

2018 Annual Report - Records, Archives and Information Management Services (RAIMS)

The Records and Archives Center continues to be a popular place for storage of permanent and non-permanent records. During 2018 we received 649 cubic feet of records from the various departments and were able to destroy 628. Many of the incoming documents are listed as permanent which means they can only be destroyed after being converted to electronic and microfilm formats. With the newly acquired county-wide electronic content management we have seen a change in workloads and the beginning of the paradigm shift from paper to electronic format. RAIMS produces computer-generated microfilm. The use of electronic records for accessibility and microfilm for preservation is a perfect blend.

The two Microfilm Machine Operators, Kris Martin and Robin Cuppernell were upgraded to the position of Document Specialist to reflect the additional duties brought on by the ECM. They scanned 111,022 Sheriff Index cards and uploaded them into the new system and indexed 37,100 of them. They prepped 92 record center boxes of the Sheriff records and 26 Human Resources records in preparation for them to be scanned and uploaded into the system. Robin and Kris pulled 363 sheriff index cards and incident and arrest reports for the Sheriff's Office while they were waiting to be scanned and prepped. Robin continued working with the historical records by scanning 43,000 pages of Guardianships. Kris microfilmed 64 rolls; which is approximately 128,000 images. They included County Clerk records, Finance; Payroll and Treasures tax rolls. Without this compression of records, the Records and Archives Center would have added 60 additional cubic feet to storage; all of it for permanent retention.

Donna McCormick, the RAIMS records clerk, retired after 20 years of service in August 2018. She was replaced by Casey Maves and that position was also upgraded to a Document Specialist. In 2018 there were 2257 file retrievals which eventually are returned and put back in storage. In addition there were 3010 inter-filings. These are documents that need to be added to existing file folders, mostly from the County Clerk, Probation, District Attorney and Family Court. This position is also in charge of shelving incoming boxes, notifying departments when records are due for destruction, and for pulling document boxes to shred the content. Casey worked with Kris and Robin and prepped an additional 25 record center boxes in preparation of scanning and helped with the indexing of Sheriff index cards.

We sponsored a NYS Archives workshop entitled "LGRMIF Grant Application Information Session. We made visits to different departments in order to review their records to make sure they comply with state mandated retention schedules.

To continue with our public service, Brooke Morse, Assistant RMO, answered 267 email reference questions and 15 mail inquiries and 210 telephone inquiries. We also served 175 in-house researchers. With the upgrade of our website this year Brooke has continued to update our website with more searchable record indexes; Facebook has continued to be a way to connect with the public ideas and images of what is happening in the archival world. She has steadily worked on processing some of the older Court records in order to open up another avenue for researchers to explore. Brooke has been active on the Eco-Hero committee this year.

In October, to recognize Archives Month, the staff constructed and displayed the exhibit: “ Oh What A Night.....The Rise and Fall of Prohibition in Ontario County. The exhibit commemorated the 100th year anniversary of Prohibition. Preston Pierce, County Historian gave a short lecture on how Prohibition influenced this County.

RAIMS was awarded a LGRMIF grant this year for \$105,050.00 in order to scan 3 of our departments’ records and upload them into the ECM and to establish a Shared Service with the Town of Geneva by scanning the town’s records and hosting them on our new system.

The internship program continued this summer with Hannah Boothe, a student at the University of New Haven, West Haven, CT. She worked with historical records indexes. In addition to the summer intern, volunteers completed 680.75 hours of work, composed mostly of data entry. We were very fortunate this year by having 12 of them working different hours, even some worked remotely. Brooke was instrumental in supervising and coordinating their workloads.

The RMO continued to add public records and new users to DocuShare. She was very involved in the selection of the new County wide Electronic Document management system and continues to attend the Steering Committee on OnBase system. RAIMS is very excited about this venture because it will create workflow processes and reduce the duplicate copies found in different departments. The same principles of caring for our paper records will be applied to electronic records; therefore RAIMS will be in great focus during this paradigm shift. RAIMS will be the primary department that will convert all the back files of all the County’s departments to digital images and still oversee the retention and deposition of the records.

FOIL requests is another duty that keeps RAIMS busy. It does not only occupy the Records Access Officer 70% of the time, but has become a significant issue to the County Attorney’s Office, particularly, Meghan Maslyn, the DA Jim Ritts and the Sheriff’s records center, especially Casey Buckner and Erin Holley. My thanks go out to all of you.

The RMO attended the annual NYALGRO (NY Association of Local Government Records Management Officers) conference June 3-6, 2018 in Lake Placid, NY. She has served as Treasurer for the organization the past 4 years.

The RMO served as Wellness Champion for the department.

I want to take this opportunity to thank the RAIMS staff for all their work, the Board of Supervisors and the County Administrator and staff for their support of the Department of RAIMS.

THE STAFF:

Rosemary Switzer, Director and Records Management Officer and Records Access (FOIL) Officer

Dr. Preston Pierce, County Historian (PT)

Brooke Morse, Assistant Records Management Officer

Casey Maves, Document Specialist

Robin Cuppernell, Document Specialist

Kristine Martin, Document Specialist

Elizabeth Alcivar, Clerk (PT)

