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**Report on the Fiscal 2025 Preliminary Plan
and the Fiscal 2024 Preliminary Mayor's
Management Report for the**

Department of Records and Information Services

March 5, 2024

Prepared by Ross Goldstein, Financial Analyst



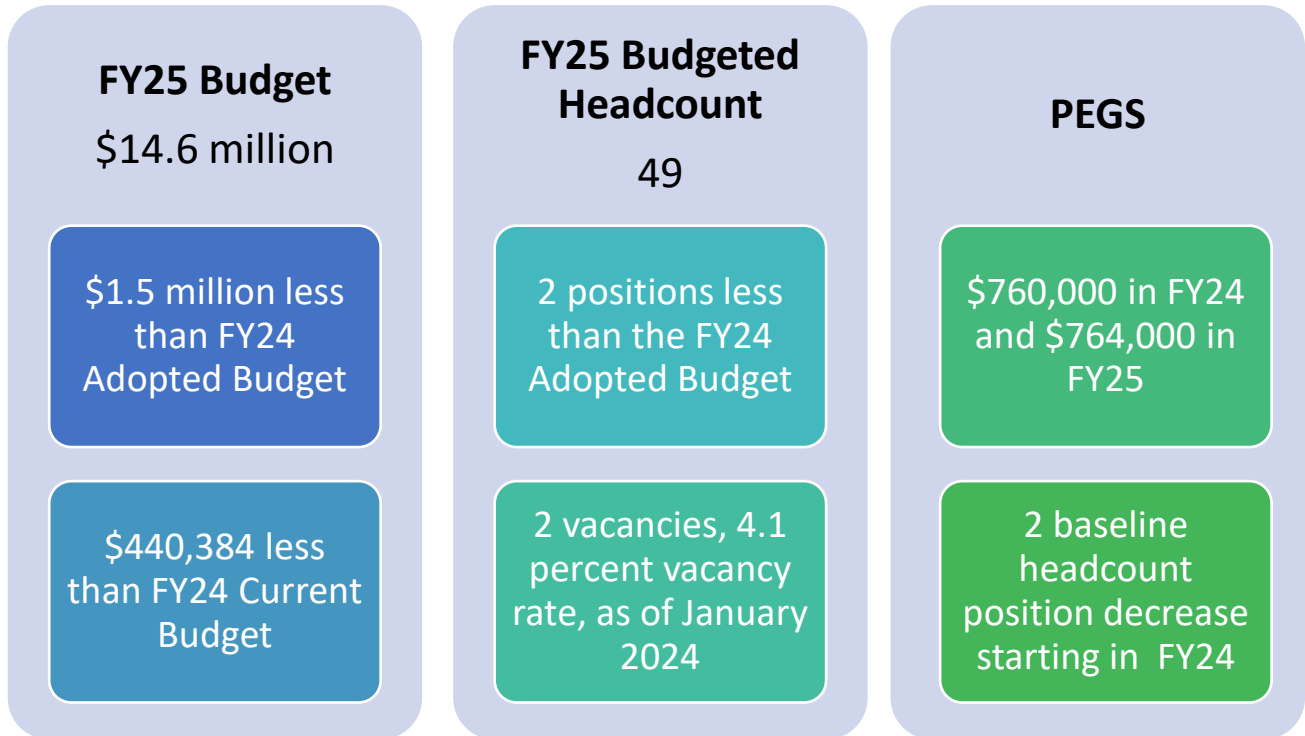
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Department of Records and Information Services Overview

The mission of the Department of Records and Information Services (DORIS or the Department) is to foster civic life by preserving and providing access to the historical and contemporary records of New York City government. To achieve this, the Department ensures that City records are properly maintained following professional archival and record management practices and makes materials available to diverse communities both online and in person. DORIS has devoted attention to showing the relevance and diversity of City government’s records through several initiatives including a story-gathering history project, exhibits, and social media posts.

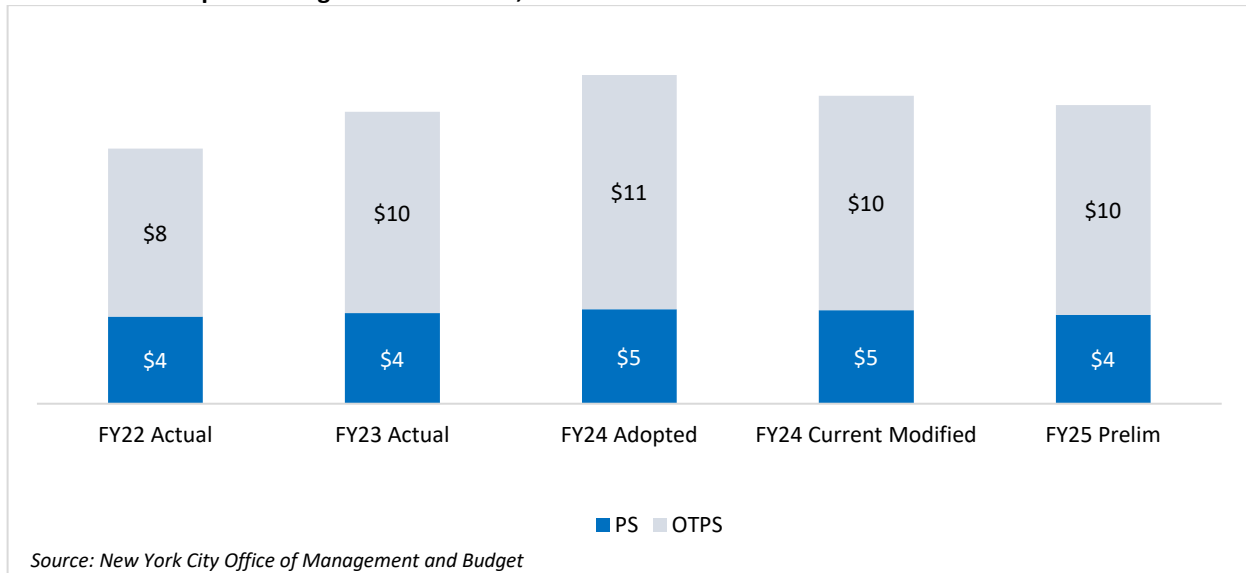
Department of Records and Information Services Fiscal 2025 Budget Snapshot



Department of Records and Information Services Financial Plan Overview

DORIS’s Fiscal 2024 – 2028 Preliminary Financial Plan (Preliminary Plan) includes a budget of \$14.6 million in Fiscal 2025, which represents less than 1 percent of the City’s \$109.4 billion Fiscal 2025 budget. DORIS’s Fiscal 2025 Budget includes \$4.3 million for Personal Services (PS) to support 49 full-time positions. The Department’s Other Than Personal Services (OTPS) funding totals \$10.2 million, the majority of which is allocated for other services and charges.

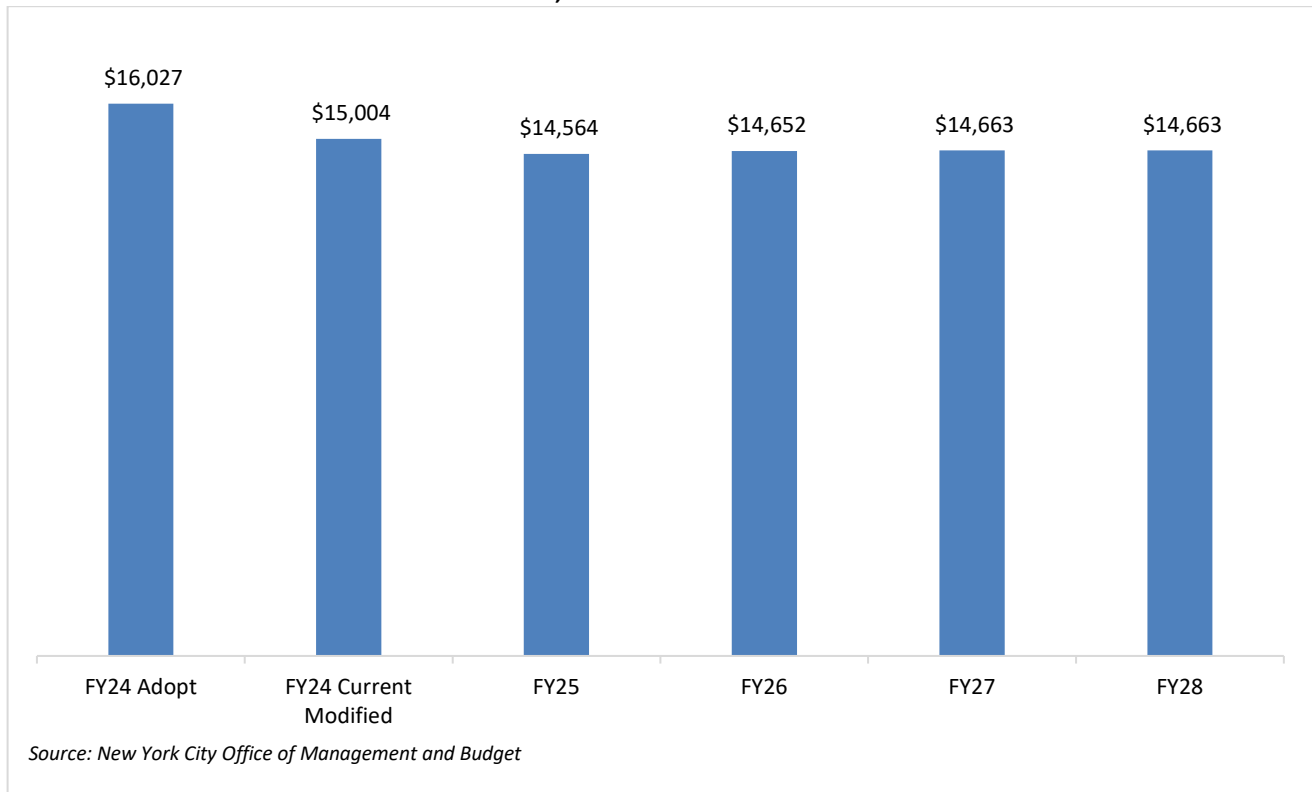
Chart 1: DORIS Expense Budget – PS and OTPS, Dollars in Millions



Department of Records and Information Services Financial Summary

The Preliminary Plan includes a \$15.0 million budget for DORIS in Fiscal 2024, decreasing slightly by the end of the plan period as shown in Chart 2.

Chart 2: DORIS Financial Plan for Fiscal 2024-2028, Dollars in Thousands



In Table 1 DORIS’s Financial Summary is provided showing funding by Units of Appropriation (U/A), the sources of funding, and the headcount in Fiscals 2022-2025.

Table 1: DORIS Financial Summary

Budget by Units of Appropriation 100 and 200						
<i>Dollars in Thousands</i>						
	FY22	FY23	FY24	Preliminary Plan		*Difference
	Actual	Actual	Adopted	FY24	FY25	FY25-FY24
U/A 100 - Personal Services	\$4,243	\$4,415	\$4,609	\$4,561	\$4,333	(\$277)
U/A 200- Other Than Personal Services	8,196	9,820	11,418	10,443	10,231	(1,186)
TOTAL	\$12,439	\$14,234	\$16,027	\$15,004	\$14,564	(\$1,463)
Funding						
City Funds			\$15,969	\$14,436	\$14,506	(\$1,463)
Other Categorical			20	94	20	0
State			38	302	38	0
Federal			0	171	0	0
Intra-City			0	0	0	0
TOTAL			\$16,027	\$15,004	\$14,564	(\$1,463)
Budgeted Headcount						
Full-Time Positions - Civilian	52	49	51	50	49	52
TOTAL	52	49	51	50	49	52

**The difference of Fiscal 2025 Preliminary Budget compared to Fiscal 2024 Adopted Budget.*

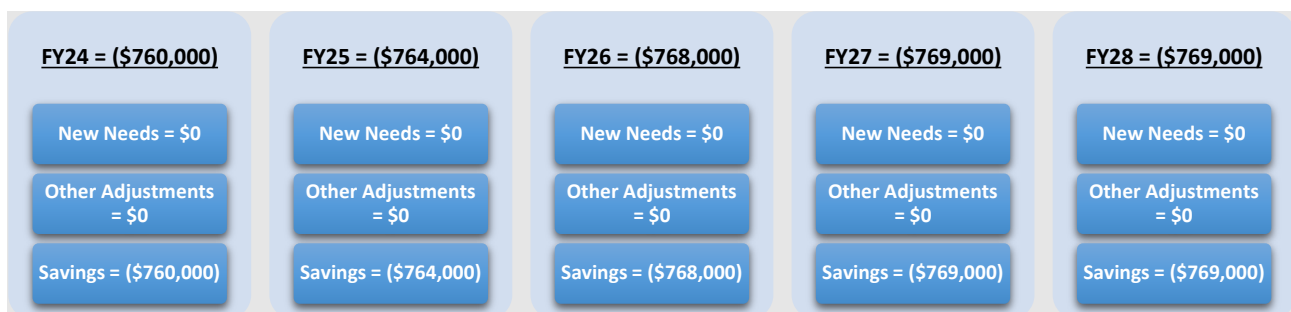
Source: New York City Office of Management and Budget

DORIS’s budget is divided into two U/As, with one each for PS and OTPS expenses. City funding represents the largest source of funding for DORIS’ budget, \$14.5 million in Fiscal 2025, with the remaining \$57,329 coming from Other Categorical and State funding sources.

Fiscal 2025 Preliminary Budget Changes

Budget actions in the Preliminary Plan decreased DORIS’s budget by \$760,000 in Fiscal 2024 and \$764,000 in Fiscal 2025, when compared to the November Plan. There are no new needs or other adjustments included in the Preliminary Plan for DORIS, the entirety of the funding decrease in the Preliminary Plan relates to Program to Eliminate the Gap (PEG) adjustments. Chart 3 provides a summary of DORIS’s spending changes from the November Plan to the Preliminary Plan.

Chart 3: Fiscal 2025 Preliminary Plan Net Changes, by Fiscal Year*



**Savings in this chart are the sum of all expense savings, from all revenue sources, including but not limited to, City, State, and federal savings. As some agency PEGs may be revenue actions or savings from non-City sources, this number will not necessarily equal the agency’s PEG value.*

Table 2 presents the sum of the PEGs for each year of the Financial Plan as presented in the November and Preliminary Plans.

Table 2: DORIS Total Program to Eliminate the Gap (PEG)

<i>Dollars in Thousands</i>	FY24	FY25	FY26	FY27	FY28
November Plan	(\$799)	(\$802)	(\$802)	(\$802)	(\$802)
Preliminary Plan	(760)	(764)	(768)	(769)	(769)
TOTAL PEGs	(\$1,559)	(\$1,566)	(\$1,570)	(\$1,571)	(\$1,571)

Source: New York City Office of Management and Budget

The significant PEGs included for DORIS in the Preliminary Plan are discussed below. All budget actions in the November Plan and the Preliminary Plan are listed in Appendix A.

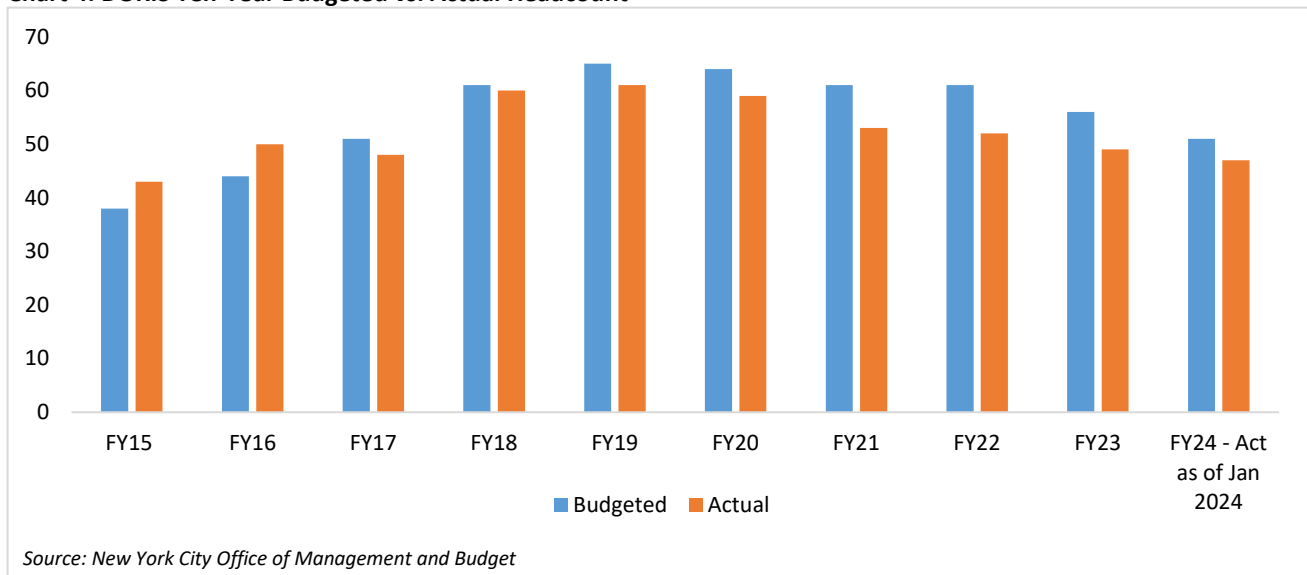
Program to Eliminate the Gap (PEG)

- ERMS Scope Reduction.** The Preliminary Plan includes baseline PEG savings of \$600,000, starting in Fiscal 2024, from changes to the implementation plan for the Electronic Records Management System (ERMS). DORIS is removing some non-critical modifications from the development scope for ERMS.
- Vacancy Reduction.** The Preliminary Plan includes a PEG of \$124,230 in Fiscal 2024, \$164,000 in Fiscal 2025, \$168,000 in Fiscal 2026, and \$169,000 in Fiscals 2027 and 2028 related to the baseline elimination of two vacant positions – an attorney and an archivist.

Headcount

Chart 4 displays DORIS’s full-time budgeted and actual headcount for fiscal years 2015-2024. As shown, the agency’s actual and budgeted headcount has continued to decline over the last five fiscal years. For actual headcount there was a peak of 61 positions in Fiscal 2019 down to 47 positions as of January 2024. Budgeted headcount peaked in Fiscal 2019 at 65, and has dropped to 51 as of the Preliminary Plan. DORIS has a current vacancy rate of 4.1 percent as of January 2024.

Chart 4: DORIS Ten-Year Budgeted vs. Actual Headcount



Source: New York City Office of Management and Budget

Department of Records and Information Services Contract Budget

The City's Contract Budget includes expenditures for contractual services, office equipment maintenance and temporary services. The Contract Budget is a subset of the OTPS portion of the City's Expense Budget. DORIS' Fiscal 2025 Contract Budget totals \$227,764 for three contracts, accounting for 2.2 percent of the Department's total Fiscal 2025 OTPS budget.

Department of Records and Information Services Miscellaneous Revenue

The Preliminary Plan includes approximately \$902,000 of miscellaneous revenue in Fiscal 2025, which is the same as the Fiscal 2024 budget at adoption. Miscellaneous Revenue is derived from document search and copy fees as well as photo sales and is detailed in Appendix D.

Fiscal 2024 Preliminary Mayor's Management Report

The Preliminary Mayor's Management Report (PMMR) for Fiscal 2024 reports on two service areas and six goals for the Department. Noteworthy metrics that were reported are detailed below.

- **Records Digitized.** During the initial four months of Fiscal 2024, the Department's digital laboratory scanned 314 items, a significant decrease from the 43,702 scanned during the same period in Fiscal 2023. According to the PMMR, the laboratory's productivity is mainly sustained by grant-funded projects. The most recent digitization project concluded in Fiscal 2023 and a new initiative to digitize historical census records will begin in January 2024.
- **Municipal Archives.** During the initial four months of Fiscal 2024, the Municipal Archives accessioned a total of 44 cubic feet of records, a 74.3 percent decrease from the same period in Fiscal 2023. According to the PMMR, staff at the archives have been temporarily redirected from accessioning tasks to address data remediation needs essential for migrating digital content to a new management and access system, slated for completion in June 2024.

Appendices

A. Budget Actions in the November and Preliminary Plans

<i>Dollars in Thousands</i>	FY24			FY25		
	City	Non-City	Total	City	Non-City	Total
DORIS Budget as of the Adopted FY24 Budget	\$15,970	\$58	\$16,028	\$15,981	\$58	\$16,039
Changes Introduced in the November Plan						
Programs to Eliminate the Gap (PEGs)						
Cloud Services Savings	(\$82)	\$0	(\$82)	(\$82)	\$0	(\$82)
Custodial Savings	(52)	0	(52)	(52)	0	(52)
Electronic Records Management System Savings	(402)	0	(402)	(402)	0	(402)
Personal Service Savings	(263)	0	(263)	(266)	0	(266)
Telecommunication Savings - DORIS	0	0	0	(0)	0	(0)
Subtotal, PEGs	(\$799)	\$0	(\$799)	(\$802)	\$0	(\$802)
Other Adjustments						
IBT L237 Collective Bargaining Adjustment	\$10	\$0	\$10	\$8	\$0	\$8
City Service Corps.	(68)	0	(68)	0	0	0
CSBA 21-26 Collective Bargaining Adjustment	15	0	15	16	0	16
CWA L1180 21-26 Collective Bargaining Adjustment	69	0	69	69	0	69
FY24 MARRF UP MOD	0	74	74	0	0	0
FY24 NPS GRANT UP MOD	0	171	171	0	0	0
FY24 NYS CONS & PRES GRANT	0	40	40	0	0	0
FY24 SARA ARCHIVE GRANT UP MOD	0	71	71	0	0	0
FY24 SARA/LGRIMF ADMIN	0	154	154	0	0	0
Subtotal, Other Adjustments	\$26	\$510	\$536	\$92	\$0	\$92
TOTAL, All Changes in November Plan	(\$773)	\$510	(\$263)	(\$710)	\$0	(\$710)
DORIS Budget as of the November Plan	\$15,197	\$568	\$15,765	\$15,271	\$58	\$15,329
Changes Introduced in the Preliminary Plan						
Programs to Eliminate the Gap (PEGs)						
ERMS Scope Reduction	(\$600)	\$0	(\$600)	(\$600)	\$0	(\$600)
PS Re-estimate	(36)	0	(36)	0	0	0
Vacancy Reduction	(124)	0	(124)	(164)	0	(164)
Subtotal, PEGs	(\$760)	\$0	(\$760)	(\$764)	\$0	(\$764)
TOTAL, All Changes in the Preliminary Plan	(\$760)	\$0	(\$760)	(\$764)	\$0	(\$764)
DORIS Budget as of the Preliminary Budget	\$14,437	\$568	\$15,005	\$14,507	\$58	\$14,564

Source: New York City Office of Management and Budget

B. Contract Budget

DORIS FY25 Preliminary vs. FY24 Adopted Contract Budget				
<i>Dollars in Thousands</i>				
Category	FY24 Adopted	Number of Contracts	FY25 Preliminary	Number of Contracts
Contractual Services General	\$289	1	\$210	1
Office Equipment Maintenance	15	1	15	1
Temporary Services	4	1	4	1
TOTAL	\$307	3	\$228	3

Source: New York City Office of Management and Budget

C. Program Areas

Units of Appropriation (U/As) 100 and 200						
<i>Dollars in Thousands</i>						
	FY22	FY23	FY24	Preliminary Plan		*Difference
	Actual	Actual	Adopted	FY24	FY25	FY25-FY24
Spending						
U/A 100 - Personal Services						
Additional Gross Pay	\$92	\$62	\$67	\$67	\$67	\$0
Additional Gross Pay - Labor Reserve	0	94	0	0	0	0
Amounts to be Scheduled	0	0	4	4	4	0
Fringe Benefits	0	0	0	115	0	0
Full-Time Salaried - Civilian	3,813	3,905	4,302	4,135	4,013	(288)
Overtime - Civilian	0	0	0	0	0	0
Unsalaries	338	353	237	241	248	12
Subtotal	\$4,243	\$4,415	\$4,609	\$4,561	\$4,333	(\$277)
U/A 200 - Other Than Personal Services						
Contractual Services	\$813	\$453	\$307	\$289	\$228	(\$79)
Fixed & Misc. Charges	0	1	0	0	0	0
Other Services & Charges	6,630	6,828	7,009	7,152	6,985	(23)
Property & Equipment	687	2,463	4,020	2,888	2,936	(1,084)
Supplies & Materials	66	75	82	114	82	0
Subtotal	\$8,196	\$9,820	\$11,418	\$10,443	\$10,231	(\$1,186)
TOTAL	\$12,439	\$14,234	\$16,027	\$15,004	\$14,564	(\$1,463)
Funding						
City Funds			\$15,970	\$14,436	\$14,506	(\$1,463)
Other Categorical			20	94	20	0
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TOTAL			\$16,027	\$15,004	\$14,564	(\$1,463)
Budgeted Headcount						
Full-Time Positions - Civilian	52	49	51	50	49	(2)
TOTAL	52	49	51	50	49	(2)

**The difference of Fiscal 2025 Preliminary Budget compared to Fiscal 2024 Adopted Budget.
Source: New York City Office of Management and Budget*

D. Miscellaneous Revenue

DORIS Miscellaneous Revenue Budget Overview						
<i>Dollars in Thousands</i>						
Revenue Sources	FY22	FY23	FY24	Preliminary Plan		*Difference
	Actual	Actual	Adopted	FY24	FY25	FY25-FY24
Document Search & Copy Fees	\$519	\$500	\$578	\$578	\$578	\$0
Photo Sales	182	126	324	324	324	0
TOTAL	\$701	\$626	\$902	\$902	\$902	\$0

**The difference of Fiscal 2025 Preliminary Budget compared to Fiscal 2024 Adopted Budget.
Source: New York City Office of Management and Budget*