

Policy on Gift Evaluation and Accession

Purpose: City officials receive gifts to the City as part of their work in public service. This policy is intended to assist City employees in managing gifts received on behalf of the City and provides a process for identifying gifts with cultural or historical significance.

Policy: All gifts received by City officials in their official capacity must be documented according to Municipal Archives criteria to ensure a standard review process for identifying items of cultural or historical significance. Agencies are responsible for correctly documenting the receipt, storage, and disposition of gifts, and must transmit that information to the Department of Records and Information Services (DORIS) on an annual basis and before a gift is disposed of.

This policy is separate and apart from any and all laws, rules, and regulations governing receipt of personal gifts. This policy does not authorize the acceptance of any gift that would be otherwise prohibited under the law or other regulation. Employees are encouraged to consult with the [Conflicts of Interest Board \(COIB\)](#) for guidance in accepting personal gifts.

Exceptions: The following types of gifts are not covered by this policy:

- Perishable items such as food or flowers. COIB advises that such items should generally be shared with the recipient's office by placing the items in a common area.
- Unaltered published materials such as books and magazines are excluded from the definition of "record" and therefore do not need to be tracked or reported to DORIS. However, if those materials have been personalized—for example, if a book is signed by its author—then they do not fall within the exception and must be cataloged as described in this policy.

Procedure: Upon receipt of gift by an official, immediate steps should be taken to document the origin, provenance and context in which it was received, including:

- The date received.
- A unique identifier assigned by the Agency; (DORIS recommends assigning a serial number that includes information about the receiving agency and the year in which the gift was received, such as "DOF2022-001, DOF2022-002,. . . et seq.")
- Information about the source of the gift (full name of person or organization).
- The identified recipient(s) of the gift, including title (if an individual) or business unit (if an agency division, or department).
- A short description of the occasion or event at which the gift was presented.
- A description of the gift including any unique qualities or features of the gift. For example, original artwork should be described as such with the name of the artist.

This information should be maintained by the agency in the form devised by DORIS and submitted on a scheduled basis determined by DORIS.

Gifts must be retained by agencies until the relevant gift log is evaluated. Review may result in a request for transfer of gifts to DORIS for display, accession to the Municipal Archives, or other purposes in support of the historical record of New York City government.