

23299

DATE: November 30, 2011

TO: Honorable Members of the Board of Acquisition & Contract

FROM: Timothy C. Idoni
County Clerk

Marguerite Beirne
Chief Information Officer

RE: Authorization to enter into a grant agreement with the New York State Education Department in order to receive a Local Government Records Management Improvement Fund grant

Authority is hereby requested for the County of Westchester (the "County") to enter into a grant agreement with the New York State Education Department ("NYSED"), pursuant to which the County will receive from NYSED a Local Government Records Management Improvement Fund grant, in an amount not-to-exceed \$74,980, for the period July 1, 2011 through June 30, 2012.

The grant funds will be used to facilitate the destruction of paper legal files for cases commenced in 2002, 2003 and 2004. Specifically, the grant funds will be used to hire hourly workers who will compare the contents of each file to existing digital images to ensure that the images completely and accurately reflect the case file. Once accuracy has been confirmed, the images will be backed up to microfilm and the paper files destroyed.

The proposed agreement will serve a public purpose by providing the County with funds to be used to pay hourly workers to review the paper legal files for cases commenced in 2002, 2003, and 2004, in order to facilitate the destruction of those paper files and, as a result, save the costs of storing them.

The goal and objective of the proposed agreement is to provide funding to pay hourly workers to review the paper legal files for cases commenced in 2002, 2003, and 2004, in order to facilitate the destruction of those paper files and, as a result, save the costs of storing them.

The goal and objective of the proposed agreement is in the best interests of the County in terms of fiscal responsibility, as it will provide the County with non-County funds to pay the

aforementioned hourly workers, whose work will save the County the costs of storing the paper files that will be destroyed.

The goal and objective of the proposed agreement will be tracked and monitored by the Office of the Westchester County Clerk.

Accordingly, I recommend adoption of the proposed resolution.

TCI/ESM/bdm/nm

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/22/2011 - JOMARY VIEIRA SECRETARY

RESOLUTION

Upon a communication from the County Clerk, be it hereby:

RESOLVED, that the County of Westchester (the “County”) is hereby authorized to enter into a grant agreement with the New York State Education Department (“NYSED”), pursuant to which the County will receive from NYSED a Local Government Records Management Improvement Fund grant, in an amount not-to-exceed \$74,980, for the period July 1, 2011 through June 30, 2012; and be it further

RESOLVED, that the County Executive or his duly authorized designee be, and hereby is, authorized to take such actions and execute such documents as may be necessary and appropriate to effectuate the purposes hereof.

Account to be
Charged/Credited

Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
101	21	885L	9854	T885	\$74,980.

Budget Funding Years 2011-2012 Start Date 07/01/11 End Date 06/30/12
(must match resolution)

Funding Source Tax Dollars -0-
\$74,980 State Aid \$74,980.00
(must match resolution) Federal Aid -0-
Other -0-