

31795

DATE: January 15, 2013

TO: Board of Acquisition & Contract

FROM: Timothy C. Idoni
County Clerk

John B. McCaffrey
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 in an amount not-to-exceed \$11,499.00, for the period July 1, 2012 through June 30, 2013

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 \$11,499.00, for the period July 1, 2012 through June 30, 2013.

The grant funds will be used to scan approximately 219 of the 1,338 mortgage liber books that the County has for the period from 1950 through 1960. This scanning will allow for online public access to these documents and facilitate the work of the title industry, which must access these records to verify a clear title to property prior to its sale. These additional scanned mortgage liber books will be added to those records already available online, which include all mortgages recorded in Westchester County from 1960 to the present. Having scans of these additional mortgage liber books will eliminate the need for the Office of the County Clerk to regularly retrieve for the public these records from the original mortgage liber books, which are stored at the County's Records Center.

The proposed agreement will serve a public purpose by providing the County with funds to be used to scan approximately 219 of the 1,338 mortgage liber books that the County Clerk has for the period from 1950 through 1960, and thereby allow online public access to these documents.

The goal and objective of the proposed agreement is to provide funding to pay for the scanning of approximately 219 of the 1,338 mortgage liber books that the County has for the period from 1950 through 1960, and thereby allow online public access to these documents.

The goal and objective of the proposed agreement is in the best interests of the County in terms of fiscal responsibility, as it will not only provide the County with non-County funds to pay for the aforementioned work, but will also ultimately save the County the time and cost associated with searching for and retrieving for the public these records from the original mortgage liber books stored at the County's Records Center.

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

I certify that my department, a) has copies of, or access to, all applicable laws, rules, regulations, grant applications, and grant agreements (including any master grant agreement), as well as any guidance or instructions received from the agency making the grant (the "Grant Terms"), b) has reviewed the Grant Terms, c) is aware of and understands all of the Grant Terms, and d) can and will comply with all of the Grant Terms.

Accordingly, I recommend adoption of the proposed resolution.

TCI/ESM/bdm/nn

APPROVED BOARD OF ACQUISITION & CONTRACTS 02/14/2013 - JONATHAN HERA, SECRETARY

RESOLUTION

Upon a communication from the County Clerk and the Chief Information Officer, 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 \$11,499.00, for the period July 1, 2012 through June 30, 2013; 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
263	21	885M	4420	T885	\$11,499.00

Budget Funding Years 2012-2013 Start Date 07/01/12 End Date 06/30/13
(must match resolution)

	Tax Dollars:	<u>-0-</u>
Funding Source	State Aid:	<u>\$11,499</u>
<u>\$11,499</u>	Federal Aid:	<u>-0-</u>
(must match resolution)	Other:	<u>-0-</u>