




# New York State Archives: Local Government Records Management Program



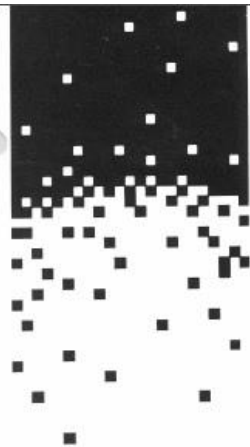
# Managing and preserving the records of NY's local governments

- Nearly 4,000 units of local government
- 62 Counties
- 62 Cities
- 932 Towns
- 551 Villages
- Over 700 school districts



# A program of services and grants to local governments

- Technical advisory services
- Training
- Records retention and disposition
- On-site support and assistance
- Grants



# RECORDS RETENTION AND DISPOSITION SCHEDULE MU-1

FOR USE BY  
MUNICIPALITIES  
(CITIES, TOWNS, VILLAGES AND  
FIRE DISTRICTS)



# 2017 training review

- In-person workshops: 54 with 702 attendees for an average of 13 per workshop.
- Webinars: 9 webinars with 761 attendees for an average of 85 per webinar.
- The two best attended webinars:
  - 9/6/2017, Your Role as Local Government Records Management Officer: 167
  - 6/20/2017, Avoiding the Paper Avalanche: The Quest for the Paperless Office: 163

# Partnerships and advisors

- Frequent contact with local government associations
- Daily interaction with local officials through field visits and consultations
- Advice and guidance from the Local Government Records Advisory Council

# Local Government Records Advisory Council

- Established in 1987, Arts and Cultural Affairs Law 57.21 to:

“ advise the Commissioner of Education concerning local government records policies and procedures, state services and financial support needed to assist or advise local officials, and regulations pertaining to local government records, and grants for local government records management improvement...”





# Local Government Records Advisory Council (LGRAC)

- 27 member advisory council
- New York City Clerk, Commissioner of NYC DORIS and representative of Office of Court Administration are statutory members
- Current chair is Town Clerk of Town of Ramapo

# Changes to meet evolving needs

## 1990

- Archival Record
- Inactive Records
- Inventory & Planning
- Microfilm

## 2018

- Disaster Management
- Inactive Records
- Historical Records
- Files Management
- Document Conversion and Access

# Grants

- \$ 220 million in grants statewide since 1990
- 10,079 projects
- 3,203 Inventory projects
- 842 Digital conversion projects
- 1,607 Microfilm projects
- 2018-2019 \$5.5 million awarded

# Grants Award Summary

Type	# Entities	# Awarded
BOCES	37	37
Cities	62	62
Counties	62	62
Fire Districts	891	217
School Districts	693	584
Towns	933	788
Villages	545	437

# Initiatives I

- Research & Development, 1991 – 1995.
- Telecommunications Initiative Program (TIP), 1992 – 1997: Provided foundation for Internet use by many local governments.
- Court Records Initiative (CRI), 1997 – 2000: Provided focus on management of court records maintained in local jurisdictions.
- Archival Records Initiative (ARI), 1999 – 2000: Focus on preservation of permanent records.

# Initiatives II

- Pilot Electronic Government Initiative (PEGI), 1999 - 2000
- County Land Records Initiative (CLRI), 2007 – 2010
- Shared Services, 2012 - Present
- Demonstration Grants, 2014 - Present

# Shared Services

- 78 grant projects awarded \$7.3 million since inception in 2012
- 55 Document conversion projects
- 10 Inactive records storage projects
- Over 400 participants
- Estimated savings of \$4.3 million

# Demonstration Grants I

- Goals:

- To initiate projects that will serve as models for improving electronic archives and records management practices in local government.
- To develop replicable program models that will help transform the management of digital records and archives in local government.

- 9 Projects totaling \$2.8 million



# Demonstration Grants II

## Awardee

- City of Rochester
- Digital Towpath Coop.
- NYC DOITT
- Oneida County
- Orange County
- Orange-Ulster BOCES
- Suffolk County
- Town of Amherst
- Town of Cheektowaga

## Project Type

- ECMS Implementation
- eRecords Management
- E-Mail Management
- E-Mail Management
- ECMS Implementation
- eRecords Preservation
- RMA Implementation
- eRecords Policies
- RMA Implementation



# Program effectiveness:

- 98% have RMO's
- 77% provide funds for records management
- 98% have adopted records retention schedules
- 96% have an inactive records storage facility
- 77% can retrieve any paper document within 10 minutes
- 61% have a technology committee that includes the RMO
- 94% have an electronic records backup/disaster recovery plan

# Next steps

- Continue to identify critical problems
  - Electronic mail management
  - Digital content management
- Build on popularity of webinars to reach a wider audience
- Update records retention schedules to make them easier to use and more current