1 June 1992

To: Quentin B. Spector
From: Lynnette Kelly
Re: Library

Attached is an inventory of the materials located in our library. When organizing the library, I threw out the obvious things such as volumes of law books that were out-of-date and duplicates of materials already in our library or our files. There are additional materials which may be discarded but I would like your approval before throwing them away. My recommendations about our current library subscriptions are detailed below.

1. We currently order four publications from West Publishing Company, all of which I recommend keeping.
   a. McKinney's Consolidated Laws of New York Annotated (periodically updated with new volumes and annual pocket parts, billed as received);
   b. New York Session Laws (including pamphlet service, billed annually);
   c. New York Rules of Court (soft cover, replaced and billed annually); and

   These books are referred to on a consistent basis and form the core of our library. Furthermore, I have reviewed each and every book for accuracy and am satisfied that our set is complete and current.

2. We currently subscribe to two services from Matthew Bender, both of which I recommend cancelling.
   a. Collier's Bankruptcy Code, Rules and Portable Pamphlet (three soft cover books, replaced annually, approximately $100 per year); and
   b. GADSBY Securities Regulation (ten volume loose leaf set, updated periodically at an annual cost of approximately $942 per year).

   These books are rarely used and the information is available on WESTLAW computerized legal research which is discussed below. As is the case with all loose leaf services, the updating must be done correctly, consistently and conscientiously. I do not believe that each and every update has been filed correctly over the years, thus making the volumes worthless as a research tool. There is no way to confirm that the volumes in our library contain the most current pages, but Matthew Bender will sell an entire set of
replacement pages for each book at a cost of approximately $200 for the entire set.

3. We currently subscribe to one service from Commerce Clearing House, Inc., which I recommend cancelling.

   a. Federal Tax Guide (nine volume loose leaf set, updated periodically at an annual cost of approximately $608 per year).

   These books are also seldom referred to and the information is also available on WESTLAW. The updates on these books are even more haphazard than the GADSBY books. Our sales representative from CCH will come to our offices to review the books for accuracy and can provide replacement pages as needed at a "very reasonable price" but would not give me any estimate.

   My recommendation is that we cease subscribing to the Matthew Bender and the Commerce Clearing House publications, both because of lack of use and uncertainty in their accuracy. Cancelling these services would save approximately $1650.00 per year. Furthermore, I recommend that we subscribe to WESTLAW computerized research service. The software is provided free of charge, as is initial and on-going training. There is no set-up fee, nor is there a monthly charge or monthly commitment. We have been quoted the New York State government rate of $70 per hour of use. A modem is required which Pat Bethon has indicated he already has. We may find that a dedicated phone line is necessary but we are exploring other options. Information on WESTLAW is attached for your review.

   Computerized research is faster and more comprehensive, and can replace the need for a library. I also believe that we can save on outside counsel fees if we had WESTLAW, although these amounts are difficult to predict.

   I also explored the LEXIS computerized research service but found the costs to exceed those of WESTLAW, for virtually identical services.

   Please let me know when you want to discuss these recommendations.
# Book Shelves to the Right of the Room

## Tall Book Shelves

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<tbody>
<tr>
<td>5. N.Y.C. Executive Budgets</td>
<td>5. EMPTY</td>
<td>5. TELEPHONE</td>
<td>5. Annual &amp; Quarterly Reports</td>
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## Extra Sets of Transcripts

## Lower Book Shelves

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<tr>
<th>Current Periodicals &amp; Misc. Reports</th>
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<td>Book Title</td>
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<td>Transcript for N.Y. City $200 million 8.9% Serial Bonds</td>
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<td>McKinney's Consolidated Laws of N.Y. Annotated</td>
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<td>McKinney's Session Law News Pamphlets</td>
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<td>McKinney's N.Y. Rules of Court &amp; N.Y. Civil Practice Laws &amp; Rules</td>
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<td>The Municipal Year Book 1985-</td>
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Date: 29 May 1992
To: MAC Staff
From: Lynnette Kelly
Re: Files

Attached to this memorandum you will find a comprehensive inventory of the Corporation's files. The Central Files List contains only the main file headings of those active files located in the Central Files. The Central Files List - Master Inventory contains the main file headings as well as each manilla folder filed thereafter for the active files located in the Central Files. The Miscellaneous Files List contains an inventory of the files located in other file cabinets around the office, in the file cabinets in the White Room, and in the storage boxes in the White Room.

All the files can be categorized under one of the following seven basic topics:

Administration
Financing
Investment
Legislation
Litigation
Oversight
Reports

These lists will be continually updated and should be kept with the Office Procedures Manual.

Please take responsibility for instructing the secretaries on where to file a particular document until such time as everyone gets used to the system. Documents should only be filed in one place in the Central Files, with appropriate cross references, if necessary. With everyone's help we can keep the filing system manageable and workable for everyone.

Please review these lists carefully and let me know if you have any comments or suggestions. Much thanks to Giesel and Carole for their hard work over the past three months in completing this project.
CENTRAL FILES LIST

TAB HEADINGS

"A"

ACCOUNTING/CITY OF NEW YORK
ACCOUNTING/CITY OF NEW YORK
ACCOUNTING/MAC
AMENDED AND RESTATED AGREEMENT First Amendment/Confirmed Copies
ARBITRAGE REBATE

"B"

BANKRUPTCY/DEFAULT Bank of New York
BATTERY PARK CITY
BLUE SKY REGISTRATION
BOARD OF DIRECTORS/MAC Meeting Notices & Correspondence
BOARD OF DIRECTORS/MAC Chairman/Felix Rohatyn
BOARD OF DIRECTORS/MAC Directors - Present Members
BOARD OF DIRECTORS/MAC Directors - Former Members
BOARD OF DIRECTORS/MAC Representatives Present Members
BOARD OF DIRECTORS/MAC Representatives - Former
BONDHOLDERS CORRESPONDENCE
BONDHOLDERS/MAC Correspondence
BONDHOLDERS/Information Requests
BOND INSURANCE
BORROWINGS/CITY
BUDGET/CITY OF NEW YORK
BUDGET/CITY OF NEW YORK
BUDGET/CITY OF NEW YORK GENERAL RESERVE FUND
BUDGET/CITY OF NEW YORK MISC.
BUDGET REVIEW/MAC’S REVIEW OF THE CITY
BUDGET/STATE OF NEW YORK
BY-LAWS/MAC

"C"

CAPITAL BUDGET/CITY
CAPITALIZED EXPENSES
CAPITAL BUDGET/CITY OF NEW YORK
CAPITAL CONSTRUCTION/CITY OF NEW YORK
CAPITAL RESERVE FUND 1st & 2nd Resolutions
CERTIFICATES/Compliance with MAC Act/Sections 3033.2-3035
CERTIFICATES/Compliance with MAC Act/Sections 3036
CERTIFICATES/Compliance with MAC Act/Sections 3036-a
CERTIFICATES/Compliance with MAC Act/Sections 3036-b
CERTIFICATES/COMPLIANCE WITH MAC ACT §3033.2 THROUGH §3037
CERTIFICATES/COMPLIANCE WITH MAC ACT §3038
CHARTER REFORM
CITY SECURITIES HELD BY MAC
BANS/Amortization Agreement
CSHBM GENERAL
CONVENTION CENTER
COUNSEL
TAB HEADINGS

CREDIT AGREEMENT/1975
COMPUTER
CONSULTANTS
CONTRACT REPORTER

"D"

DEBT ISSUANCES/CITY & MAC
DEBT OUTSTANDING/CITY & MAC
DEBT SERVICE/CITY & MAC
DISCLOSURE

"E"

ECONOMIC DEVELOPMENT
EDUCATION/CUNY
EDUCATION/SCHOOLS
EDUCATIONAL CONSTRUCTION FUND
ELECTIONS/CAMPAIGNS/CONVENTIONS
EQUAL EMPLOYMENT
OPPORTUNITY COMMISSION
ERNST & WHINNEY ACCOUNTING

"F"

FEDERAL RESERVE BANK(S)
FINANCIAL CONTROL BOARD
FINANCING/CITY & MAC PROPOSED
FISCAL CRISIS
FOUR-YEAR PLAN
FREEDOM OF INFORMATION

"G"

GENERAL ACCOUNTING OFFICE/U.S. Correspondence and Reports
GUIDELINES
GENERAL BOND RESOLUTIONS

"H"

HOUSING

"I"

INFORMATION MEETINGS
INTERNAL CONTROL
INTERNAL REVENUE SERVICE
INVESTMENT ADVISOR
INVESTMENT/MAC

"L"

LABOR/MUNICIPAL WORKERS
LABOR/MUNICIPAL WORKERS
LABOR/MUNICIPAL WORKERS
TAB HEADINGS

LAZARD FRERES
LEGISLATION/FEDERAL 1978 Bankruptcy Reform Act
LEGISLATION/FEDERAL 1978 Guaranty Legislation
LEGISLATION/FEDERAL 1978 Pension Bill
LEGISLATION/FEDERAL 1977
LEGISLATION/FEDERAL 1976
LEGISLATION/FEDERAL 1975 Seasonal Financing
LEGISLATION/FEDERAL 1975 Pension Bill
LEGISLATION/FEDERAL 1975
LEGISLATION/STATE
LEGISLATION/STATE/PROPOSED 1990
LEGISLATION/STATE/PROPOSED 1989
LEGISLATION/STATE/LAWS OF 1988
LEGISLATION/STATE/PROPOSED (1987)
LEGISLATION/STATE/LAWS OF 1987
LEGISLATION/STATE/LAWS OF 1986
LEGISLATION/STATE/PROPOSED 1985
LEGISLATION/STATE/LAWS OF 1985
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LEGISLATION/STATE/LAWS OF 1982
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LEGISLATION/STATE/LAWS OF 1979
LEGISLATION/STATE/LAWS OF 1978
LEGISLATION/STATE/LAWS OF 1978/Chapter 201 - Borrowing Limit
LEGISLATION/STATE/LAWS OF 1978/Chapter 201 - Borrowing Limit
LEGISLATION/STATE/LAWS OF 1978/Chapter 201 - Borrowing Limit
LEGISLATION/STATE/LAWS OF 1978/Chapter 773 Sales Tax Exemption
LEGISLATION/STATE/LAWS OF 1978/Chapter 201 - Borrowing Limit
LEGISLATION/STATE/LAWS OF 1978/Chapter 777 - Technical Amendment FEA
LEGISLATION/STATE/LAWS OF 1977
LEGISLATION/STATE/LAWS OF 1976
LEGISLATION/STATE/LAWS OF 1975
LEGISLATION/STATE - Staten Island
LITIGATION - GENERAL

"M"

MARKETING/CITY & MAC BONDS
MAYOR’S MANAGEMENT ADVISORY BOARD Correspondence and Reports
MARKETING REPORT, MONTHLY
MBIA (Municipal Bond Insurance Association)
MEMORANDUM OF AGREEMENT
MERCY - MACs
MINI MACs
MINORITY VENDORS
MINORITY & WOMEN- OWNED BUSINESS ENTERPRISES
MIRROR BONDS
MITCHELL - LAMA
MITCHELL/TITUS & CO.
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MORATORIUM
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NOTICES OF FINANCIAL STATEMENTS
NOTICES OF REDEMPTION
NOTICES OF SINKING FUND REDEMPTION
NOTICES REGARDING WARRANT BONDS Original Issue Discount

"O"
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(See Monitoring Oversight & State of New York)

"P"
PAYING AGENT
PENSION FUNDS
PER CAPITA AID
PORTFOLIO EVALUATION
POSTAL THREATS
PORT AUTHORITY OF NEW YORK & NEW JERSEY
PRICE WATERHOUSE
PRINTING/BONDS/COMMERCIAL/FINANCIAL
PROGRAM PLANNERS INC.

"R"
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RATING AGENCIES
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REPORTS PROCUREMENT CONTRACT REPORTS
REPORTS PUBLIC AUTHORITY DATA REQUESTS
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SECURITIES AND EXCHANGE COMMISSION
SHORT TERM DEBT LIMIT (SEE CITY BOND SALE)
SINKING FUND INSTALLMENTS (SEE ALSO NOTICES OF SINKING FUND REDEMPTIONS - BY DATE)
SINKING FUND REQUIREMENTS/TENDER OFFERS
SINKING FUNDS/CITY
STATE INSURANCE FUND
STATE OF NEW YORK GOVERNMENT OFFICES & DEPARTMENTS
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TAB HEADINGS

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TEMPORARY COMMISSION ON CITY FINANCES CORRESPONDENCE AND REPORTS
TAX INFORMATION ON MAC BONDS MISCELLANEOUS
TESTIMONIES/SPEECHES/STATEMENTS
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THREE YEAR PLAN

"U"

UNDERWRITERS
SYNDICATE RESTRUCTURING 06/88 (SEE MINORITY VENDORS)
UNITED STATES GOVERNMENT
UNITED STATES TRUST COMPANY
USE OF PROCEEDS

"W"

WARRANTS/MAC BONDS
WATER AND SEWER AUTHORITY
WELFARE

"Y"

YONKERS

"Z"

ZERO COUPON BONDS

As of 5/29/92
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<td>- Price Waterhouse System Correspondence</td>
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<td>Series 60 - Jan. 23, 1992</td>
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<td>BLUE SKY REGISTRATION</td>
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<td>Meeting Notices &amp; Correspondence</td>
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<td>BOARD OF DIRECTORS/MAC</td>
<td>- Administration Committee</td>
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<td>Chairman/Felix Rohatyn</td>
<td>- Audit Committee</td>
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<td>- Finance Committee</td>
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<td>BOARD OF DIRECTORS/MAC</td>
<td>- Kenneth J. Bialkin</td>
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<td>Directors - Present Members</td>
<td>- George M. Brooker</td>
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<td>- Gedale B. Horowitz</td>
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<td>- Eugene J. Keilin</td>
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<td>- Dick Netzer</td>
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<td>- Andrew P. Steffan</td>
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<td>- Robert C. Weaver</td>
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<td>- John C. Weaver</td>
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BOARD OF DIRECTORS/MAC
Directors - Former Members
- John Coleman
- Thomas A. Coleman
- William Ellinghaus
- Thomas D. Flynn
- George D. Gould
- Richard Ravitch
- Simon H. Rifkind
- Donna E. Shalala
- Francis J. Barry
- Edward M. Kresky

BOARD OF DIRECTORS/MAC
Representatives
Present Members
- Jerome Belson
- Joel B. Mounty
- Carl H. Pforzheimer III
- Jerome Reiss
- Robert W. Seavey

BOARD OF DIRECTORS/MAC
Representatives - Former
- Lawrence S. Huntington
- Zane Klein
- Edward M. Kresky
- Laurence Marchini
- Nicholas L. Pitaro
- Arthur J. Quinn
- M. Peter Schweitzer
- Sanford I. Weill
- William Corbet
- John P. Holmes
- Jules V. lane
- Leonard Nadel
- Richard D. Parsons
- Bradford J. Race, Jr.

BONDHOLDERS CORRESPONDENCE
-Bondholders Correspondence 1992
-Bondholders Correspondence 1991
-Bondholders Correspondence 1990
-Bondholders Correspondence 1989
-Bondholders Correspondence 1988

BONDHOLDERS/MAC
Correspondence
-Carter Ledyard Correspondence
-Stolen Bonds

BONDHOLDERS/Information Requests
-Information Requests

BOND INSURANCE
-Series 42 - MBIA
-Series 63

BORROWINGS/CITY
-General
-FCB Approvals

BUDGET/CITY OF NEW YORK
- Correspondence

BUDGET/CITY OF NEW YORK
- Modifications/1981
- Modifications/1982
- Modifications/1983
- State & Federal Aid
BUDGET/CITY OF NEW YORK GENERAL RESERVE FUND

BUDGET/CITY OF NEW YORK MISC.

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-Budget Notes & Correspondence FY91
-Budget Notes & Correspondence FY90
-Budget Notes & Correspondence FY89
-Budget Notes & Correspondence FY88
-Budget Notes & Correspondence FY87
-Budget Notes & Correspondence FY86
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-Budget Notes & Correspondence FY82
-Budget Notes & Correspondence FY81
-Budget Notes & Correspondence FY80
-Budget Notes & Correspondence FY79
-Budget Notes & Correspondence FY78
-Budget Notes & Correspondence FY77
-Budget Notes & Correspondence FY76

BUDGET/STATE OF NEW YORK

BY-LAWS/MAC

"C"

CAPITAL BUDGET/CITY

CAPITALIZED EXPENSES

-Capital Budget Review/FY80-3
-Capital Budget Review/FY81-4
-Capital Planning/Needs & Priorities
-Capital Planning/Process
-Legislation (NYS)
-Port Authority/Infrastructure Renewal Unit/Reports
-Water and Sewer Authority/Correspondence
-Water and Sewer Authority/Reports

CAPITAL CONSTRUCTION/CITY OF NEW YORK

-Reports
CAPITAL RESERVE FUND
1st & 2nd Resolutions

CERTIFICATES/Compliance with MAC Act/Sections 3033.2-3035
-Section 3033.2 Certificates/Compliance with MAC Act

CERTIFICATES/Compliance with MAC Act/Sections 3036
-Section 3036 Compliance with MAC Act Certificates #90
-Section 3036 Compliance with MAC Act Certificates #66-89
-Section 3036 Compliance with MAC Act Certificates #45-65
-Section 3036 Compliance with MAC Act Certificates #22-44
-Section 3036 Compliance with MAC Act Certificates #1-21

CERTIFICATES/Compliance with MAC Act/Sections 3036-a
-Section 3036-a Compliance with MAC Act Certificates #93
-Section 3036-a Compliance with MAC Act Certificates #45-92
-Section 3036-a Compliance with MAC Act Certificates #22-44
-Section 3036-a Compliance with MAC Act Certificates #1-21

CERTIFICATES/Compliance with MAC Act/Sections 3036-b
-Section 3036-b Compliance with MAC Act Certificates #1

CERTIFICATES/COMPLIANCE WITH MAC ACT
§3033.2 THROUGH §3037
-§3038
-§3038(3)
-§3038(4)
-§3038(5)
-§3038(5)(a)
-§3038(5)(b)(c)
-§3038(7)
-§3038(9)
-§3038(9)(a)(b)
-§3038(9)(b)
-§3038(9)(d)
-The City of New York $1,000,000,000 - General Obligations Tax Anticipation Notes Fiscal 1991 Series A
The City of New York $1,250,000,000 General Obligations Tax Anticipation Notes Fiscal 1991 Series C, D, & E

The City of New York $1,250,000,000 G.O. Rans FY 1992 Series A

- Charter Review
- Charter Revision Commission
- Correspondence

- Ban Redemptions
- Correspondence
- Amortization Agreement

- Money to City for Capital Purposes
- Mirror Bonds
- Notes and Memos
- Correspondence

- Reports

- Paul, Weiss, Rifkind, Wharton & Garrison
- Hawkins, Delafield & Wood
- Carter, Ledyard, Milburn
- Orrick, Herrington & Sutcliffe
- Miscellaneous
- Legal Fees

- Conformed Copies
- Borrowings

- Computer/Tymshare
- Computer/General MSL Reports
- Computer/Dec. 20/20 Operating Procedures
- Computer/Dec. 20/20 Contracts Software
- Computer/Correspondence
- Computer/Financing
- Computer/Misc. Correspondence

- American Management Systems Inc.
- Government Finance Associates Inc.

- 1990 Responses Annual & Quarterly Reports Printing Services
- Exemptions
- Blank Forms
- General Information
- Prior Submissions
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<td>ECONOMIC DEVELOPMENT</td>
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<td>ERNST &amp; WHINNEY ACCOUNTING</td>
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<td>Federal Reserve Bank of New York</td>
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<td>FEDERAL RESERVE BANK(S)</td>
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FINANCIAL CONTROL BOARD

FINANCING/CITY & MAC PROPOSED

FISCAL CRISIS

FOUR-YEAR PLAN

FREEDOM OF INFORMATION

"G"

GENERAL ACCOUNTING OFFICE/U.S. Correspondence and Reports

GUIDELINES

GENERAL BOND RESOLUTIONS

"H"

HOUSING

"I"

INFORMATION MEETINGS

INTERNAL CONTROL

INTERNAL REVENUE SERVICE

INVESTMENT ADVISOR

INVESTMENT/MAC

-(See Monitoring/Oversight & State of New York)

-Commercial Paper
-MAC Debt Capacity
-Correspondence
-Misc. 1975 - 78
-Proposed Financing Plans: FY 79-82

-General

-(Filed in storage Box 1)

-Records Access

-Correspondence and Reports

-Expenditure

-Transcripts/Closing Documents
-Proposed Third Resolution

-(Filed in storage Box 2 - see storage list)

-Information Meetings - May 1979

-Accounts Recommendation on Internal Controls
-Internal Control Certifications
-Price Waterhouse Memorandum
-Internal Audit Questionnaire

-General Correspondence
-Ruling Request (8/20/80)
-Internal Revenue Code Section 103(h)
-Misc. Rulings

-Request for Proposals - 3/24/86

-Portfolio Management System
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LEGISLATION/STATE/LAWS OF 1975

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-Memorandum of Agreement 7/19/90 - City Funding Certificates
-Memorandum of Agreement MAC/City/State 5/16/89
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-Program Planners Inc. Dec. 3, 1979 Perspective on Fiscal History of NYC 76-79 & MAC Response

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-Ratings/City Bonds & Notes

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-Moody’s Municipal Government Manual MAC Revisions
-Standard & Poor’s Corporation Rating Application
-Moody’s Investors Service Correspondence & Reports
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- Abe Beame
- Hugh L. Carey
- Herb Elish
- Harrison J. Goldin
- George D. Gould
- Ed Koch
- Arthur Levitt
- Miscellaneous
- William Proxmire
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(SEE MINORITY VENDORS)

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  Between UST & MAC
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- Deposit Agreement
- Custodian for N.Y.C.E.R.S.
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   **Top Drawer:** Office Chron Files May 1990 - May 1992  
   Board Committee Files 1990 - 1992
   
   **Bottom Drawer:** Felix Rohatyn Materials 1977 -1992

II. **File Cabinet:** (By Reception Area)
   
   **Top Drawer:** U.S. Trust Statements of Transactions  
   **Bottom Drawer:** U.S. Trust Statements of Transactions

III. **File Cabinet:** (By Accounting Offices)
   
   **Top Drawer:** QBS Chron Files 1990 - 1992  
   FHJ Chron Files 1990 - 1992  
   Confirm File  
   Repos File  
   Investment Reports File  
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   **Bottom Drawer:** Repos

IV. **White Room:**
   
   **Cabinet #1**
   
   Drawer #1: Office Chron Files 1987 - 1992  
   Drawer #2: Office Chron Files 1984 - 1987  
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   Drawer #4: Office Chron Files 1979 - 1981  
   Drawer #5: Office Chron Files 1979 & Board Committee Files

   **Cabinet #2**
   
   Drawer #1: Tax Exempt Commercial Paper  
   Drawer #2: Trail Balances  
   Drawer #3: General Journal Vouchers  
   Drawer #4: U.S. Trust Company Escrow Payment Accounts  
   Drawer #5: Employee Records/Payroll

   **Cabinet #3**
   
   Drawer #1: Vendor Files FY 1989  
   Drawer #2: Vendor Files FY 1988  
   Drawer #3: Vendor Files FY 1987  
   Drawer #4: Vendor Files FY 1986  
   Drawer #5: First General Bond Resolution Bond Transcripts
IV. White Room: (Continued)

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Drawer #2: U.S. Trust Co. Statements FY 1989
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- Bond Purchase Agreement
- Agreement to Guarantee
- Loan Agreement and Guarantee

**Box # 2:** Four Year Plan
Housing
Litigation

**Box # 3:** Litigation
Three Year Plan

**Box # 4:** Underwriters/Managers
Water and Sewer Authority

**Box # 5:** Annual Reports 1976 - 1978

**Box # 6:** Annual Reports 1979 - 1981

**Box # 7:** Annual Reports 1982 - 1983

**Box # 8:** Annual Reports 1983 - 1984

**Box # 9:** 10th Annual Reports 1975 - 1985

**Box #10:** 10th Annual Reports 1975 - 1985

**Box #11:** Annual Reports 1986 - 1991

**Box #12:** Masters - Annual & Quarterly Reports 1975 -
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**Box #13:** Agreement to Guarantee
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   June 8, 1978
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   August 17, 1977
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   September 10, 1980
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NYC Municipal Water Finance Authority - Water - Sewer Revenue Bonds
Municipal Assistance Corporation Tax-Exempt Commercial Paper
Individual Issuance Information