

Town of Hempstead Industrial Development Agency and
Local Development Corporation
Record Retention Committee Meeting
IDA/LDC Offices, Room 234A
350 Front Street, Hempstead, NY 11550
AGENDA
February 28, 2023, 11:00 AM

*Note: Visitors to the Town of Hempstead are encouraged to wear masks and socially distance if unvaccinated.

IDA and LDC Members: Jill Mollitor, Chairman, Robert Bedford, Frederick Parola, Edie Longo, Mike Lodato, Arlyn Eames, and John Ryan

- Presentation by Richard Seery of Seery Systems for Record Retention and Digital Archiving

Contact: Michael Lodato, Corporate Administrator
MLodato@HempsteadNY.Gov
516-489-5000 x3706



CORPORATE OFFICES
11 Columbia Circle Drive, Albany, NY 12203
Phone: (518) 463-9706 Fax: (518) 463-9708

February 14, 2023

Mr. Michael Lodato
Deputy Executive Director
Town of Hempstead
Industrial Development Agency &
Local Development Corporation
350 Front Street
Hempstead NY 11550

Data Imaging Services for the Town of Hempstead Industrial Development Agency Closing Files

Dear Mr. Lodato,

Thank you for allowing NYSID via Seery Systems Group, Inc. (Seery Systems) / Abilities, Partnership the opportunity to provide the Town of Hempstead Industrial Development Agency with the following proposal.

I appreciate the time that you, Fred Parola, Edie Longo, Arlyn Eames and Joe Papocchia spent with Rich Seery to discuss the Industrial Development Agency Closing Files scanning project.

If you are ready to move forward with this project, you simply need to issue a Purchase Order to NYSID. Please sign and return the enclosed Price Concurrence.

If you should have any questions or concerns, please feel free to contact Seery Systems Group, Inc. or myself.

Thank You,
Katie Cox
Account Representative – Metro – NY and Long Island

NYSID/ New York State Industries for the Disabled, Inc
11 Columbia Circle Drive
Albany, NY 12203
Mobile: (631) 739-7000
E-mail KCox@nysid.org
Internet: www.nysid.org

Our Mission is to provide employment for New Yorkers with Disabilities

Section I – Document Conversion Services

Project Overview and Scope

The Town of Hempstead’s Industrial Development Agency (IDA) said they have Closing Files, which they would like to have scanned and indexed. IDA has their files located in their offices as well as some files in plastic containers in a closet in the hallway.

We surveyed the Closing Files, and we estimate the following volume of work:

IDA Closing Files

I. Closing Files include:

- (110) Closing Books on shelves and boxes in the offices and approx. (35) Plastic Bins of files in closet. We estimate the bins contain 200 Closing files that include a book and about five (5) folders. This gives us about 1,300 files to index.
- 200,000 Documents
- 1,500 Large Format Plans
- 5,000 Photos
- Each Closing Files will be indexed as follows:
 - **Project Name** Ex. Nassau Educators Federal Credit Union 2001 Facility
 - **Year Project Closed** Ex. 2001
 - **Folder Name** Ex. Nassau Educators Federal Credit Union Compliance File
 - **Doc Type (Drop Down List)** Ex. Choice of either Book or Folder

All files will need to be indexed. The Closing Files contain various size business documents from letter size documents (8.5” x 11”) up to 8.5” x 14” as well as some large format plans and photos.

Seery Systems will provide Quality Control on the scanned images. We do this during the scanning process where we view each image being scanned and then after scanning, we again review the images in our Digitech Capture Software QC Module. To provide for secure backup and to facilitate authorized access to these records without degrading the originals due to handling the Town recognizes the need for a digital conversion.

Conversion Procedures for Scanning your Customer Files

- Seery Systems will provide the boxes and pack up the Closing Files even the ones in the plastic containers. We would ask IDA staff to go through the plastic containers and rubber band the books and file folders together so we know that each set of documents that are rubber banded or are in one (1) folder are a Closing File. If the books are loose and do not have additional files associated with them, they can be left as is and we will box up all the Closing Books.
- Seery Systems will transport the Closing Files to our facility in Garden City Park.
- Seery Systems will create an inventory list of all files in each box and provide that list to IDA as well as Information Technology.
- Seery Systems will index the Closing Files as described above.
- Seery Systems will create a Barcode Separator Cover Sheet (BSCS) for each Closing Book & Closing File.

- Seery Systems will prepare the documents for scanning which includes pulling all staples, paperclips, taping torn documents and unfolding documents so they are flat and ready to be scanned. These files will require quite a bit of preparation.
- Seery Systems will scan the Closing File documents at 300 DPI and provide the best possible image for each page.
- Upon completion of the scanning process, a final quality control check will be performed. All images will be reviewed for image quality. Any problems discovered with image quality will be corrected other than those affected by the quality of the original document.
- Seery Systems will create PDF/A files of the original TIFF files.
- Seery Systems will OCR (Optical Character Recognition) all of the documents so that each file is Key Word Searchable.
- Seery Systems will create a format for Images and Indexes to meet the specifications of the Town's Document Imaging System.
- Seery Systems will output and deliver the images back on a hard drive to the Town's IT Department and deliver the boxes of files back to IDA.

Section II - Document Conversion Costs

Customer Files

▪ 200,000 Business document images scanned & indexed at \$.1795 per image	\$35,900.00
▪ 1,500 Large Format Plans scanned & indexed at \$3.10 per image	\$ 4,650.00
▪ 5,000 Photos scanned & indexed at \$.5175 per photo	\$ 2,587.50
▪ 200,000 Business document images to OCR at \$.02 per image	\$ 4,000.00
▪ Load images on Hard Drive	\$ 265.00
▪ (2) Pickup and Deliveries at \$210.00 each	\$ 420.00
▪ 60 boxes @ \$3.95 per box	\$ 237.00
▪ 10 Hours of Labor to pack the boxes @ \$42.50 per man hour	\$ 425.00
Estimated Total	\$ 48,484.50

The above volumes of work to be scanned are only an ESTIMATE. Actual number of images scanned will be billed.