

Record Group 32: Information Technology

Table of Contents

Department of Information Technology, History.....	Page 2
Data Processing Division, Manager.....	Page 4
Department of Information Technology, Chief Information Officer.....	Page 5
Archives and Records Center, Management.....	Page 6
Archives and Records Center, History.....	Page 7
Records Commission.....	Page 9

DEPARTMENT OF INFORMATION TECHNOLOGY HISTORY (RG32)

Punch card (EAM) technology was introduced into Westchester County in 1938 when Remington Rand 90 column punch card machines were installed by the Department of Welfare (Social Services) and remained the only “automated” department until 1958. That year the Board of Elections installed an IBM 402 and Finance a Univac 120 card calculator. During the next ten years plug board and limited internal programming of Finance by way of Univac 1004’s and 1005’s, the 90-column punch card remaining the media for data storage for both Finance and Social Services. In November 1967 Price Waterhouse and Company evaluated the data processing function and created a master plan acceptable to management.

It recommended (1) the merger of Social Services and Finance electronic data processing (EDP) resources to form a data processing division; (2) the acquisition of current generation facilities with magnetic tape as the primary storage media; and (3) expanding EDP services beyond Social Services and Finance. Based upon a competitive bid procedure an RCA Spectra 35 was ordered in early 1968, and declared operational by May 1969. The first application efforts directed at converting the earlier punch card methodology into tape/batch systems were completed by December 31, 1969. During the period January 1970 to August 1976 [when this history was prepared], the staff, applications, and equipment grew in numbers, sophistication and diversity. In 1971 the Data Processing Division was transferred from the Department of Finance and established as an arm of the Office of the County Executive.

In 1976 the Data Processing Division became part of the newly created Department of General Services. Consistent with the earlier emphasis on Welfare applications, in 1976 EDP resource allocation continued to reflect Social Services’ high proportion of County expenditures. However, Finance, Budget Personnel, Bureau of Purchase, Health, District Attorney/Courts, and others also received EDP services. The equipment then in use was two Univac Series 70 Processors (70/2 with 512K & 70/45 with 256K) (formerly RCA), with disc storage as well as tape, and three high-speed printers. Two communication controllers handled over five thousand inquiry/response messages a day from 53 video display type remote terminals at 14 Social Service work locations throughout the County.

In 1976 the Data Processing Division was organized into three major sections: (1) Applications Development; (2) Technical Support, and (3) Operations. The Applications Development Section was organized into project teams with each team assigned to a major function application, e.g. Social, Financial, Judicial, and Technical. The Operations Section was organized into three units: Control, Data Entry and Computer Services.

Many of the teams found in the Department of Information Technology at the beginning of the 21st century loosely resemble those that existed in the Data Processing Division decades ago. The Department of Information Technology underwent its most dramatic transformation in the late 1990s when Norman Jacknis assumed the position of Chief Information Officer (CIO). Previously outsourced work was brought back to the County

DEPARTMENT OF INFORMATION TECHNOLOGY HISTORY (RG32)

as the department centralized and consolidated its technologies. One of Dr. Jacknis' first projects as CIO was to spearhead the County's transition from mainframe to client/server based systems. Dell servers, Sun servers and IBM RS/6000s replaced all existing mainframes. This expansive conversion included a major hardware overhaul in addition to training over 2,000 County employees in Microsoft Office – the Internet was now deployed as a vital desktop function.

As County operations became more intertwined with the Internet, a web team was formed and interactive online applications were soon developed. Webmasters were eventually designated in almost all departments. It was also in 1999 that the Department of Information Technology assumed responsibility for the County Records and Archives Center.

DATA PROCESSING DIVISION, MANAGER (RG32)

Established: ca. 1968 as part of the Department of Finance

Transferred: 1971 Office of County Executive

Transferred: 1976 Department of General Services

Abolished 1998

Succeeded by: Department of Information Technology, Chief Information Officer

1958-1992 Vincent A. Gerbino (manager before division formally created)

1992-1995 John Stromquist

1995-1998 John Leonard

CHIEF INFORMATION OFFICER (RG32)

Established: 1998

Succeeded: Data Processing Division, Manager

1998-2008	Norman J. Jacknis	
2008-2012	Marguerite Beirne	appointed May 18, 2008
2012-	John B. McCaffrey (Acting Sept-Oct. 2012)	

ARCHIVES AND RECORDS CENTER, MANAGEMENT (RG32)

Established: 1985

1973-1984	Eugene S. Page, Deputy County Clerk	
1984-1991	Orial A. Redd, Second Deputy County Clerk	
1991-1994	Cecilia Bikkal, Second Deputy County Clerk	
1994-1995	Brenda Resnick Spano, Second Deputy County Clerk	
1995-2000	David W. Carmicheal	Records Manager and Archivist, 1995-1999 Director of Knowledge Management & Archives, 1999-2000
2000-2011	Patricia N. Dohrenwend	Director of Knowledge Management & Archives (retired July 2011)
2011-	Christopher Gratzel	Records Manager

ARCHIVES AND RECORDS CENTER, HISTORY (RG32)

The Westchester County Archives & Records Center's formal records management program was first developed as a unit within the Office of the County Clerk in 1971, and, since 1999, has been a function of the Department of Information Technology, part of the Office of the County Executive. The director reports to the County's Chief Information Officer who serves as the Records Management Officer for Westchester.

The May 8, 1973 purchase of the Records Center at 2199 Saw Mill River Rd. in Elmsford provided for the orderly storage and retrieval of inactive records. The transfer of these documents from county departments to this 9.4 acre-site followed a survey of all county records, the creation of an instructional manual, forms and procedures and the training of 200 employee Records Surveyors in 40 departments. In 1978, the pioneering Records Center program, created by Deputy County Clerk in Charge of Records Eugene S. Page, was awarded a "County Achievement Award" from the National Association of Counties, Washington, D.C. In 1988-89, a wing was added to the original building and, in subsequent years, secondary warehouse space was also needed; currently this is at 375 Executive Blvd, Elmsford.

When County Clerk Andrew J. Spano took office in 1984, he appointed Oriol A. Redd as Second Deputy County Clerk for Records and Archives and hired a Director of Volunteers to recruit volunteers and begin the work of bringing order to the historical records. The Lower Hudson Conference for Historical Agencies and Museums [now known as the Greater Hudson Heritage Network] relocated to the facility in the early 1980s, as did the Westchester County Historical Society in 1989.

In May of 1985, David W. Carmicheal was appointed as the first archivist and the formal program grew with the construction of the environmentally controlled vault areas -- one to house the historical governmental records; the other, for the Westchester County Historical Society's library collection. The Records Management and Archives programs were officially established in 1988 by Chapter 631 of the Laws of Westchester County to assist County Government officials store, retrieve, preserve and dispose of records in accordance with federal, state and local laws, in an efficient cost-effective manner. By 1987, the Archives Reading Room was in operation and open to the public for research purposes. The Archives' first website was launched in 1998.

In 1999, the New York State Board of Regents and the New York State Archives presented its annual Archives Award for Excellence in the Educational Use of Local Government Records by a Local Government to the Westchester County Archives. An educational outreach program was initiated in 2000 to scan the county's richest historical documents, to place them in their historical context and to publish them online. Known as the "Virtual Archives," this website's first five sections were developed in collaboration with the Westchester County Historical Society, as well as with repositories from over two dozen Westchester communities. Special partners also included the U.S. Dept. of the Interior's Historical American Engineering Record division and the U.S. Army Corps of Engineers.

ARCHIVES AND RECORDS CENTER, HISTORY (RG32)

The first decade of the 21st century also saw the strengthening of the Records Center program through the conversion of its manual, labor-intensive system for managing inactive paper records to an online program known as WESTARM. Over 5 years in its development and roll-out, this web-based system's infrastructure includes databases related to the various records and their retention periods; functions may be performed by the staff in a wireless environment with records and their locations identified by bar-coded labels. This tool has brought increased accountability to all records management activities and provided accurate and timely records' inventories for the departments' use.

In 2010, the Archives & Records Center's main facility underwent an \$8.2 million renovation program for all its building systems. A new, state-of-the-art archival vault was constructed within the current warehouse to provide needed added storage for the many county historical records that were stored in less favorable conditions for many years. The building was official re-dedicated on June 16, 2011.

Program Awards, 1978 – present

1978 “County Achievement” Award from the National Association of Counties, Washington, D.C.

1999 New York State Board of Regents and the New York State Archives Award for Excellence in the Educational Use of Local Government Records by a Local Government

2003 Lower Hudson Conference Award for Excellence in recognition of an outstanding collaborative initiative among national and local government agencies and private organizations, to create a Web site illuminating the historical significance of the landmark Bronx River Parkway Reservation

2009 New York State Board of Regents and the New York State Archives William H. Kelly Archives Award for Excellence in Local Government Archival Program Development

2010 New York State Forum Award for Best Practice in Management (WESTARM)

2010 Greater Hudson Heritage Network Award Towards Excellence for the Web site: “The Army's Century on Davids Island: Fort Slocum, New Rochelle, NY”

RECORDS COMMISSION (RG32)

Established: Information not located; first reference to found in 2009 League of Women Voters' directory.

Statutory citizen advisory board. Eleven members, 8 members established by statute and 3 citizen members

2009-2012 Marguerite Beirne, Chief Information Officer, Chair

2013- John McCaffrey, Chief Information Officer, Chair