LGRMIF SUCCESS STORIES AND TIPS

Maureen Reynolds
Tompkins County Clerk/RMO

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Montgomery County Historian/RMO

Maria McCashion
State Archives Records Advisor

NYALGRO School 2022

TODAY

- LGRMIF Overview
- Tompkins County Success Story
- Montgomery County Success Story
- Q/A

LOCAL GOVERNMENT RECORDS MANAGEMENT IMPROVEMENT FUND (LGRMIF)

Maria McCashion
State Archives Records Advisor

GRANT MONEY

Since 1989

Local governments, volunteer fire and ambulance

Establish a records management (RM) program

Add/improve a component of an existing program

Competitive

Available funding varies

Two grant types – individual and shared services

PROJECT CATEGORIES

Disaster Management

Inactive Records

Historical Records

Files Management

Document Conversion and Access

DISASTER RECOVERY GRANTS

LGRMIF Funds

Up to 20K

Available immediately

To recover records

Any format

Contact your RAO within 30 days of disaster

TIPS FOR SUCCESS

1. Read the current application guidelines
2. Keep the focus on records management
3. Identify specific RM problems
4. Use State Archives technical publications
   - www.archives.nysed.gov/publications/records-management
5. Don’t wait to gather supporting information

MORE TIPS FOR SUCCESS

6. Include consistent data
7. Write offline
8. Answer the questions asked & where asked
9. Consult regularly with your RAO
10. Collaborate with others
11. Writing the Grant Narrative

http://www.archives.nysed.gov/workshops/webinars

TOMPKINS COUNTY SUCCESS STORY

Maureen Reynolds
Tompkins County Clerk/RMO

Shared-Services in the Age of Digitization

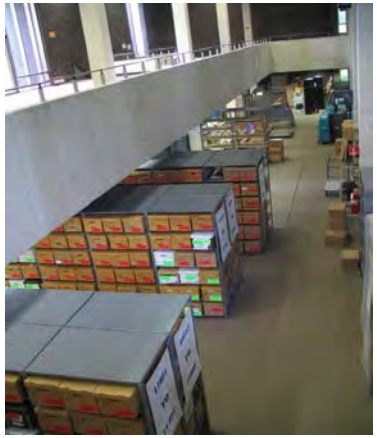
Tompkins
CountyNY.gov

Background:
EDMS Success

The Tompkins County Clerk's Office has indexed and digitized **204** years of records, deployed a web portal service for secure, remote, and FREE access to these records.

Then, came the Old Library Inactive Records Center ….

Former Records Center

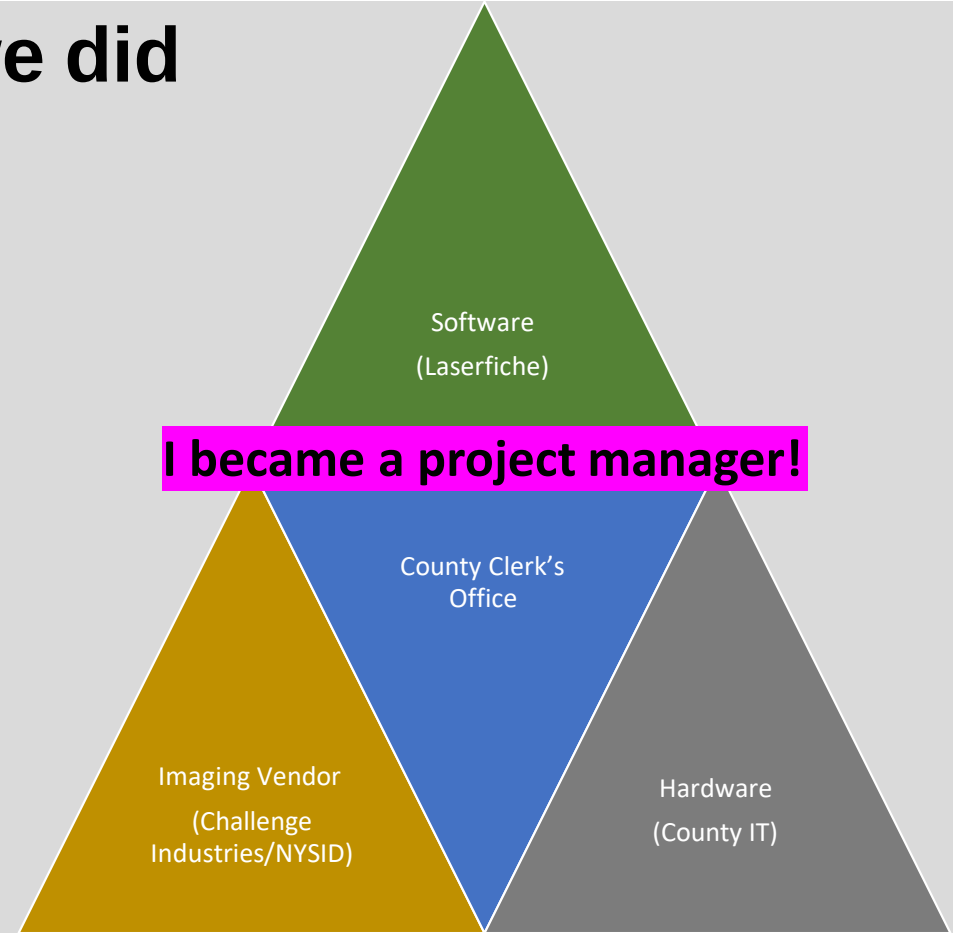


The County Records Center Problem

- 9,000 boxes
- Antiquated tracking database
- No additional staff
- Neglected records program
- No increase in departmental budget
- Did not want to be in the business of box/file retrieval and tracking

MR1

What we did

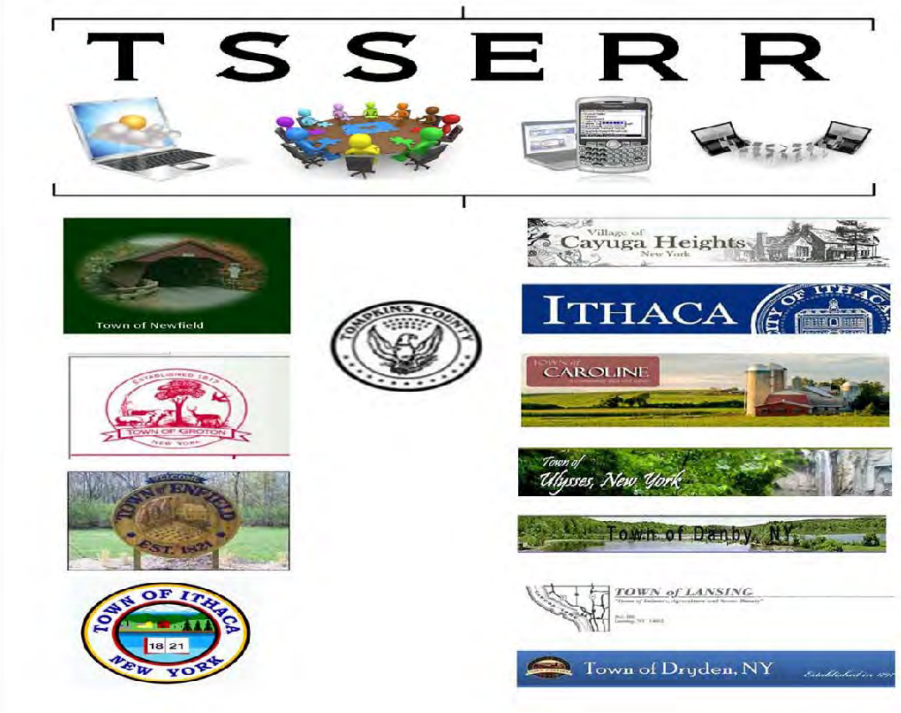


We have created a digital countywide Records Center by scanning the 9,000 boxes and thereby <u>eliminated</u> the need for a new large building to house a Records Center.

The Result!

How a county saves
$5.5 million by going digital
Run Smarter®
Laserfiche®
laserfiche.com

TSSERR User Group



Each government has complete control over its own content within the system.
They have their own dedicated repository and access to a robust enterprise document management system that they can then tailor to their own needs.

TSSERR

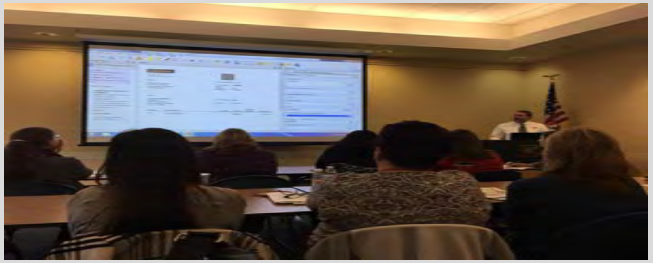
We currently have all of our towns(9), villages(6), TCSWCD and the City of Ithaca utilizing our county-hosted digital archiving solution. We have established a user group, by-laws, a governance structure and policy and procedures. <u>The entire project has been covered by grant funds.</u> Our user group has also worked on eliminating redundancies between the local governments.

www.tompkinscountyny.gov/tsserr

TSSERR

Why did it work?

- Not the “Big Bad County”
- Partners still make all records decisions
- Start with willing partners - build on your success
- Think big, start small
- Go to them
- Food!



Trust me, you will love it!

- Once we scan files, we never return the paper
- No complaints!
- We mimic the folder structure in either their paper or electronic files
- End user is comfortable with Laserfiche folder structure
- Single software application across departments
- Integration capabilities with other systems

“You can have the best software in the world, but if the end user isn’t **comfortable** with it, they won’t use it.”

Maureen Reynolds
Deputy County Clerk
Tompkins County, NY

TRANSPARENT RECORDS MANAGEMENT IN ACTION

WATCH PRESENTATION

NYS Archives Grant Support

- 2000 -consultant to conduct County Clerk BPA for EDMS ($15,000)
- 2001 – County Clerk EDMS implementation ($50,000)
- 2002 to 2010 – annual grants for backfile and indexing of documents into EDMS ($376,734) – completed by Challenge Industries
- 2007 – Board of Elections imaging software ($74,370)
- 2008 – records space study - $17,500

Newest Grant is for Cortland County and Tompkins County - $603,039

- 2009 – Legislature (MinuteTraq) – $64,000
- 2010 – Mental Health electronic medical records 847
- –$75,000 for scanning at Records Center allenge for DA files
- 2012 –$143,307 shared services grant with 6 towns
- 2013 -$150,000 to include the remaining 3 towns and the City of Ithaca
- 2014 – $150,000 to include the 6 villages and TCSWSD
- 2015 -$150,000 to include all town and village courts
- 2017 – large format maps for all municipal partners -$36,873

New York State Archives

Department of State - Local Government Innovations

- **Department of State - Municipal Restructuring Fund**
- The MRF, will be used to fund and foster innovative and transformational local government restructuring efforts. Funds will be used to assist local governments with capital and other expenses related to the implementation of **local government** and school-district **shared services**, cooperation agreements, mergers and other actions that reduce operational costs and related property tax burdens on a permanent basis.

Where to Store Records Now?

The County has leased an underground storage bunker at the Seneca Army Depot for our permanent archival paper and microfilm storage. The bunker is temperature and humidity controlled.

Former Seneca Army Depot Bunkers

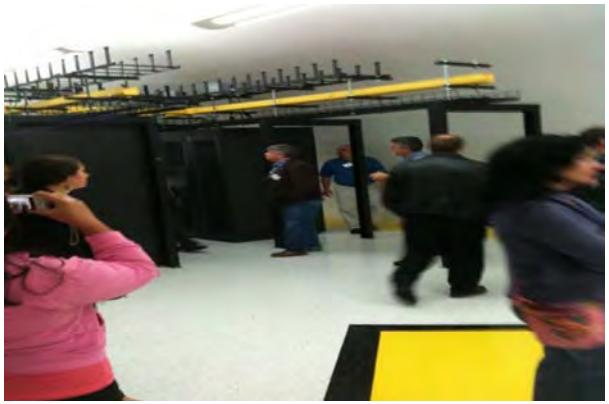
CLOSE-UP AERIAL VIEW OF BUNKERS

BUNKER EXTERIOR - BEFORE AND AFTER

BUNKER MECHANICAL ROOM

BUNKER INTERIOR - BEFORE AND AFTER

IRON MOUNTAIN
Santarfe
CLASSIC



Tompkins County

- Laserfiche Repositories
  - Caroline
  - CayugaHeights
  - CityOfIthaca
  - Danby
  - Dryden
  - Enfield
  - Groton
  - Lansing
  - Newfield
  - PublicHealth
  - SoilAndWaterConservation
  - TompkinsCounty
  - TownOfIthaca
  - Ulysses
  - VillageOfDryden
  - VillageOfFreeville
  - VillageOfGroton
  - VillageOfLansing
  - VillageOfTrumansburg

w/ Cortland County

- Laserfiche Repositories
  - Caroline
  - CayugaHeights
  - CityOfCortland
  - CityOfIthaca
  - CortlandCounty
  - Cortlandville
  - Danby
  - Dryden
  - Enfield
  - Groton
  - Harford
  - Lansing
  - Newfield
  - PublicHealth
  - SoilAndWaterConservation
  - TompkinsCounty
  - TownOfIthaca
  - Truxton
  - Ulysses
  - VillageOfDryden
  - VillageOfFreeville
  - VillageOfGroton
  - VillageOfLansing
  - VillageOfTrumansburg
  - Virgil

All Repositories

Name	Creation Date
Annual Reports	4/4/2011 11:40 AM
Assessment Tax Roll Certs	6/27/2017 9:10 AM
Bar Association	11/28/2011 12:01 PM
Bonds	6/19/2019 11:46 AM
Budgets	4/4/2011 10:55 AM
Bunker Inventory	7/2/2013 8:32 AM
Civil Actions Judgments	12/19/2011 2:14 PM
Civil Info	10/16/2015 11:46 AM
Civil/Criminal/IDV File Attachments	10/3/2014 8:31 AM
Clerk Hire	1/3/2012 1:39 PM
Compliance	1/2/2019 3:21 PM
Contracts	11/23/2011 10:51 AM
County Car	1/16/2014 11:30 AM
County Corridors	2/17/2011 9:12 AM
Court and Trust	5/22/2017 4:03 PM
Criminal Files	1/5/2010 1:04 PM
Criminal Info	5/25/2016 12:48 PM
Dawn Info	11/15/2021 10:59 AM
Deed Conveyance Notice Reports	3/12/2020 11:42 AM
Disposal of Records	6/16/2015 8:57 AM
DMV	5/16/2017 9:55 AM
Early Coroners Inquests	6/9/2020 4:29 PM
ERecording Profiles	2/1/2013 11:40 AM
FAVOR	5/30/2012 4:38 PM
Fisher v Leucadia et al	8/15/2017 4:02 PM
Grants	2/28/2011 1:48 PM
Historian Scans	11/5/2014 12:50 PM
Income Execution	5/5/2011 8:33 AM
Internal Revenue Services	6/7/2019 8:14 AM
Invoices	3/24/2011 2:18 PM
IT Strategic Planning Board	5/10/2012 11:58 AM
IT-2663's	2/2/2015 11:58 AM
Judicial Surrenders CONFIDENTIAL	11/16/2010 8:05 AM
LAW NY	7/7/2017 3:34 PM
Marriage Records	8/12/2015 3:37 PM
Microfilm/library pics	4/17/2012 3:47 PM
Military Discharges	10/29/2013 10:58 AM
Minutes/Orders/Calendars	6/14/2012 11:10 AM
Miscellaneous	11/20/2013 1:52 PM
Monthly Reports	4/13/2011 3:13 PM
Motion Calendars	1/9/2014 9:21 AM
MSDS Data Sheets	4/5/2018 3:59 PM
Naturalization	5/13/2014 11:10 AM
Newspapers, Designation of	5/8/2019 8:23 AM
Notary Cards	9/29/2014 10:26 AM
NYSACC Info and other	8/22/2014 8:30 AM
Oath Cards	3/7/2016 10:40 AM
OCA Judge Outside Income Filings	3/21/2022 3:35 PM
Office Equipment	5/22/2017 3:45 PM
Office Meeting Agendas/Minutes/Pop Quizes	4/27/2017 8:57 AM
Ordering	7/16/2013 2:28 PM
Passports	10/24/2013 3:28 PM
Pistol Permit Info	1/3/2017 4:40 PM
Probation Transfer Info	9/24/2013 10:48 AM
Public Weblink	8/30/2017 2:36 PM
Recording Info	10/16/2015 11:42 AM
Records Center Info	10/19/2015 1:40 PM
Residency Affidavits	2/26/2018 1:50 PM
Safety Committee	4/18/2017 2:32 PM
Searches, Historical	4/14/2015 1:48 PM
Sovereign Citizen Filings	1/3/2017 11:58 AM
Subpoena, Foreign	1/9/2017 4:23 PM
Tax Foreclosures - Searches	4/4/2011 2:25 PM
To send	12/28/2020 2:20 PM
Toshiba	3/23/2011 9:27 AM

County Clerk Files I

Toshiba	3/23/2011 9:27 AM
Town and Gown	7/11/2017 4:46 PM
TSSERR	1/27/2017 1:51 PM
Walker-Diallo v Virgo Capital et al	5/18/2022 2:43 PM
300th day Agri Map District 1	8/25/2011 4:30 PM
300th day Agri Map District 2	8/24/2016 8:53 AM
alexandru miroiu letter	5/17/2022 3:19 PM
County Clerk's office 1913	12/27/2018 10:50 AM
COURT ORDERED REMOVAL (VOID AND INV...	5/15/2018 8:46 AM
COURT ORDERED REMOVAL OF DOCUMENT	7/11/2017 12:19 PM
De-Escalation Training	9/27/2018 3:13 PM
Dutchess	6/28/2018 3:11 PM
Free Notary	11/13/2020 9:26 AM
Heila, Christopher notation made in Judgment bk...	12/3/2019 10:36 AM
Incident Report Employee Injury Illness Report ...	9/25/2020 3:10 PM
library article	12/31/2015 11:50 AM
Mechanic Lien Folder	5/6/2011 8:56 AM
Mortgage Notes - no image text only	3/27/2012 9:23 AM
Muka, Betty	4/29/2011 11:50 AM
noftell divorce cert	2/23/2018 4:06 PM
NYALGRO Robert Arnold Award Letter	5/10/2013 3:15 PM
Old Library Fungi Test Results	8/29/2013 3:04 PM
Old Library Galson Asbestos Test Results	8/29/2013 3:04 PM
old library reno - 2002	8/26/2019 10:42 AM
Old Records	4/20/2011 11:09 AM
OnlineStmtResultsPremDis	2/3/2021 1:40 PM
PEFC	2/25/2020 11:47 AM
Performance Bonds Index 1982-1988	1/2/2018 3:30 PM
stair of the year	11/26/2012 8:47 AM
WB Mason – Order Confirmation	9/24/2020 3:26 PM
WB Mason – Return Center	8/20/2020 12:41 PM
Westbourne Road	7/19/2017 4:09 PM

County Clerk Files II

Name	Creation Date
Airport	10/1/2010 1:35 PM
Assessment	7/10/2009 4:48 PM
Assigned Counsel	2/20/2013 10:34 AM
Board of Elections	4/28/2009 1:56 PM
Briefcases	3/10/2009 1:19 PM
COFA	3/10/2009 1:40 PM
County Administration	2/26/2015 3:54 PM
County Attorney	10/7/2010 1:53 PM
County Clerk	1/5/2010 1:03 PM
COVID-19	3/30/2020 9:20 AM
District Attorney	4/24/2009 8:13 AM
Emergency Response	7/21/2009 11:47 AM
Facilities	10/1/2010 1:35 PM
Finance	4/24/2009 8:32 AM
Finance-Accounting	9/17/2009 9:42 AM
Health Consortium	5/1/2014 11:33 AM
Highway	3/10/2009 1:52 PM
Historian	8/26/2019 8:55 AM
ITS	3/27/2009 10:47 AM
Legislature	3/10/2009 1:11 PM
LFForms	4/28/2014 10:53 AM
Mental Health	7/12/2011 2:34 PM
NYSLGITDA	9/6/2012 10:26 AM
Payroll	9/27/2012 9:21 AM
Payroll Files	10/9/2009 11:20 AM
Personnel	5/20/2009 1:55 PM
Personnel Records Management	10/21/2013 1:05 PM
Planning	1/25/2010 9:40 AM
Probation	8/24/2017 8:11 AM
Public Health	12/7/2018 11:44 AM
Public Weblink	11/25/2013 2:09 PM
Purchasing	11/9/2009 10:44 AM
Records Center Inventory	3/10/2009 1:37 PM
Records Management	1/30/2012 4:01 PM
Sheriff	1/21/2011 11:10 AM
Social Services	12/21/2021 10:35 AM
Solid Waste	2/6/2012 8:41 AM
Sustainablity Team	7/15/2014 3:42 PM
Test	3/10/2009 9:54 AM
Veterans Services	3/26/2020 11:32 AM
Weights & Measures	2/10/2021 2:30 PM
Workforce	4/29/2009 4:19 PM

County Departments

Questions?

Maureen Reynolds

Tompkins County Clerk

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MONTGOMERY COUNTY SUCCESS STORY

Kelly Yacobucci Farquhar
Montgomery County Historian/RMO

LGRMIF Tips for Success

Kelly Yacobucci Farquhar,

Montgomery County Historian/RMO

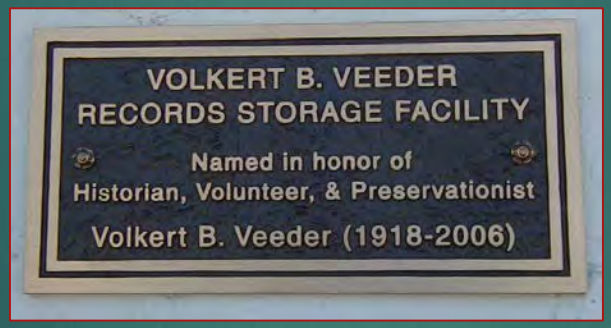
LGRMIF projects

- Microfilm – assessment rolls 2002-03, 2004-05
- Minor remodeling – Records Center 2005-06, 2006-07
- Disaster recovery – 2006 flood
- Disaster plan 2008-09
- Files Management grant – DSS 2010-2011
- Document conversion – DPW road maps & infrastructure blueprints 2013-2014
- Document conversion – Shared Services (2) 2016-17, 2017-18
- Document conversion – Public Health 2018-2019
- Document conversion – Payroll records 2019-2020

Highlights from past projects

Highlights from past projects

Highlights from past projects



Highlights from past projects

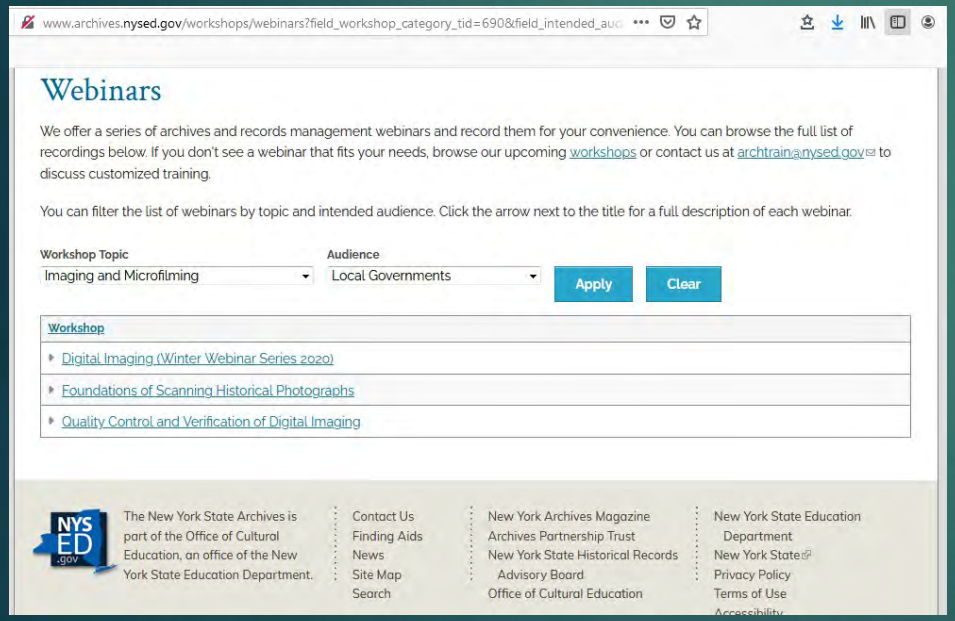
- Frees up storage space

From this

To this

Steps involved in document conversion project

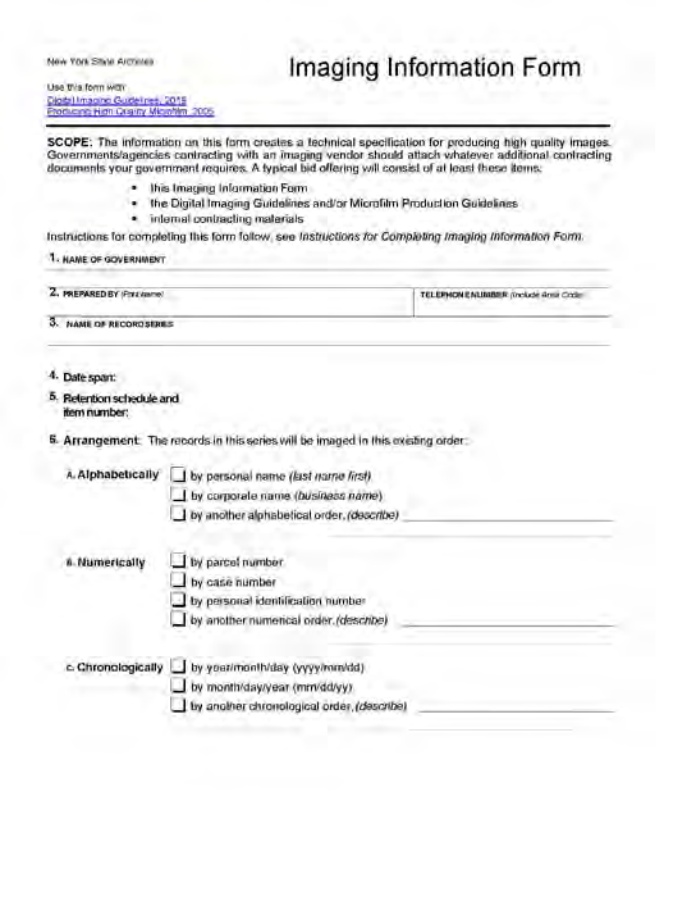
- Preparing RFPs
  - Use NYS Archives guidelines



Introduction to Microfilm	1997
Producing High Quality Microfilm	1998
Acetate Microfilm	2003
Using PDF/A as a Preservation Format	2013
Digital Imaging Guidelines	2014
Quality Control & Content Verification of Digital Images	2014

Steps involved in document conversion project

- Preparing RFP
  - Condition of records
  - What kind of prep is needed
  - What type of indexing will there be for digitized records
  - Are the records currently bound volumes? Consider if they will be disbound for scanning or if not, the scan time will be increased and cost will be more



New York State Archives

Use this form with:
Digital Imaging Guidelines, 2015
Producing High Quality Microfilm, 2005

Imaging Information Form

SCOPE: The information on this form creates a technical specification for producing high quality images. Governments/agencies contracting with an imaging vendor should attach whatever additional contracting documents your government requires. A typical bid offering will consist of at least these items:

- this Imaging Information Form
- the Digital Imaging Guidelines and/or Microfilm Production Guidelines
- internal contracting materials

Instructions for completing this form follow, see *Instructions for Completing Imaging Information Form*.

1. NAME OF GOVERNMENT

2. PREPARED BY (Print name) | TELEPHONE NUMBER (Include Area Code)

3. NAME OF RECORD SERIES

4. Date span:

5. Retention schedule and item number:

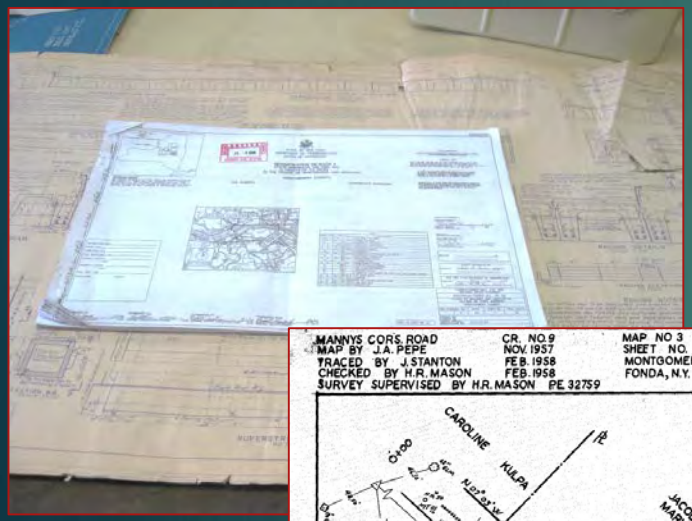
6. **Arrangement**: The records in this series will be imaged in this existing order:

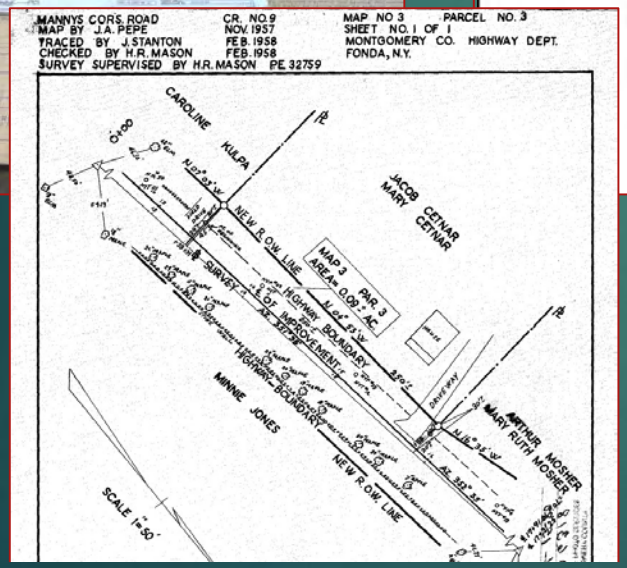
a. **Alphabetically**
- ☐ by personal name *(last name first)*
- ☐ by corporate name *(business name)*
- ☐ by another alphabetical order, *(describe)* _____

b. **Numerically**
- ☐ by parcel number
- ☐ by case number
- ☐ by personal identification number
- ☐ by another numerical order, *(describe)* _____

c. **Chronologically**
- ☐ by year/month/day (yyyy/mm/dd)
- ☐ by month/day/year (mm/dd/yy)
- ☐ by another chronological order, *(describe)* _____

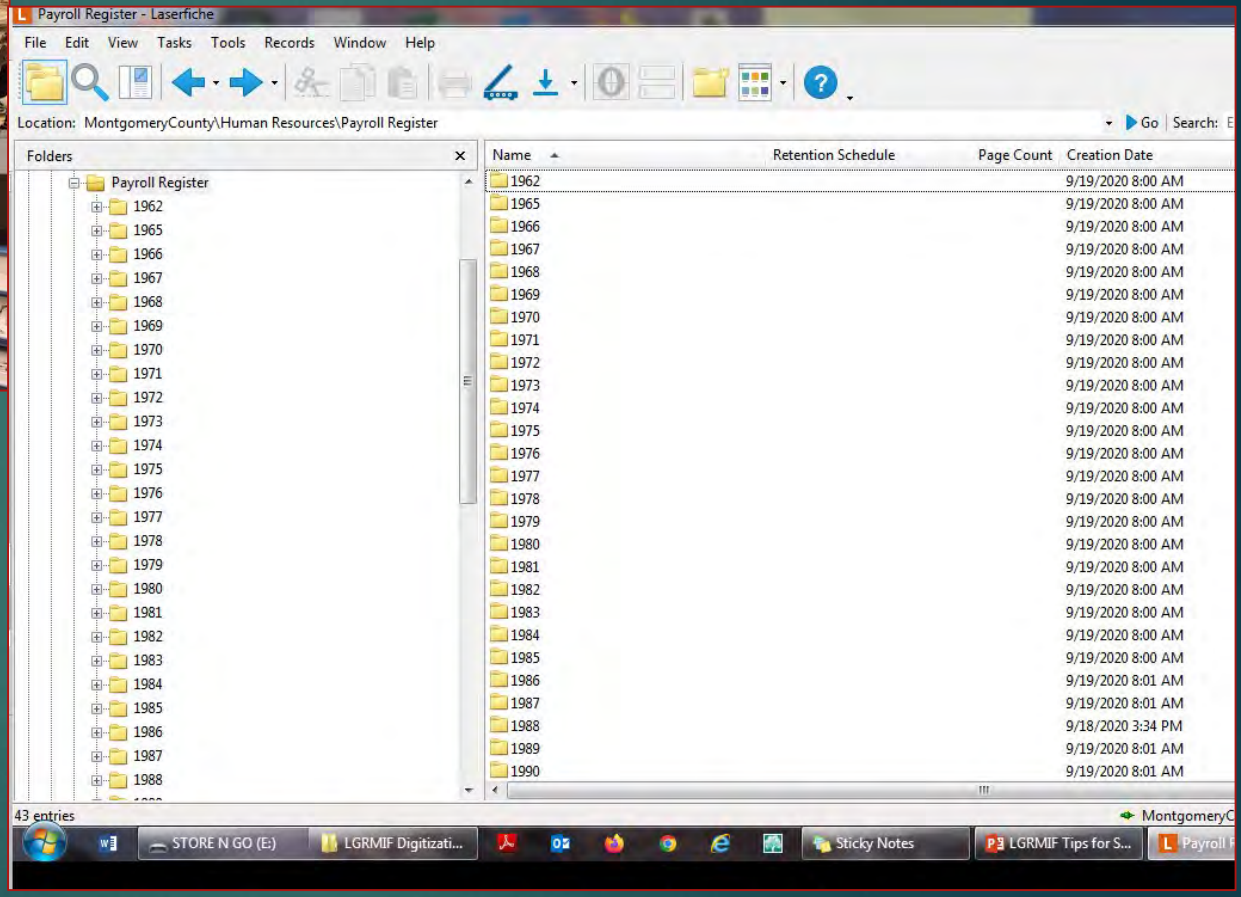
Infrastructure – Roads & Bridges





DISC #	FILE	CONTENTS	SIZE MB
BOX 26-30			
	26	CR 1 -28 ROAD FILES	885
	27	CR 31 - 77 ROAD FILES	857
	28	CR 80 - 130	847
	29	CR 131 - VILLAGE ROAD FOLDERS	1054.72
	30	BRIDGE FOLDERS 3309940- 3309450- 3309460-	460
			4103.72
		TOTAL:	4.01 GB

Payroll records



Thank you!

Kelly Yacobucci Farquhar
Montgomery County Historian/RMO
Montgomery County Department of History & Archives
Old Courthouse, PO Box 1500
Fonda, NY 12068-1500
www.co.montgomery.ny.us, click on 'History & Genealogy'
historian@co.montgomery.ny.us

QUESTIONS?

Thank you!

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