



INCORPORATED VILLAGE OF
Plandome Heights

37 Orchard Street, Manhasset, New York 11030
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April 14, 2021

RE: Volunteers for Digitizing Project

Dear Residents,

Several residents recently suggested that the Village digitize its records. I write to tell you that we would like to move that forward and we need volunteer help.

“Digital records” are not new to us. New York State has a “Records Management and Archives” local government advisory group. Our local representative is Lorraine Hill. The Clerk and I have met with Lorraine in the past to understand the broad parameters of digitizing municipal records. She is very helpful. In those meetings, we have learned that digitizing municipal records is complicated by among other things (a) the extensive rules and regulations governing archival records set out in Retention and Disposition Schedule for New York Local Government Records (LGS-1) * and (b) the fact that the common “PDF” format is not acceptable for digitizing municipal records. We have also learned that digitizing records would involve: (a) a substantial financial commitment to consultant work, (b) scores of hours of our staff time and (c) an allocation of space in Village Hall to create a dedicated work station for secure access by our constituents.

Obviously, this is a significant undertaking. However, like pretty much everything in our Village, “volunteer capital” overcomes obstacles. Volunteers make our Zoning and Architecture programs work; volunteers are responsible for us having a functioning and secure IT infrastructure; volunteers do the planning and management of our finances; volunteers beautify our Village; volunteers help us maintain our roads and trees and lighting and volunteers assist in emergency management. Without volunteers, the Village doesn’t function.

So, we need volunteers to help us plan and implement a digital records program. The first step would be to meet with Lorraine Hill from NY State Archives and Records Retention advisory group.

If you have the skillset and time, we would like to hear from you. Trustee Cataldo is our Trustee tasked with technology oversight and he understands our needs, bandwidth challenges and he would be actively involved. Please contact me or the Clerk with your interest and we can start a dialog. Mayor@PlandomeHeights-NY.gov or Clerk@PlandomeHeights-NY.gov.

Regards,

INCORPORATED VILLAGE OF PLANDOME HEIGHTS

Kenneth C. Riscica, Mayor

* For those interested in this project, the 411 pages of NYS municipal record retention rules (LGS-1) are available at <http://www.archives.nysed.gov/common/archives/files/lgs1.pdf>

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