



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 16th, 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