

2005 ANNUAL REPORT

BROOME COUNTY RECORDS MANAGEMENT

The Broome County Records Center is located at 161 Jensen Road in Vestal. The Records Center houses all inactive County records, original reels of microfilm and CDs, all Information Technology computer back up, as well as the Records Management offices personnel and imaging/micrographics operations.

The primary purpose of our records management department is to increase accessibility and efficiency in retrieving departmental records while alleviating the amount of paper records taking up valuable office space throughout County departments.

During 2005, the Broome County Records Center experienced many changes in personnel due to Civil Service testing results. The Records Manager position was also vacant for almost 6 months. While overall numbers of scanning & filming projects are below estimated levels, the staff continued to work to meet County department requests for transfer into storage as well as the destruction of records that have met their retention guidelines. 1295 cubic feet of records were transferred from County offices into the Records Center and over 20,000 lbs. of records were pulled from the shelves and sent to be legally & confidentially destroyed as recommended by NYS Archival guidelines.

Also in 2005, there were a record number of requests for documents from County departments (845) which are retrieved & returned to the department usually within 24 hours. Most file requests (784) are then returned within a short amount of time which requires re-filing & updating our storage inventory database.

Scanning, Filming Projects:

Through our scanning and microfilming capabilities we have produced approximately 158 original CDs and 204 rolls of original microfilm. (All CDs and microfilm are also duplicated at the records center for departmental use as well as archival storage.) Each CD has been individually quality checked for clarity and readability. After the department has reviewed and signed off on each project we send the documents to be shredded.

RECORDS CENTER ACTIVITY

Number of departments using the Records Center	31
Number of requests from County departments	845
Number of returns to be re-filed from departments	784
Number of requests from the public ie..Naturalizations, genealogy research requests.	57+
Total cubic feet of records transferred to Records Center	1295

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Total lbs. of records destroyed (approximately) (Which freed up approximately 475 cf of storage space)	20,000 lbs.
Total cubic feet of records prepped, scanned and quality checked	428
Number of CDs created	158 (original) 158 (duplicated)
Total rolls of microfilm created	204(original) 204(duplicated)

Local Government Records Management Improvement Fund Grants (LGRMIF)

The Records Management department has been very fortunate to have received over \$500,000.00 over the last ten years which has enabled our Records Management program to continually improve our ability to provide the most efficient methods of storage & retrieval services to all Broome County departments. LGRMIF grants have provided the funds for document imaging equipment, consulting services, GIS implementation, computers & software for many Broome County departments.

In 2006 the Records Management department wrote grants to continue microfilming County Clerk Civil Action records, as well as scanning equipment for the Department of Social Services. Both grants will total approximately \$150,000.00 & would benefit the records programs of Broome County.

Special Projects:

In 2005, Records Center staff also spent a lot of time duplicating an additional 500 rolls of microfilm of Mortgages and Deeds for the County Clerk's office to provide easy access of these permanent land records to the public. The County Clerk's office now has all Mortgages and Deeds on microfilm as well as imaging to ensure back-up permanent protection of these records.

During 2005, the Records Center staff also conducted a complete physical inventory of all shelves in the storage facility. Our Inventory Database was then reviewed and updated with any changes as was needed to assure accuracy.