

NEH Application Cover Sheet

Humanities Collections and Resources

PROJECT DIRECTOR

Ms. Leonora A. Gidlund
Director, Municipal Archives
NYC Municipal Archives
31 Chambers Street
New York, NY 10007
UNITED STATES

E-mail: lgidlund@records.nyc.gov
Phone(W): 212 788-8585
Phone(H):
Fax: 212 788-8583

Field of Expertise: History - American

INSTITUTION

New York City Department of Records
New York, NY UNITED STATES

APPLICATION INFORMATION

Title: *New York City Felony Indictment Records, 1878-1893, Microfilming and Digitizing Project*

Grant Period: From 7/2010 to 6/2012

Field of Project: History - American

Description of Project: The Municipal Archives requests Endowment support for a project to microfilm and digitize 267 cubic feet of New York City felony indictment records, 1879-1893. In 1995, the Endowment supported a project to humidify and flatten the originally tri-folded materials, and to create a database searchable by name of defendant, date of indictment, and criminal offense. The resulting index of more than 47,000 defendants, and 70 criminal offenses, greatly increased scholarly use of the series. This level of demand now threatens the physical integrity of the material. The records consist of indictment files created by the New York County District Attorney's office for felony trials in the Court of General Sessions. The proposed microfilming will ensure long-term preservation, and digitization of the microfilm will significantly facilitate access. The proposed re-formatting activities will take place in-house over twenty-four months beginning July 2010.

BUDGET

Outright Request	\$180,374.00	Cost Sharing	\$157,725.00
Matching Request		Total Budget	\$338,099.00
Total NEH	\$180,374.00		

GRANT ADMINISTRATOR

Ms. Eileen M. Flannelly
Deputy Commissioner, Dept. of Records
NYC Dept. of Records
31 Chambers Street, Suite 305
New York, NY 10007
UNITED STATES

E-mail: eflannelly@records.nyc.gov
Phone(W): 212 788-8610
Fax: 212 788-8614

Supplementary Cover Sheet for NEH Grant Programs

1. Project Director

* Major Field of Study

A3:History - American

2. Institution Information

* Type

1339: State/Local/Federal Government

3. Project Funding

Programs other than Challenge Grants (\$)

Outright Funds	180,374.00
Federal Match	
Total from NEH	180,374.00
Cost Sharing	157,725.00
Total Project Costs	338,099.00

Challenge Grants Applicants Only (\$)

Fiscal Year #1	
Fiscal Year #2	
Fiscal Year #3	
Fiscal Year #4	
Total from NEH	
Non-Federal Match	
Total	
Matching Ratio	

to 1

4. Application Information

* Will this proposal be submitted to another NEH division, government agency, or private entity for funding?

☐ Yes☒ No

If yes, please explain where and when:

* Type of Application

☒ New☐ Supplement

If supplement, list current grant number(s).

* Project Field Code

A3:History - American

NEW YORK CITY FELONY INDICTMENT RECORDS, 1879-1893 MICROFILMING AND DIGITIZING PROJECT

DESCRIPTION OF THE PROJECT AND ITS SIGNIFICANCE

The Municipal Archives requests Endowment support for a project to microfilm and digitize 267 cubic feet of New York City felony indictment records, 1879-1893. In 1995, the Endowment supported a project to humidify and flatten the originally tri-folded materials, and to create a database searchable by name of defendant, date of indictment, and criminal offense. The resulting index of more than 47,000 defendants, and 70 criminal offenses, greatly increased scholarly use of the series. This level of demand now threatens the physical integrity of the material. The proposed microfilming will ensure long-term preservation of the series, and digitization of the microfilm will significantly facilitate access.

The felony indictments are a key series in the Municipal Archives collection of records pertaining to the administration of criminal justice, one of the most comprehensive collections of such material in the United States. The searchable index to the indictments has already spurred considerable scholarly use of the material resulting in seminal works by legal, social, cultural, political, and urban historians. The index has also opened the records to new audiences, such as family historians and film documentarians, who can now easily identify individual case files.

The records to be reformatted consist of the indictment files created by the New York County (Manhattan) district attorney's office for felony trials in the Court of General Sessions, 1879- 1893. They total 267 cubic feet. They include the "files" or papers, produced over the course of the felony indictment process, comprising documents such as coroner's inquests, witness testimony, trial transcripts, plea statements, correspondence, as well as detailed information as to the circumstances of the criminal offense and the defendant.

The project objectives are 1) to microfilm the documents to ensure their long-term preservation, and 2) to digitize the microfilm in order to expand access. Digitization of the microfilm will take advantage of the already-produced database, greatly reducing labor costs. The result will be approximately 464 rolls of 35mm microfilm, and on-line access to documents in more than 47,000 felony cases.

The proposed work plan is to accomplish project activities in-house. The project timetable is twenty-four months, from July 1, 2010, through June 30, 2012. The project director will be Municipal Archives Director Leonora Gidlund. Paper conservator Ellen Chin will undertake any necessary materials preparation, and microfilm laboratory chief Mohsen El-Fishawi will supervise two camera operator and a quality-control specialist who will produce the microfilm. Digital conversion of the microfilm will also take place in-house, under the supervision of Mr. Frederic Grevin.

The total amount requested from the NEH is \$180,374. The Department will make a significant in-kind contribution of \$157,743. The total project budget is \$338,099.

NEW YORK CITY MUNICIPAL ARCHIVES

FELONY INDICTMENT RECORDS, 1879-1893

MICROFILMING AND DIGITIZING PROJECT

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NEW YORK CITY FELONY INDICTMENT RECORDS, 1879-1893

MICROFILMING and DIGITIZING PROJECT

NARRATIVE

o Significance

The Municipal Archives proposes to microfilm and digitize 267 cubic feet of New York City felony indictment records, 1879-1893. In 1995, the Endowment supported a project to humidify and flatten the originally tri-folded materials, and to create a database searchable by name of defendant, date of indictment, and criminal offense. The resulting index of more than 47,000 defendants, and 70 criminal offenses, greatly increased scholarly use of the series.

This level of demand now threatens the physical integrity of the material. The proposed microfilming will ensure long-term preservation, and digitization of the microfilm will significantly facilitate access.

Importance of the project

The felony indictments are a key series in the Municipal Archives collection of records pertaining to the administration of criminal justice, one of the most comprehensive collections of such material in the United States. The argument for the importance of the proposed reformatting activities is best demonstrated by the value of the records to scholars who have already used them for a variety of projects.

One of the first scholars to take advantage of the newly-created index to the series was Carolyn B. Ramsey, Associate Professor of Law, University of Colorado at Boulder. The index allowed Dr. Ramsey to easily identify and examine every homicide case file in the series. Based on her research she has produced two articles that have been published in major American law reviews. In 2002, she wrote *The Discretionary Power of "Public" Prosecutors in Historical Perspective* (American Criminal Law Review, vol. 39, 2002), the first legal history of public prosecution in New York City. Dr. Ramsey subsequently used the same series of records to research *Intimate Homicide: Gender and Crime Control, 1880-1920* (University of Colorado Law Review, vol. 77, 2006), which won the Jules Milstein Faculty Writing Award at the University of Colorado in 2007. The latter paper, comparing public responses to intimate-partner homicide in New York and Colorado during the late nineteenth and early twentieth centuries, forms the basis for her current book-in-progress.

Dr. Ramsey's work is frequently cited and has inspired other scholars interested in legal history to explore the collection. In expressing her support for the proposed reformatting

activities, Dr. Ramsey noted that the database enabled her to “make quantitative comparisons that enhance scholarly knowledge of the New York prosecutors’ work and, in particular, their treatment of intimate-partner homicide cases. It has been similarly useful to other scholars, which partially explains why it is in such great demand.”¹

Another example that illustrates the importance of the material for the study of American jurisprudence is Donna Dennis’s recently published book, *Licentious Gotham: Erotic Publishing and Its Prosecution in Nineteenth-century New York* (Harvard University Press, 2009). Dr. Dennis, an Assistant Professor of Law at the State University of New Jersey, Rutgers, researched at length in the indictment papers, analyzing obscenity prosecutions and morals regulations. Having reviewed thousands of cases in this series, Professor Dennis recently wrote: “These records provide invaluable, uniquely illuminating resources for the study of numerous aspects of the social, legal, political, and cultural history of New York.”²

Some years ago, historian Peter G. Buckley, Associate Professor of History at The Cooper Union, wrote that “The great political and literary figures in New York have an assured place in history but the average run of folk only appear to become part of the historical record when they are touched [by] the long arm of the law in some fashion.”³ This statement expresses another one of the essential research values of the criminal court records. There simply is no other written evidence of the great majority of the city’s citizens in the latter years of the nineteenth century. These files provide a remarkably intimate, at times even dramatic, picture of life in the nation’s largest city, albeit in a criminal context.

Timothy Gilfoyle’s latest book, *A Pickpocket’s Tale: The Underworld of Nineteenth-Century New York* (W.W. Norton, 2006), is a primary example of this type of use. Professor Gilfoyle has written that this work would have been “impossible to write”⁴ without access to the indictment records. Indeed, he continued, they are “so extensive, especially in the latter part of the nineteenth century, that they have a value beyond just crime and deviant behavior.”⁵

¹ Carolyn B. Ramsey, Associate Professor of Law, University of Colorado at Boulder, letter of support, July 8, 2009 (see Appendix 1 for complete text of the letter).

² Donna Dennis, Assistant Professor of Law, State University of New Jersey, Rutgers, letter of support, June 25, 2009 (see Appendix 1 for complete text of the letter).

³ Peter G. Buckley, Associate Professor of History, the Cooper Union, May 17, 1994, letter of support to Municipal Archives director.

⁴ Timothy J. Gilfoyle, Professor and Chair of History, Loyola University Chicago, e-mail communication, June 29, 2009 (see Appendix 1 for complete text of the letter).

⁵ Ibid.

Professor Gilfoyle also remarked that “social historians are only now just beginning to recognize the rich and detailed record they offer.”⁶

Another recent example is the work-in-progress of Dr. Peter Knight, Senior Lecturer in American Studies at the University of Manchester (UK). He is examining the felony indictments for a cultural history of irrationality and confidence tricks in financial matters in the late nineteenth century. Dr. Knight noted that “while it was useful to be able to search the database, it was frustrating to have to make a transatlantic trip to consult the materials in person.”⁷

Other scholarly works that made use of the indictment records include Lisa Keller’s *Triumph of Order: Democracy of Space in New York and London* (Columbia University Press, 2009), and Eric Monkkonen’s *Murder in New York City* (University of California Press, 2000). Helen Horowitz scanned thousands of indictment case files as part of the research for *Rereading Sex: Battles Over Sexual Knowledge & Suppression in Nineteenth-Century America* (Knopf, 2002).

These books, along with others by authors such as Iver Bernstein, George Chauncey, Jr., Daniel Czitrom, Paul Gilje, Max Page, Christine Stansell, Shane White, and Sean Wilentz, all of whom used the Archives’ criminal court records, have dramatically altered the treatment of New York in U.S. history classes. They have, in the words of Kenneth T. Jackson, “. . . helped spur a flowering of insights and innovation regarding New York City’s past.”⁸

The records to be reformatted also have value as an educational tool. Professor Dennis recently remarked, “They [criminal court records] . . . make excellent sources for teaching historical research methods in the classroom.”⁹ Several professors at universities and colleges in the metropolitan New York area routinely assign their students to research in the criminal court records. Students frequently appear in the Archives’ reference room with copies of seminal works such as Timothy Gilfoyle’s *City of Eros: New York City Prostitution and the Commercialization of Sex, 1790–1920* (W.W. Norton, 1992). Guided by Gilfoyle’s citations, these future scholars and historians explore the case files to gain new insights and prove new theories.

⁶ Ibid.

⁷ Peter Knight, Senior Lecturer in American Studies, The University of Manchester (UK), letter of support, June 24, 2009 (see Appendix 1 for the full text of the letter).

⁸ Kenneth T. Jackson, as quoted by Glenn Collins in “*In 3 Million Pounds of History, View of Day-to-Day New York*,” *The New York Times*, July 2, 2001, page 1.

⁹ Dennis, letter of support, June 25, 2009.

The searchable index has also opened the collection to new audiences, such as history-related television documentarians, and researchers pursuing family history projects. Thanks to widespread availability of digitized newspapers, such as *The New York Times*, combined with the felony indictment index database, patrons can now access case files that previously would have been exceedingly difficult to identify. Armed with the name of a defendant and a date of the criminal transgression (usually from a newspaper article), these patrons are rewarded with unique and detailed information.

For family history researchers, it is not necessarily the criminal offenses that are of interest, but rather the other details about the defendants, their families, residences, occupations, possessions—information typically found in the files—that is so valuable and not available from any other source. The experience of Dr. Ruth Bridgens, an English academic, is typical. As part of a family history project she contacted the Municipal Archives inquiring whether the collection contained any information about the murder trial of one of her ancestors, John Popoff, circa May 1890. Municipal Archives staff easily located the file (which included a trial transcript), and sent a copy to Dr. Bridgens, to her immense delight. In thanking the Archives staff for their assistance, Dr. Bridgens recently wrote of her findings, “. . . so those are the mysteries I have been trying to solve, ordinary family secrets!” She also added, “I live in England, so it is not easy to get to the archive.”¹⁰

Another recent example of a new audience accessing the collection involves “Jack the Ripper.” Apparently, there is an 1891 homicide in New York City¹¹ that is widely believed to have some connection to the famous series of London murders. Documentary film producers from England, contracted by the Discovery Channel, visited the Archives to film the case file contents. They found the morgue photographs of the female victim in the file especially interesting.

The intellectual content of the indictment records provides traditional scholars and students, as well as researchers from many disciplines, a unique opportunity to examine both the larger historical trends as well as the personal stories of the time period. The date span of the records chosen for preservation coincides with a period of rapid change in New York City and the nation. Beginning with massive immigration, population growth, ethnic diversity and

¹⁰ Ruth Bridgens, Chilternham, Wiltshire, UK, e-mail message, December 28, 2008.

¹¹ *Peo. vs. George Frank, alias Amer Ben Ali, Murder in the First Degree of Carrie Brown, alias Shakespeare.*

conflict, and encompassing industrialization, mechanization, and cycles of boom and bust, the latter part of the nineteenth century transformed the nation. The large quantity of these records suggests that criminal activity was a significant and unfortunate fact of life in New York City at that time. However, the records which are the written legacy of that world now provide a windfall for scholars and other researchers today as they seek to illuminate the past. By preserving these records we hope to ensure their survival for future historians as well.

Nature, size, intellectual content

The records to be microfilmed and digitized consist of the indictment files created by the New York County (Manhattan) district attorney's office for felony trials in the Court of General Sessions, 1879-1893. They total 267 cubic feet.

Until its consolidation with the Supreme Court of New York County in 1962, the Court of General Sessions was the oldest continuing court of criminal jurisdiction in the United States. Like the police courts, the "sessions" court had been brought over by English colonists as part of the "remembered way of doing things."¹² The court's origins date back to fourteenth-century England when the traditional "justices of the peace" were required to hear more serious offenses in meetings held four specific times a year which came to be called general or quarter sessions. The adoption of this basically English institution established such rights as trial by jury and the use of the grand jury as part of New York's legal system at least as early as 1691. In its basic forms and procedures, the court remained relatively unchanged over the next three centuries.

During the nineteenth century, an individual accused of any crime, whether misdemeanor or felony, would have been brought by the police to the nearest police or magistrate's court. For misdemeanors, the justice of that court was empowered to question the defendant and to render a judgment, i.e. fine, discharge or incarceration.

When a defendant was accused of a felony, the lower court justice referred the case to the district attorney who presented the evidence to a grand jury and sought a formal indictment. The district attorney was also empowered to bring a case directly to the grand jury. If the grand jury voted to indict, the defendant would be held for trial in the Court of General Sessions.

The records selected for reformatting consist of the "files" or papers, produced over the course of the felony indictment process. Each file pertains to a particular defendant who had

¹²Martin L. Budd, "Law in Colonial New York: The Legal System of 1691," Harvard Law Review, 1967, Vol. 80, page 1764.

been accused of a felony. The case files generally include three types of documents: 1) the grand jury indictment (a “bill” of indictment), signed by the foreman; 2) documents generated by the lower courts—police or magistrate’s—including the defendant’s plea; and 3) supporting documents including witness statements, coroner’s inquests, photographs, newspaper clippings, correspondence, diaries, marriage certificates, business cards, and bankbooks.

The first document in most case files is the formal indictment; it serves as a cover sheet for the succeeding items in the file. It typically reads, “The People vs. . . . [name of defendant]” and lists the alleged offense, name of counsel, date of indictment, name of district attorney, and whether or not the defendant has been bailed. It is signed by the foreman of the grand jury. There is typically a notation indicating the trial outcome, e.g. “tried and acquitted” or, “convicted” and sometimes if convicted, the sentence, e.g. “S.P. (State Penitentiary), 10 years.” The indictment also includes a full account of the alleged criminal offense; for more routine crimes, this usually consists of a printed form where the clerk simply fills in the name of the defendant. Otherwise, it is a very detailed written statement.

The file includes various documents generated during the arraignment process in the police court. They comprise the original “complaint” filed by a police officer, the victim of the crime, or an officer of an organization such as the Society for the Prevention of Cruelty to Children. The forms detail the names of the police court justice, arresting officer, court clerk, and witnesses. Other papers provide detailed information as to the time, place, and circumstances of the offense. These documents provide the rich descriptive information that researchers often find the most rewarding.

The lower court documents also include the defendant’s plea statement. The form consists of a series of questions that the clerk would ask of the defendant: “What is your name? How old are you? Where were you born? Where do you live? What is your occupation?” And finally, “Have you anything to say, and if so, what relative to the charge here preferred against you?” The answer is usually “I am not guilty.” The court clerk records the answers and the defendant signs the document, or makes an “X” if unable to write.

The types of cases found in this series include indictments for seventy felony offenses ranging from abandoning a child to voting illegally and every other possible felony: bigamy, fraud, libel, homicide, rape, forgery, arson, poisoning, rioting, embezzlement, kidnaping, perjury, and keeping a disorderly house, to name a few. The more routine larceny, assault, and robbery are very well represented. A complete list of the 70 offenses in the series is appended (Appendix 3).

What may not be evident from this description of the records is the level of detail concerning daily life illuminated by the written account of the circumstances of a crime. The description also does not serve to convey the emotions and passions that are revealed in the records. Many of the attachments in the files, such as letters from family and friends to the district attorney or the courts are poignant and telling.

Relationship to similar collections within and external to the institution

The felony indictment files, 1879-1893, are a key component of a larger collection of records held by the Municipal Archives pertaining to the administration of criminal justice. They relate to the following major series within the overall collection (unless otherwise noted, the records pertain to New York County/Manhattan):

- Minutes of the Court of General Sessions, 1684-1920
- Felony (a.k.a. District Attorney) indictments, 1790-1878
- Dismissed felony indictments, 1844-1900
- Police and Magistrate Court docket books (all Boroughs), 1790-1949
- District Attorney's closed case files, 1894-1978
- District Attorney's newspaper clipping scrapbooks, 1881-1937
- Official correspondence, 1881-1937

The felony indictment records proposed for re-formatting are unique. Only one other related series is known to exist, the felony trial transcripts that cover the time period available on microfilm in the library of the John Jay College of Criminal Justice (CUNY). However, it should be noted that there are relatively few trial transcripts extant; they were produced only if the defendant paid for it, or if the case was appealed.

Other major American cities do not maintain felony indictment records in the quantities available at Municipal Archives. According to Professor Gilfoyle, “. . . it is not an exaggeration to say that the manuscript records of the district attorney and police courts of New York are the most extensive and best preserved criminal records of any municipality in the United States, and possibly the English-speaking world.”¹³

¹³Timothy J. Gilfoyle, Assistant Professor of History, Loyola University Chicago, statement, June 30, 2009 (for full text see Appendix 1).

Rationale for focusing on this particular source and selection criteria

As previously indicated, the records selected for microfilming and digitization had been processed with Endowment support (PS-21067-95) about fifteen years ago. The paper conservators humidified, flattened, and performed minor repairs on the documents. They were placed in archival folders and containers and stored in a climate-controlled environment. In addition, project staff created an Access database with searchable fields for name of defendant (and alias), offense, date of indictment, folder and box number.

At that time, the Archives did not intend to reformat the material. In the succeeding years, however, it has become apparent that the index has greatly increased researcher demand for access to the records. As a result, the already fragile material is deteriorating due to excessive handling and, especially, photocopying.

Consequently, the series now has been selected for reformatting to microfilm (for long-term preservation), and digitizing (of the microfilm) for enhanced access. The proposed project will take advantage of the already-produced database to facilitate and reduce the cost of digitization.

Actual and anticipated use

As noted in the discussion of the collection's research value, the felony indictments have been drawn upon extensively for numerous scholarly works. In addition, they have been consulted by patrons in wide-ranging disciplines for a variety of purposes. They have proved particularly fruitful for dissertation research. Students researching in the felony indictments for dissertation projects include Adelina Acuna (Stanford University), Peter Carlo (State University of New York/Binghamton), Kevin McGruder (City University of New York Graduate Center), Pamela Epstein, Rutgers University; Joshua Stein, University of California, Los Angeles; and Andrew Urban (University of Minnesota).

Michael Easterly, University of California, recently published his dissertation as a book, *Your Job is Your Credit: Creating a Market for Loans to Salaried Employees in New York City, 1885-1920* (University of California, 2008). Canadian author James Rowe is researching in the indictment records for an LGBT textbook. Other students, including Kevin McCarthy (John Jay College of Criminal Justice/CUNY), Jody Rodgers (Rutgers University), Michael Adler (University of Michigan), Katherine Biber (Macquarie University, Australia), Atiba Pertilla (New York University), Courtney Esposito (American University), and Rebecca O'Connor (University of Maryland), all found relevant information in the criminal court records for articles and theses.

○ **History, scope, and duration**

The felony indictment records that are the subject of this proposal comprise one series within the Municipal Archives holdings of records related to the administration of criminal justice. As described above, they total more than 15,000 cubic feet and date from 1684 to 1978. The Archives continues to accession related collections from the criminal courts and district attorneys. In 2007, the Archives transferred 2,641 cubic feet comprising the New York County district attorney's closed case files from 1973 through 1978. More recently, in early 2009, the district attorney unexpectedly released to the Archives their homicide bureau docket books, 1930–1984. Information in this series is arranged by name of victim – a very useful tool for researchers.

Beginning in 1990, with significant and on-going support from the National Endowment for the Humanities, the Archives embarked on a program to ensure long-term preservation and to provide greater access for selected series in the collection. The following is a brief description of the work already accomplished.

1) *PS-20301-90*. Completed in December 1992, over the course of this project the Municipal Archives microfilmed 1,115,841 images on 1,490 rolls of 35mm silver-halide microfilm. The Archives preserved the Minutes of the Court of General Sessions, 1664–1920, the Police Court and Magistrate's Court Docket Books, 1799–1930, and the New York County District Attorney's Official Correspondence (carbon copies), 1881–1937.

2) *PS-20602-93*. Beginning in April 1993 and completed in October 1995, the Municipal Archives microfilmed the New York County Court of General Sessions/District Attorney indictment papers, 1822–1879. Project staff produced 571,795 images on 444 rolls of 35mm silver-halide microfilm (the indictment papers from 1790 to 1822 had been previously microfilmed by the Municipal Archives).

3) *PS-21067-95*. The Archives preserved three series of police court documents: calendar of prisoners, 1829–1839, recognizances, 1817–1844, and cases dismissed, 1808–1856, totaling 338,992 images on 256 rolls of 35mm silver-halide microfilm. In addition, the felony indictments from 1879–1893, that are the subject of this proposal were processed and indexed.

4) *PA-50767-04*. The Archives preserved New York County grand jury dismissed indictments, 1844–1899, on 271 rolls of silver-halide 35mm microfilm, and produced a database index of 53,487 cases. The preservation activities began in 2004 and were completed in 2006.

The proposed project will continue the work began under *PS-21067-95*, re-formatting the materials that had been processed and indexed. The new project workplan comprises a twenty-four month timetable.

○ **Methodology and standards**

Preservation microfilming has been chosen as the only practical and economical means of insuring the long-term survival of the intellectual content of the felony indictments. Subsequent digitization of the microfilm is the most cost-effective method of producing an electronic edition of the series.

Preservation microfilm methodology and standards

The Municipal Archives preservation microfilm laboratory will adhere to the latest ANSI/AIIM or ISO specifications. Currently, the Archives produces the first-generation silver-halide master negative in strict accordance with specifications based on ANSI/AIIM MS23-2004 standards, *Standard Recommended Practice – Production, Inspection, and Quality Assurance of First-Generation, Silver Microforms of Documents*. The microfilm also conforms to *New York City Standards for Preservation Microfilming* as well as New York State Archives microfilm guidelines as described in technical information series nos. 9 and 10, *Producing High-Quality Microfilm*. The specifications cover quality standards for line and character images, defects, exposure, physical characteristics, legibility and resolution, targets, format, packaging, and storage.

The Municipal Archives will also follow the recommended guidelines prepared by the Research Library Group (RLG) for microfilming to support digitization (*RLG Guidelines for Microfilming to Support Digitization*, January 2003). The RLG guidelines establish the necessary standards in order to facilitate subsequent digitization of microfilm.

Municipal Archives procedures require that every roll of camera film must be inspected for adherence to applicable quality standards. Each roll of film will be tested for proper resolution using the Quality Index Method described in ANSI/AIIM MS23. A quality index of 8.0 (high quality) is required. Each title is checked for proper density not less than ten times. The Archives will test master film to ensure compliance with archival standards concerning residual thiosulfate and other chemicals in films.

The Archives will produce the second-generation silver duplicates and the diazo service copies in-house, in accordance with the latest appropriate ANSI/AIIM or ISO standards.

The Municipal Archives will make available for inter-library loan diazo service copies of all microfilm produced over the course of the project. Patrons may also purchase copies of microfilm from the Archives at nominal cost.

Digitization methodology and standards

In order to provide the greatest possible access to the preserved material, the Municipal Archives will digitize the microfilm. This activity will be part of the Municipal Archives' cost share contribution to the project. Using scanning equipment made available to the Archives by the Department of Buildings, the microfilm will be scanned according to requirements established by the New York State Archives and the Research Library Group.

Beginning in 2008, the Municipal Archives incorporated bar-coded information in all microfilm targets anticipating eventual conversion of microfilm to electronic media. This technique will be employed with the felony indictments reformatting. When the microfilm is scanned the bar-codes will automatically link the item (in this project, each "item" will be all documents associated with a particular case file) with metadata in the existing Access database. The bar-codes will be generated from information in the database; they will indicate name of defendant, date of indictment, box and folder number. The already-produced database will greatly reduce labor costs associated with digitization of the microfilm.

The Department of Buildings will loan their SunRise 2500 microfilm scanner to the Municipal Archives to digitize the microfilm. The SunRise equipment had been purchased by Buildings specifically for its ability to scan microfilm using grayscale in order to compensate for variable quality images, a process that cannot be handled by simple bitonal scanning. Prior to commencement of the grant period, the Municipal Archives will generate test rolls of microfilm and scan them using the SunRise equipment to determine the optimum bit depth, i.e. between 8 and 12. The testing will also determine whether the camera negative can be safely used in the scanner in order to generate the greatest range of tonal values as compared to the original documents. The Department is fortunate to have on its staff Mr. Frederic Grevin, a recognized authority in digitization technology. Mr. Grevin's input, especially during the testing phase of the digitization process will be invaluable.

Once the film has been scanned, the technician will process the images using the supplied "ScanFlo 2500" software. Additional processing (e.g. fixing "skewed" images) will take place only as necessary. The final product will be uncompressed TIFF 6.0 files. The technician will follow the recommended sampling techniques in ANSI to ANSI/AIIM TR34-1996 (*Sampling Procedures for Inspection by Attributes of Images in Electronic Image management (EIM)*) &

Micrographics Systems) to quality inspect the digital images. The derivative files will be produced with Luna digital image-management software (the Municipal Archives purchased the Luna system in 2008).

Access to the digital edition of the felony indictments will be provided via the Luna Web browser. The Archives is currently negotiating with the city's Department of Information Technology and Telecommunications (DoITT) in order to provide internet access to Luna via the Department of Records Web site. The Department expects to resolve DoITT's various security protocol issues by September 2009.

Maintenance and on-going support

The New York City Municipal Archives is committed to the long-term preservation of its digital assets. During normal work flow, the digital conversion technician will scan to a workstation hard-drive and back-up to an external hard-drive on a daily or weekly basis. The Municipal Archives recently purchased a Nexsan SATABeast, a high-capacity storage system. After quality control has been completed the digital files will be uploaded to this secure storage server. The system includes a full maintenance contract for the repair and replacement of failing drives. In addition, the Archives will copy the digital files to magnetic tapes which will be stored in the Department's storage vault at the Iron Mountain facility in Boyers, Pennsylvania.

Present physical condition

Municipal Archives conservation laboratory staff conducted a sample survey from four containers of the felony indictments (1879, 1883, 1889 and 1893). The following description summarizes their findings: the papers are early-to-mid nineteenth-century rag paper, or mid-to-late nineteenth-century mass produced, hot-pressed short-fibered paper. The outer covering is usually an off white legal-sized paper. The inner papers are usually off-white, and often lined legal-sized sheets. Other paper non-legal-sized documents are composed of a wide variety of papers and boards, including rag papers, thin boards, lined writing papers as well as newsprint. Many papers, such as the cover sheets, are printed forms completed in a variety of inks, including red and blue. Inks, both printed and hand applied, are the dominate media; graphite was used occasionally. Some papers exhibit signs of stains from water damage.

Over the course of the earlier Endowment-supported project (PS-20567-95), the felony indictment records received conservation treatment. Prior to treatment, the records had been maintained in their original tri-or quad-folded format for almost a century. Most documents had been secured by pins, metal fasteners, fabric ties or adhesives (usually an animal-glue). In a few instances, documents were secured with wafer seals, rivets, or gummed seals.

Preservation project staff humidified and flattened the documents, removed the various attachments, and housed the material in lignin free, three-percent alkaline-buffered folders and boxes. The boxes were stored in an HVAC-controlled environment.

Although the humidification, flattening, and fastener removal process went well, the documents remain very acidic and many are very brittle as a result. The source of the acidity is both the paper content and the former storage environment. Short-fibered wood pulp creates brittle, acidic paper with poor longevity. Surface pH tests on a sample forty-five documents from the years 1879, 1883, 1889 and 1893, ranges between 3.8 and 4.7.

In conclusion, the conservators have determined that continued handling of these acidic documents would lead to physical damage. To ensure the long-term preservation of the documents and allow for access, they recommend immediate reformatting of all the documents to 35mm silver-halide film.

Present level of intellectual control

As previously described, the felony indictment records have been processed and indexed in an Access database, searchable by name of defendant (and/or alias), crime or offense, date of indictment, box and folder number. The database lists 47,065 defendants and 70 offenses. A sample page from the database, and the crime list, is appended (Appendices 3 and 4).

Storage conditions

The felony indictment records, 1879-1893 are stored at the Municipal Archives headquarters facility at 31 Chambers Street, Manhattan. The storage rooms at the Chambers Street building are secure, protected from dust and pollutants, and ventilated by a central air-conditioning system that operates continuously. Hygrothermographs are placed in each storage room to monitor temperature and humidity levels. Analysis of temperature readings over the last year shows that they are reasonably consistent, ranging from 64 to 72 degrees Fahrenheit. Humidity levels are fairly constant on a daily and weekly basis, but fluctuate on a seasonal basis. The building engineers are on-site and monitor the system 24 hours-a-day. They are very responsive to requests for modifications, given the limitations of the equipment.

The first generation microfilm camera negatives of the felony indictment records and back-up copies of the digital files on magnetic tapes will be stored off-site. The Department has a contract with Iron Mountain, in Boyers, Pennsylvania, for off-site storage of microfilm. The Iron Mountain vaults are naturally low in humidity and temperature and are well within current ANSI standards. The second-generation silver printing master will be stored in microfilm

storage cabinets located in a climate-controlled storage room at the Archives' main facility at 31 Chambers Street.

Provisions for Use

The Archives will produce the diazo service copies (with the latest appropriate ANSI/AIIM or ISO standards) for use in the Archives' Reference Room at 31 Chambers Street. Inter-library loan diazo service copies of all microfilm produced over the course of the project will be available upon request. Patrons may also purchase copies of microfilm from the Archives at nominal cost. The digital edition of the felony indictments will be made available via the Luna Web browser.

Intellectual property and privacy issues

Chapter 72 of the New York City Charter grants to the Department of Records and Information Services the authority to "preserve and receive all city records of historical, research, cultural or other important value." The Charter also directs that the Department shall "establish and maintain an archives depository for the storage, conservation, processing and servicing of records." Based on this authority, the Municipal Archives has accessioned criminal court and district attorney records in order to ensure permanent preservation and public access.

The Municipal Archives assumes all responsibility for the disposition of records upon formal accession, including processing priorities, access, and reformatting, as well as the authority to grant permission to quote from, and/or reproduce materials in the collection. The Municipal Archives assumes this responsibility with respect to the criminal court records that are the subject of this proposal.

In-house microfilm production vs. outside vendor

The Municipal Archives solicited price quotes from two qualified preservation-microfilm vendors, OCLC Preservation Service Center (Bethlehem, PA), and the Northeast Document Conservation Center (Andover, MA), in order to provide a comparison with the proposed in-house production plan. The OCLC quote for preservation microfilming totaled \$261,693.88 and the NEDCC quote totaled \$398,627.50. (See attached price quotes in Appendix 5). The proposed in-house production cost, including indirect costs, and production of the digital edition, totals, \$338,099. This includes a substantial cost-share component of \$157,725. This amount includes salaries and fringe benefits of the project manager, digitization adviser, conservation and microfilm laboratory supervisors, the microfilm quality inspector, and the digital conversion technician, as well as all necessary microfilm supplies, and all indirect costs. The NEH grant request supports the salaries and fringe benefits of two camera operators for the twenty-four

month period. The use of an outside vendor would preclude the Municipal Archives from making its in-kind contribution and it would be unable to meet the NEH cost share recommendation with a cash contribution.

- **Work plan**

The proposed work plan is to microfilm the felony indictments on 35mm silver-halide microfilm for long-term preservation and to scan the microfilm to produce an electronic edition for enhanced access. The proposed activities will take place in-house.

Stage 1: Microfilming

The Municipal Archives will microfilm the felony indictments in its preservation microfilming laboratory using Kodak MRD-2 microfilm cameras with automatic exposure control. Based on test filming, the documents are sufficiently flat so that it will not be necessary to film them under glass to produce a distortion-free image. The camera negative will be low-contrast silver-halide 35mm film. The Archives will process the exposed film in-house using a Kodak Prostar I Processor. The methylene blue test for residual thiosulfate will be performed weekly on the processed film. The Archives will produce the second-generation silver duplicate in-house on an Extex 2150 roll film duplicator. The second-generation silver will be used to produce all diazo service copies. The microfilm laboratory quality-control specialist will inspect all new microfilm products in accordance with the standards as described in the “Methodology” section.

The microfilm laboratory supervisor will produce the targets using accepted preservation microfilming standards. The conservation laboratory supervisor will provide any needed training for camera operators to minimize any physical damage during microfilming

The quality-control specialist will inspect each roll of film according to the quality standards described under methodology.

Stage 2: Digital conversion of microfilm

The conversion specialist will use the SunRise 2500 microfilm scanner, and the supplied “ScanFlo 2500” software to process the digital files. The technician will scan to a workstation hard-drive and back-up to an external hard-drive on a daily or weekly basis. After quality control has been completed the digital files will be uploaded to the Nexsan SATABeast storage system. The digital files will also be copied to magnetic tapes for off-site storage.

Schedule of Work

Project Timetable: July 1, 2010–June 30, 2012 (twenty-four months)

Prior to Grant Period (May to July 2010)

Project staff anticipate that it may be necessary to recruit at least one of the two camera operators prior to commencement of the grant period. The hiring process is unpredictable and time-consuming; every effort will be made to engage the appropriate personnel prior to the grant period in order to keep the project on schedule. Project manager Leonora Gidlund and microfilm laboratory supervisor Mohsen El-Fishawi, and Personnel Director Naomi Pacheco will recruit, interview and hire the appropriate personnel.

Testing of the microfilm scanning equipment will also take place prior to the grant period. Sample rolls of microfilm will be scanned in order to determine the optimum equipment settings for the SunRise 2500 microfilm scanner and to establish protocols for processing, uploading, storing and backing-up the files.

Commencing July 1, 2010

The camera operators will begin microfilming the felony indictments in July 2010. Based on previous experience microfilming similar indictment materials, camera operators can be expected to maintain productivity of approximately 600 images per day. With an estimated total of 556,800 images, the two camera operators will complete microfilming in approximately two years (total 464 rolls).

Quarterly Microfilming Benchmarks

<u>Quarter</u>	<u>Rolls (total)</u>	<u>Quarter</u>	<u>Rolls (total)</u>
Sept. 30, 2010	58	Sept. 30, 2011	290
Dec. 31, 2010	116	Dec. 31, 2011	348
March 31, 2011	174	March 30, 2012	406
June 30, 2011	232	June 30, 2012	464

Digital conversion of the microfilm will begin within a few weeks after filming is underway. Productivity rates will depend on the scanning equipment settings worked out in the pre-grant period.

When the scanning, processing, quality inspection, and derivative file production has been completed, project staff will coordinate with the Department of Records' "Web master," Mr. Vladimir Averbukh, to publish the digital edition on the agency Web site, making it available via the Luna Web browser.

Commencing May 2012

In the last months of the project, the Project manager will prepare and submit the final report to the Endowment. Information about the project will also be disseminated to inform a wide audience of availability of the preserved materials.

○ **Staff**

1. Project Manager, Archives Director, Leonora Gidlund, 5% time, 24 months. [in-kind contribution]

Mrs. Gidlund has been associated with the Municipal Archives for almost twenty-five years and has been director since January 2005. Previously, she served as Deputy Director beginning in 1990. Mrs. Gidlund has managed numerous grant-funded projects. She will provide overall supervision and guidance of the project. Specific duties include coordination of staff scheduling and training, monitoring project progress, liaison with Department of Records administrative, and technology information system staff, and preparation and submission of NEH reports.

2. Conservation Laboratory Supervisor, Ellen Chin, 5% time, 24 months. [in-kind contribution]

Ms. Chin has been with the Archives for twenty-four years and has served as conservation laboratory supervisor since 1992. She is a paper conservator with extensive experience with the range of historical materials in the Archives and has supervised several grant funded and collaborative projects. Her primary responsibility will be to provide guidance and assistance to the camera operators as they encounter problems that arise over the course of microfilming. She will directly complete any treatments that are found necessary.

3. Digital Conversion Adviser, Frederic Grevin (Deputy Commissioner, Department of Records), 2% time, 24 months [in-kind contribution]

Mr. Grevin joined the Department of Records in 2007. From 1985 to 2002, he served as the micrographics coordinator for the NYC Department of Finance, and from 2002 to 2007, he directed the Office of Records and Archives Management at the NYC Department of Environmental Protection. Mr. Grevin has taught a graduate-level course in reprographic technologies at the Palmer School of Library and Information Science (Long Island University),

and an undergraduate-level course in digital asset management at the Department of Advertising Design and Graphic Arts, New York City College of Technology (CUNY). Mr. Grevin will shortly be joining the U.S. Technical Advisory Group (TAG) for the development and review of standards for image management under the auspices of Technical Committee (TC) 171 of the International Organization for Standardization (ISO).

Mr. Grevin will supervise the initial testing phase of the digital conversion of the microfilm using the SunRise scanning equipment. He will develop the appropriate protocols for processing, quality testing, and storing the digital files. He will work with agency IT staff in making the files available via the Luna Web browser.

4. Microfilm Laboratory Supervisor, Mohsen El Fishawi, 25% time, 24 months. [in-kind contribution]

With overall direction from the project manager, Mr. El Fishawi will be responsible for day-to-day supervision of the camera operators, quality control and duplication personnel. His specific duties will be to ensure all necessary supplies are available, print out microfilm targets from the database, provide camera operators with necessary instructions in handling of materials, supervise camera operators, maintain progress reports, check camera operator reports to verify accuracy, ensure records are filmed in proper sequence, arrange for shipment of master negatives to off-site storage, and monitor film-storage location.

5. Quality-Control Specialist (microfilm), Asha Kapadia, 50% time, 24 months. [in-kind contribution]

Ms. Kapadia is widely known in the microfilm industry for her exacting standards. She will conduct a frame-by-frame inspection of the camera negative; she will check for density, resolution, physical damage, image orientation, and accuracy of targets. Ms. Kapadia will produce and inspect the second-generation silver copy and the diazo service copies.

6. Camera Operators (two, to-be-hired), 100% time, 24 months.

In accordance with the plan of work, the camera operators will be hired to microfilm the records selected for reformatting. Under direct and continuous supervision of Mr. El-Fishawi, the camera operator will undertake the following activities: microfilm designated material in proper sequence, conduct equipment tests, make sure equipment is regularly cleaned and in good

working order, promptly notify supervisor of equipment failure, and maintain and submit accurate operator reports.

7. Digital conversion technician, 25% time, 24 months. [in-kind contribution]

The digital conversion technician will operate the SunRise 2500 roll-microfilm scanning equipment in order to produce the electronic edition of the records. The technician will process the digital images and inspect them according to the sampling techniques described in the methodology section.

○ **Dissemination**

The Municipal Archives will disseminate the results of the project in print, electronic, and microform formats, as appropriate. The microfilms will be made available, in diazo service copies, both on-site and by interlibrary loan. Diazo copies of the microfilms will also be made available for purchase by other institutions or individuals.

The digital edition of the felony indictments, including the index, will also be made available for research using the Luna Web browser on the Department of Records Web site, and on computers in the Municipal Archives reference room.

To further disseminate information about the preserved series of felony indictments, notices will be submitted to appropriate newsletters of such scholarly associations as the New York Academy of History, a new group of urban historians recently formed by Columbia University Professor Kenneth Jackson. The interest of the general public in the criminal court records will also be recognized by publicity efforts through the media, by public presentations by Archives staff, and by presentations to groups who visit the Archives facility.

The records that are the subject of this project are public records. They are available for use by all researchers and no special permission is required to quote from them in scholarly publications or humanities programs. Users of the records are requested to cite the source and to credit the Municipal Archives.

4. HISTORY OF GRANTS

In 1995, the National Endowment of the Humanities supported the initial processing and indexing of the felony indictment papers, 1879-1893 (PS-21067-95). The NEH awarded \$132,698 for the project; the cost share totaled \$156,653. The total project budget was \$289,351.

Project staff began activities in December 1995. They humidified and flattened the previously tri-and-quad-folded documents. They removed fasteners and performed minor repairs. They also produced an Access database index to the series, searchable by name of defendant, criminal offense, and date of indictment. The project result was 267 cubic feet of felony indictment files for 47,065 cases. Project activities were completed in December 1997.

5. LIST OF PROJECT PARTICIPANTS, CONSULTANTS, AND ADVISERS

The proposed NYC Department of Records/Municipal Archives project does not have participants, consultants, or advisers from outside the Department.

NATIONAL ENDOWMENT FOR THE HUMANITIES

THREE-YEAR BUDGET FORM

Project Director: Leonora A. GidlundApplicant Organization: NYC Department of Records/Municipal ArchivesRequested Grant Period From (mo/yr): 07/10 Thru (mo/yr): 06/12

If this is a revised budget, indicate the NEH application/grant number: _____

*The three-column budget has been developed for the convenience of those applicants who wish to identify the project costs that will be charged to NEH funds and those that will be cost shared. **FOR NEH PURPOSES, THE ONLY COLUMN THAT NEEDS TO BE COMPLETED IS COLUMN C.** The method of cost computation should clearly indicate how the total charge for each budget item was determined. If more space is needed for any budget category, please follow the budget format on a separate sheet of paper. [Click HERE to see the detailed instructions.](#)*

SECTION A – Year #1

Budget detail for the period FROM (mo/yr): 07/10 THRU (mo/yr): 06/11

When the proposed grant period is eighteen months or longer, project expenses for each twelve-month period are to be listed separately and totaled in the last column of the budget. For projects that will run less than eighteen months, only the last column of the budget should be completed.

1. Salaries and Wages

Provide the names and titles of the principal project personnel. For support staff, include the title of each position and indicate in brackets the number of persons who will be employed in that capacity. For persons employed on an academic year basis, list separately any salary charge for work done outside the academic year.

Name/Title of Position	No.	Method of Cost Computation (see sample)	NEH Funds (a)	Cost Sharing (b)	Total (c)
L. Gidlund/Project Manager	[1]	12 months x 3% @ (b) (6)	\$ 0	\$ (b) (6)	\$ (b) (6)
E. Chin/Conservation Supervisor	[1]	12 months x 5% @ (b) (6)	\$ 0	\$ (b) (6)	\$ (b) (6)
F. Grevin/Digitization Adviser	[1]	12 months x 2% @ (b) (6)	\$ 0	\$ (b) (6)	\$ (b) (6)
M. El-Fishawi/Microfilm Laboratory Spvrs	[1]	12 months x 25% @ (b) (6)	\$ 0	\$ (b) (6)	\$ (b) (6)
A. Kapadia/Microfilm Q.C. Specialist	[1]	12 months x 45% @ (b) (6)	\$ 0	\$ (b) (6)	\$ (b) (6)
Digital conversion technician	[1]	12 months x 25% @ \$32,588	\$ 0	\$ 8,147	\$ 8,147
Microfilm camera operator	[2]	12 months @ 100% @ \$32,588	\$ 65,176	\$ 0	\$ 65,176
SUBTOTAL			\$ 65,176	\$ 44,542	\$ 109,718

2. Fringe Benefits

If more than one rate is used, list each rate and salary base.

Rate	Salary Base	(a)	(b)	(c)
(b) (6) % of \$	109,718	\$ (b) (6)	\$ (b) (6)	\$ 38,401
% of \$		\$	\$	\$
% of \$		\$	\$	\$
SUBTOTAL		\$ (b) (6)	\$ (b) (6)	\$ 38,401

3. Consultant Fees

Include payments for professional and technical consultants and honoraria.

Name or type of consultant	No. of days on project	Daily rate of compensation	NEH Funds (a)	Cost Sharing (b)	Total (c)
n/a			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
		SUBTOTAL	\$ 0	\$ 0	\$ 0

4. Travel

For each trip, indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs for that trip. When a project will involve the travel of a number of people to a conference, institute, etc., these costs may be summarized on one line by indicating the point of origin as “various.” All foreign travel must be listed separately.

From/To	#	*	Subsistence Costs +	Transportation Costs =	(a)	(b)	(c)
n/a	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
SUBTOTAL				\$ 0	\$ 0	\$ 0	

- Number of persons * - Total travel days

5. Supplies and Materials

Include consumable supplies, materials to be used in the project and items of expendable equipment (i.e., equipment items costing less than \$5,000 and with an estimated useful life of less than a year).

Item	Basis/Method of Cost Computation	(a)	(b)	(c)
35mm silver halide camera microfilm 100'	232 rolls @ \$10.45 ea.	\$ 0	\$ 2,424	\$ 2,424
35mm silver duplicating microfilm, 1000'	39 rolls @ \$75.00 ea.	\$ 0	\$ 2,925	\$ 2,925
35mm diazo duplicating microfilm 1000'	39 rolls @ \$32.50	\$ 0	\$ 1,268	\$ 1,268
Film boxes and chemistry	232 @ \$2.00 per roll	\$	\$ 464	\$ 464
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
	SUBTOTAL	\$ 0	\$ 7,081	\$ 7,081

6. Services

Include the cost of duplication and printing, long distance telephone calls, equipment rental, postage, and other services related to project objectives that are not included under other budget categories or in the indirect cost pool. For subcontracts, provide an itemization of subcontract costs as an attachment.

Item	Basis/Method of Cost Computation	NEH Funds (a)	Cost Sharing (b)	Total (c)
Kodak MRD-2 camera service contract	2 @ \$1,853 per camera	\$ 0	\$ 3,706	\$ 3,706
Methylene blue test contract	annual contract for weekly test	\$ 0	\$ 1,252	\$ 1,252
		\$ _____	\$ _____	\$ _____
		\$ _____	\$ _____	\$ _____
		\$ _____	\$ _____	\$ _____
		\$ _____	\$ _____	\$ _____
		\$ _____	\$ _____	\$ _____
		\$ _____	\$ _____	\$ _____
		\$ _____	\$ _____	\$ _____
		\$ _____	\$ _____	\$ _____
	SUBTOTAL	\$ 0	\$ 4,958	\$ 4,958

7. Other Costs

Include participant stipends and room and board, equipment purchases, and other items not previously listed. Please note that “miscellaneous” and “contingency” are not acceptable budget categories. Refer to the budget instructions for the restriction on the purchase of permanent equipment.

Item	Basis/Method of Cost Computation	NEH Funds (a)	Cost Sharing (b)	Total (c)
n/a		\$ _____	\$ _____	\$ _____
		\$ _____	\$ _____	\$ _____
		\$ _____	\$ _____	\$ _____
		\$ _____	\$ _____	\$ _____
		\$ _____	\$ _____	\$ _____
		\$ _____	\$ _____	\$ _____
		\$ _____	\$ _____	\$ _____
		\$ _____	\$ _____	\$ _____
		\$ _____	\$ _____	\$ _____
	SUBTOTAL	\$ 0	\$ 0	\$ 0

8. Total Direct Costs (add subtotals of items 1 to 7)

\$ 87,988 \$ 72,170 \$ 160,158

9. Indirect Costs

This budget item applies only to institutional applicants. If indirect costs are to be charged to this project, **CHECK THE APPROPRIATE BOX BELOW** and provide the information requested. Refer to the budget instructions for explanations of these options.

- ☐ Current indirect cost rate(s) has/have been negotiated with federal agency. (Complete items A and B.)
- ☐ Indirect cost proposal has been submitted to a federal agency, but not yet negotiated. (Indicate the name of the agency in Item A and show proposed rate(s) and base(s) and the amount(s) of indirect costs in item B.)
- ☐ Indirect cost proposal will be sent to NEH if application is funded. (Provide in Item B an estimate of the rate that will be used and indicate the base against which it will be charged and the amount of indirect costs.)
- ☒ Applicant chooses to use a rate not to exceed 10% of direct costs, less distorting items, up to a maximum charge of \$5,000 per year. (Under Item B, enter the proposed rate, the base against which the rate will be charged, and the computation of indirect costs or \$5,000 per year, whichever value is less.)
- ☐ For Public Program projects only: Applicant is a sponsorship (umbrella) organization and chooses to charge an administrative fee of 5% of total direct costs. (Complete Item B.)

Item A. Name of federal agency: _____
Date of agreement: _____

Item B.

Rate(s)	Base(s)	NEH Funds (a)	Cost Sharing (b)	Total (c)
n/a	% of \$ 5,000	\$ 0	\$ 5,000	\$ 5,000
	% of \$	\$	\$	\$
	% of \$	\$	\$	\$
TOTAL INDIRECT COSTS		\$ 0	\$ 5,000	\$ 5,000

10. Total Project Costs

(Direct and Indirect) for budget period.

\$ 87,988 \$ 77,170 \$ 165,158

NATIONAL ENDOWMENT FOR THE HUMANITIES

THREE-YEAR BUDGET FORM

Project Director: Leonora A. GidlundApplicant Organization: NYC Department of Records/Municipal ArchivesRequested Grant Period From (mo/yr): 07/10 Thru (mo/yr): 06/12

If this is a revised budget, indicate the NEH application/grant number: _____

*The three-column budget has been developed for the convenience of those applicants who wish to identify the project costs that will be charged to NEH funds and those that will be cost shared. **FOR NEH PURPOSES, THE ONLY COLUMN THAT NEEDS TO BE COMPLETED IS COLUMN C.** The method of cost computation should clearly indicate how the total charge for each budget item was determined. If more space is needed for any budget category, please follow the budget format on a separate sheet of paper.*

SECTION A – Year #2 (if needed)

Budget detail for the period FROM (mo/yr): 07/11 THRU (mo/yr): 06/12

When the proposed grant period is eighteen months or longer, project expenses for each twelve-month period are to be listed separately and totaled in the last column of the summary budget. For projects that will run less than eighteen months, only the last column of the summary budget should be completed.

1. Salaries and Wages

Provide the names and titles of the principal project personnel. For support staff, include the title of each position and indicate in brackets the number of persons who will be employed in that capacity. For persons employed on an academic year basis, list separately any salary charge for work done outside the academic year.

Name/Title of Position	No.	Method of Cost Computation (see sample)	NEH Funds (a)	Cost Sharing (b)	Total (c)
L. Gidlund/Project Manager	[1]	12 months x 3% @ \$(b) (6)	\$ 0	\$ (b) (6)	\$ (b) (6)
E. Chin/Conservation Supervisor	[1]	12 months x 5% @ \$(b) (6)	\$ 0	\$ (b) (6)	\$ (b) (6)
F. Grevin/Digitization Adviser	[1]	12 months x 2% @ \$(b) (6)	\$ 0	\$ (b) (6)	\$ (b) (6)
M. El-Fishawi/Microfilm Laboratory Supervisor	[1]	12 months x 25% @ \$(b) (6)	\$ 0	\$ (b) (6)	\$ (b) (6)
A. Kapadia/Microfilm Q.C. Specialist	[1]	12 months x 45% @ \$(b) (6)	\$ 0	\$ (b) (6)	\$ (b) (6)
Digital conversion technician	[1]	12 months x 25% @ \$34,217	\$	\$ 8,554	\$ 8,554
Microfilm camera operator	[2]	12 months x 100% @ \$34,217	\$ 68,434	\$ 0	\$ 68,434
SUBTOTAL			\$ 68,434	\$ 46,654	\$ 115,088

2. Fringe Benefits

If more than one rate is used, list each rate and salary base.

Rate	Salary Base	(a)	(b)	(c)
(b) (6) % of \$ 115,088		\$ (b) (6)	\$ (b) (6)	\$ 40,814
% of \$		\$	\$	\$
% of \$		\$	\$	\$
SUBTOTAL		\$ (b) (6)	\$ (b) (6)	\$ 40,814

3. Consultant Fees

Include payments for professional and technical consultants and honoraria.

Name or type of consultant	No. of days on project	Daily rate of compensation	NEH Funds (a)	Cost Sharing (b)	Total (c)
n/a			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
		SUBTOTAL	\$ 0	\$ 0	\$ 0

4. Travel

For each trip, indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs for that trip. When a project will involve the travel of a number of people to a conference, institute, etc., these costs may be summarized on one line by indicating the point of origin as “various.” All foreign travel must be listed separately.

From/To	#	*	Subsistence Costs +	Transportation Costs =	(a)	(b)	(c)
<u>n/a</u>	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
SUBTOTAL					\$ 0	\$ 0	\$ 0

- Number of persons * - Total travel days

5. Supplies and Materials

Include consumable supplies, materials to be used in the project and items of expendable equipment (i.e., equipment items costing less than \$5,000 and with an estimated useful life of less than a year).

Item	Basis/Method of Cost Computation	(a)	(b)	(c)
35mm silver halide camera microfilm 100'	232 @ \$10.45 per roll	\$ 0	\$ 2,424	\$ 2,424
35mm silver duplicating microfilm, 1000'	39 @ \$75.00 per roll	\$ 0	\$ 2,925	\$ 2,925
35mm diazo duplicating microfilm 1000'	39 @ \$32.50 per roll	\$ 0	\$ 1,268	\$ 1,268
Film boxes and chemistry	232 @ \$2.00 per roll	\$	\$ 464	\$ 464
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
	SUBTOTAL	\$ 0	\$ 7,081	\$ 7,081

6. Services

Include the cost of duplication and printing, long distance telephone calls, equipment rental, postage, and other services related to project objectives that are not included under other budget categories or in the indirect cost pool. For subcontracts, provide an itemization of subcontract costs as an attachment.

		NEH Funds	Cost Sharing	Total
Item	Basis/Method of Cost Computation	(a)	(b)	(c)
Kodak MRD-2 camera service contract	2 @ \$1,853 per camera	\$ 0	\$ 3,706	\$ 3,706
Methylene blue test contract	annual contract for weekly test	\$ 0	\$ 1,252	\$ 1,252
		\$ _____	\$ _____	\$ _____
		\$ _____	\$ _____	\$ _____
		\$ _____	\$ _____	\$ _____
		\$ _____	\$ _____	\$ _____
		\$ _____	\$ _____	\$ _____
		\$ _____	\$ _____	\$ _____
		\$ _____	\$ _____	\$ _____
	SUBTOTAL	\$ 0	\$ 4,958	\$ 4,958

7. Other Costs

Include participant stipends and room and board, equipment purchases, and other items not previously listed. Please note that “miscellaneous” and “contingency” are not acceptable budget categories. Refer to the budget instructions for the restriction on the purchase of permanent equipment.

[illegible]

8. Total Direct Costs (add subtotals of items 1 to 7)

\$ 92,386 \$ 75,555 \$ 167,941

9. Indirect Costs

This budget item applies only to institutional applicants. If indirect costs are to be charged to this project, **CHECK THE APPROPRIATE BOX BELOW** and provide the information requested. Refer to the budget instructions for explanations of these options.

- ☐ Current indirect cost rate(s) has/have been negotiated with federal agency. (Complete items A and B.)
- ☐ Indirect cost proposal has been submitted to a federal agency, but not yet negotiated. (Indicate the name of the agency in Item A and show proposed rate(s) and base(s) and the amount(s) of indirect costs in item B.)
- ☐ Indirect cost proposal will be sent to NEH if application is funded. (Provide in Item B an estimate of the rate that will be used and indicate the base against which it will be charged and the amount of indirect costs.)
- ☒ Applicant chooses to use a rate not to exceed 10% of direct costs, less distorting items, up to a maximum charge of \$5,000 per year. (Under Item B, enter the proposed rate, the base against which the rate will be charged, and the computation of indirect costs or \$5,000 per year, whichever value is less.)
- ☐ For Public Program projects only: Applicant is a sponsorship (umbrella) organization and chooses to charge an administrative fee of 5% of total direct costs. (Complete Item B.)

Item A. Name of federal agency: _____
Date of agreement: _____

Item B.

Rate(s)	Base(s)	NEH Funds (a)	Cost Sharing (b)	Total (c)
n/a % of \$ 5,000		\$ 0	\$ 5,000	\$ 5,000
% of \$		\$	\$	\$
% of \$		\$	\$	\$
TOTAL INDIRECT COSTS		\$ 0	\$ 5,000	\$ 5,000

10. Total Project Costs \$ 92,386 \$ 80,555 \$ 172,941
(Direct and Indirect) for budget period.

NATIONAL ENDOWMENT FOR THE HUMANITIES

THREE-YEAR BUDGET FORM

Project Director: Leonora A. GidlundApplicant Organization: NYC Department of Records/Municipal ArchivesRequested Grant Period From (mo/yr): 07/10 Thru (mo/yr): 06/12

If this is a revised budget, indicate the NEH application/grant number: _____

*The three-column budget has been developed for the convenience of those applicants who wish to identify the project costs that will be charged to NEH funds and those that will be cost shared. **FOR NEH PURPOSES, THE ONLY COLUMN THAT NEEDS TO BE COMPLETED IS COLUMN C.** The method of cost computation should clearly indicate how the total charge for each budget item was determined. If more space is needed for any budget category, please follow the budget format on a separate sheet of paper.*

SECTION A – Year #3 (if needed)

Budget detail for the period FROM (mo/yr): _____ THRU (mo/yr): _____

When the proposed grant period is eighteen months or longer, project expenses for each twelve-month period are to be listed separately and totaled in the last column of the summary budget. For projects that will run less than eighteen months, only the last column of the summary budget should be completed.

1. Salaries and Wages

Provide the names and titles of the principal project personnel. For support staff, include the title of each position and indicate in brackets the number of persons who will be employed in that capacity. For persons employed on an academic year basis, list separately any salary charge for work done outside the academic year.

Name/Title of Position	No.	Method of Cost Computation (see sample)	NEH Funds (a)	Cost Sharing (b)	Total (c)
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
SUBTOTAL			\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>

2. Fringe Benefits

If more than one rate is used, list each rate and salary base.

Rate	Salary Base	(a)	(b)	(c)
_____ % of \$ _____		\$ _____	\$ _____	\$ _____
_____ % of \$ _____		\$ _____	\$ _____	\$ _____
_____ % of \$ _____		\$ _____	\$ _____	\$ _____
SUBTOTAL		\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>

3. Consultant Fees

Include payments for professional and technical consultants and honoraria.

Name or type of consultant	No. of days on project	Daily rate of compensation	NEH Funds (a)	Cost Sharing (b)	Total (c)
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
		SUBTOTAL	\$ 0	\$ 0	\$ 0

4. Travel

For each trip, indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs for that trip. When a project will involve the travel of a number of people to a conference, institute, etc., these costs may be summarized on one line by indicating the point of origin as “various.” All foreign travel must be listed separately.

From/To	#	*	Subsistence Costs +	Transportation Costs =	(a)	(b)	(c)
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
SUBTOTAL				\$ 0	\$ 0	\$ 0	

- Number of persons * - Total travel days

5. Supplies and Materials

Include consumable supplies, materials to be used in the project and items of expendable equipment (i.e., equipment items costing less than \$5,000 and with an estimated useful life of less than a year).

Item	Basis/Method of Cost Computation	(a)	(b)	(c)
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
	SUBTOTAL	\$ 0	\$ 0	\$ 0

6. Services

Include the cost of duplication and printing, long distance telephone calls, equipment rental, postage, and other services related to project objectives that are not included under other budget categories or in the indirect cost pool. For subcontracts, provide an itemization of subcontract costs as an attachment.

Item	Basis/Method of Cost Computation	NEH Funds (a)	Cost Sharing (b)	Total (c)
		\$ _____	\$ _____	\$ _____
		\$ _____	\$ _____	\$ _____
		\$ _____	\$ _____	\$ _____
		\$ _____	\$ _____	\$ _____
		\$ _____	\$ _____	\$ _____
		\$ _____	\$ _____	\$ _____
		\$ _____	\$ _____	\$ _____
		\$ _____	\$ _____	\$ _____
		\$ _____	\$ _____	\$ _____
	SUBTOTAL	\$ 0	\$ 0	\$ 0

7. Other Costs

Include participant stipends and room and board, equipment purchases, and other items not previously listed. Please note that “miscellaneous” and “contingency” are not acceptable budget categories. Refer to the budget instructions for the restriction on the purchase of permanent equipment.

[illegible]

8. Total Direct Costs (add subtotals of items 1 to 7)

\$ 0 \$ 0 \$ 0

9. Indirect Costs

This budget item applies only to institutional applicants. If indirect costs are to be charged to this project, **CHECK THE APPROPRIATE BOX BELOW** and provide the information requested. Refer to the budget instructions for explanations of these options.

- ☐ Current indirect cost rate(s) has/have been negotiated with federal agency. (Complete items A and B.)
- ☐ Indirect cost proposal has been submitted to a federal agency, but not yet negotiated. (Indicate the name of the agency in Item A and show proposed rate(s) and base(s) and the amount(s) of indirect costs in item B.)
- ☐ Indirect cost proposal will be sent to NEH if application is funded. (Provide in Item B an estimate of the rate that will be used and indicate the base against which it will be charged and the amount of indirect costs.)
- ☐ Applicant chooses to use a rate not to exceed 10% of direct costs, less distorting items, up to a maximum charge of \$5,000 per year. (Under Item B, enter the proposed rate, the base against which the rate will be charged, and the computation of indirect costs or \$5,000 per year, whichever value is less.)
- ☐ For Public Program projects only: Applicant is a sponsorship (umbrella) organization and chooses to charge an administrative fee of 5% of total direct costs. (Complete Item B.)

Item A. Name of federal agency: _____
Date of agreement: _____

Item B.

Rate(s)	Base(s)	NEH Funds (a)	Cost Sharing (b)	Total (c)
_____ % of \$ _____		\$ _____	\$ _____	\$ _____
_____ % of \$ _____		\$ _____	\$ _____	\$ _____
_____ % of \$ _____		\$ _____	\$ _____	\$ _____
TOTAL INDIRECT COSTS		\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>

10. Total Project Costs \$ 0 \$ 0 \$ 0
(Direct and Indirect) for budget period.

SECTION B**SUMMARY BUDGET**

Transfer from Section A the total costs (column C) for each category of project expense. When the proposed grant period is eighteen months or longer, project expenses for each twelve-month period are to be listed separately and totaled in the last column of the summary budget. For projects that will run less than eighteen months, only the last column of the summary budget should be completed.

<i>Budget categories</i>	First year from: 07/10 thru: 06/11	Second year from: 07/11 thru: 06/12	Third year from: thru:	TOTAL COSTS FOR ENTIRE GRANT PERIOD
1. Salaries and wages	\$ 109,718	\$ 115,088	\$ 0	= \$ 224,806
2. Fringe benefits	\$ 38,401	\$ 40,814	\$ 0	= \$ 79,215
3. Consultant fees	\$ 0	\$ 0	\$ 0	= \$ 0
4. Travel	\$ 0	\$ 0	\$ 0	= \$ 0
5. Supplies and materials	\$ 7,081	\$ 7,081	\$ 0	= \$ 14,162
6. Services	\$ 4,958	\$ 4,958	\$ 0	= \$ 9,916
7. Other costs	\$ 0	\$ 0	\$ 0	= \$ 0
8. Total direct costs (Items 1-7)	\$ 160,158	\$ 167,941	\$ 0	= \$ 328,099
9. Indirect costs	\$ 5,000	\$ 5,000	\$ 0	= \$ 10,000
10. Total project costs (direct and indirect)	\$ 165,158	\$ 172,941	\$ 0	= \$ 338,099

PROJECT FUNDING FOR ENTIRE GRANT PERIOD

1. Indicate the amount of outright and/or federal matching funds that is requested from NEH.
2. Indicate the amount of cash contributions that will be made by the applicant and cash and in-kind contributions made by third parties to support project expenses that appear in the budget. Cash gifts that will be raised to release federal matching funds should be included under "Third-party contributions." (Consult the program guidelines for information on cost sharing requirements.) When a project will generate income that will be used during the grant period to support expenses listed in the budget, indicate the amount of income that will be expended on budgeted project activities. Indicate funding received from other federal agencies.
3. Total Project Funding should equal Total Project Costs.

1. REQUESTED FROM NEH

Outright \$ 180,374

Federal Matching \$ 0

TOTAL NEH FUNDING \$ 180,374

2. COST SHARING

Applicant's contributions \$ 157,725

Third-party contributions \$ 0

Project income \$ 0

Other federal agencies \$ 0

TOTAL COST SHARING \$ 157,725

3. TOTAL PROJECT FUNDING (Total NEH Funding + Total Cost Sharing) : \$ 338,099

Submission of a Revised Budget

When submitting a revised budget, the Institutional Grant Administrator or Individual Applicant should provide the information requested below. The signature of this person indicates approval of the budget submission and the agreement of the organization/individual to cost share project expenses at the level under "Project Funding."

Name and Title: _____

Telephone: _____ E-mail: _____

Signature: _____ Date: _____

Appendix 1

Letters of Support:

- 1. Carolyn B. Ramsey**
Associate Professor of Law
University of Colorado Law School
- 2. Donna I. Dennis**
Professor of Law and Justice
Center for Law and Justice
The State University of New Jersey, Rutgers
- 3. Timothy J. Gilfoyle**
Professor and Chair of History
Loyola University Chicago
- 4. Peter Knight**
Senior Lecturer in American Studies
The University of Manchester
Manchester, England

July 8, 2009

To Whom It May Concern:

Kenneth Cobb of the New York Municipal Archives seeks to obtain funds to microfilm a series of felony indictments in New York courts, 1879-1893. I would like to express my enthusiastic support for his proposal.

I used these indictment files in hard copy to produce two articles in major American law reviews. In 2002, I wrote my much-cited *The Discretionary Power of "Public" Prosecutors in Historical Perspective*, 39 AM. CRIM. L. REV. 1309 (2002), the first legal history of public prosecution in New York County in the late nineteenth century. I subsequently used the same series of records to research *Intimate Homicide: Gender and Crime Control, 1880-1920*, 77 UNIV. COLO. L. REV. 101 (2006), which won the Jules Milstein Faculty Writing Award at the University of Colorado in 2007. The latter paper, comparing public responses to intimate-partner homicide in New York and Colorado during the late nineteenth and early twentieth centuries, forms the basis for my current book-in-progress. I anticipate that I will use the felony indictments and other records at the New York Municipal Archives in researching my book.

The felony indictments, 1879-1893, are deteriorating from heavy use and copy requests. Although I am glad that other scholars have found them helpful, I believe these records are urgently in need of being microfilmed. Microfilm allows researchers to read documents without damaging the original and to enlarge and copy certain sections of the document. An indispensable feature of this particular indictment collection is an Access database that records such information as the defendant's name, crime, and date of indictment. This database enabled me to make quantitative comparisons that enhance scholarly knowledge of the New York prosecutors' work and, in particular, their treatment of intimate-partner homicide cases. It has been similarly useful to other scholars, which partially explains why it is in such great demand.

Preservation of the felony indictment records on microfilm would make them accessible, not only to me, but to scores of graduate students and professional historians. I urge you to give Mr. Cobb's grant proposal your highest consideration.

Sincerely,



Carolyn B. Ramsey
Associate Professor of Law

June 25, 2009

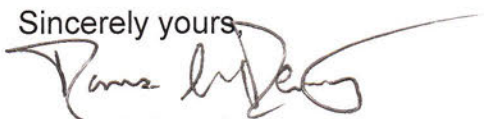
Kenneth Cobb
Director
New York City Municipal Archives
31 Chambers Street
New York, NY 10007

Dear Ken,

I am writing in support of the New York City Municipal Archives' application to the National Endowment for the Humanities to continue preservation of nineteenth-century criminal court records. These records provide invaluable, uniquely illuminating resources for the study of numerous aspects of the social, legal, political, and cultural history of New York. They also make excellent sources for teaching historical research methods in the classroom.

As a specialist in legal history, I have had the occasion to use the district attorney indictment papers extensively, particularly in connection with my recent book on obscenity regulation in nineteenth-century New York. I am enormously grateful that these records have been processed and microfilmed so that scholars like myself can access them easily. I am also grateful for the courtesy of the Municipal Archives in ensuring that these sources are made available to researchers across the country. It would be tremendously beneficial to continue the project of preserving the remaining indictment records to ensure that they too will be widely available to current and future generations of scholars.

Sincerely yours,



Donna I. Dennis

From: Timothy Gilfoyle [TGILFOY@luc.edu]
Sent: Tuesday, June 30, 2009 5:37 PM
To: Cobb, Ken
Subject: Re: criminal court records

To whom it may concern:

I have learned that the New York city Municipal Archives is applying for funding to microfilm and digitize the New York City felony indictments from 1879-1893. I am writing to urge and encourage your office to support this effort.

I spent over two years working and researching in this collection during the early 1980s. These indictments formed the major primary source for my book <City of Eros: New York City, Prostitution, and the Commercialization of Sex, 1790-1920 (W.W. Norton, 1992). During the 1990s, I used these records again for a book on New York's nineteenth-century underworld: <A Pickpocket's Tale: The Underworld of Nineteenth-Century New York> (W.W. Norton, 2006). Without these records, both books would have been impossible to write. More importantly, since 1984 these materials have been critical to the rewriting of the history of America's largest metropolis. The work of Iver Bernstein, George Chauncey, Jr., Daniel Czitrom, Paul Gilje, Max Page, Christine Stansell, Shane White and Sean Wilentz has dramatically altered the treatment of New York in U.S. history classes. All of them have spent extensive time in these records. Indeed, it is not an exaggeration to say that the manuscript records of the district attorney and police courts of New York are the most extensive and best preserved criminal records of any municipality in the United States, and possibly the English-speaking world. Because nineteenth-century police prosecuted citizens for behavior not considered criminal today (vagrancy, drunkenness, abortion, disorderly conduct), these records provide a window into the subcultures of that era that no other source offers. The documents are so extensive, especially in the latter part of the nineteenth century, that they have a value beyond just crime and deviant behavior. They are of considerable value to future genealogists, as well. Social historians are only now beginning to recognize the rich and detailed record they offer on nineteenth-century New York life.

Timothy J. Gilfoyle
Professor and Chair of History, Loyola University Chicago
Associate Editor, Journal of Urban History
tgilfoy@luc.edu

School of Arts, Histories and Cultures
The University of Manchester
Oxford Road
Manchester M13 9PL, England

+44(0)161 275 3061
peter.knight@manchester.ac.uk
www.arts.manchester.ac.uk

Kenneth R. Cobb
Assistant Commissioner
Department of Records
31 Chambers Street, Suite 305
New York, NY 10007

13 July 2009

Dear Mr Cobb,

I am writing in warm support of the proposal to preserve on microfilm the felony indictment series (1879-1893) of the New York Court of General Sessions. As you know, I'm currently working on a cultural history of irrationality and confidence tricks in financial matters in the late 19th Century, and the searchable database of cases allowed me to easily trace cases involving keyword terms such as "larceny by false pretenses." While other legal materials are more readily available (e.g. Federal Cases on Lexis-Nexis), these New-York specific items were very useful to the picture I am trying to build up of the normalisation of swindling in and around Wall Street during this period. While it was useful to be able to search the database, it was frustrating to have to make a transatlantic trip to consult the materials in person. Being able to buy the microfilm for my University's library would be very helpful not just for my own research but also for teaching, including making it possible for British graduate students in American Studies to conduct primary research in this under-utilised collection. Even more useful would be enabling the microfilm to be digitised, allowing remote access to full-text searchable and facsimile versions. With the current budget cuts that are making research travel much harder, this would be of enormous benefit to the American Studies research community world-wide.

Yours sincerely,



Dr Peter Knight
Senior Lecturer in American Studies

Indictment cover, Peo. vs. Ella Nelson, June 1891

Witnesses;

W. Michalsky
Officer Thompson

Part 2 - June 19, 1891.
Trial and Verdict.

Part II. Under the
leave set apart for June 8th 91
Part II. 1891. The trial of the D.C.
and after reading counsel for
the

Counsel,

Filed

Day of

1891

Pleds,

THE PEOPLE

Part 2. 28.

P

Ella Nelson

MURDER IN THE FIRST DEGREE,

(Section 183, Penal Code.)

JOHN T. MCDONALD,
JOHN T. MCDONALD,
JOHN T. MCDONALD,

JOHN T. MCDONALD,
JOHN T. MCDONALD,
JOHN T. MCDONALD,

Part 7. 1891

Part 7. 1891

Part 7. 1891

Part 7. 1891

Part 7. 1891

Part 7. 1891

Part 7. 1891

John H. Thompson of the 19th Precinct.

About quarter of eleven I was walking towards
^{27th}~~28~~nd Street on Sixth Avenue a young man ran to me and
says a girl has shot her fellow, where can I get a doctor?
I told her 28th Street between Broadway and Sixth Avenue.
I immediately ran up into the house and found him kneeling
on the floor with her holding him. She said, Sam my boy
you are not going to die and leave me. With that I took
the revolver from his hand, I immediately ran down stairs
and wrapped for assistance, I got Officer William J. Thompson
and another officer and they went upstairs and I went
to the station house to summon an ambulance.

Police Officer's statement, Peo. Vs. Ella Nelson, June 1891

Witnesses:

Capt. Wm. W. de Langhorne
 Det. John J. Griffin
 Officer William Crowley
 Edward Fitzgerald
 Officer Capt. A. Alonzo
 Officer William E. Prime
 Thomas Oliver
 Alice Sullivan
 Officer Ernest H. O'Leary
 Officer Adam Lange

Counsel,

Filed

Pleds,

day

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THE PEOPLE

vs.

Amer Ben Ali

George Frank

DE LANCEY NICOLL,

Part 2 - July 3, 1891, District Attorney.

Indictment in the Second Degree.

Indictment in the Second Degree.

Indictment in the Second Degree.

Indictment in the Second Degree.

Indictment in the Second Degree.

Ch. Geo. de la

Part II June 1

On motion of D.A. and after

hearing counsel for both the

case was set for trial in

the part June 15th

Foreman.

W. E. Skidmore

Indictment cover, Geo. vs. George Frank, alias Amer Ben Ali, May 1891

CITY AND COUNTY OF NEW YORK, ss.

AN INQUISITION,

Taken at the house of Coroners Office
No. 124 Second Avenue Street, in the 17th Ward of the City of
New York, in the County of New York, this 13th day of May
in the year of our Lord one thousand eight hundred and 91 before
Louis H. Schultz Coroner,
of the City and County aforesaid, on view of the Body of Carrie Brown
alias Shakespeare lying dead at

Twelve Upon the Oaths and Affirmations of
good and lawful men of the State of New York, duly chosen and
sworn, or affirmed and charged to inquire, on behalf of said people, how and in what manner the said
Carrie Brown alias Shakespeare came to her death, do
upon their Oaths and Affirmations, say: That the said Carrie Brown alias
Shakespeare came to her death by asphyxiation at the
hands of Amner Ben Ali alias, George
Frank, on or about the 24th day of April
1891, at the East River or Fourth Ward Hotel,
corner of Water Street and Catharine Slip New
York City

In Witness Whereof, We, the said Jurors, as well as the CORONER, have to this Inquisition,
set our hands and seals, on the day and place aforesaid.

JURORS.

Thomas L. Brennan	George M. Brockway
Louis L. Seaman 353 W 56 th St	Geo. M. Brockway, City Hall
Jacob Ruppert	1116-5 Ave
Charles W. Eden	9 th St & Murrumbidgee Place
R. M. Walter	59 University Place
Aug. H. Nassberg	160 E. 93 rd St
J. M. Hill	27 E 93 rd St
James Trainor	1291 Broadway
George D. Putney	Hotel Metropole
Alfred J. Slaughter	42 nd St & Broadway
	305 West 42 nd St

Coroner's inquest, Peo. vs. George Frank, May 1891

The People
vs.
George Frank

- I. Name ?
2. Residence ?
3. Business ?
4. The defendant George Frank alias Ameer Ben Ali is indicted for murder in the first degree for the killing of Carrie Brown alias Shakespeare, on the night of April 23rd, or early in the morning of April 24, 1891 in the East River Hotel, in this city; the punishment upon conviction of murder in the first degree in this State is death .
5. Do you entertain any such conscientious opinions or scruples in respect to capital punishment as would preclude you from finding the defendant guilty of murder in the first degree in case the evidence warrants or demands such a finding?
6. Have you heard or read anything of this case?
7. Did what you have heard or read create any impression on your mind as to the guilt or innocence of this defendant ?
8. Were you to go into the jury box and ^{after} take the oath to well and truly try the issue between the People of the State of New York and this defendant, and a true verdict give according to the evidence, do you believe that such impression or opinion (which you have said you possess) will not influence your verdict, and that you can render a fair and impartial verdict ^{in accordance with} according to the evidence ~~and according to that alone~~ ?
9. Are you acquainted with defendant's counsel, Fred. B. House, Emanuel M. Friend, or Mr. Levy, of the Firm of Levy, Friend & House ?
10. ☒ The People in this case have no eye-witnesses to the killing (as is the case in a majority of the crimes committed) and must, therefore, resort, to some extent, to circumstantial evidence ?
- II. Do you know the difference between circumstantial evidence and direct evidence ?
12. Will you please explain in your own way, what you

X
Circumstantial
Evidence

(2)

understand by circumstantial evidence, and what is direct evidence ?

- X 13. Have you any prejudice against circumstantial evidence ?
- X 14. Are you one of those who are opposed to circumstantial evidence ?

X 15. (Circumstantial evidence being legal evidence, would you give it such consideration and weight as the Court instructs you it is entitled to in law ?)

X 16. Would you convict of murder in the first degree on circumstantial evidence alone ? X

17. (Have you ever served as a juror in a capital case; in a criminal case; in a civil case ?)

18. Do you know the duties of a juror ?

19. What are they ?

X 21. You know it is the duty of a juror to pass upon the evidence and accept instructions on the law from the Judge ?

X 22. Are you prepared in this case to discharge your duty as a juror without fear, favor or sympathy ? X

X 23. Would the fact that the mode of inflicting the death penalty in this State has been changed from hanging to that of death by electricity, have any weight or effect on your mind in determining the verdict in this case ?

24. You have no prejudice against the testimony of a police officer.

25. You believe it is their duty to endeavor to find out crime and make every effort to do so, and if they do make such effort without bias or prejudice, you will accept their testimony as that of any other witness. Do you know of any reason whatever that would prevent you from acting as a fair and impartial juror between the People of the State of New York and this defendant George Frank.

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Witnesses:

John M. Stevenson
J. M. A. Evans
Wm. M. A. Evans
Wm. M. A. Evans
Wm. M. A. Evans
Wm. M. A. Evans

Received January 24/93
By Justice Helms
146 Decker St

218

Counsel,

Filed,

day of

1893

Pleas,

vs. THE PEOPLE

Wm. M. A. Evans

J. M. A. Evans

#4

Thomas Stevenson

Wm. M. A. Evans

Wm. M. A. Evans

DE LANCEY NICOLL

District Attorney

Received January 24/93

A TRUE BILL.

Wm. M. A. Evans

Foreman.

KEEPING A HOUSE OF ILL-FAME, Etc.
(Sections 322 and 385, Penal Code.)

Indictment cover, Peo. vs. Thomas Stevenson, January 1893

To the Honorable the Justices of
the Court of General Sessions for
the City of New York and the
Jury impanelled in the case of the
People of New York against Thomas
Stevenson (Defendant)

We the undersigned citizens and
residents of the Fifth Ward of the
City of New York, hereby attest by our
signatures that we have known Thomas
Stevenson, the Defendant in above action
for a number of years as a respectable,
honest and law abiding Citizen and
business man in this ward, and we
cheerfully subscribe our signatures in
testimony of the same. —

J. R. Cassin Druggist 174 Bleeker St
Jacob Hermann 177 Bleeker St Dry goods
George Nathaniel 177 Bleeker St Caps
Stephen Nava 175 Bleeker St Barbary
St. J. O'Connell tailor 161 Bleeker St
B. Hillman 145 Bleeker St Furniture
M. A. Guni Bros. 223 Bleeker St restaurant
Fluckiger Bros. Butchers 203 Bleeker St
Joseph Gelp 209 Bleeker St Druggist
John J. Lunnigan Estate & Loan
205 Bleeker St.

Witnesses:

Read in court of Peo.
vs. Emma Goldman
Sept 10/93

Received Sept 10/93 by
Dr J H P Hoffmann
738 E 53 St

Counsel,

Filed

Pleads,

day of

1893

THE PEOPLE

vs.

EMMA GOLDMAN

(3 conv.)

DE LANCEY NICOLL,

District Attorney.

A TRUE BILL.

David W. H. 93
Geo. M. Lawrence

Foreman.

Ch 72

Indictment cover, Peo. vs. Emma Goldman, September 1893

City and County } ss.
of New York,

Morris Schwartz

of No. the 15th Precinct Police Street, aged 31 years,

occupation Police Officer being duly sworn, deposes and says,

that on the 21st day of August 1893 at the City of New

York, in the County of New York, One Emma Goldman

being an evil disposed and pernicious person and of turbulent disposition, together with divers other evil disposed and pernicious persons to the number of fifty and upwards, unlawfully, wickedly and maliciously intending and contriving to disturb the public peace and to excite the citizens of this State to hatred and contempt of its government and laws, and to raise and make riots, routs and unlawful assemblies within this State and to commit crimes against the laws of this State, with force and arms did unlawfully, wickedly, turbulently and maliciously assemble & gather together, and being so then and there assembled & gathered together as aforesaid, the said Emma Goldman and the said other evil disposed and malicious persons did then and there unlawfully, wickedly and maliciously threaten to raise insurrections, routs and riots, in the said City of New York, and to prevent the due execution of the laws, and to procure arms, ammunition and weapons wherewith and whereby to consummate and execute their said most wicked and unlawful threats.

Wherefore deponent prays that the said Emma Goldman be apprehended & dealt with as the laws direct.
Sworn to before me
this 25 day of Aug. 1893

Morris Schwartz

Witnesses

Adm. P. S. S. S. S.

a. J. P. S. S. S.

133. S. S. S.

Mr. S. S. S.

M. S. S. S.

Dr. S. S. S.

Witness

M. S. S.

163 S. S. S.

Counsel,

Filed

Pleas,

13 day of April 1890

THE PEOPLE

vs.

F

John Popoff

163 S. S. S.

JOHN R. FELLOWS,

District Attorney.

MURDER IN THE FIRST DEGREE,

(Section 183, Penal Code.)

A True Bill.

John R. Fellows

May 22, 1890

Notman.

Grand Jurors of

John R. Fellows

John R. Fellows

Indictment cover, Peo. vs. John Popoff, March 1890

DR. WILLIAM T. JENKINS, being duly sworn, testified

as follows:-

(BY THE CORONER)

Q Doctor, please tell the Jury the result of the autopsy made on the body of Mary Petrikefsky? A. I made the examination of the body at the morgue, on the 24th of January, at 11 o'clock in the morning. I found ~~the~~ the pistol shot wound at the top of the head, about in that position (illustrating) left of the median line; that the bullet had taken a course backward and downward, and inward, crossing the median line and crossing into the greater brain and entering the left hemisphere of the cerebellum, crossing the median line and passing through the lesser brain on the right side. It lodged in the lesser brain. Cause of death: penetrating pistol shot wound in the head. The direction was backwards, downwards and to the right. This is the bullet I found; (witness produces bullet) and also a button of the bone from the inner table of the skull. (Witness produces bone found during the autopsy.)

BY MR. ~~Jenkins~~ *Bedford*

Q Assuming that the man was standing up like you, doctor,-- assuming that a man was standing like you are and a woman about the size and height of the last witness was sitting at

(25)

the table, from the nature and character of the wound in what way would the man standing up be apt to hold the pistol; he standing there and she sitting where the Coroner is? A. I made some examination and I think she sat in the chair like this at the table, and from the witness who has just testified; Mr. Popoff stood here, the door was here, and the table there, and he explained to me that the deceased threw up her head in this position saying, "Don't, den't," and that would coincide with the direction of the bullet in the brain.

Q Pointed a little downward? A. A little downward, I should say.

Q You are sure that if it was pointed up that way it could not go into the head? A. No, sir; it could not.

BY MR. ~~Jenkins~~ *Marshall*

Q Which way did you say the bullet must have gone -- how did you say did the bullet go, doctor? A. The bullet entered here through the left and downward into the brain in this direction at the base behind.

Q First backwards and then downwards? A. Yes, sir, and then to the right. It entered on the left side of the median line just in front of the frontal bone and then in this direction backwards and downwards and inward to the right.

(26)

In reference to the John Popoff's case:

The reasons that prompted me to undertake the work of helping John Popoff, who is undergoing---since May, 1890---a life sentence in Sing Sing Prison, were primarily these: The man was without a single friend of any influence in this country, and brought this misfortune on himself chiefly through his trusting, confiding disposition and perfect faith in the honesty of people who, at the trial, unexpectedly turned out to be his most unrelenting enemies; the man was barely twenty-one years old at the time the skylarking and consequent shooting of Mary Petrikovsky occurred---a mere youngster, considering the fact that the Russians are a Northern race of people who develop very slowly, so that a Russian ^{slav} of twenty-one is not much more of a man than a boy of eighteen in Italy or in this country.

My determination to obtain justice for the man was greatly fortified by the fact, that whatever he told me of himself---the circumstances of the shooting, his former life in Russia and the reasons for his coming over to America---has proved true in every particular, as I found out later on, discussing the subject with Popoff's acquaintances here, subsequent to his trial, when the excitement caused by it had subsided in the circles where he moved, and tongues were loosened in speaking of a man securely lodged behind prison walls for the rest of his natural life. Apart from this I have instituted inquiries in Moscow, where the man lived and taught in a primary

paid at
\$25.00.
Oct. 12, 1883.

Counsel, *W. H. P.*
Filed *5* day of *Oct* 1883
Pleads *Not guilty.*

THE PEOPLE
vs.
Royal
La Touche
Bigamy
3d
139 Grand St.

JOHN McKEON,
P. 2 Nov 5, 1883 District Attorney
Needs guilty
A TRUE BILL. *S. P. H. years*
W. H. Anderson
Foreman.

Nov Term
S. P. H. years.

Indictment cover, Peo. vs. Royal La Touche, October 1883

Court of General Sessions of the Peace

OF THE CITY AND COUNTY OF NEW YORK.

THE PEOPLE OF THE STATE OF NEW YORK

against

Royal La Touche

The Grand Jury of the City and County of New York, by this indictment, accuse Royal
La Touche

of the CRIME OF Bigamy

committed as follows:

The said Royal La Touche

late of the City and County of New York, on the twentieth day of
July in the year of our Lord one thousand eight hundred and seventy
four, at the Town of Hillsborough
in the State of Ohio, did marry one
Jennie Hill, and then the said Jennie
Hill did then and there have for his
wife: and the said Royal La Touche
afterwards, to wit: on the nineteenth
day of August, in the year of our Lord
one thousand eight hundred and
eighty, at the City and County of New
York, with force and arms, feloniously
did marry and take as his wife, one
Eda M. Dingy, and so the said Eda M.
Dingy was then and there married, the
said Jennie Hill being then and there
living and in full life, against the
form of the Statute in such case made
and provided, and against the peace of
the People of the State of New York,
and their dignity.

John McKeon, District Attorney.

4
7356

HEALTH DEPARTMENT OF THE CITY OF NEW YORK.
OFFICE, No. 301 MOTT STREET.
Bureau of Vital Statistics.

New York, July 2, 1883

A Transcript from the Record of Marriages

IN THE CITY OF NEW YORK.

DATE OF MARRIAGE.		FULL NAME OF GROOM.		RESIDENCE.	AGE.	COLOR.
August 19, 1880		Royal Latouche		Chicago, Ill.	36	W
GROOM'S BIRTHPLACE.		NAME OF FATHER.		NAME OF MOTHER.		
Pennsylvania		Michael Latouche		Catherine Tager		
OCCUPATION.	No. of Groom's Marriage.	FULL NAME OF BRIDE.		RESIDENCE.	AGE.	COLOR.
Agent	~	Ida M. Dings		Pa Hollersville.	26	W
BRIDE'S BIRTHPLACE.		NAME OF FATHER.		NAME OF MOTHER.		
Pennsylvania		John Dings		Emma Jane Cobb		
NO. OF BRIDE'S MARRIAGE.	BY WHOM MARRIED, AND OFFICIAL STATION OF PERSON SOLEMNIZING THE MARRIAGE.			WHEN RECORDED.		
2d	Rev Thomas Richey.			Aug. 24, 1880		

The persons authorized to solemnize Marriages by the Laws of New York are the following:

1. Ministers of the Gospel and Priests of every denomination,
2. Mayors, Recorders, and Aldermen of Cities.
3. Judges of County Courts and Justices of the Peace.
4. Jews, and "Quakers (or Friends)," in a manner agreeable to the regulations of their respective societies.

Hence, certificates of the solemnization of Marriages by Notaries, or by or before any other persons or officers than those above named, ARE NO EVIDENCE OF SUCH MARRIAGES.

John D. Nagle, M.D.
Deputy Register of Records.
A True Copy,
Emmeline Clark
Secretary.

CITY AND COUNTY }
OF NEW YORK, } ss.

Royal La Touche being duly examined before the undersigned, according to law, on the annexed charge: and being informed that it is h is right to make a statement in relation to the charge against h him; that the statement is designed to enable h him if h he see fit to answer the charge and explain the facts alleged against h him that he is at liberty to waive making a statement, and that h his waiver cannot be used against h him on the trial.

Question. What is your name?

Answer.

Royal La Touche

Question. How old are you?

Answer.

39 years

Question. Where were you born?

Answer.

Pennsylvania

Question. Where do you live, and how long have you resided there?

Answer.

261 Broadway. 3 months

Question. What is your business or profession?

Answer.

Agent

Question. Give any explanation you may think proper of the circumstances appearing in the testimony against you, and state any facts which you think will tend to your exculpation?

Answer.

I am not guilty
Royal La Touche

Defendant's plea, Royal La Touche, October 1883

Taken before me this

13
day of
October

CRIMINAL OFFENSE
Larceny of money
Violation of gambling laws
Larceny
Burglary
Robbery
Larceny, Grand
Homicide
Robbery, 1st degree
Larceny from person & receiving stolen goods
Obtaining money, etc. by false pretenses
Assault & battery, Felonious
Burglary, 3rd degree
Burglary, Attempted, 1st degree
Forgery, 3rd degree
Assault & battery
Burglary, 1st degree & 3rd degree
Larceny, Petit
Homicide, murder in the 1st degree
Homicide, murder in the 2nd degree
Possession of burglars' tools at night time
Assault & battery, Felonious, firearms
Arson, 1st degree
Larceny, Grand & receiving stolen goods
Larceny, Grand, of money
Larceny & receiving stolen money
Larceny, Grand from person & rec stolen goods
Larceny, Petit & receiving stolen goods
Burglary, Attempted, 1st & burglary 3rd deg
Burglary, 2nd degree
Burglary, 1st degree
Burglary, 2nd degree & receiving stolen goods
Larceny, Petit, from the person
Larceny, Grand, of money, etc.
Burglary, 3rd degree & grand larceny
Larceny, Petit, from the person + rec stolen goods
Abortion
Violation excise law
Disorderly house
Embezzlement
Embezzlement and Grand Larceny
Arson
Forgery
Forgery, 1st degree
Arson, 2nd degree
Abduction & kidnapping
Perjury
Assault with attempt to ravish
Rape
Receiving stolen goods
Violation of corporation ordinances
Violation of lottery laws
Infraction of trade (forgery)
Cruelty to animals
Seduction under promise of marriage
Adulterated milk
Obscene literature
Concealed weapons

Bigamy
Incest
Extortion
Seduction
Abandoning child
Larceny, Grand & accessory after the fact
Beating - Homicide of manslaughter degree
Beating - Homicide, murder in the 2nd degree
Beating - Homicide, murder in the 1st degree
Sodomy
Selling lottery policies
Burglary, 1st deg, grand larceny + rec stolen good
Manslaughter, 1st degree
Misdemeanor
Assault, 3rd degree
Conspiracy
Conspiracy & Coercion
Suicide, Attempting
Intimidation
Indecent exposure
Assault, 2nd degree
Murder, 1st degree
Murder, 2nd degree
Larceny, Grand, 1st degree
Larceny, Grand, 2nd degree
Larceny, Grand, 3rd degree
Keeping a house of ill fame
Assault, 1st degree
Injury to property
Sabbath Breaking
Crime against nature
Keeping a bawdy house
Gaming
Keeping a gambling establishment
Bribery
Act hindering justice
Maintaining a public nuisance
Maiming
Riot

FELONY INDICTMENTS DATABASE								
NAME	ALIAS	CRIME	DESCRIPTIO	DATE	COMMENT	FOLDER	BOX	SEE_ALSO
Johnson, Chauncy	Jackson, Charles & VanDuzer, William	Larceny of money	J	12/16/79	3rd offense	25	2	
Johnson, George		Larceny, Grand & receiving stolen money	J	12/17/79		25	2	
Williamson, George		Larceny, Grand & receiving stolen money	J	12/17/79		25	2	Johnson, George
Jones, Lewis		Larceny of money from the person in the night	J	12/02/79		25	2	
Johnson, Andrew		Burglary, 1st deg, petit larceny & rec stn gd	J	12/02/79		25	2	
Johnson, Jessie		Robbery, 1st degree	J	12/10/79		25	2	
Karcher, Albert		Larceny & receiving stolen money	K	12/03/79		26	2	
Keeler, George		Larceny, Grand, of money	K	12/03/79		26	2	
Kenney, John		Larceny, Grand	K	12/23/79	death certificate re:Kenny	26	2	
Kelly, Richard		Larceny, Grand & receiving stolen money	K	12/17/79		26	2	
Kelly, Thomas		Larceny, Grand & receiving stolen goods	K	12/16/79		26	2	
Kerrigan, James		Assault & battery	K	12/22/79		26	2	
Kirsch, Leonard		Assault & battery, Felonious	K	12/09/79		26	2	
Lareska, Joseph		Assault & battery, Felonious	L	12/03/79		27	2	
Lanz, Elizabeth		Assault & battery, Felonious	L	12/08/79	Lanz died in the Lunatic Asylum	27	2	
Lynch, John		Burglary, 2nd degree & receiving stolen goods	L	12/17/79		27	2	
Madill, John		Homicide, murder in the 1st degree	M	12/08/79	Coroner information	28	2	
McCormick, Patrick		Assault & battery, Felonious	M	12/23/79		28	2	
McCormick, Patrick		Homicide, murder in the 2nd degree	M	12/19/79	Coroner information	28	2	

FELONY INDICTMENTS DATABASE								
NAME	ALIAS	CRIME	DESCRIPTIO	DATE	COMMENT	FOLDER	BOX	SEE_ALSO
May, Robert		Larceny, Grand & receiving stolen goods	M	12/22/79	2 cases	28	2	Ellis, James
Ellis, James	Townley, James	Larceny, Grand & receiving stolen goods	M	12/22/79	2 cases	28	2	May, Robert
Murphy, Francis		Rape	M	11/19/79		8	2	
Menken, William		Burglary, 3rd degree	M	12/19/79		29	2	
McNally, Charles		Assault & battery, Felonious	M	12/09/79		28	2	
McDermott, Edward		Assault & battery, Felonious	M	12/02/79		28	2	
Moloney, John		Receiving stolen goods	M	12/02/79		29	2	
Marsh, George		Burglary, 3rd degree & grand larceny	M	12/23/79		28	2	
Mack, Thomas	McEnerney, Thomas	Burglary, 3rd degree, larceny & rec stln gds	M	12/09/79	News clip & other information	28	2	
Miller, John		Larceny, Grand & receiving stolen goods	M	12/17/79		29	2	
Martini, Antonio		Assault & battery, Felonious	M	12/09/79		28	2	
McCall, George	Baker, George & Blake, George	Abduction & kidnapping	M	12/18/79		28	2	Evans, Michael & Evans, Jane
Evans, Michael	Evans, Minor	Abduction & kidnapping	M	12/18/79		28	2	McCall, G. & Evans, Jane
Evans, Jane		Abduction & kidnapping	M	12/18/79		28	2	McCall, G. & Evans, Michael
McKeon, John		Burglary, 1st degree & rec stolen goods	M	12/09/79		28	2	
Muller, Emilie	Miller, Amelia	Larceny of money	M	12/19/79		29	2	
Meier, Louise		Larceny, Grand of money	M	12/02/79		29	2	
Meyers, Isaac	Meyers, Isidis	Receiving Stolen Goods	M	12/09/79	3 cases	29	2	
Moses, Theodore		Larceny, Grand & receiving stolen goods	M	12/02/79		29	2	
Mullane, Bridget		Arson, 1st degree	M	12/09/79		29	2	
Murphy, William		Larceny, Petit, from the person	M	12/22/79		29	2	

Appendix 5

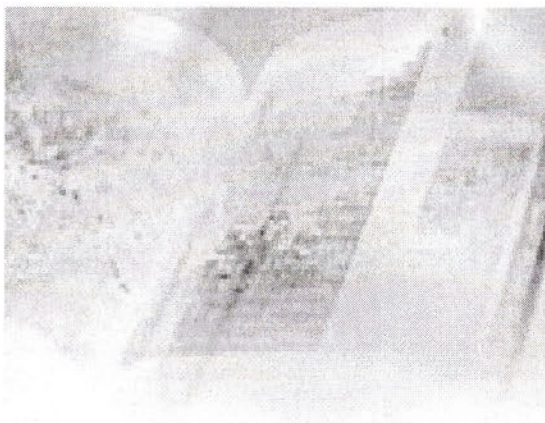
Service Bureau Price Quotes:

- 1. OCLC Preservation Service Center, Bethlehem, PA**
- 2. Northeast Document Conservation Center, Andover, MA**

Proposal submitted July 9, 2009 by
OCLC Preservation Service Center, Bethlehem, PA

New York City Department of Records / Municipal Archives

Bid No. 09-130



*Preserving the past
for generations to come*

ATTACHMENT 2 PRICE ESTIMATE

Bid No. 09-130

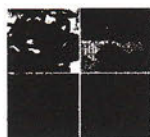
2010/11 Pricing

NYC Dept of Records/Municipal Archives
Microfilming Felony Indictment Records, 1879-1893

Assumptions

Pages: 556,930
Frames: 573,638
Reels: 479

PREPARATION						
Reel Program at camera	Per reel					no extra charge
Subtotal						\$0.00
FILMING						
Filming*	Position 1B	573,638	x	\$0.38	=	\$217,982.44
*Frame numbers included at no extra charge						
Subtotal						\$217,982.44
PROCESSING AND DUPLICATION						
Print Master	Silver Negative	479	x	\$34.90	=	\$16,717.10
Service Copy	Silver Positive	479	x	\$34.90	=	\$16,717.10
Subtotal						\$33,434.20
POLYSULFIDE TREATMENT						
Archive Master	Per reel	479	x	\$9.70	=	\$4,646.30
Subtotal						\$4,646.30
PROJECT SUB-TOTAL						\$256,062.94
SHIPPING AND HANDLING						
Pack Materials	boxes	534	x	\$7.25	=	\$3,871.50
Pack AMs	boxes	24	x	\$8.50	=	\$204.00
Pack PMs & SCs	boxes	24	x	\$8.50	=	\$204.00
Pickup/Deliver Materials	per round trip	5	x	\$234.00	=	\$1,170.00
UPS AMs	boxes	24	x	\$7.56	=	\$181.44
Totals						\$5,630.94
PROJECT GRAND TOTAL						\$261,693.88



NORTHEAST DOCUMENT CONSERVATION CENTER

Robin H. Sung
Production Coordinator
rsung@nedcc.org

100 Brickstone Square, Andover, MA 01810-1494
ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

David Mathews
Director of Imaging
dmathews@nedcc.org

PRESERVATION MICROFILMING ESTIMATE

Client: NYC Dept of Records/Municipal Archives 31 Chambers Street New York, NY 10007	Attention: Kenneth R. Cobb	Date: 7/9/2009 Job No: Location:
Tel: 212 788-8604	Fax: 212 788-8614	e-mail: kcobb@records.nyc.gov

TITLE/SERIES TITLE: Felony Indictments 1879-1893
Type of Material to be filmed:
<input type="checkbox"/> Manuscripts <input type="checkbox"/> Scrapbooks <input type="checkbox"/> Monographs <input type="checkbox"/> Newspapers <input type="checkbox"/> Serials
<input checked="" type="checkbox"/> Documents <input type="checkbox"/> Photographs <input type="checkbox"/> Negatives <input type="checkbox"/> Clippings <input type="checkbox"/> Letterpress
CONDITION OF COLLECTION: Single sheet handwritten and typed documents. Fragile, brittle and torn, though contrast is good.
<input type="checkbox"/> NEDCC has inspected this collection prior to issuing this cost estimate
<input checked="" type="checkbox"/> NEDCC has not inspected this collection prior to issuing this cost estimate; thus, the estimate is subject to change

No. of Items: 557,000	Film Size: 35mm	Dimensions of original material: 8.5" x 14"
No. of Pages (est.):	Film Type: Conventional / Continuous Tone	
Frame Count (est.): 707,550 *	Reduction Ratio: 12x	Orientation: IA <input checked="" type="checkbox"/> IB <input type="checkbox"/> IIA <input type="checkbox"/> IIB
*% added to allow for double sided documents in additional to ~47,000 targets		

Estimated number of Master reels for project:	707,550
Estimated Cost of Master Negative:	
Preparation/Testing	\$0.03 per frame
Filming	\$0.35 per frame
Inspection	\$0.07 per frame
Total	\$ 0.45 per frame
707,550 # of Estimated Frames	\$ 318,397.50

Duplication Charges:	
710 duplicate negative rolls @ \$ 59.00 per roll	\$ 41,890.00
710 duplicate positive rolls @ \$ 54.00 per roll	\$ 38,340.00

Polysulfide Treatment:	
<input type="checkbox"/> Master film only <input checked="" type="checkbox"/> Master film and duplicate negative	
1420 rolls @ \$22.00 per roll	Optional \$ 31,240.00

Packing:	included
-----------------	----------

Shipping:	Billed @ cost
------------------	---------------

Iron Mountain Storage of Archival Masters: <input type="checkbox"/> Yes <input type="checkbox"/> No Please Choose	Billed annually
Reels @ \$2.00 per reel, billed annually (\$25.00 minimum charge)	

Total without Option \$ 398,627.50

Total with Option \$ 429,867.50

ESTIMATED COST OF Microfilming, not including insurance, delivery or other (from Page 1, above)

Total without Option \$ 398,627.50

Total **with** Option \$ 429,867.50

This estimate is valid for 6 months from the date appearing on page one.

The (actual) total frame count and number of reels of microfilm may change the above estimate.

It is understood and agreed between the parties to this agreement that the microfilming may be modified or halted should it be difficult to meet specifications. All work should be in camera ready order prior to receipt by NEDCC; the preparation charge above is for technical and target preparation and does not include verification or physical preparation. **Should inspection of a collection reveal issues that make microfilming more difficult and time-consuming than expected, a new estimate will be provided. Actual filming costs and number of frames/reels produced will determine the final cost of the project.**

Owner's Statement of Insurance Value: Maximum liability limited to \$

Unless the Owner's insurance policy provides the standard all risk perils and the owner's insurance company sends the Center a waiver of subrogation, all works left here **MUST** be insured under our policy at a rate of \$1.00 per month per \$1,000 value. The NORTHEAST DOCUMENT CONSERVATION CENTER expresses no opinion as to the actual value or authenticity of the above described object(s).

Authorization to Microfilm:

Authorization is hereby given to the NORTHEAST DOCUMENT CONSERVATION CENTER to film the above object(s) as proposed herein. All microfilming will be done for the account and at the risk of the Owner without liability to the NORTHEAST DOCUMENT CONSERVATION CENTER for negligence or otherwise.

Owner or Authorized Agent

Date



Northeast Document Conservation Center
David Mathews/ Robin H. Sung

7/9/2009

Date

Purchase order required?

☐ Yes

☐ No

P.O. # :

Joint job with

Bills are payable upon receipt. Objects must be picked up within 30 days after work is completed, unless alternate arrangements are made.

Please sign and return white copy. Retain yellow copy for your files.

Appendix 6

Key Staff Resumes

Leonora A. Gidlund, Archives Director and Project Manager

Frederic Grevin, Records Deputy Commissioner, Digital Technology Adviser

Ellen Chin, Conservation Laboratory Supervisor

Leonora A. Gidlund

(b) (6)

(b) (6)

WORK EXPERIENCE

- 2005-Present** **MUNICIPAL ARCHIVES, CITY OF NEW YORK**
DEPARTMENT OF RECORDS AND INFORMATION SERVICES.
Director
- Oversee all Division operations: Conservation, Micrographics, Moving Image, Photo/Imaging, Reference and the Bush Terminal Facility.
Responsible for providing access to more than 150,000 cubic feet of materials from over 100 city agencies.
- 1992-2004** **MUNICIPAL ARCHIVES, CITY OF NEW YORK**
Deputy Director
- Assists Director with all day-to-day activities. Responsible for divisional functions in the absence of Director.
Chief of Operations for archival procedure and Bush Terminal Facility.
Represents Agency at meetings and conferences.
- 1986-1992** **MUNICIPAL ARCHIVES, CITY OF NEW YORK.**
Assistant Director
- Chief of Operations for appraisal, accessioning, and processing of historical city records, supervisor of the Field Services Team, and supervisor of Special Projects for governmental and privately funded programs.
Processing/Appraisal Unit Supervisor from 1985-1986
- 1982-1984** **GEORGIA STATE UNIVERSITY, ATLANTA, GEORGIA.**
Assistant Archivist, Special Collections
- Appraised, processed and prepared finding aids for manuscript records in the Southern Labor History and the Popular Music Collection. Reference Archivist.
- EDUCATION** **M.L.S., Pratt Institute, with distinction**
M.A., History, Georgia State University
B.A., History, City University of N.Y., summa cum laude
Certified Archivist, Society of American Archivists.
- PUBLICATIONS:**
- 2002** **We Will Not Forget Where We Were The Day of the World Trade Center Attack. Archival Outlook, Society of American Archivists Newsletter, Jan/Feb 2002,**
- 1996** **Southern Suffrage and Beyond: Eleonore Raoul and the Atlanta League of Women Voters, 1920-1935." Atlanta History, Fall-Winter 1996-97, Volume XL.**
- 1992** **The New York Vietnam Veterans Memorial Commission Records, 1963-1990, Department of Records and Information Services, November 1992.**
- 1992** **New York Archives Week 1992 Looks to Both Past and Future, METRO, Archives and Historical Records Program Newsletter, No. 5 Spring 1992.**
- 1991** **New York City Celebrates Archives Week 1991," METRO, Archives and Historical Records, Vol. 4 Winter 1991.**

- 1989 "Legendary Potter's Field Registers Accessioned," NOTES, Department of Records and Information Services, Spring 1989.
- 1984 "Georgia Feminists Before and After the Franchise," Proceedings and Papers of the Georgia Association of Historians, Spring 1984.

PRESENTATIONS/LECTURES/EXHIBITS

Specific subject presentations at the Society of American Archivists (SAA) Annual Meetings, The Mid-Atlantic Regional Archives Conference (MARAC) Spring and Fall Meetings, Long Island Archives Conference (LIAC) Spring Meeting, Long Island Studies Institute, Archivists Round Table of Metropolitan New York (ART), Georgia Association of Historians Annual Meeting, and at numerous training seminars, 1982 to the present.

Exhibits include:

"20 Years of Empowering Women, 1975-1995," an anniversary celebration for the Women's Advisors of New York City, a program of the New York City Commission on the Status of Women; "Celebrating Twenty-five Years of Off-Track Betting, 1970-1995," "New York City Commission on Human Rights 40th Anniversary *1955-1995* 'protecting and promoting human rights,'" "Welcome Home: The First Anniversary," 1986 and "Welcome Home: The Tenth Anniversary," 1995, exhibitions which displayed materials from the New York Vietnam Veterans Memorial Commission, and "Queens--the Early Years," a photography exhibit at the Queens Festival, 1987.

OFFICES HELD:

Chair, New York State Caucus, Mid-Atlantic Regional Archives Conference (MARAC), 1994-1996, 1997-1998
 Treasurer, MARAC Spring Meeting, 1994
 Chair, Department of Records and Information Services, "DORIS DAY," 1993
 President, Archivists Round Table of Metropolitan New York, Inc. (ART), 1991-1992
 Vice President, ART, 1989-1991
 Chair, New York Archives Week, 1992
 Co-Chair, New York Archives Week, 1996
 Coordinating Committee Member, New York Archives Week, 1989 to present
 Director, Long Island Archives Conference (LIAC), 1989-1998
 President, Phi Alpha Theta, Georgia State University, 1982

AWARDS AND HONOR SOCIETIES:

Fund for the City of New York, Sloan Public Service Award, 2006
 Women's Advisor of the Year, Award 1995
 Omicron Delta Kappa
 Phi Alpha Theta
 Tau Phi Sigma

Frederic J. Grevin

Fred Grevin was appointed Deputy Commissioner and Chief Information Officer of the New York City Department of Records and Information Services in July 2007.

The Department of Records is an oversight agency responsible for the organization and retrieval, in the 60 “Mayoral agencies”, of records, reports and archival documents produced by past and present New York City governments.

The City of New York is one of the 10 largest governments in North America (including the US and Canadian Federal governments), with an annual operating budget of over \$41 billion, a five-year Capital budget of over \$59 billion, and approximately 300,000 employees.

Fred Grevin is responsible for:

- developing City-wide strategies and policies for records and archives management,
- coordinating the City-wide deployment of the strategies and policies, and
- creating projects to implement them.

Before his current position, Fred was Director of the Office of Records and Archives Management at the New York City Department of Environmental Protection (DEP).

At DEP, Fred improved the agency’s management of its records by creating a records and archives management program, developing contractual guidelines for the preservation of very long-term records, chairing an agency-wide document security task force, and setting up an inactive records storage services contract with a commercial vendor.

Fred first entered City service in 1985, as Micrographics Coordinator for the New York City Department of Finance. During his service at the Department of Finance, Fred researched and developed the Request For Proposals, and served on the Selection Committee for New York City’s digital land title records system (Automated City Register Information System—ACRIS), one of the most successful large (\$70M) automation programs in the City.

He has taught a graduate-level course in reprographic technologies at the Palmer School of Library and Information Science (Long Island University), and an undergraduate-level course in digital asset management at the Department of Advertising Design and Graphic Arts, New York City College of Technology (CUNY).

From 1973 through 1982, Fred worked for the Columbia University Libraries Reprography Laboratory (now “Preservation Reformatting Department & Reprography”), first as a microfilm camera operator, and finally as supervisor of the laboratory.

Fred Grevin has a Licence ès Lettres in archaeology and art history from the University of Dijon (now the University of Burgundy), France.

Fred Grevin is a member of the U.S. Technical Advisory Group (TAG) which develops and coordinates the U.S. positions on the development and review of standards developed under the auspices of TC 171 of the International Organization for Standardization (ISO). The TAG represents the United States at all ISO TC 171 meetings. He is a member of the Society for Imaging Science & Technology (IS&T), the Association for Records Managers and Administrators International (ARMA), the Association for Information and Image Management (AIIM), the Archivists Round Table of New York City, the Computer Society of the IEEE (formerly the Institute of Electrical and Electronics Engineers), The American Society for Indexing, and the New York Association of Local Government Records Officers (NYALGRO).

ELLEN CHIN

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EDUCATION: University of Wisconsin – Madison
1982-1983 Archival Administration
1978-1979 Masters in Library Science
1976-1978 East Asian Language and Literature
Madison Area Technical College, 1983, General Chemistry
Ithaca College, 1968-1972, B.A-Psychology

ADVANCED TRAINING: 7/95-9/95 International Centre for the Study of the Preservation and
Restoration of Cultural Property (ICCRPM)
Paper Conservation Course; Horn and Vienna, Austria

BOOKBINDING CLASSES: 2/81-6/81 Madison, Wisconsin – Alfredo Dela Rosa
9/80-1/81 New Haven, Connecticut – Constance Mortensen
1/79-5/79 Madison, Wisconsin – James Dast

WORK EXPERIENCE:

Nov 84-Present: Conservator at the New York City Municipal Archives
Duties: Humidify, flatten, dry clean, wash and deacidify, encapsulate documents and architectural drawings; minor repair of paper, line documents with Japanese paper; re sew and rebind books; make protective enclosures for fragile books and documents; remove photographs from mounts, clean photographs and glass plate negatives, repair glass plates, test nitrate films; treatment of acetate disc recordings; exhibit preparation.

Sep 83-Oct 84: Historic Conservation Technician at the New York State Archives, Albany, N.Y.
Duties: Prepare and microfilm materials, develop, inspect and duplicate archival quality microfilm, folder and box materials.

Mar 81-Sep 83: Conservation Technician (half-time) at the State Historical Society of Wisconsin, Madison, Wisc.
Duties: Humidify, flatten, dry clean, wash, deacidify and encapsulate documents; re sew and rebind books; minor paper repair; line documents with Japanese paper; stretch parchment, exhibit preparation, etc.

Nov 82-Aug 83: Archives Aide (10 hours/week) at the State Historical Society of Wisconsin, Madison, Wisc.
Duties: Prepare materials for microfilming; disbind scrapbooks; rebox folders, etc.

Aug 80-Jan 81: Conservation Intern at Yale University Libraries, New Haven, Conn.
Duties: Learned the routines of the Conservation and Preservation Departments; surveyed books in the general collection and evaluated the physical condition of the paper, binding, sewing structure; set up an exhibit on conservation and preservation problems and options; produced a catalog of the exhibit.

Sep 79-Aug 80 Student Conservation Technician at the U.W. Memorial Library Collection Maintenance Department, Madison Wisc.
Duties: Rebind books using various techniques; make drop spine boxes; minor repair of books and paper; exhibit preparation.

May 79-Mar 81 Librarian (half-time) at the Dane County Regional Planning Commission, Madison, Wisc. (leave of absence from 8/80 to 1/81)
Duties: Order and catalog books and government publications; general maintenance of the collection.

REFERENCES:

Kenneth Cobb, Assistant Commissioner
Department of Records
31 Chambers Street, New York, NY 10007

Peter Mustardo
The Better Image

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Appendix 7

Institution Background

INSTITUTION BACKGROUND

NYC Department of Records

Municipal Archives Division

A. *Special Awards and Recognition*

On July 2, 2001, *The New York Times* profiled the Municipal Archives in a front-page story entitled “In 3 Million Pounds of History, View of Day-to-Day New York.” In the article, journalist Glenn Collins traced the precarious history of the Archives over the last thirty-five years: “Of all the remarkable things about New York City’s Municipal Archives, the most extraordinary, by far, is its very survival.” Collins described how the Archives had successfully made its collections available to scholars in recent years, and in so doing “. . . the city’s history has been rewritten.” Collins also quoted Dr. Kenneth Jackson, then president of the New-York Historical Society who observed that the new availability “. . . has helped spur a flowering of insights and innovation regarding New York City’s past.”

On October 9, 2002, the Archivists Round Table of Metropolitan New York (ART) presented the New York City Municipal Archives with their “Award for Archival Achievement.” ART conferred this honor upon the Municipal Archives “in recognition of its long record of accomplishments, its outstanding contributions toward a broader understanding of New York City’s history, and [it’s] . . . commitment to professional archival standards.”

More recently, on March 15, 2006, Municipal Archives Director Leonora Gidlund received the Sloan Public Service Award from the Fund for the City of New York. One of six recipients selected from over 250,000 eligible employees, Ms. Gidlund was cited for her devotion to preserving the City’s history in over twenty-five years of service at the Municipal Archives. Mayor Michael Bloomberg opened the ceremony with his congratulations and Caroline Kennedy Schlossberg presented the award to Ms. Gidlund. On the same day, *The New York Times* highlighted Ms. Gidlund in a Metro Section article profiling the award winners.

B. *Holdings*

Founded in 1950, the Municipal Archives is a division of the New York City Department of Records and Information Services. The functions of the Archives are to accession, catalog, conserve and make available those records of the government of the City of New York deemed worthy of permanent preservation. The Archives holdings total approximately 150,000 cubic feet and comprise manuscript material, still and moving images, ledger volumes, maps, blueprints, and sound recordings. Some of the major collections include Almshouse ledgers, 1758-1953, Real Estate Tax Assessment ledgers, 1789-1975, Brooklyn Bridge architectural plans, 1867-1938, Building Department docket books and application folders, 1866-1975, records of the legislative branch, 1647-1977, Criminal Court docket books and indictment records, 1683-1949, District Attorney closed case files, 1790-1978, Mayors’ correspondence, 1849-2001, Parks Department architectural plans, 1850-1933, and General Files, 1934-1966,

pre-consolidation County/Town ledgers, 1663-1898, and NYC Unit WPA Federal Writers' Project manuscripts, 1936-1943. Still images total over one million. The collection includes moving images and sound recording from the municipal broadcasting station WNYC.

C. Staff

Assistant Commissioner Kenneth Cobb provides overall management of the Municipal Archives. He has been associated with the institution for twenty-seven years. The Director is Leonora Gidlund. After having served as Deputy Director since 1990, Mrs. Gidlund became Director in January 2005.

There are five functional units:

- Archivists Stephen Barto and Tobi Adler staff the Processing/Appraisal Unit. They are assisted by para- professionals, and special grant-funded project staff, as needed.
- Ellen Chin supervises the paper conservation laboratory. She is assisted by one part-time paraprofessional, a part-time archivist/photo specialist, and several per diem contract conservators employed as needed for special projects.
- Moshen El-Fishawi supervises the preservation microfilm laboratory. There are three camera operators and one quality specialist in the unit.
- Mrs. Gidlund supervises the Reference Room. There are five paraprofessionals in the unit.
- Michael Lorenzini is curator of the photography collection and supervisor of the darkroom and digital studio. He supervises several per diem photographers who produce new photographic materials as needed.
- Vladimir Averbukh (Web master) and Adotey Akuesson staff the Department's MIS Division and make their services available to the Archives as needed.

D. Reference Services

The Municipal Archives Reference Room is open to the public from Monday to Thursday, 9 a.m. to 4:30 p.m. and Friday, 9 a.m. to 1 p.m. Appointments are recommended, but not necessary. The Archives currently has twenty-seven microfilm reader machines (three are reader/printers) available for public use. There are ten computer monitors in the Reference Room for public use. Photocopies and paper prints from microfilm are available (self-service) for a nominal fee. The Municipal Archives is an enthusiastic participant in the inter-library loan program.

E. Preservation Program

The Municipal Archives is committed to long-term preservation of the materials in its care. The institution maintains a well-equipped paper conservation laboratory and a complete in-house preservation microfilm laboratory. Nearly half of the full-time staff are devoted to preservation activities.

The Archives began operating an in-house preservation microfilm laboratory in 1987. The laboratory is equipped with four 35mm Kodak MRD-II planetary cameras, four Minolta DR1600 16mm cameras, a Prostar film processor, and Extek silver and diazo duplicating machines. The laboratory processes, inspects, and duplicates film in-house. Materials are selected for preservation filming based on demand for the information contained in the record and its physical condition. Fragile materials which are in heavy demand have priority for microfilming. Vital records, mayoral correspondence files, colonial-era Common Council records, and criminal court materials have been filmed in recent years. The laboratory camera operators are currently producing about 30,000 images per month.

F. Photography Unit

The Municipal Archives Photography Unit produces new prints, transparencies, and negatives from vintage photographic materials for both in-house use and for patrons. Fees range from \$35.00 for an 8"x10" print on resin-coated paper to \$125.00 for a 16"x20" print on fiber paper. Prints are supplied for personal use. The Archives licenses images for books, articles, documentaries, and other uses, for modest fees. Patron requests for prints from the collection rose dramatically beginning in July 2000 when the *New York Times* printed a feature story on the "tax" photograph collection. In fiscal year 2009, the photography unit produced 3,717 prints for patrons.

The Unit's responsibilities also include the digital studio. Equipped with a variety of scanners and printers, unit staff can produce scans from all formats of photographic materials and provide outputs as required.

H. Special Projects

The Archives has successfully competed for grant funds from federal and state sources to support its programs and operations. Currently, with assistance from the National Endowment for the Humanities, the Archives is preserving late nineteenth century grand jury (dismissed) indictment records. Recent awards from the New York State Archives Local Government Records Management Improvement Fund have enabled the Archives to begin activities to preserve and improve access to the NYC Board of Education collection. The New York State Library has awarded grants to the Archives to re-house 60,000 photographic images from several collections, and to preserve oversize architectural drawings from the Central Park and Brooklyn Bridge collections.