



COUNTY OF ERIE

MARK C. POLONCARZ
COUNTY EXECUTIVE

January 20, 2012

The Honorable
Erie County Legislature
92 Franklin Street – Fourth Floor
Buffalo, New York 14202

ECLEG JAN24'12 AM 9:06

**RE: Acceptance of Local Government Record Management Improvement Fund
(LGRMIF)**

Honorable Members:

Attached, please find a proposed resolution and an accompanying memorandum from Erie County Probation Department requesting authorization to accept an award of \$45,807 from the New York State Archives, a division of the New York State Education Department, to enhance the method of storing Probationer Master Records.

The Erie County Probation Department will be digitizing paper records and establishing a method of electronic retrieval. These records are required to be maintained indefinitely and are retrieved as needed.

Should your honorable body require further information, I encourage you to contact the Erie County Probation Department. Thank you for your consideration on this matter.

Sincerely,

Mark C. Poloncarz
Erie County Executive

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Erie County Probation Department
Re: Acceptance of Local Government Record Management Improvement Fund (LGRMIF)
Date: January 6, 2012

SUMMARY

The attached resolution and accompanying memorandum request authorization to accept an award of \$45,807 from the New York State Archives, a division of the New York State Education Department, to enhance the permanent storage of Probationer Master Records.

FISCAL IMPLICATIONS

Per the award letter, 50% of the award will be forthcoming at the start of the project, 40% will be available as the project is completed and is requested for reimbursement, the last 10% will be available after the project is completed and all required forms are submitted. There is no match required.

REASONS FOR RECOMMENDATION

The Erie County Probation Department has received a letter of approval for funding from the New York State Archives, manager of the Local Government Record Management Improvement Fund (LGRMIF) for this purpose.

BACKGROUND INFORMATION

Last fall the Erie County Probation Department applied for a document conversion and access grant to digitize Probationer Master Records and establish an efficient way to retrieve them. The Department was informed November 23, 2011 that funding has been approved. The project must be completed by June 30, 2012 per the award letter.

The proposed project will allow the department to purchase scanner equipment, software, and imaging services. These investments will be used to modernize the record storage for those records which have permanent retention requirements and are currently in paper form. Transferring these documents into digital images will preserve the files longer than paper, and allow for faster less labor intensive retrieval. The digitized records will also require less physical space than their paper counterparts.

CONSEQUENCES OF NEGATIVE ACTION

The County will forfeit the funding.

STEPS FOLLOWING APPROVAL

Certified copies of this resolution will be forwarded to the Division of Budget & Management, the Office of the Comptroller, Personnel, and the Erie County Probation Office.

**A RESOLUTION SUBMITTED BY:
Erie County Probation Department**

**RE: Acceptance of Local Government Record
Management Improvement Fund (LGRMIF)**

WHEREAS, the New York State Archives, a division of the New York State Education Department, has awarded a grant to the Erie County Probation Department from the Local Government Record Management Improvement Fund (LGRMIF); and

WHEREAS, the Department of Probation is responsible for maintaining the records of probationers under their supervision; and

WHEREAS, the grant award will allow the Probation Department to digitize archival records and retrieve them more efficiently.

NOW, THEREFORE, BE IT

RESOLVED, that the County Executive is hereby authorized to enter into contract and accept an award from the New York State Archives,(a unit of the New York State Education Department) through the Local Government Record Management Improvement Fund (LGRMIF) in the amount \$45,807; and be it further

RESOLVED, that the following budgetary accounts be established by the Office of Budget, Management and Finance for the LGRMIF Grant, as follows:

Erie County Probation Department
Fund 281 – Business Area 126
Local Government Record Management Improvement Fund (LGRMIF) Grant
July 1, 2011 to June 30, 2012

Revenue

Account 409000 State Aid \$ 45,807

Total Revenue \$ 45,807

Appropriations

Account 500010 Part-Time Salaries \$ 5,561

Account 502000 Fringe Benefits \$ 610

Account 516020 Professional Services Contracts & Fees \$ 35,700

Account 561410 Lab & Technical Equipment \$ 3,936

Total Appropriations \$ 45,807
and be it further

RESOLVED, that two Clerk Typists (part-time), job group 1, are created within the above probation Grant, B-100 control number 6632; and be it further

RESOLVED, that the Director of Budget, Management and Finance is hereby authorized to establish and adjust budgets as required to comply with State approved funding levels; and be it further

RESOLVED, that certified copies of this resolution be sent to the County Executive's Office, the Division of Budget, Management and Finance, the County Comptroller, the County Attorney, the Personnel Department, and the Probation Department c/o Dina Connors Room 112, 1 Niagara Plaza.