

RECORDS MANAGEMENT
ADVISORY BOARD
April 21, 2020
Meeting Minutes

PRESENT: Francina Spoth, Jacqui Berger, Lynda Juul, Susan Palmer, Joanne Schultz, David Willer, Asher Pontikos, James Tammaro & Michael Martin.

1. OPENING REMARKS

- The meeting was called to order at 3:00 pm.
- Joanne Schultz introduced the members in attendance and announced the board was fortunate to have Mr. Martin from the New York Archives in attendance and Ms. Juul, Chief Financial Officer of the Town of Amherst participating in today's meeting.
- Ms. Schultz also introduced Mr. Tammaro, the Town's Archives and Records Management Consultant, and announced he has agreed to participate in the meetings on a volunteer basis and would be assisting in preparing the agendas for future meetings.

2. ADMINISTRATIVE MATTERS

- It was announced the Advisory Board conduct quarterly meetings and Mr. Tammaro would collaborate with Ms. Schultz on preparing the agendas for upcoming meetings.
- Mr. Tammaro suggested copies of his Consultant Report be distributed to Town Department Heads as a FYI.

3. CONSULTANTS REPORT

- Mr. Tammaro summarized his detailed report prepared for the Town Clerk which recommended the need for a new records center for the Town of Amherst among other recommendations.
- Mr. Tammaro noted that one of his findings in connection with the work on developing the consultant report was that there was large volume of records still being held at the Engineering offices on North

Forest Road and at the Water Treatment plant which need to be inventoried and possibly disposed of since some of the records have met their legal retention period.

- Mr. Tammaro reported approximately 2,700 cubic feet of paper records held by the Engineering Department need to be inventoried in order to determine which records can be disposed of, which records could be transferred to an Amherst Records Center if there was space and which records need to be retained in the Engineering Offices. He noted that carrying out the inventory project with the Engineering Department Records was listed as a high priority in his consultant report. Mr. Tammaro has submitted a proposal to conduct the inventory project with the Engineering Department Records and the project can begin once the funds are secured.
- Mr. Tammaro also noted that various Town Departments are purchasing one-cubic-foot records storage boxes from local office supply stores which are more expensive than the same boxes on State Contract from the New York State Office of the Disabled. He concluded this discussion by saying that if the Town purchased the records storage boxes from the NYS Office of the Disabled at a lower cost, the Town could save money on the purchase of the records storage boxes.

4. NEED TO UPDATE TOWN-WIDE POLICY MANUAL

- There was a discussion regarding the urgency of updating the Town's Records Management Procedure and Policy Manual with a particular need to address the legal retention requirements for Town Records and Information and a need to address the increased use of electronic records.
- Mr. Willer agreed developing an updated Town Records Management Procedure and Policy Manual was crucial to improving the Town's Records Management Program. He noted many employees still retain paper records even though those records are easily accessible in an electronic format.

5. NEW YORK STATE ARCHIVES AVAILABLE RESOURCES AND THE LGRMIF GRANT PROGRAM

- Mr. Martin discussed the resources available through the New York Archives to obtain technical assistance regarding basic Records Mgmt. Programs including publication and webinars. He also advised that the Archives can assist with training if needed.
- Mr. Martin reported the deadline for the New York State Archives 2022 Local Government Records Management Improvement Fund (LGRMIF) Grant Program has closed and he anticipates the 2023 LGRMIF Grant Application Forms to be available around this October. He also noted the Town of Amherst is eligible to apply for up to \$75,000 as an individual applicant for the upcoming grant cycle.
- Mr. Martin expected the guidelines for the grant applications to be issued in the fall but stated that previous years guidelines are available for review.
- Mr. Willer updated the Board on the status of the work of the 2021 LGRMF Grant awarded to the Town of Amherst. The vendor funded under the grant has informed the Town that the work of the grant will begin soon.

6. TOWN CLERK'S RECORDS MANAGEMENT BUDGET REQUEST

- Ms. Schultz discussed the upcoming proposed budget requests and discussed the fact that a survey of other Town budget show a separate budget line for Records Management that would be a subsection of the Town Clerk's Budget. The proposed budget would include funds for additional records management staff, a training program, the cost of new and improved records management software and hardware to implement an automated locator system for the Town's electronic records. Board members were invited to offer suggestions to Ms. Schultz as to what they think should be included in the records management budget request under the Town Clerk's Office.

7. NEW RECORDS CENTER

- There was discussion regarding a new records center. The Town of Amherst has budgeted \$1,500,000 in the Town of Amherst, NY Capitol Improvement Plan. A question of whether some of these funds can be used for consulting and architecture costs was raised.
- Mr. Tammaro suggested forming a Records Center Task Force Group to look at possible locations for the Center and move the project forward.
- There was discussion regarding the possible square footage necessary for the Records Center. It was suggested that this calculation cannot be determined until the existing records were inventoried properly.

CONCLUSION

- Everyone was thanked for their participation and an email will be circulated to all board members to schedule the next meeting which will be held in person at Town Hall.