

36673

DATE: October 24, 2013

TO: Board of Acquisition and Contract

FROM: John B. McCaffrey, Chief Information Officer

RE: AUTHORIZATION TO ENTER INTO AN AGREEMENT (IT-1318) WITH THE STATE OF NEW YORK WHEREBY THE STATE WILL PROVIDE UP TO \$28,550 IN FUNDING FOR THE EXPENSES INCURRED BY THE ACTIVE RECORDS, IMAGING AND DOCUMENT MANAGEMENT PROJECT FOR A PERIOD COMMENCING JULY 1, 2013 AND TERMINATING JULY 1, 2014.

BACKGROUND:

The Department of Information Technology (DoIT) has been notified that it has been awarded a grant from the New York State Department of Education's Local Government Records Management Improvement Fund. The grant, Project Number 0580144685, for the period July 1, 2013 to July 1, 2014, will provide up to \$28,550 in funding to be used for the Active Records Project to digitally image and then create microfilm of 62,500 marriage licenses/certificates held by the Archives for the years 1908-1914 and 1926-1936 to reduce future wear and tear on the records through handling, and eliminate risk of loss from misfiling or loss by disaster or theft. The County will be reimbursed in accordance with an approved budget. No County match is required for this grant.

ACTION REQUESTED:

Authorization to enter into an agreement (IT-1318) with the State of New York to accept a Local Government Records Management Improvement grant in the amount of \$28,550 for the period July 1, 2013 to July 1, 2014.

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, the attached resolution is submitted for your consideration.

RESOLUTION

UPON A COMMUNICATION FROM THE CHIEF INFORMATION OFFICER,
DEPARTMENT OF INFORMATION TECHNOLOGY, BE IT HEREBY

RESOLVED, that the County of Westchester is hereby authorized to enter into an agreement (IT-1318) with the State of New York, whereby the State will provide up to \$28,550 for the Active Records Project (Grant Project Number 0580144685), for a twelve month period commencing July 1, 2013 and terminating July 1, 2014, for a total not to exceed amount of \$28,550; and be it further

RESOLVED, that the County Executive or his duly authorized designee is hereby authorized to execute and deliver any and all documents and to take all action 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	16	518N	9854	T518	\$28,550

Budget Funding Year(s): 2013-2014
(must match resolution)

Start Date: July 1, 2013

End Date: July 1, 2014

Funding Source

\$28,550 (revenue)
(must match resolution)

Tax Dollars: _____
State Aid \$28,550
Federal Aid _____
Other: _____