

41893

DATE: August 14, 2014

TO: Board of Acquisition & Contract

FROM: Timothy C. Idoni
County Clerk

John B. McCaffrey
Chief Information Officer

RE: Authority 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 \$74,985.00, for the period July 1, 2014 through June 30, 2015.

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 \$74,985.00, for the period July 1, 2014 through June 30, 2015.

The grant funds will be used to scan approximately 5,667 of the approximately 17,000 active pistol license files maintained by the Office of the Westchester County Clerk (the "Clerk's Office"). While the land and legal records received by the Clerk's Office are stored digitally, the pistol licenses remain solely on paper. Accordingly, this scanning will facilitate and expedite access to these files, and the transfer of these files by the Clerk's Office to the police and the courts for review while performing their licensing duties. Digitizing these records will also reduce the staff time required to retrieve and provide these records to the police and courts, as well as enhance the security of these sensitive records by allowing access to be restricted only to those who require access in the performance of their duties, as well as by storing copies of the files on redundant servers and microfilm.

We certify that our offices a) have 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) have reviewed the Grant Terms c) are aware of and understands all of the Grant Terms, and d) can and will comply with all of the Grant Terms.

The proposed agreement will serve a public purpose by providing the County with funds to be used to scan approximately 5,667 of the approximately 17,000 active Pistol License files maintained by the Clerk's Office, and thereby facilitate and expedite access to these records by those who need them, as well as enhance the security of these records.

The goal and objective of the proposed agreement is to provide funding to pay for the scanning of approximately 5,667 of the approximately 17,000 active Pistol License files maintained by the Clerk's Office, and thereby facilitate and expedite access to these records by those who need them, as well as enhance the security of these records.

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 the work will also ultimately save the County the time and cost associated with having these pistol licenses stored solely on paper. The goal and objective of the proposed agreement is also in the best interests of the County in terms of safety and security, as this work to facilitate and expedite access to these records by police and the courts will ultimately allow them to perform their duties as expeditiously as possible.

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

We respectfully recommend adoption of the proposed resolution.

TCI/ESM/bdm/nm

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 \$74,985.00, for the period from July 1, 2014 through June 30, 2015; 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	885P	4420	T-885	\$74,985

Budget Funding Years 2014-2015 Start Date: 07/01/14 End Date: 06/30/15
(must match resolution)

Funding Source \$74,985 Tax Dollars: _____
(must match resolution) State Aid: \$74,985.00
Federal Aid: _____
Other: _____