

2017 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 2017 we received 903 cubic feet of records from the various departments and were able to destroy 460. 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 and Robin Cuppernell imaged and microfilmed approximately 500,082 documents. Without this compression of records, the Records and Archives Center would have added 200 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. They produced 110 rolls of microfilm and prepped 28 record boxes. Robin and Kris indexed the old Supreme and County Court minute books and scanned the indexes that accompany the historic guardianship papers.

The various departments asked Donna McCormick, the RAIMS records clerk, to climb the shelves for 2017 file retrievals which eventually are returned and put back in storage. In addition there were 3040 inter-filings. These are documents that need to be added to existing file folders, mostly from the County Clerk, Probation and Family Court. 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 a NYS Archives workshop to improve the skills of records managers from western New York and invited all county staff members to attend. We 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 214 email reference questions and 37 mail inquiries and 40 telephone inquiries. We also served 150 in-house researchers. With the upgrade of our website this year Brooke has continued to update our website with more searchable record indexes; Facebook has continued to be a way to connect with the public ideas and images of what is happening in the archival world. Brooke has been active on the Eco-Hero committee this year.

In October, to recognize Archives Month, the staff constructed and displayed the exhibit: "They Answered the Call: Ontario County's Heroes in World War I. The year 2017, marks the 100th Anniversary of World War I. Preston Pierce, County Historian gave a short lecture on the legendary local heroes during that time.

RAIMS was awarded a LGRMIF grant this year for \$63,020.00 in order to scan 7 historical records series; Supreme and County Court minutes and Sheriff's records.

The internship program continued this summer with Stephen Wilfeard, a student at the University of Prince Edward Island. He worked on the vault inventory project. In addition to the summer intern, volunteers completed 1047 hours of work, composed mostly of data entry. We were very fortunate this year by having 12 of them working different hours, even some worked remotely. Brooke was instrumental in supervising and coordinating their workloads. Under Donna's guidance an intern from ARC worked with us 4 hours a week shredding paper records.

Brooke, Kris and Robin attended an all day workshop in Ithaca, NY concerning Laserfiche software in November. Brooke and Rosemary attended a lecture in July also in Ithaca presented by Robert Freeman, Director of Committee on Open Government on FOIL and the updated rules and changes surrounding it.

The RMO continued to add public records and new users to DocuShare. She was very involved in the selection of the new County wide Electronic Document management system. RAIMS is very excited about this venture because it will create workflow processes and reduce the duplicate copies found in different departments. The same principles of caring for our paper records will be applied to electronic records; therefore RAIMS will be in great focus during this paradigm shift. RAIMS will be the primary department that will convert all the back files of all the County's departments to digital images and still oversee the retention and deposition of the records.

FOIL requests is another duty that keeps RAIMS busy. It does not only occupy the Records Access Officer 65% of the time, but has become a significant burden to the County Attorney's Office, particularly Lea Nacca, Meghan Maslyn, the DA Michael Tantillo and the Sheriff's records center, especially Casey Buckner and Erin Holley. My thanks go out to all of you.

The RMO attended the annual NYALGRO (NY Association of Local Government Records Management Officers) conference June 4-7, 2017 in Geneva, NY. She has served as Treasurer for the organization the past 3 years. She also served on the Local Arrangement Committee for the MARAC (Mid Atlantic Regional Archival Conference) that was held in October in Buffalo, NY. She chaired one of the workshops entitled, *Papers and Parchments: Managing Large Scale Court Records*. She has been active on the County's Employee Wellness Committee.

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, Director and 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

Elizabeth Alcivar, Clerk (PT)