. Irreplaceable records of historical, legal, fiscal, and administrative value were rapidly deteriorating, inaccessible to the public, and/or illegally destroyed.

Although recognized nationally as a leading government information management agency, the Department remained in near obscurity here at home in New York City until an aggressive outreach campaign was launched in 1990. Conferences, publications, tours, and exhibitions have been designed to show the agency's important programs and the potential cost savings City agencies can realize by using DORIS' services.

The archival program is a source of inspiration and pride for all New

Yorkers. But more important, what city can boast of a more useful and fascinating historical past! Since 1990, the Archives has successfully competed for over \$700,000 in grants to support its programs, doubled requests for reference services from 20,000 to 40,000 per year, and increased its revenue from \$80,000 to \$200,000 a year.

As an agency, DORIS has always done more with less. During the budget crisis of the last four years, the Department effectively maintained services with sharply reduced staff.

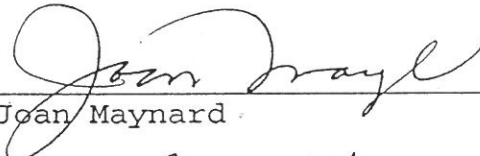
Without DORIS, New York City agencies face a dramatic increase in in-house records storage costs and a huge backlog of daily agency records requests will result. If New York City agencies were unable to access information quickly, the City could lose major litigation cases and cause delays in an already overburdened judicial system. And most important, valuable historical records will be lost, stolen or simply deteriorate, depriving future generations of Americans, at the very least, of their documentary heritage.

We urge you to support the mission of the Department of Records and Information Services.

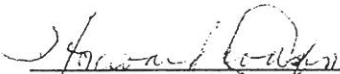
Sincerely,



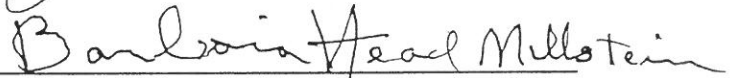
Ann Phillips, Chairperson



Joan Maynard



Howard Dodson



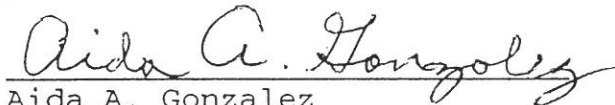
Barbara Head Millstein



Joseph Fitzpatrick



Jill Levine Rosen



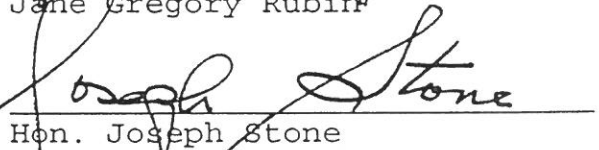
Aida A. Gonzalez



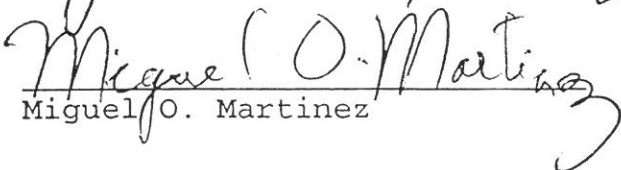
Jane Gregory Rubin



Hon. John D. Kearney



Hon. Joseph Stone



Miguel O. Martinez