



*New York State Archives*

**Roosevelt Island Operating Corporation Records A4478**

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## Overview of the Records

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<b>Repository:</b>	New York State Archives
<b>Summary:</b>	Microfilmed records document the administrative procedures, policies, and operations of the Roosevelt Island Operating Corporation. Records include administrative correspondence files (ca: 1975-1992); administrative subject files (1977-1992); projects development files (1988-1992); corporation board minutes (1988-1993); and annual reports (1982-1992).
<b>Creator:</b>	Roosevelt Island Operating Corporation
<b>Title:</b>	Roosevelt Island Operating Corporation records
<b>Quantity:</b>	1 cubic foot
<b>Quantity:</b>	72 microfilm rolls
<b>Inclusive Date:</b>	1975-1993
<b>Series:</b>	A4478

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## Arrangement

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Arranged by record type.

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## Scope and Content Note

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Microfilmed records document the administrative procedures, policies, and operations of the Roosevelt Island Operating Corporation. Administrative correspondence files (ca: 1975-1992) contain all correspondence and reports (including some annual reports and supporting legal records) relating to the operation and administrative policies of the corporation. Administrative subject files (1977-1992) contain reports, operating procedures, manuals, budgets and financial studies, and administrative policies and guidelines. Chronological files include a duplicate set of all correspondence, letters, memos, and reports produced by the corporation.

Projects development files (1988-1992) contain working files for developing plans and researching project proposals, and may also include worksheets, correspondence and project

reports relating to the improvement of Roosevelt Island (e.g., research files, construction projects, and design phases). Corporation board minutes (1988-1993) record the corporation's board meetings and include agendas, attendance lists, synopsis of subjects discussed, resolutions passed, and roll call votes. Annual reports (1982-1992) document the overall objectives, functions, responsibilities, and accomplishments of the corporation as well as its major achievements, budgets, and personnel needs.

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## Related Information

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### Related Material

B2745Series B2745, Roosevelt Island Operating Corporation President/CEO Subject and Correspondence Files, 1969-2002, contains original copies of many of these records transferred to the State Archives in 2019.

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## Use of Records

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### Access Restrictions

There are no restrictions regarding access to or use of this material.

### Alternate Formats AvailableAlternate Formats Available

Microfilm is available for use at the New York State Archives or through inter-library loan.

Microfilm 72 rolls; 16 and 35 mm. Local Government Records Management Improvement Fund Grant Project Microfilm.

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## Administrative Information

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### Custodial History

This microfilm was produced by a grant awarded and administered by SARA's Local Government Records Services for the 1994 grant cycle. Grantees submitted two copies of each roll of project film: a silver copy for secure storage at the State Records Center; and a

duplicate copy, containing only non-restricted records, for public use at the State Archives research room.

Use copies of rolls containing restricted records are not maintained by the Archives, and are withdrawn from public use at time of accessioning. Security copies of such rolls are held at the State Records Center and are subject to restrictions under law.

Restricted film was marked and use copies were weeded at time of accession; 72 rolls of master negatives (security copy) were sent to the State Records Center (TL95-61, 62).

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## Access Terms

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- Corporations, Government--New York (State)
- Local government records
- Microfilms
- Administering local government
- Planning
- New York (State)
- New York County (N.Y.)