

The Department of Records and Information Services (DORIS) harvests content from City government websites and social media accounts. These records are available in the online Municipal Library.

Websites

DORIS harvests three levels of content from all nyc.gov websites on a quarterly basis. The end-of-year harvesting began on December 16, 2021, and will conclude on December 31. We have been conducting this “crawl” since 2018, and the contents are accessible through the Municipal Library.

<https://www.archive-it.org/collections/12420>

Social Media

All posts to/from official City social media accounts that have been listed with us are harvested by ArchiveSocial and made available via the Municipal Library. Posts go back to 2011 and will continue to be harvested under the existing citywide contract. They can be found at <http://nyc.gov.archivesocial.com/> If the official social media accounts from your office have not been added to the list, please contact LaTonya C. Jones (lcjones@records.nyc.gov) so they can be included. Content will be harvested retrospectively—back to the first posting.

Cloning accounts

Facebook and Instagram have processes to archive content from accounts that will continue to be used by a new owner. Depersonalized Facebook and Instagram accounts, e.g. the Department of Buildings, will continue to post using the generic account, even as we transition from one administration to the next. The designated point of contact may remain the same or be changed by the new office head. But, personalized accounts, such as Commissioner ones, should be closed out. The existing content would be preserved but the Commissioner account name would be cloned and new content would be posted using the next Commissioner’s name. Your office would need to designate a contact for any future communication. We suggest that the Municipal Librarian be that contact. So, for example, Office of the Mayor Facebook and Instagram accounts will close on December 31, 2021. The point of contact for any future communications regarding the old account will be designated (the Municipal Librarian). The account will start afresh on January 1, 2022, with content posted by the Adams administration.

Other platforms do not offer this service. If you have any questions, please contact Deputy Librarian Julia Robbins jrobbins@records.nyc.gov

Publications

Every agency publication should be uploaded to the Government Publication Portal. Please ensure that your designee has added all brochures, posters, and reports to the portal so they will be accessible to future researchers. Although web harvesting will capture some content, every publication may not be included. Adding it to the GPP preserves it for posterity at <https://a860-gpp.nyc.gov/collections/zw12z528p?locale=en>

Podcasts

Podcasts are “published” material and should also be added to the GPP which can accept .wav and .mp3 formats among others.