

***Warren County's Records Management Program:  
Preserving, Protecting and Providing the Public Record - A 20 Year Commitment!***

Warren County has long supported records management programming. From the establishment of the county's first microfilm program in 1950 to today's comprehensive and full service Records Management Program operated under the aegis of the Warren County Clerk's Office, the county has provided strong legislative, administrative and contractual support.

***Legislative-Administrative***

The county's records program has as its legal basis: Res. 67/87, Res. 380/88, and Res. 208/90, which called for the adoption of appropriate retention schedules along with the appointment of the county's first RMO. More importantly, the government approved Res. 456/90 (10/12/90), most recently amended and updated (Res. 397 of 2007: 6/15/07) officially establishing the program and calling for the appointment of its Records Advisory Board.

Res. 24 of 2004 (1/6/2004) appointed County Clerk Pamela J. Vogel as Records Management Officer for Warren County. A former Warren County Records Manager under the County Clerk and Project Director for all of Warren County's many successful grants, the Clerk's 20-year involvement with the LGRMIF program and State Archives will ensure continued support to all records management activities—funded and in-house alike—undertaken by Warren County.

***Contractual Support-Staffing***

The 1990 rededication to records management included the hiring of a Records Manager with full-time, Civil Service status to carry out all aspects of the program. Services include the coordinating all records storage, transfers, retrievals (6000+ per year), and dispositions (average 1500 cf annually), as well as electronic, microfilm, and archival management. In Jan. 2001, the County Board of Supervisors approved a full-time Assistant Records Manager to assist in department operation as well as oversee the electronic and microfilm components of the program. Both positions are filled by two very capable and recognized individuals. . It should be noted as well that Records Manager Tom Lynch is a recognized professional in the field of records management and has spoken before numerous organizations specifically on digital imaging applications (ie: MARAC, NY State Archives Conference, NYS Forum –Rockefeller Institute, and Region III & IV Electronic Records Symposium In addition, all four Recording Clerks in the Public Records Room have been trained in large format map printing, a service that is jointly provided by the Clerk's Public Records Unit and RSC

***Contractual Support-Facilities & Equipment***

Facilities today include: two fire resistant, secure, professional Records Storage Centers--RSC I, RSC II (1998)), and RSC III (2007) current storage: 13,000 cf. In addition to approved records center shelving, vaults are equipped with safety ladders, mirrors, water/temp/humidity sensors, book trucks. Adjacent areas include:

Information/Public Reference Center; Disposition, Archival Supply Rooms; Administrative Office. An outer lobby serves as additional workspace, particularly when completing special projects or reviews.

Office equipment includes: 2 personal computers with printers, 3 microfilm-reader printers, 1 copier, 1 fax, 1 Maxtor external hard-drive for secondary back-up storage (in addition to IT network storage), 1 table-top document scanner for letter/legal-sized documents, and a large format document scanner (*VIDAR SD4430 -44" scanner*), 1 ACS 20/20 scan station, and 2 H-P Design Jet 430 Plotters for digital reproduction of Clerk's extensive map collection (locations: Public Records Room, and RSC). The designated RSC area comprises 7869 sq. ft.

~~~

In conclusion, Warren County's Records Management Program, is most grateful to have the local support of so many...

- our supervisors' standing committee and the Warren County Board of Supervisors,
- the guidance and knowledge of our Records Management professionals,
- the dedication of our Retired Senior Volunteers,
- the cooperation of Warren County's talented IT staff,
- the custodial and labor assistance provided by the Department of Public Works/Buildings and Grounds,
- and, as well, the New York State Archives and its Local Government Records staff including the Regional Advisory Officers who generously provide both experience and expertise to local governments throughout New York State.

We have never hesitated to call on you!

Together, we are solidly committed to preserving, protecting and providing the public records...a commitment that is now entering its 20<sup>th</sup> year!