



DATA – The Culprits of Discovery

By Carol Barber Troskosky



Where is your data?

The rules about discovery of records in federal litigation were amended recently, clarifying that electronic records are subject to discovery in such litigation. While not a completely new concept, these amendments brought focus to electronic information. The entire Library of Congress could be held on 10 terabytes. I would wager that many schools have almost that much data. Where are the culprits that house that data in your school or business? Have you thought about the data on thumb drives, instant messages, e-mail, voice mails (if you have unified messaging with wave files), digital copiers, cookies, CDs/DVDs, tape backups, temporary history files, cell phone text, employees' home PCs, fax machines and files created by logs and databases kept throughout the organization. Basically any device that has storage capability of some sort is a culprit to hold data that could be requested in discovery. If asked for this data, would you know where to search? Could you recover the data if required? Do you know what constitutes an electronic record?

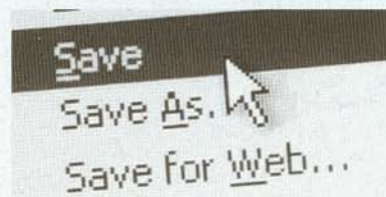
All of these questions and more have prompted many changes and inquiries on the part of the WNYRIC. Over the past year we instituted increased security and accountability measures. Your inventories were reviewed. Your district

AUPs were recertified. Your critical servers were moved behind firewalls. By working closely with each district, the WNYRIC is in the

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process of improving firewall performance and reviewing security rules. This will mean security fashioned to an individual district's needs.

Two years ago the WNYRIC, along with other entities, were awarded a grant to create a document archival service. We now offer the service, and it is growing quickly. The WNYRIC applied for a grant to bring in an expert to assist us in determining the retention period of records and creating processes to effectively archive those records that must be



saved and safely get rid of those records that should not be saved. Storage is inexpensive, which causes many businesses to save everything. As our information grows, so should our plan to methodically store only what is needed.

At the WNYRIC we have begun a systematic inquiry of the following:

- Where is data stored?
- How long will data be kept?
- What are the current procedures and retention period of that data?
- What is the current retention period?
- Is the retention period too long or too short? Is the retention period adhered to?
- Is the backup procedure for this information documented?
- If requested to recover the data, could we do that?
- What will we do with data that we must keep but we will not be able to restore on the upgraded versions of hardware/software?
- How do we identify which records should be stored? Where will the official storage of these records be?
- Are the procedures for document retention and removal documented and adhered to?
- What constitutes a record that should be saved and for how long?

We are sure that we will learn a great deal in our own "discovery," which will in turn assist us in guiding your district.

I suggest that you begin your own in-house investigation of where your data resides. Schools might want to do technology inventories to understand what types of storage and data backup systems they have in place.

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Tracking Capital Projects made EASY!

By Jeffrey Clift

Do you dread the paperwork for Capital Projects? Fear you're missing change orders?

A new service offered by the WNYRIC provides school districts with a complete database for tracking capital project costs, creating SED forms and generating reports. School districts like the ability to manage multi-year changes in the system and have complete control throughout their capital project. The Capital Project Software is a central location for construction managers, architects and school officials to share real-time information, particularly about project budgets.

FAST and CPPRT, software for planning and completing capital projects, were created by Capital Projects Software, LLC. The Facilities Assessment & Survey Tool (FAST) was created to allow districts and professional consultants to complete all SED facility planning requirements, plan future capital projects, budget for annual capital expenditures, and address immediate life safety issues. The Capital Projects Planning and Reporting Tool (CPPRT) provides a central data warehouse for a school district's entire capital project.

Whether you choose to start with FAST or move right into CPPRT, your school district is making the right decision to simplify the recordkeeping process. As part of your database, reports can be

generated and printed for SED, given to the board and archived for future reference.

Some of the reports featured in CPPRT include the Vendor Status Report, Project Detail Report, and Project Directory. SED reports include the Letter of Intent, the Scope of Proposed Project, Change Order Certification, Code Compliance Checklist, Financial Revision After Project Completed (FPFI), and the Final Building Project Report. A District can also manage and track EXCEL funds.

Districts that use FAST enter data to complete reports such as the Five Year Capital Facilities Plan, including Executive Summary, the School Facility Report Card, the Building Conditions Survey, Public School Fire and Safety Reports, ADA Self Evaluations, and Annual Visual Inspection Reports.

CapProSoft was designed by retired Superintendents and a former Construction Manager, who understood the complexity and frustration associated with managing a multi-million-dollar capital project. Word about this application is spreading across the WNYRIC region as school districts realize the benefits of using one complete software package to track every aspect of a capital project from beginning

to end and having access to that data for years to come.

James Ingrasci, Niagara Falls Administrator for School Business Services, has this to say about Cap Pro:

We started using Cap Pro about a month ago. We currently have two large projects going on, a \$30,000,000 project that includes a new school being built and a \$7,000,000 energy performance project. We provided Cap Pro Soft with all the preliminary data on these projects and they set up the system for us. After that, it's been a pretty simple process to enter all the other data necessary to track the projects. The State Reports we have printed from the system so far (SA-139's) look great and are in State Ed format. We haven't finished any of the projects as yet, but it looks like when all the data is entered it will be a simple process to print and file the final reports. So, up to this date, we are very pleased with the software.

School districts interested in learning more about CapProSoft should contact Jeffrey Clift, Financial Services Coordinator, at (716) 821-7052 or JClift@elb.org.

Riding the Digital Wave – Third Year

The third annual *Riding the Digital Wave* was a very successful conference held at Erie 1 BOCES on March 30, 2007. Teachers from the Western NY area shared their expertise, and the keynote, Dr. Ronald Owston, was very well received. We had to turn away many attendees for lack of space.

Due to such a success, the date has already been picked for next year.

The theme will continue to revolve around expanding the use of Web 2.0 tools in the educational environment. This event will again be sponsored by the Technology Directors of the Western NY BOCES regions, the WNYRIC, the area Teachers' Centers and the Western NY Services Council.

Mark your calendars for another great event next year.

SAVE THE DATE
April 4, 2008
for the 4th Annual
RIDING THE
DIGITAL WAVE

