

## 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/ 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**