



NEW YORK ASSOCIATION
OF LOCAL GOVERNMENT RECORDS OFFICERS

Network

www.nyalgro.org

SPRING 2009

WHEELER B. MELIUS AWARD FOR EXCELLENCE IN RECORDS MANAGEMENT

Attention, NYALGRO members! Be on the lookout for a worthy nominee for the Wheeler B. Melius award. This award is given to a NYALGRO member who demonstrates outstanding service to his/her local government and New York's records management community.

The award is named after a clerk who worked in the Albany County Clerk's office in the latter part of the nineteenth century. Wheeler B. Melius gained his notoriety when on February 10, 1880, he was the first to reach the burning Albany City Hall which housed an immense quantity of public archives and legal records. Melius, once on site, began to pass precious volumes of land records through a narrow window to volunteers outside. Single-handedly, Melius passed 700 volumes—nearly six tons of charred and often soaking, oversized books—out of the building.

If you would like to nominate a deserving NYALGRO member for this award, please contact:

Patricia C. DePasquale
NYALGRO Scholarship Committee Chair
1250 Union Road
West Seneca, NY 14224
Office (716) 558-3215 Fax (716) 558-2250
pdepasqu@twsnny.org

Past Recipients:

2000	Bebe Morehead	Town of Colonie
2001	Mary Wallen	Albany County
2002	Pamela Vogel	Warren County
2003	Laurie Beecroft-Hancock	Ulster County
2004	Rose Kleman	Town of Farmington
2005	Peter Scheibner	Rockland County
2006	Hans J. Finke, PhD	Schoharie County
	Carolyn Stewart	Monroe I BOCES
2007	Kathleen A. Marchione	Saratoga County
2008	Sandra K. Sopak	Chautauqua County

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PRESIDENT'S MESSAGE

by NYALGRO PRESIDENT
Donna Mumbulo

This is the time of year when NYALGRO puts the final touches on its annual school to be held this year in Utica, New York, June 7th – June 10th.

The need for continued education in records management remains a top priority as advances in technology and the demand for transparency in government make it important now more than ever to keep current with technological trends and to fine tune our skills.

Following the "miracle on the Hudson, Capt "Sully" Sullenberger attributed his successful saving of 155 souls to "making small regular deposits in this bank of experience: education and training, and on January 15, the balance was sufficient so that I could make a very large withdrawal."

Attendance at the annual NYALGRO school is a clear investment in good government and an opportunity to make another deposit to your own "bank of experience". I've always upheld the importance of attending educational sessions which provide a forum for information on topics of importance to records management officers. They are our schools for "continued education".

As NYALGRO diligently plans classes to meet your educational needs, I realize that budgetary concerns across the state have placed the cost for continued education on a balancing act between wants and needs.

This year, NYALGO is adding some "interest" to your educational bank account by way of a \$50.00 subsidy to attendees choosing the three-day inclusive package, reducing the cost for a three-day single occupancy from \$458.00 to \$408.00; and for a three-day double occupancy from \$320.00 to \$295.00. It is our hope that this subsidy will also go the distance to alleviate the strain on local government budgets.

Whether you opt for the three-day package or can only join us for a day or two, we look forward to seeing you in Utica!

We're as close as your computer!



Check out our website at www.nyalgro.org

- *Member Directory*
- *Past Schools*
- *2009 School Registration*
- *And Much More !*



NYALGRO Registration Form – Utica, New York 2009 School

In order to register for the school and the hotel, first fill out the **NYALGRO Registration Form**, select the sessions that you want to attend, and send it along with a voucher or check to Pam Brown (see below). Second, if you plan to stay overnight at the hotel, review the **Hotel Information**, select the package that you want and fax the reservation form to the hotel.

Name:	Title:
Municipality or Organization:	
Address:	Telephone #: Email:

RAC member? _____ Region _____ First time NYALGRO School Attendee? _____

Registration Fees

Registration NYALGRO Member \$ 25.00 _____
 Registration Non-Member \$ 55.00 _____ **REGISTRATION AMOUNT \$ _____**
 (Non-members are given a 2009 NYALGRO membership as part of this fee.)

Commuter Meal Tickets: I need meal tickets for the following meals:

Monday Lunch/Breaks	\$20 _____	Tuesday Lunch/Breaks	\$20 _____
Monday Banquet/Reception	\$35 _____	Tuesday Dinner	\$25 _____

TOTAL MEAL TICKETS \$ _____

Special Dietary Requirements _____ **TOTAL SUBMITTED: \$ _____**

2009 School Classes - Please check those classes you wish to attend.	
1. _____ Keynote	11. _____ Developing Email Policy
2. _____ The Story of FDR Presidential Library	12. _____ Archival Maps and Large Documents
3. _____ Stretching Your Records Management Dollars	14. _____ Customer Service
4. _____ Working with IT	15. _____ Email Policy Continued
5. _____ Freedom of Information Law (FOIL)	16. _____ Ethics in Records Management
6. _____ Using NYS Archives Retention Schedule	17. _____ Quality Control
7. _____ Requests for Proposals	18. _____ Electronic Records Inventory
8. _____ Working with Vendors	19. _____ Health and Safety
9. _____ Using Retention Schedule Continued	20. _____ Managing Your Historical Photographs
10. _____ Educational Uses Panel	

School reservations not honored will be billed. Cancellations for a refund must be phoned in by close of business **May 31, 2009**. Please complete and return with a voucher or check for the grand total to:

PAM BROWN, NYALGRO, P O Box 18, Panama, NY 14767

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

“GOING THE DISTANCE: INVESTING IN SOUND RECORDS PRACTICES”

Sunday, June 7, 2009

3:00PM-5:00PM **Registration**

7:00PM **President’s Reception –**

Make sure you arrive in Utica in time for the **SUNDAY NIGHT PRESIDENT’S RECEPTION** from 7PM to 9PM 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

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

All day Beginning 8AM **Registration**

8:45AM **Welcome**

9:00 AM – 10:30AM **Plenary Session – David Swarts, NYS Commissioner of Motor Vehicles**

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

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

11:00AM – 12:30PM **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

Educating your IT department about records management is an important step to establishing a good working relationship. Find out what this entails.

12:30PM -1:30PM **Lunch-Introduction of Board Members & Vendors**

2:00PM – 5:00PM **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!

2:00PM – 3:00PM **FOIL – Camille Jobin-Davis, Esq, Assistant Director, NYS Committee on Open Government**

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!

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Request for Proposals

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.

3:00PM

Coffee Break/Vendors

3:30PM – 5:00PM

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 Charles O'Bryan, School Library System Director, DCMO BOCES Pam Brown, Records Management Coordinator, Jamestown City School District John Buchinger and Ms. Tobi Voigt, New York State Historical Association (NYSHA)

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

6:00PM

Reception

7:00PM

Annual Banquet Dinner and Awards Ceremony.

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

7:00AM-8:30AM

Breakfast

All Day beginning 8AM

Registration

8:30AM – 12:30PM

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.

8:30AM-10:30AM

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.

10:30AM-11:00AM

Coffee Break/Vendors

11:00AM-12:30PM

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**

12:30PM –2:00PM

Lunch –Cheryl Steinbach Annual Scholarship Awards and Business Meeting

2:00PM-3:15PM

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.

3:15PM

Coffee Break/Vendors

3:30PM

Optional tours available in the City of Utica

7:00PM

Dinner

Wednesday, June 10, 2009

7:00AM-8:30AM

Breakfast

CHERYL STEINBACH MEMORIAL SCHOLARSHIP APPLICATION 2009

This annual scholarship was established in honor of Cheryl Steinbach who was the Town Clerk and RMO for the Town of Chautauqua, and past Treasurer and NYALGRO board member. Cheryl's commitment and dedication to records management issues provided a leadership example for all public servants, not just those involved in records management. NYALGRO will award two (2) full scholarships which include the school registration fee and hotel accommodations.

Complete the application below and attach a brief explanation stating why you should be considered for a scholarship, what you hope to accomplish and/or learn, and how this will benefit you in the future.

- Applicant must be a member of NYALGRO and be in good standing by April 15, 2009
- Applicant's government/agency will not be assuming the cost of expenses at the annual NYALGRO school.
- Send completed application to:

Patricia C. DePasquale
 NYALGRO Scholarship Committee Chair
 1250 Union Road
 West Seneca, NY 14224
 Office (716) 558-3215 Fax (716) 558-2250
 pdepasqu@twsnny.org

A panel of NYALGRO board members will review all applications and make recommendations to the full Board for approval. Applicants awarded scholarships will be notified as soon as possible, and the scholarships will be presented at the annual school. Your attendance is required.

Name _____ Title _____

Government/Agency _____

Address _____

Phone # _____ e-mail address _____

Years in Records Management _____

Signature _____

Department Head/Elected Official Authorization

Expenses at the annual NYALGRO School by the above name individual will not be paid by this government/agency. I support this application.

 Print Name Title

 Signature Date



New York Association
of Local Government Records Officers

PLEASE NOTE!

Use the School Registration form inside this issue to register for school and the separate Hotel Registration form enclosed with this issue to register for the hotel!

*2009 RECORDS
AND INFORMATION
MANAGEMENT
SCHOOL*

June 7— 10
Utica, NY

Downtown Utica Has a Smorgasbord of Entertainment

"Utica Monday Nite" is about to begin its ***thirteenth season*** during our conference. Regional art, history, and humanities events and activities will be available and accessible to everyone free of charge within walking distance of the hotel. Downtown parks and public spaces will have a variety of different events every Monday night during the summer. Some of the planned events include: local bands, youth bands, ethnic community music and dancing, walks and talks on a specific theme, and so much more. The current list of details will not be posted until May, but this web site will show you a flavor from last year.

<http://www.uticamondaynite.com>