

2013 Annual Report - Records, Archives and Information Management Services (RAIMS)

The Records and Archives Center continues to be a popular place for storage of permanent and non-permanent records. During 2013, we received 1407 cubic feet of records from the various departments and were able to destroy 766. This was a substantial increase from 954 cubic feet we received in 2012. Two factors that influenced this increase were the renovation of offices and an increased retention period for some of the fiscal records that involved Medicaid services. Many of the incoming documents are listed as permanent which means they can only be destroyed after being converted to electronic and microfilm formats. The County Clerk and Payroll are already striving to become paperless. Both create electronic records and the RAIMS Microfilm Section produces computer-generated microfilm from them. Although the State permits the creation of permanent electronic records under rigid guidelines, constant changes in software and hardware could end in disaster. Therefore the use of electronic records for accessibility and microfilm for preservation is a perfect blend.

The Microfilm Section of our department, consisting of Kris Martin, Robin Cuppernell and Debbie Sawin, imaged and microfilmed 1,040,000 documents. Without this compression of records, the Records and Archives Center would have added 416 additional cubic feet to storage; all of it for permanent retention. Compression of permanent records is absolutely essential in order to retain sufficient storage space for the future needs of the County. One of the microfilmmers is still working on a backlog of nineteenth century records. This is a preservation task to prevent the use of fragile paper records by researchers. We were fortunate this year to acquire funds through a Capital Improvement Project to purchase a new Fuji Archive Writer in order to continue with our microfilm processing. The staff is very pleased with its efficiency because this archive writer can generate microfilm from TIFF, PDF and JPEG formats.

The various departments asked Donna McCormick, the RAIMS records clerk, to climb the shelves for 2,113 file retrievals which eventually are returned and put back in storage. In addition there were 1,646 inter-filings. These are documents that need to be added to existing file folders, mostly from the County Clerk, the DA and DSS. Donna is also in charge of shelving incoming boxes, notifying departments when records are due for destruction, and for pulling document boxes to shred the content.

We sponsored several workshops to improve the skills of records managers from western New York and invited all county staff members to attend. We also held in house training for Ontario County staff in how to transfer records to RAIMS and made visits to different departments in order to review their records to make sure they comply with state mandated retention schedules. To continue with our public service, Brooke Morse, Assistant RMO, answered 121 email reference questions and 50 telephone inquiries. We also served 350 in-house researchers. Brooke was instrumental in the success of our two

exhibits. She researched and wrote the content of sections of the exhibits and produced the handouts and brochures.

In February and in October, the staff including the County Historian, Dr. Preston Pierce constructed and displayed two exhibits: "Great Loves of Ontario County (February) "and "Learn how to become a House Detective and Research the History of Your Home(October). Both exhibits exemplify the many historical collections we house in our facility.

We were awarded a Local Government Records Management Improvement Fund grant in the amount of \$31, 958 in order to purchase new microfilm/reader/printer/ scanners for RAIMS and the County Clerk's Office

The RMO continued to add public records and new users to DocuShare. Although some departments are already active participants in adding useful information, more departments need to become involved in the future.

One additional time consuming task is FOIL. It does not only occupy the Records Access Officer 55% of the time, but has become a significant burden to the County Attorney's Office, particularly Kris Thorsness, the DA Michael Tantillo and the Sheriff's records center, especially Colleen Rice. My thanks go out to all of you.

I want to take this opportunity to thank the RAIMS staff for all their work, the Board of Supervisors and the County Administrator and staff for their support of the Department of RAIMS.

THE STAFF:

Rosemary Switzer, Records Management Officer and Records Access (FOIL) Officer

Dr. Preston Pierce, County Historian (PT)

Brooke Morse, Assistant Records Management Officer

Donna McCormick, Retrieval Clerk

Robin Cuppernell, Microfilmer

Kristine Martin, Microfilmer

Debbie Sawin, Microfilmer

Elizabeth Alcivar, Clerk (PT)