

**LOCAL LAWS
OF
THE CITY OF NEW YORK
FOR THE YEAR 2019**

No. 29

Introduced by Council Members Cabrera, Kallos, Holden, Vallone, Levin and Rivera.

A LOCAL LAW

To amend the New York city charter, in relation to an online list of required reports

Be it enacted by the Council as follows:

Section 1. Subdivisions b, c and d of section 1133 of the New York city charter are relettered subdivision f, g and h, respectively.

§ 2. Subdivision a of section 1133 of the New York city charter is amended, and new subdivisions b, c, d and e are added, to read as follows:

a. The head of each agency shall transmit to the municipal reference and research library [at least four copies of each report, document, study or publication of such agency immediately after the same shall have been published or issued. The head of each agency shall also transmit to the department of records and information services or its successor agency], in electronic format each report, document, study and publication required by local law, executive order, or mayoral directive to be published, issued or transmitted to the council or mayor, *together with metadata identified by the department of records and information services*, within ten business days of such publication, issuance or transmittal to the council or mayor, which materials shall be made available to the public on or through the department's website, or its successor agency's website, within ten business days of such publication, issuance or transmittal to the council or mayor. The

agency shall further transmit [to the municipal reference and research center four copies of each report, document, study or publication prepared by consultants, or other independent contractors, as soon as such report or study is released, and shall further transmit] within ten business days of release by the agency, in electronic format, to the department of records and information services each [such] report, document or study prepared by consultants or other independent contractors, *together with metadata identified by the department of records and information services*. Such materials shall further be made available to the public on or through the department's website, or its successor's website, within ten business days of release by the agency. Where practicable, each agency shall also transmit, in electronic format, to the department of records and information services or its successor agency *all other published material and any report, document, study and publication required to be published by any state or federal law, rule or regulation, together with metadata identified by the department of records and information services*. Such materials shall further be made available to the public on or through the department's website, or its successor's website, within ten business days of such publication.

b. Effective July 1, 2019, the department of records and information services, or its successor agency, shall maintain a list on its website of all reports, documents, studies and publications required by local law, executive order, or mayoral directive to be published, issued, or transmitted to the council or mayor. Such list shall provide:

- 1. the title of each such report, document, study or publication;*
- 2. the agency or agencies primarily responsible for preparing such report, document, study or publication;*
- 3. the frequency with which such report, document, study or publication is required to be published, issued or transmitted;*

4. the date on which the last such report, document, study or publication was published by the agency; and

5. effective January 1, 2020, for each such report, document, study or publication listed pursuant to this subdivision, a link to the location of every instance of such report, document, study or publication, as received and posted pursuant to subdivisions a and c, and every request for such report, document, study or publication, as posted pursuant to subdivision d, provided that if such link is to a searchable portal then such link shall automatically execute the relevant search for the user.

c. For every instance of a report, document, study or publication listed pursuant to subdivision b and received by the department of records and information services, such website shall provide:

1. access to a copy of such report, document, study or publication;

2. a citation to any local law number, section of the charter, section of the administrative code, or section of any other law to which such report, document, study or publication is intended to be responsive, as provided pursuant to section 1134, if any;

3. the agency or agencies that prepared such report, document, study or publication; and

4. the date or reporting period for which such report, document, study or publication is intended to be responsive, if any.

d. The department of records and information services, or its successor agency, shall request the transmission pursuant to the requirements of this section of any report, document, study or publication required by local law, executive order, or mayoral directive to be published, issued, or transmitted to the council or mayor that is not received by the department, or its successor agency, within ten business days of the due date for such report, document, study or publication pursuant to the local law, executive order, or mayoral directive that requires the publishing, issuance or

transmittal of such report, document, study or publication. The department, or its successor agency, shall make such request available on or through its website in place of the report, document, study or publication that has not been received.

e. By January 31 of each calendar year, the department of records and information services or its successor agency shall notify each agency of the reports that the department expects to receive from the agency during that calendar year.

§ 3. Section 1134 of the New York city charter, as amended by a local law amending the administrative code of the city of New York in relation to the format of data in agency reports, is amended to read as follows:

§ 1134. The head of each agency shall promptly transmit to the council copies of all final reports or studies which the charter or other law requires the agency or any official thereof to prepare. After July 1, 2019, for every such report or study that contains data in a list, table, graph, chart or other non-narrative form, the head of each agency shall also transmit such data to the council in a non-proprietary format that permits automated processing. The head of each agency shall also promptly transmit to the council copies of all final audits, audit reports and evaluations of such agency prepared by state or federal officials or by private parties. *For every report, study, audit or evaluation that the charter, code or other local law requires an agency or official to prepare there shall be included in a conspicuous location a list of the sections of the charter or code, or the local law number and year if unconsolidated, whose requirements are fulfilled by such report, study, audit or evaluation, whether in full or in part, provided that if such section or local law contains requirements to be fulfilled by different reports then the relevant subdivision or other part of such law shall be included, and further provided that this requirement shall not apply if*

such report, study, audit or evaluation was placed in the charter or code by a state law and is required to be provided solely to a state agency.

§ 4. This local law takes effect 120 days after it becomes law.

THE CITY OF NEW YORK, OFFICE OF THE CITY CLERK, s.s.:

I hereby certify that the foregoing is a true copy of a local law of The City of New York, passed by the Council on January 9, 2019 and returned unsigned by the Mayor on February 12, 2019.

MICHAEL M. McSWEENEY, City Clerk, Clerk of the Council.

CERTIFICATION OF CORPORATION COUNSEL

I hereby certify that the form of the enclosed local law (Local Law No. 29 of 2019, Council Int. No. 828-A of 2018) to be filed with the Secretary of State contains the correct text of the local law passed by the New York City Council, presented to the Mayor and neither approved nor disapproved within thirty days thereafter.

STEVEN LOUIS, Acting Corporation Counsel.