

2006 ANNUAL REPORT
BROOME COUNTY RECORDS MANAGEMENT

Susan DiBenedetto, Records Manager

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. We accomplish this goal in several ways. Our Records clerks spend most of their time prepping, scanning and quality checking the many various project requests from County departments. While we have done scanning projects for almost every department, the bulk of our scanning requests come from Finance, Audit and Control, Probation, Public Defender, Board of Elections, Personnel, Risk and Insurance and , of course, the County Clerk.

Currently, our Records Center stores approximately 10,000 cubic feet of inactive departmental County records. Our inventory may increase or decrease depending on whether we have just purged our records for destruction or whether we have been taking departmental transfers all year.

We work continually throughout the year transferring boxes of records out of County offices. In 2006 we transferred 1655 cubic feet of departmental records from County offices into inactive storage at the Records Center, saving the equivalent space of over 206 four- drawer filing cabinets throughout County offices. Records management personnel then pulled over 880 cubic feet of records from our shelves that had reached their recommended retention guidelines according to the NYS Archives and had them legally & confidentially destroyed as approved by New York State. We also had another 260 cubic feet of records picked up directly from County departments to be shredded as well.

Special Projects

In 2006, the Records management staff undertook the project of boxing, labeling, and preparing for transfer, over 200 cubic feet of older Civil Actions from the County Clerk's vault to the Records Center.

RECORDS CENTER ACTIVITY

Number of departments using the Records Center		31
Number of requests from County departments		606
Number of returns from County departments		522
Total number of County department projects prepped, scanned and quality checked ie Tax rolls, Poll books, DOEs case files, financial reports, payroll, BOE registrations,		641
County Clerk Land Records Rolls of original microfilm		167
	Rolls of duplicate microfilm	167
Number of CDs created	Original	102
	Duplicate	102

LOCAL RECORDS MANAGEMENT IMPROVEMENT FUND GRANTS (LGRMIF)

In 2006, the Records Management division researched and wrote two grant applications, one for the County Clerk's office and one for the Records Management department. We have requested \$48,000. in grant funds to convert digital images (approximately 12,000 images per CD) on 200 CDs, to microfilm for many of our County departments' projects.

We have also requested \$27,000.00 to scan over 10,000 maps that are housed at the Broome County Clerk's office. These maps date back as far as the mid-1700s and need to be scanned in order to make retrievals more efficient and to preserve these valuable land records.

To date the Records Management department has received over \$500,000.00 from the Local Government Records Management Improvement Fund in grant monies for many different projects throughout the County departments.