



Office of the County Executive

Monroe County, New York

Adam J. Bello
County Executive

November 10, 2022

OFFICIAL FILE COPY	
No. <u>220365</u>	
Not to be removed from the Office of the Legislature Of Monroe County	
Committee Assignment	
URGENT	-L

To The Honorable
Monroe County Legislature
407 County Office Building
Rochester, New York 14614

Subject: Authorize the Acceptance of a Local Government Records Management Improvement Fund Grant from the New York State Archives for a Records Management and Digitization Project

Honorable Legislators:

This matter is being referred to Your Honorable Body at the request of Monroe County Clerk Jamie Romeo.

I recommend that Your Honorable Body authorize the acceptance of a Local Government Records Management Improvement Fund grant from the New York State Archives, a unit of the New York State Education Department, in the amount of \$70,040 for the Clerk's Records Management and Digitization Project for the period of July 1, 2022 through June 30, 2023.

The Monroe County Clerk's Office, in its role as Clerk of Supreme and County Courts and County Registrar, is the repository for critical records dating to 1821. Currently, the Monroe County Clerk's Office possesses 47,000 rolls of microfilm that contain a variety of records, including but not limited to land, matrimonial, naturalization, and corporation records from 1821 to the 1970s. Of those records, approximately 8,000 are decomposing at an accelerated rate, leading to "vinegar syndrome" and the risk of permanent loss of those records. This grant will allow for 1,946 rolls of film to be digitized in 2023.

The Monroe County Clerk's Office began this project in 2018 when the microfilm archives were organized and cataloged after discovering years of improper storage. To date, the Monroe County Clerk's Office has digitized 5,270 rolls of film through this project. This is the second year the County has received this grant.

The specific legislative action required are:

1. Authorize the County Executive, or his designee, to execute a contract, and any amendments thereto, with the New York State Archives and/or New York State Education Department for the Local Government Records Management Improvement Fund grant in an amount of \$70,040 for the Clerk's Records Management and Digitization Project (LGRMIF Project Number 0580-23-9892) for the period of July 1, 2022 through June 30, 2023.
2. Amend the 2022 operating budget of the Monroe County Clerk's Office by appropriating the sum of \$70,040 into fund 2101, funds center 2101020000 County Clerk – Downtown Operations.

3. Authorize the County Executive to appropriate any subsequent years of the grant award in accordance with the grant terms, to reappropriate any unencumbered balances during the grant period according to the grantor requirements, and to make any necessary funding modifications within the grant guidelines to meet contractual commitments.
4. Should funding of this program be modified or terminated for any reason, the County Executive is hereby authorized to terminate or modify the program and, where applicable, to terminate or abolish some or all positions funded under such program. Any termination or abolishment of positions shall be in accordance with New York State Civil Service Law and, when applicable, the terms of any labor agreement affecting such positions.

This action is a Type II Action pursuant to 6 NYCRR § 617.5(c)(26) ("routine or continuing agency administration and management, not including new programs or major reordering of priorities that may affect the environment") and (31) ("purchase or sale of furnishings, equipment or supplies, including surplus government property, other than the following: land, radioactive material, pesticides, herbicides, or other hazardous materials") and is not subject to further review under the State Environmental Quality Review Act.

This grant is 100% funded by the New York State Archives, a unit of New York State Education Department. No net County support is required in the current Monroe County budget.

I recommend that this matter receive favorable action by Your Honorable Body.

Sincerely,


Adam J. Bello
Monroe County Executive

By Legislators _____ and _____

Intro. No. _____

RESOLUTION NO. _____ OF 2022

**AUTHORIZING ACCEPTING LOCAL GOVERNMENT RECORDS MANAGEMENT
IMPROVEMENT FUND GRANT FROM NEW YORK STATE ARCHIVES FOR RECORDS
MANAGEMENT AND DIGITIZATION PROJECT**

BE IT RESOLVED BY THE LEGISLATURE OF THE COUNTY OF MONROE, as follows:

Section 1. The County Executive, or his designee, is hereby authorized to execute a contract, and any amendments thereto, with the New York State Archives and/or New York State Education Department for the Local Government Records Management Improvement Fund grant in an amount of \$70,040 for the Clerk's Records Management and Digitization Project (LGRMIF Project Number 0580-23-9892) for the period of July 1, 2022 through June 30, 2023.

Section 2. The 2022 operating budget of the Monroe County Clerk's Office is hereby amended by appropriating the sum of \$70,040 into fund 2101, funds center 2101020000 County Clerk – Downtown Operations.

Section 3. The County Executive is hereby authorized to appropriate any subsequent years of the grant award in accordance with the grant terms, to reappropriate any unencumbered balances during the grant period according to the grantor requirements, and to make any necessary funding modifications within grant guidelines to meet contractual commitments.

Section 4. Should funding of this program be modified or terminated for any reason, the County Executive is hereby authorized to terminate or modify the program and, where applicable, to terminate or abolish some or all positions funded under such program. Any termination or abolishment of positions shall be in accordance with New York State Civil Service Law and, when applicable, the terms of any labor agreement affecting such positions.

Section 5. This resolution shall take effect in accordance with Section C2-7 of the Monroe County Charter.

Matter of Urgency
File No. 22-0

ADOPTION: Date: _____ Vote: _____

ACTION BY THE COUNTY EXECUTIVE

APPROVED: _____ VETOED: _____

SIGNATURE: _____ DATE: _____

EFFECTIVE DATE OF RESOLUTION: _____