



## CITY OF MOUNT VERNON, N.Y.

Mayor Office

**SHAWYN PATTERSON-HOWARD, MPA**

*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY, 10550  
(914) 665-2362 – Fax: (914) 665-6173

**MALCOLM CLARK**

*Chief of Staff*

May 16<sup>th</sup>, 2025

Honorable City Council  
One Roosevelt Square  
Mount Vernon, New York 10550  
(Through the Office of the Mayor)

Re: Purchase of Archive Social service from Civicplus

Dear Council Members,

I respectfully request authorization to use budget code A1680.216 to purchase Archive Social from CivicPlus at a cost of \$9,625.60.

Archive Social automatically captures and stores every City social-media post, comment, edit, deletion, and live-stream recording. This archive ensures that Mount Vernon meets all New York State public-records requirements, including the Freedom of Information Law (FOIL).

### **Why the City Needs Archive Social**

- *Guaranteed Records Compliance*  
State law treats social-media content as official records. Archive Social secures these records so we can quickly satisfy FOIL requests, legal inquiries, and audits—no matter what happens on third-party platforms.
- *Protection from Platform Deletions*  
Since February 19, 2024, Facebook deletes live videos after 30 days. Other policy changes could erase or alter our content at any time. Archive Social gives the City a permanent, tamper-proof copy.
- *Transparency and Public Trust*  
The system offers a searchable portal for staff—and, if desired, the public—showing that our communications are complete and unaltered. This reinforces Mount Vernon’s commitment to openness and accountability.

*“The Jewel of Westchester”*



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Please approve allocation of \$9,625.60 from A1680.216 to cover this purchase. We are ready to answer any questions you may have.

Thank you for your consideration.

Respectfully,

Juan Perez

Management Services Commissioner

cc: Shawyn Patterson-Howard, Mayor

cc: Brian Johnson, Corporation Council

cc: Darren Morton, Comptroller