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# CHAIRMAN'S MEMORANDUM

## NO. 9-99

### May 10, 1999

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**TO: SHERIFFS, JAIL ADMINISTRATORS, COMMISSIONERS OF CORRECTION,**

**RE: Y2K READINESS SURVEY AND QUESTIONNAIRE**

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The Commission of Correction, as the oversight agency for local correctional facilities, has been tasked with raising awareness of the potential for operational problems in facilities associated with computer system performance upon commencement of the year 2000, commonly referred to as "Y2K." Failures that may be due to Y2K problems include imbedded chips that were not upgraded and software that was overlooked or erroneously assumed to be Y2K compliant. The Commission published a Chairman's Memorandum (No. 25-98) on the subject, a Training Newsletter (Vol.1, Number 2) and discussed this problem at a Jail Administrator's Annual Meeting.

The Commission has also been tasked with assessing the preparedness of facilities for the advent of year 2000. **In order to complete this assessment, pursuant to Correction Law, section 46(1), the Commission requires each facility to complete the enclosed questionnaire and return it to the Commission by July 1, 1999.**

Based on the response to the enclosed survey, staff will be conducting on-site follow-up to assure that plans are in place for potential disruption of services due to computer problems. Commission staff will be willing to aid you in seeking assistance or other guidance in resolving Y2K problems you might encounter.

If your agency has questions regarding the completion of the questionnaire or is in need of assistance, please contact **Anna Valenti at (518)485-2464** to request technical assistance. Please remember to have your questionnaire and supporting documentation submitted by **July 1, 1999.**

Thank you for your cooperation in this matter.

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**Alan J. Croce**  
**CHAIRMAN/COMMISSIONER**

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**Alan J. Croce, Chairman/Commissioner**

**Patricia R. Tappan, Commissioner**  
**Frederick C. Lamy, Commissioner**