

# 2016 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 2016 we received 785 cubic feet of records from the various departments and were able to destroy 479. 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 imaged and microfilmed approximately 600,000 documents. Without this compression of records, the Records and Archives Center would have added 240 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. Robin scanned the early paper naturalization records and also wills 1968-2008. This is a preservation task to prevent the use of fragile paper records by researchers. The microfilmmers as well as microfilming the county's records have worked on projects from the Historical Society and the Town of Geneva. This has not only strengthened our cooperation with them but generated some revenue.

The various departments asked Donna McCormick, the RAIMS records clerk, to climb the shelves for 2265 file retrievals which eventually are returned and put back in storage. In addition there were 3,582 inter-filings. These are documents that need to be added to existing file folders, mostly from the County Clerk, the DA and DSS 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 several workshops 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. Donna and I attended the County's confidential secretaries' meeting and gave a talk on how to apply the record retention schedule to certain records and how to transfer records over to RAIMS. In June, Donna spoke at the Red Jacket Rotary Club meeting about the available historical resources found in our Record Centers.

To continue with our public service, Brooke Morse, Assistant RMO, answered 239 email reference questions and 15 mail inquiries and 15 telephone inquiries. We also served 162 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. She also attended 2 workshops in order to learn how to make our historical records more accessible by creating finding aids and uploading them on our website and then eventually on to a library statewide website. A finding aid is a document containing detailed information about a specific collection of papers or records within an archive. They are used by researchers to determine whether information within a

collection is relevant to their research. Brooke has been active on the Wellness Champion and Eco-Hero committees this year.

In October, to recognize Archives Month, the staff constructed and displayed the exhibit: "VOTE YES! *The struggles and successes of Woman Suffrage in Ontario County*. The year 2017, marks the 100th Anniversary of women gaining the right to vote in NYS. Preston Pierce, County Historian gave a short lecture on the trial of Susan B. Anthony that was held in our Courthouse and some other interesting facts.

The building's security issues were addressed this past year. Under the supervision of project manager Scott Hunt panic buttons and outside cameras were installed. The front inside door was designed with a pass through and the vestibule now has a shelf so we can keep the door locked and people can complete FOIL request in the vestibule. The front windows were replaced with larger energy efficient ones in order to observe the parking lot.

The internship program continued this summer with a student that worked with Preston Pierce, County Historian on the World War I cemetery project.

In addition to the summer intern, volunteers completed 373 hours of work, composed mostly of data entry. Under Donna's guidance an intern from ARC worked with us 4 hours a week shredding paper records.

The RMO continued to add public records and new users to DocuShare. The Finance Department added audit reports for each department, thus alleviating the printing of these reports. Certain staff members from each department were given permissions to review the reports. 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 60% of the time, but has become a significant burden to the County Attorney's Office, particularly Lea Nacca, the DA Michael Tantillo and the Sheriff's records center, especially Colleen Rice. My thanks go out to all of you.

The RMO attended the annual NYALGRO (NY Association of Local Government Records Management Officers) conference June 5-7, 2016 in Callicoon, NY. She participated in 2 panel discussions relating to records management and records retention schedules. She has served as Treasurer for the organization the past 2 years.

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*  
*Elizabeth Alcivar, Clerk (PT)*