

**LOCAL LAWS  
OF  
THE CITY OF NEW YORK  
FOR THE YEAR 2024**

---

**No. 31**

---

Introduced by Council Members Won, Menin, Riley, Velázquez, Hanif, Stevens, Gennaro, Avilés, Hanks, Louis, Schulman, Hudson, Cabán and Rivera.

**A LOCAL LAW**

**To amend the administrative code of the city of New York, in relation to requiring the establishment of a document vault to store certain procurement-related documents**

*Be it enacted by the Council as follows:*

Section 1. Chapter 1 of title 6 of the administrative code of the city of New York is amended by adding a new section 6-116.3 to read as follows:

*§ 6-116.3 Document vault for procurement-related documents.*

*a. Definitions. For purposes of this section, the following terms have the following meanings:*

*Covered procurement. The term “covered procurement” means a procurement of goods, services, or construction by an agency that is managed through the citywide computerized system for comprehensive contract management.*

*Document vault. The term “document vault” means an electronic repository for maintaining documents, where any document therein is accessible to natural persons authorized by the person who submitted such document.*

*Procurement-related document. The term “procurement-related document” means any document, including but not limited to certificates, corporate organizational documents, and financial reports, that a contractor submits in connection with a covered procurement.*

*b. The city chief procurement officer or their designee shall establish a document vault for procurement-related documents.*

§ 2. This local law takes effect 1 year 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 December 20, 2023 and returned unsigned by the Mayor on January 19, 2024.

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. 31 of 2024, Council Int. No. 1048-A of 2023) 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.

SPENCER FISHER, Acting Corporation Counsel.