

Resources Reference Guide

1) [Project Central](#)

What it is: Internal database used by EDC project managers to track projects.

How we use it:

Projects: Information regarding projects (name, location, description)

Contracts: Contract end dates

Procurement: Procurement titles, response due dates

Record Series: CO-01, CO-02, CO-03, CO-06, CO-07, FA-02, CP-02

2) [Compliance Dashboard \(AKA DASH\)](#)

What it is: Project tracking database used by Compliance Department

How we use it: Retirement dates for Bond/Straight-lease transactions

Project info metadata: name, aka, holding co., program type, closing date

Record Series: CM-04, LE-02, RE-01, FI-01, SR-03

3) [M.R.I.](#)

What it is: Lease administration tracking database for Asset Management

How we use it: Vacate dates for tenants

Record Series: AM-01

4) [GeoEDC](#)

What it is: In-House GIS database with embedded project information

How we use it: can be used to identify Project Central project numbers by using geographical information (BBL, Street Address)

Record Series: Secondary resource database, useful for all types of records

5) [ACRIS](#) (Automated City Register Information System)

What it is: NYC Department of Finance database with property records and documents related to property transfer transactions

How we use it: Can verify if EDC land sale transactions were successfully closed.

Record Series: Secondary resource database, useful for RE-01, RE-02, LE-03, LE-04

6) [CEQR Access](#) (City Environmental Quality Review)

What it is: enables users to retrieve final environmental review documents on projects that are undergoing or have completed review through the City Environmental Quality Review (CEQR) process.

How we use it: EDC copies of environmental reports can be considered convenience copies and disposed of at the end of the project if the document can be retrieved using the CEQR Access website

Record Series: PL-04, PL-01

- 7) [IPIS \(Integrated Property Information System\)](#)
What it is: Database of City-owned and City-leased properties maintained by the Department of Citywide Administrative Services (DCAS)
How we use it: Can verify if EDC land sale transactions were successfully closed.
Record Series: Secondary resource database, useful for RE-01, RE-02, LE-03, LE-04

- 8) [Project Central Legacy Data / Sub-Project Spreadsheet](#)
What it is: Spreadsheet of legacy data from Project Central that was lost when migrating to latest version of Project Central
How we use it: Project information (name, location, number) is used when creating projects in ARM
Record Series: Secondary resource database, useful for all types of records

- 9) [Contract Registrations Legacy Data Spreadsheet](#)
What it is: Spreadsheet of EDC contract payment legacy data from Project Central that was lost when migrating to latest version of Project Central
How we use it: Final payment date can be used as substitute for contract closeout date for legacy contracts without other closeout information available in project central
Record Series: CO-01, FA-02, CP-02

- 10) UDAG Portfolio Reports ([Report 1](#), [Report 2](#))
What it is: Reports found that provide project closeout dates for UDAG Grants
How we use it: UDAG files are grant/loans administered by an EDC predecessor organization during the 1980s. Closeout dates for these files are not available on any current EDC databases. These reports, from 1991 and 2000, provide the dates that these grants were closed.
Record Series: FI-01

- 11) [EDC Loan Portfolio Report](#)
What it is: Document from 2003 which has information regarding EDC Loans.
How we use it: No current EDC database has loan closeout dates. This document from 2003 shows the repayment status of loans issued by EDC. The date of the document (9/30/2003) can then be used as a loan closeout date for loans which have been paid in full.
Record Series: FI-01

- 12) [ARM Web Client](#)
What it is: EDC's web client search tool for physical and electronic records
How we use it: In some instances information from the database can be leveraged to provide dates regarding contract closeout. For example, contract payment ledgers in accounting boxes can be used to provide closeout dates for legacy contract records
Record Series: CO-01

13) [New York Department of State Corporation & Business Entity Database](#)

What it is: State database of incorporation records

How we use it: Used to determine when PDC became EDC (07/01/1991). This date can be used as the contract end date for retention purposes when indexing old PDC contract records that do not appear in any EDC contract databases.

Record Series: CO-01 / CO-02