



# GOVERNMENTAL OPERATIONS & IMPROVED METHODS COMMITTEE

## AGENDA

**Municipal Building, Mezzanine Level  
Economic Development Conference Room  
Tuesday, September 23, 2014 @ 4:00 p.m.**

- **Adopt minutes of the September 11, 2014 meeting**
- **RAIMS** **Rosemary Switzer**
  - Scanning Of 16 Oversized Volumes Of Miscellaneous Records Ristech Company Inc. (formerly Kirtas Technologies, Inc.), And Dept. of Records, Archives & Information Management Services
  - Scanning Of Six Historical Record Series And The Purchase Of Laserfiche Software  
NYSID (New York State Industries For The Disabled), A New York State Industries Preferred Source Provider And NYSID's Associate Member, Imaging And Microfilm, Access, Inc. (IMA) And Ontario County Department Of Records, Archives And Information Management Services (RAIMS)

## COMMITTEE INTERESTS

**Future Agenda Items**

**Adjournment**

For assistance w/agenda call:  
Cte Chair-Ralph Angelo  
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# GOVERNMENTAL OPERATIONS & IMPROVED METHODS COMMITTEE

DRAFT MINUTES

Thursday, September 11, 2014

Committee Members:

Ralph Angelo, Chair

Margaret Hilton

Dianne Crowley

Greg Bendzlowicz

Mark Venuti

Others Present: Records Management Officer Rosemary Switzer

Kristin Haremza, Deputy Clerk to the Board

Chairman Angelo called the meeting to order at 6:15 p.m.

*Supervisor Hilton made a motion, seconded by Supervisor Crowley, to adopt the minutes of the August 12, 2014 meeting.*

*Motion carried.*

**Resolution –Authorization to Accept Grant Funding, Ontario County Department of Records, Archives, and Information Management Services.** *Supervisor Hilton made a motion, seconded by Supervisor Crowley to approve the resolution "Authorization to Accept Grant Funding, Ontario County Department of Records, Archives, and Information Management Services." Motion carried*

*Being no further business to come before the Committee, Supervisor Bendzlowicz made a motion, seconded by Supervisor Venuti, to adjourn the meeting at 6:20 pm. Motion carried.*

Respectfully Submitted,

Kristin Haremza

Deputy Clerk to the Board

SCANNING OF 16 OVERSIZED VOLUMES OF MISCELLANEOUS RECORDS  
RISTECH COMPANY INC. (formerly KIRTAS TECHNOLOGIES, INC)., AND  
DEPT. OF RECORDS, ARCHIVES & INFORMATION MANAGEMENT SERVICES

WHEREAS, The Department of RAIMS has been awarded a grant for \$53,086 by the Local Government Records Management Improvement Fund for the period of October 1, 2014 to June 30, 2015; and

WHEREAS, Of that amount, \$3,123 has been awarded to Ristech Company Inc. (formerly Kirtas Technologies, Inc.), located in Victor, NY,

WHEREAS, Ristech Company Inc. (formerly Kirtas Technologies, Inc.), located in Victor, NY, has developed the technology for digitizing large libers without damage to the pages or the binding at the request of the Records Management Officer; and

WHEREAS, Ristech Company Inc. (formerly Kirtas Technologies, Inc.), is the sole vendor who has developed this unique digitization system; now; therefore, be it

RESOLVED, That the County of Ontario contract with Ristech Company, Inc., to digitize 16 oversized volumes of Miscellaneous records at a maximum cost of \$.35 per page, no more than a total of \$3,123; and further

RESOLVED, That the project will be completed no later than June 30, 2015; and further

RESOLVED, That certified copies of the resolution be sent by the Clerk of the Board to the County Finance Department and Ristech Company Inc., 749 Phillips Rd., Suite 300, Victor, NY 14564.

SCANNING OF SIX HISTORICAL RECORD SERIES AND THE PURCHASE OF  
LASERFICHE SOFTWARE

NYSID (NEW YORK STATE INDUSTRIES FOR THE DISABLED), A NEW YORK  
STATE INDUSTRIES PREFERRED SOURCE PROVIDER AND NYSID'S  
ASSOCIATE MEMBER, IMAGING AND MICROFILM, ACCESS, INC. (IMA)  
AND  
ONTARIO COUNTY DEPARTMENT OF RECORDS, ARCHIVES AND  
INFORMATION MANAGEMENT SERVICES (RAIMS)

WHEREAS, The Ontario County Department of Records, Archives and  
Information Management Services has been awarded a grant for \$53,086 by the Local  
Government Records Management Improvement Fund for the period October 01, 2014 to  
June 30,2015; and

WHEREAS, Of that amount, \$49,963 has been awarded to NYSID (New York  
State Industries for the Disabled), a New York State Industries Preferred Source Provider  
and NYSID's Associate Member, Imaging and Microfilm Access, Inc. (IMA)

WHEREAS, IMA can meet all of the scanning needs that comply with the State  
Archives requirement in a cost effective and timely manner; and

RESOLVED, That the County of Ontario contract with NYSID (IMA) to scan six  
historical record series with a cost of \$49,963 which includes the purchase of laserfiche  
software with 3 users

RESOLVED, That the project will be completed no later than June 30, 2015; and  
further

RESOLVED, That certified copies of this resolution be sent to the County  
Finance Department, NYSID 11 Columbia Circle, Albany, NY 12203-05156 and  
Imaging and Microfilm Access, Inc. 150 Knickerbocker Ave. Suite E, Bohemia, NY  
11716 by the Clerk of this Board.