Government Review & Efficiency Committee Minutes
August 4, 2021 – 4:00 p.m.

Present: Chairman Matt Veitch; Committee Members Eric Connolly, Joe Grasso, Jean Raymond; Steve Bulger, Ridge Harris, Audra Hedden, Christine Rush, County Administrator; Michael Hartnett, County Attorney; Andrew Jarosh, Treasurer; Craig Hayner, Charles Foehser, County Clerk.

Chairman Veitch called the meeting to order and welcomed all in attendance.

On a motion made by Mr. Grasso, seconded by Mr. Connolly, the minutes of the July 7, 2021 meeting were approved unanimously.

Mrs. Raymond distributed a handout and gave an update on records management. The handout is attached to these minutes. Several members of the committee toured the Ulster County Records center on July 22nd. The handout includes a photograph of the group that toured the facility, a report from the Ulster County Clerk regarding their facility; a short report from Lauren Roberts, County Historian, and a draft questionnaire that will be sent out to Department Heads in the next few days. The questionnaire is to get an idea of the records storage needs of Departments. Mrs. Raymond said that they hope to visit the Albany County Records facility shortly. Mr. Hayner said that he toured several departments with Lauren Roberts recently. Mr. Hayner said that there will be a huge opportunity to go through documents and see what is needed to be kept, what can be disposed of, and what records can be digitized. He has talked to the Albany County Clerk and will organize the upcoming tour of that facility. Mrs. Raymond said that in the case of Ulster County, it took them two years before the first storage box was taken in, in order to have the policies and procedures in place. Mrs. Raymond said that Lauren Roberts is working with Maria McCashion from NYS Archives, she is planning to tour Saratoga County and Ms. McCashion will address this committee at a later date with recommendations and information on what funding may be available. Mrs. Raymond said that at some point, a vendor or consultant will need to be considered to review all of the County records and needs. Mrs. Raymond said that Lauren Roberts will also be sending a survey to neighboring municipalities to see if they have interest in pursuing space also. Mrs. Raymond said that she would like to have some short term recommendations out of this sub-committee in the next six weeks that will deal with budget. Mr. Jarosh said that an archives unit would be very beneficial for the public also. Mr. Veitch said that they also discussed the role of the County Historian and what Department that position reports to.
Mr. Bulger said that as the current County Records Management Officer, he would be fully supportive of moving this responsibility to the County Clerk. Research can be done on how this would occur, and the item brought back to the committee next month.
Mr. Foehser said that they recently visited the Albany County facility with the County Historian and gave an overview of some of the equipment they use for scanning and conversion of old records to clean digital records. Some of this equipment can take items such as aperture cards and film and convert them into digital images. Mr. Bulger suggested that if the purchase of this equipment is being considered, it should be built into the budget process. Mrs. Raymond said that a lot of additional information is needed, and suggested possibly putting some contingency funds into the County Clerk's budget so that if the project is ready to move forward later next year, and

if any staff need to be hired, the funding will be ready to activate the project. Mrs. Raymond also reminded the committee that the transition to a full service Health Department will also increase the need for records storage and management. Mr. Connolly suggested creating a position that could work with the consultant from the beginning of the project.

A motion was made by Mrs. Raymond, seconded by Mr. Connolly, to authorize amending the Operating Budget Procedure. Unanimous.

Mr. Veitch said that any proposed revisions to this policy can be made at Law & Finance.

Mr. Veitch said that the Travel & Discretionary Policy Updates and Parking Policy Update can be discussed at the next meeting.

On a motion made by Mrs. Raymond, seconded by Mr. Connolly, the meeting was adjourned unanimously.

Respectfully submitted,
Therese Connolly
Clerk of the Board

Ulster County Clerk Nina Postupack

Nina Postupack started with the Ulster County Clerk's Office in 1979 becoming Deputy County Clerk in 1982. She served in the capacity of Chief Deputy County Clerk for fifteen years. Upon the retirement of Albert Spada, she was appointed by Governor Pataki as Acting County Clerk. She had the honor of being elected the 45th Ulster County Clerk and took office in January, 2006.

ULSTER COUNTY RECORDS MANAGEMENT PROGRAM

In October 1987, the Legislature unanimously approved Local Law Number 5 providing for the creation of a Records Management Program and the appointment of a Records Management Officer. The Records Management Program is operated under the auspices of the County Clerk and provides the county with a state-of-the-art records storage facility, as well as a micrographics & scanning production laboratory, and the County Archives.

The Records Management Program is located in the Ulster County Records Center at 300 Foxhall Avenue in Kingston. The Program provides services to the departments of Ulster County government and other local governments within New York State. We manage the full life cycle of public records; from records creation, through their active life, to their secure storage and retrieval, responsible destruction or permanent retention.

Services provided by the program include

- Archival Assessment, Processing and Storage,
- General Records Storage,
- Retrieval and Refile of Records,
- Full Micrographic Services,
- Digital Reformatting of Records,
- Records Management Consultation,
- and Disaster Planning.

These services are available to all Ulster County departments and New York State Local Governments.

HALL OF RECORDS

The Hall of Records Division maintains three separate record storage areas. These areas are the General Records Storage Area, Archival Vault and the Electronic/Microfilm Media Vault.

The vast interior of the General Records Storage Area houses the inactive records of the Ulster County Government. It has the capacity to store 38,644 cubic feet of records and provide storage, retrieval, timely destruction and other records management needs.

Records of exceptional archival value are kept in the Archival Vault. There are books, maps, and papers, with the oldest dating as far back as 1658. The Archival Vault has a capacity to store 3,254.4 cubic feet of records. Preservation and security of the records are of the utmost importance. Archival records are stored in ideal conditions – cool, dry and dark. Items are carefully handled and stored in acid-free archival materials. A specially designed fire suppression system protects the records without the use of water.

The Electronic/Microfilm Media Vault houses all types of electronic and magnetic media, including microfilm, microfiche, network server back-up tapes, compact discs, etc. It can store up to 1,289.4 cubic feet of records. Like the Archival Vault, this vault has special temperature and humidity controls as well as a specially designed fire suppression system.

MICROGRAPHS & IMAGING

The Records Center is also home to the County Clerk's state-of-the-art Micrographics and Imaging division. This division processes over one million reformatted images each year through multiple types of microfilming and scanning technology for Ulster County departments and other local governments.

Micrographics produces 16mm. and 35mm. microfilm that meets the American National Standards Institute (ANSI) standards, Office of Court Administration guidelines and policies, as well as the State Archives and Records Administration microfilm. This division also has Archive Writing technology which provides archival backup services. Scanning technology available includes the use of production, large format, flatbed and book scanners.

ARCHIVES

The Mission of the Archives is to identify, store, preserve, arrange and describe the archival records of the Ulster County government and to provide access, outreach and public programs to the people of Ulster County. This website is designed to do just that. We have images of original documents, transcribed documents, searchable databases, and educational activities for students and teachers. We hope you find this site informative and enjoyable!

Here is some of the feedback we've received over the years…

"Now that's history!! It must have been wonderful to see the 1665 document in the original. Thank you so much for sharing the publications." **Terry Scott, Town of Lloyd Historian, 2000**

"In the past three years, I have traveled to many sites throughout the state, researching information on my father's ancestors. Of all the sites I visited, I found the staff at [the Archives] the most professional and courteous to novices like myself…. Keep up the great work." **Robert Donaldson, Researcher, 2006**

"I can't begin to tell you how much I appreciate what you've done. I am a direct descendant of Willem [Traphagen] and to see his signature almost exactly 336 years later is indescribable. I am literally stunned at seeing all of this – and also deeply indebted to you. Thank you so much…you have literally made my day!" **Mitch Traphagen, Researcher, 2007**

"The history faculty who accompanied the group were deeply impressed by your engagement with Public History…. I look forward to bringing other groups of students from Rutgers to visit." **Jennifer Jones, Dean for School of Arts and Sciences Honors Program at Rutgers University, 2016**

CONSULTING

The Ulster County Records Management Program employs staff who have a wide range of expertise in many areas of records management. Staff employees are capable of providing consulting services to customers in the following areas:

records inventory,
needs assessment,

program planning,
office retention schedule development,
policy and procedure development,
micrographics conversion,
imaging and scanning conversion,
records storage,
archival records storage,
microfilm storage and disaster planning.

Contact Us for your consulting needs.

VISITS & TOURS

Tours & Field Trips
Consider visiting the Ulster County Clerk's Office for a Field Trip or Guided Tour!

Tours are offered at:

the County Clerk's Office - Recording, Filing, DMV & Archival Gallery (244 Fair Street),
the Records Center & Archives (300 Foxhall Avenue),
and the Matthewis Persen House Museum (74 John Street).
Tour groups of all kinds are welcome to visit. We've had students from elementary, intermediate, junior-high, college, continuing education, and homeschool classes, as well as regional & international tour groups, genealogists, researchers, Boy Scouts, Girl Scouts, and other community groups.

Tours can be tailored to your group's interests or curriculum. Some of the many topics we have covered in the past include:

At the County Clerk's Office - civics, local government, and community engagement;
At the Records Center - archives, local history, preservation, genealogy, microfilm & digital reformatting, and records management;
At the Matthewis Persen House Museum - colonial life, architecture, archaeology, local history, Dutch heritage, and the Revolutionary War.
BOOK YOUR TOUR NOW!

Is your interest piqued? Then please come visit us! Fill out the form below and we will contact you to finalize the details.

Summary Report of Recent Activity Regarding Records Management

Several members of this committee visited the Ulster County Records Center on July 22nd and received a tour of the facility and information about their records management program from the staff.

On July 27th Charles and I visited the Albany County Hall of Records to see a demonstration of some of the equipment used in accessing and digitizing both archival material and inactive records. They showed us their large format overhead scanner which can be used to scan bound ledgers, fragile maps and images. Accompanying software allows the image to be cleaned up and stored in a records management software. We were also shown an image scanner (Sti Viewscan 4) which will read several different forms of media (microfilm of multiple sizes, microfiche and aperture cards etc.) and convert them to a digital image. Several departments in our county have these types of records. These machines are used to access the imaged records by both staff and the public.

On August 4th, Craig, Charles and I met with the staff of the Planning Department to discuss what to do with their voluminous paper records collection. They have outgrown their space in the downstairs vault as well as their storage space within their office. Some options we discussed were possible offsite storage for the present time, beginning a scanning project to deal with the backlog of records and implementing a digital process for submitting referrals to the department. In addition, consultation with the LGS-1 retention schedule reveals that many of the paper records have likely reached their retention schedule and may be disposed of, which will also free up space.

While we were in Building 5 we also toured the two large downstairs vaults which hold records for Board of Elections, Soil and Water, Planning, Purchasing, DPW, IT and possibly others which helps to improve our understanding of the records situation in other departments. The Departmental Records Survey should also help in our understanding of the breadth of this project.

Records Management Survey for Saratoga County Departments

The Records Management Subcommittee of the Saratoga County Board of Supervisors has developed this survey to gather information on the current needs of departments regarding the retention, storage and management of the records they create and maintain. Please fill out this survey and return to lroberts@saratogacountyny.gov by August 31st

Name: _____

Department: _____

Records Management

Is your department aware of the County's updated policy for managing county records using the State Archives Retention and Disposition Schedule for New York Local Government Records (LGS-1) as adopted by the Saratoga County Board of Supervisors in Resolution 221-2020?   Yes   No

Do you have a designated employee that manages records for this department: Yes   No

If yes, what is their position? _____

Do you have an inventory of the records in your department? Yes   No

If your department does NOT have an inventory, please explain how department records are managed? (How are records identified and their retention periods known?) _____

_____

Do you have documented procedures for records management? Yes   No

Do you regularly dispose of records that have reached their retention period? Yes   No

Do you have records that have reached their retention period but have not been disposed of? Yes   No

Do you store records that are confidential or sealed? Yes   No

Do you store any duplicate record series (where the official copy is held by another office)? Yes   No

Please comment on any issues or needs your department has regarding managing its records:

_____

_____

Physical Records

What type of records does your department maintain? (Check all that apply.)

_____ Paper

_____ Photographic material and microforms (i.e. photos, negatives, x-rays, microfilm, microfiche)

_____ Magnetic media (i.e. digital tape, video, and audio cassettes)

_____ Optical media (i.e. CDs and DVDs)

_____ USBs or portable hard drives

_____ Oversized records, larger than 11"x 14"? (i.e. maps, ledgers, plans, charts, blueprints, drawings)

What is the TOTAL quantity of your department's physical records in cubic feet? _____

(1 standard record storage box (10"x12"x15") = 1 cubic foot)

What percent of the TOTAL quantity is inactive (but not permanent)? _____%

What percent of the TOTAL quantity is permanent? _____%

What percent (if any) are known duplicates (another office maintains the original)? _____%

Digital Records

Do you have paper records which could be converted to a digital format (i.e. scanned or filmed)? Yes No

Do you maintain digital records that serve as the permanent record copy? Yes No

Do you create records that only exist in digital format?   Yes   No

Do you use a records management software (i.e. Laserfiche)?   Yes   No

If yes, which software do you use? _____

Records Storage

What percent of the department's TOTAL quantity of records are stored: