

THE COUNCIL OF THE CITY OF NEW YORK

Hon. Melissa Mark-Viverito  
Speaker of the Council

Hon. Ben Kallos  
Chair, Committee on Governmental Operations



## Hearing on the Fiscal 2015 Preliminary Budget & the Fiscal 2014 Preliminary Mayor's Management Report

Department of Records and Information Services (DORIS)

**March 25, 2014**

**Latonia McKinney, Deputy Director**

**John Russell, Principal Legislative Financial Analyst**



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## Department of Records and Information Services Overview

The commissioner of the Department of Records and Information Services (DORIS) serves as the chief archivist, librarian and records officer for the Mayor, Borough Presidents, and City Council. DORIS is composed of the municipal archives, visitor center, city hall library, and municipal records management division. DORIS operates records storage facilities in two locations with a combined capacity of one million cubic feet, and provides records management services to 50 city agencies, ten courts, and the five district attorneys' offices. DORIS preserves and provides public access to 221,000 cubic feet of historically valuable city records and photographs, and a unique collection of more than 354,000 books, official government reports, studies and other publications. DORIS provides educational programming and has welcomed over 7,000 people from around the world in the visitor center since opening in May 2012.

### DORIS Financial Summary

<i>Dollars in Thousands</i>	2012 Actual	2013 Actual	2014 Adopted	2014 Prelim. Plan	2015 Prelim. Plan	*Difference 2014 - 2015
<b>Spending</b>						
<b>Personal Services</b>	<b>\$2,247</b>	<b>\$2,584</b>	<b>\$2,179</b>	<b>\$2,458</b>	<b>\$2,042</b>	<b>(\$137)</b>
Full-Time Salaried	1,818	2,041	1,945	1,941	1,809	(\$137)
Unsalaries	356	367	163	420	163	0
Additional Gross Pay	73	93	67	85	67	0
Amounts to be Scheduled			4	2	4	
Overtime	0	84	0	9	0	0
<b>Other Than Personal Services</b>	<b>2,944</b>	<b>2,885</b>	<b>3,031</b>	<b>3,165</b>	<b>3,031</b>	<b>\$0</b>
Supplies and Materials	104	160	79	88	85	\$6
Property and Equipment	5	6	57	36	57	0
Other Services and Charges	2,808	2,718	2,877	3,008	2,871	(6)
Contractual Services	27	1	18	33	18	(1)
<b>TOTAL</b>	<b>\$5,191</b>	<b>\$5,470</b>	<b>\$5,210</b>	<b>\$5,623</b>	<b>\$5,074</b>	<b>(\$137)</b>
<b>Funding</b>						
City Funds			\$4,837	\$4,948	\$4,840	\$3
Other Categorical			148	148	8	(140)
State			15	290	15	0
Federal				27	0	0
Intra-City			210	210	210	(0)
<b>TOTAL</b>	<b>\$5,191</b>	<b>\$5,470</b>	<b>\$5,210</b>	<b>\$5,623</b>	<b>\$5,074</b>	<b>(\$136)</b>
<b>Positions</b>						
Full-Time Positions	<b>42</b>	<b>42</b>	<b>37</b>	<b>41</b>	<b>37</b>	<b>0</b>

\*The difference of Fiscal 2014 Adopted compared to Fiscal 2015 Preliminary Plan funding.

DORIS' proposed budget for Fiscal 2015 totals \$5.1 million, including \$2 million in Personal Services funding to support 37 full-time positions. The Department's Fiscal 2015 proposed budget does not include a grant from the Municipal Archive Fund which accounts for the decrease in the Department's budget, when compared to its Fiscal 2014 Adopted Budget. The Preliminary Plan includes additional State funding of \$275,000 for Fiscal 2014 from the Local Government Records Management Improvement Fund.

## Appendix A: Budget Actions in the November and Preliminary Plans

<i>Dollars in Thousands</i>	FY 2014			FY 2015		
	City	Non-City	Total	City	Non-City	Total
<b>Agency Budget as of Fiscal 2014 Adopted</b>	<b>\$4,836</b>	<b>\$373</b>	<b>\$5,209</b>	<b>\$4,840</b>	<b>\$233</b>	<b>\$5,073</b>
<b>New Needs</b>						
OTPS New Needs	111		111			
<b>TOTAL, New Needs</b>	<b>\$111</b>	<b>\$0</b>	<b>\$111</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Other Adjustments</b>						
State Funding		275	275			
Federal Funding		27	27			
<b>TOTAL, Other Adjustments</b>	<b>\$0</b>	<b>\$302</b>	<b>\$302</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL, All Changes</b>	<b>\$111</b>	<b>\$302</b>	<b>\$413</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Agency Budget as of Fiscal 2015 Prelim Plan</b>	<b>\$4,947</b>	<b>\$675</b>	<b>\$5,622</b>	<b>\$4,840</b>	<b>\$233</b>	<b>\$5,073</b>

## Appendix B: Fiscal 2014 Preliminary Mayor's Management Report

Performance Indicators	Actual			Target		4-Month Actual	
	FY11	FY12	FY13	FY14	FY15	FY13	FY14
Records preserved and digitized	277,675	241,515	121,955	260,000	260,000	43,780	45,486
Number of library items available	338,296	345,151	352,000	*	*	347,636	354,615
Publications and reports acquired	7,306	7,382	7,205	*	*	2,581	2,770
Records accessioned in Municipal Archives (cubic ft.)	7,422	5,206	14,834	*	*	12	219
Walk-in and program attendees at the Visitor Center	NA	NA	2,063	*	*	722	722
Vital record requests responded to within 12 business days (%)	83%	76%	69%	80%	80%	62%	76%
Average response time to vital record requests (days)	7.9	8.8	10.4	10.0	10.0	10.9	9.4
Average response time to historical photo requests (days)	8.1	14.0	14.1	15.0	15.0	18.5	9.4
Information requests received	60,208	61,735	53,095	*	*	20,109	18,141
Average response time to agency requests for inactive records (days)	1.5	1.3	1.2	2.0	2.0	1.2	1.0
Warehouse capacity available for new accessions (%)	6%	10%	7%	*	*	8%	4%
Records transferred into Municipal Records Center (cubic ft.)	18,721	63,426	47,250	*	*	7,468	7,793
Requests for stored records processed within 48 hours (%)	87.0%	95.0%	92.0%	*	*	93.0%	96.0%

In accordance with its goal of increasing the volume of records available to the public, during the first four months of Fiscal 2014, the Department accessioned into the Municipal Archives a collection of 219 cubic feet of historical records pertaining to the classification, assessment, and ownership of property in Staten Island. This quantity was a significant increase over the 12 cubic feet of historical records added to the Archives during the same period in Fiscal 2013.

The Department reduced the average response time to requests for historical photograph copies to 9.4 days for the first four months of Fiscal 2014, well within the 15-day target, and a nearly 50 percent reduction from 18.5 days in the same period of Fiscal 2013. The average response time to requests for vital record copies also improved to 9.4 days for the first four months of Fiscal 2014, a 14 percent reduction from 10.9 days during the same period in Fiscal 2013. These improvements in service were due largely to the assignment of additional staff to the process of providing the copies, as well as a reduced volume of requests.

The Department continued to retrieve records from its off-site storage facilities upon owner-agency request well within the target of two days. During the first four months of Fiscal 2014, the retrieval rate decreased to one day, a 17 percent improvement from the 1.2-day retrieval rate in the same period of Fiscal 2013.

The Department also continued to transfer records into the off-site facilities in virtually the same quantity, 7,793 cubic feet, during the first four months of Fiscal 2014, as during the same period of Fiscal 2013, when 7,468 cubic feet were transferred.