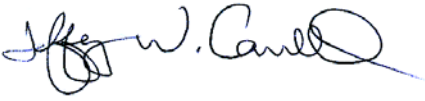


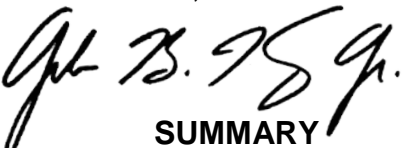


TO: Cultural Education Committee

FROM: Jeffrey Cannell 

SUBJECT: Local Government Records Management Grants

DATE: October 11, 2013

AUTHORIZATION(S): 
SUMMARY

Issue for Discussion

The Local Government Records Advisory Council (LGRAC) has determined that the local government records management grants program should be modified to focus more heavily on demonstration grants, especially those that address the needs of modern, digital records. LGRAC has developed a strategy and approach for the 2014-2015 Local Government Records Management Improvement Grants cycle.

Reason(s) for Consideration

Arts and Cultural Affairs Law 57.35 establishes the grant program for local government records management and requires the Commissioner to consult with the Local Government Records Advisory Council to establish criteria and award the grants. Chris Sampson of the Local Government Records Advisory Council will review recommendations for next year's grant program.

Background Information

Over the past 23 years, local governments throughout New York State have made major improvements in records management with support from the Local Government Records Management Improvement Fund (LGRMIF) grants program. Thanks to those efforts, many of the program's goals have been met for paper records. The need for attention to records management continues, however, because of the impact of the constantly changing technology on the environment of government record-keeping. New York's local governments face new and critical challenges in ensuring appropriate management of the increasing array of electronic records. To meet these challenges, the LGRMIF program needs to provide support, best practices, and model approaches to assist local governments. Based on recommendations from the Local Government Records Advisory Council, the LGRMIF will now support a demonstration

grants initiative that will focus on the management of electronic records and the development of model programs that other local governments can follow. With this initiative, the grants program will position itself to better help local governments address the challenges of records in a digital world.

The goal of the LGRMIF demonstration grants initiative is to fund projects that address electronic records management issues and will produce results, best practices, and models that can be replicated, are scalable, or can be used more broadly in other governments or groups of governments of all sizes and types. With the considerable cost and complexity of addressing electronic records issues, these grants will provide local governments with cost-effective and tested alternatives.

Demonstration grants can support either planning or implementation projects. Planning projects can be for one year and a maximum of \$100,000. Implementation projects can be funded for up to \$500,000 total for a period of one or two years. In 2014-15, governments may submit applications for demonstration projects focusing either on developing electronic content management systems for electronic records or for electronic records preservation projects. In future grant cycles, the LGRMIF will fund projects to create other new models, so this will be an evolving program, that responds to emerging needs as the records management issues in local government change.