

NYALGRO SCHOOL 2009
RADISSON CITY CENTRE, UTICA
JUNE 7-10, 2009

“GOING THE DISTANCE: INVESTING IN SOUND RECORDS PRACTICES”

Sunday, June 7, 2009

3:00 PM-5:00 PM

Registration

7:00 PM

President's Reception –

Make sure you arrive in Utica in time for the **SUNDAY NIGHT PRESIDENT'S RECEPTION** from 7 PM to 9 PM at the Inn. Enjoy meeting NYALGRO President Donna Mumbulo and the NYALGRO Board members, mingle with old friends, meet and greet new soon-to-be friends. PLUS enjoy beer tasting during the President's Reception.

Monday, June 8, 2009

7:00-8:30 AM

Breakfast

All day Beginning 8AM

Registration

8:45 AM

Welcome

9:00 AM – 10:30 AM

Plenary Session – David Swarts, NYS Commissioner of Motor Vehicles

“Today's DMV: New Realities and New Concerns in Records Management”

10:30 - 11:00 AM

Coffee Break/Vendors

11:00 AM – 12:30 PM

Available to Future Americans: The On-Going Story of the Franklin D. Roosevelt Presidential Library – Robert Clark, Supervisory Archivist, FDR Library.

Mr. Clark provides a brief history of the presidential library system and the Roosevelt Library in particular, which opened to the public in 1941. He will discuss the challenges facing an institution that was once state-of-the-art but is now nearly 70 years old. Clark concludes with a description of the complete renovation planned for the Library.

Stretching your Records Management Dollars – Panel

Fiscal and budgetary restraints across the State are forcing us to stretch our records management dollars even further than before. Learn a few cost-saving tricks to ensure that your records management program will continue operating in a cost-effective efficient manner.

Working with IT Departments

Working relationship between RMO and IT. Educating IT department about records management

12:30 PM - 1:30 PM

Lunch-Introduction of Board Members & Vendors

2:00 PM – 5:00 PM

NYS Archives Certification Class - “Using State Archives Retention Schedules” - Kent Stuetz, Region 5 Advisory Officer

The New York State Archives develops retention schedules to help local governments and state agencies efficiently dispose of records they no longer need to keep. This workshop will investigate all of the secrets surrounding effective use of State Archives retention schedules, unveil the mysteries of how the State Archives develops retention schedules, and finally expose how to create office retention schedules specific to the needs of a single office. Once these sordid secrets are uncovered, we will examine all options for disposing of records. The covers come off with cameras rolling as this scheduling exposé hits the ground running!

2:00 PM – 3:00 PM

FOIL – Camille Jobin-Davis

An overview of the Freedom of Information Law, including an update on recent changes to the law with respect to the fees an agency may charge, new provisions concerning privacy and others. Bring your questions!

Request for Proposals - Paul Brennan

Request for Proposals are being used at an increasing rate to obtain specialized or professional services needed by government agencies. Learn how to structure your Request for Proposal so that you receive proposals that offer different solutions, as opposed the proposals that just restate your requirements. Learn how to identify your objectives and goals regarding your needs, and allow the business community to be creative in responding to your needs.

3:00 PM

Coffee Break/Vendors

3:30 PM – 5:00 PM

Working with Vendors

This program will discuss issues and the relationship between vendor and customer. Both vendor and customer need vital information to make an informed decision and create a good project in order to reach a successful conclusion.

Educational Uses Panel

Would you like to acquaint teachers with your local government's archival records, but don't quite know how to begin? Has a local teacher contacted you about using primary source documents from your collection to develop lesson plans and you aren't sure what direction to take? This session will offer valuable information on how to identify "teachable" records and how you can promote your records program through collaboration with local educators.

NYS Archives Certification Class - Using State Archives Retention Schedules – Continued

6:00 PM

Reception

7:00 PM

Annual Banquet Dinner and announcement of Wheeler B. Melius and Guy D. Paquin Awards.

Monday night entertainment after the banquet meal is "Utica Monday Nite", which starts its 13th season while we are there. All entertainment is free and within walking distance of the Radisson. Look at www.uticamondaynite.com for updated listing when available.

Tuesday, June 9, 2009

7:00 AM-8:30 AM

Breakfast

All Day beginning 8AM

Registration

8:30 AM – 12:30 PM

NYS ARCHIVES CERTIFICATION WORKSHOP “Developing Policy for Managing Email” Ann Marie Przybyla, Manager, Records Service Development, NY Archives

This session will review the State Archives' new publication on email, address the current best practices and principles for managing email in New York State, and highlight the basic components of a legally viable email policy and management program.

8:30 AM-10:30 AM

Techniques in Managing and Preserving Maps, Plans and Oversize Documents Peter J. Scheibner, Rockland County Archivist

Accessing, retrieving and preserving maps, plans and oversize documents has always been a major challenge and headache for records managers and archivists. This presentation will draw from the experience of Peter J. Scheibner, Rockland County Archivist who has over twenty-seven years of experience working with over 50,000 subdivision, railroad, easement, engineering, construction and aerial photos. The topics will include indexing and retrieval, 35mm and aperture card microfilming and digitization of these vital and permanent collections.

Customer Service – “How do you keep them happy?” Kathy Walruth,

Now that their records are in your storage facility, how do you keep their owners happy? This session will focus on customer service. Be it the owners or the general public looking for information.

10:30 AM-11:00 AM **Coffee Break/Vendors**

11:00 AM-12:30 PM **Ethics in Records Management – Theodore Hanousek, Syracuse University**
With all the benefits of technological changes speeding through our society today, a more democratic era has arrived with access to records and information that was privy to select groups and individuals. This new found freedom has created a sharing of responsibility to protect and manage records. How can we, as leaders within Record Management, discuss the ethics of this new found freedom? If you have reached a point where the legal ramifications, stated policy, and signed acknowledgement forms don't seem to be effective in getting your message out, then this discussion may help.

Perils, Pitfalls & Jubilation of 3rd Party Microfilm Inspection and the Kodak Archive Writer Microfilm Process – Bill Hulik, Filmtek and GeeYip, DDPSI

Bill Hulik of Filmtek will offer his experience of common errors encountered in producing high quality microfilm. In depth discussion will include targeting, density, resolution and general filming techniques to satisfy NYS Archives & OCA microfilm guidelines.

Gee Yip of DDPSI will share his vast knowledge of the Kodak Archive Writer. Included will be tips & techniques, common problems and advanced procedures. A must see for users of this technology.

NYS ARCHIVES CERTIFICATION WORKSHOP “Developing Policy for Managing Email” Continued

12:30 PM –2:00 PM **Lunch –Cheryl Steinbach Annual Scholarship Awards / Business Meeting**

2:00 PM-3:15 PM **Electronic Records Inventory – Suzanne Etherington, RAO, NYS Archives
Robb Flowers, Erie 1 BOCES**

For two decades now, local governments have been conducting inventories of their records, and using the findings to organize their records and, if lucky, plan for records management programs. Only a few local governments have taken on the different challenges of inventorying electronic records. In this session, we will hear from one local government that has inventoried its electronic records and gain insight on how to conduct such an inventory efficiently and successfully.

Health and Safety

This session will explore the health & safety of persons employed in records management. Do we all know how to pickup a box or what to do when water hits our records? How do you stop the irate individual to whom you have just denied a FOIL request? Learn how to define work place violence and the responsibility of management, human resources and the employee in reporting and dealing with threatening or unusual incidents. Learn early warning signs of violence and steps to employ to minimize their risk.

Managing Your Historical Photographs – Ray LaFever, NYS Archives

Photographs can be found in a number of departments in local governments, including building inspectors, public works departments, local government historians, school guidance offices and chief executive officers, just to name a few. This presentation will assist local government officials in addressing these collections. Topics will include identifying photographic media, proper handling and housing of photographs, gaining intellectual control of collections and issues to think about if you are considering digitization.

3:15 PM **Coffee Break/Vendors**

3:30 PM – 4:30 PM **Optional tours available in the City of Utica**

7:00 PM **Dinner**

Wednesday, June 10, 2009

7:00 AM-8:30 AM **Breakfast**