

NYALGRO SCHOOL – June 12 – 15, 2022

MONDAY, June 13, 2022

8:30 AM – 9:00 AM

New Member/First Time Attendee Orientation

June Patterson, NYALGRO Board Member, Town Clerk, Town of Highlands
Louisa Ingrassia, NYALGRO Board Member, Town Clerk, Town of Wallkill
Matthew Shaler, NYALGRO Board Member, RMC, Madison County

New member? First time attending a NYALGRO conference? Come to this session to get a quick orientation about NYALGRO and what we offer to you as a member. Meet other first-time attendees and network.

9:00 AM – 10:00 AM

Understanding Neurodiverse Customers and Coworkers

Andrew J. P. Maggio, Public Speaker
Colleen Dergosits, Director of College Programs, The College Experience

Mr. Andrew Maggio will discuss the nuances of working with and hiring people with disabilities. He will converse about the visible and invisible challenges you may encounter and reveal strategies to increase positive communication. As a person who has autism, Mr. Maggio will share firsthand experiences of some trials, successes, and lessons learned regarding the working world.

10:30 AM – 12:00 PM

You Are a Records Management Officer (RMO) – Now What?

James Tammaro, former NYALGRO Board Member, Archives and Records Management Consultant, and former Town of Amherst Records Manager
June Patterson, NYALGRO Board Member, Town Clerk, Town of Highlands
Matthew Shaler, NYALGRO Board Member, RMC, Madison County

You've been appointed the new Records Management Officer (RMO) for your local government without any prior knowledge about what that position entails. This session will outline and describe ten initial steps any new RMO can take as they begin to assume an active role as their local government's RMO. As each step is listed, panel members will provide insight on how new RMOs can carry out those steps. The panel will also look forward to responding to questions from attendees based on the information provided and related topics.

10:30 AM – 12:00 PM

Legal Aspects of Records Management

Wade Beltramo, General Counsel, NYS Conference of Mayors
Lori Mithen-Demasi, General Counsel, NYS Association of Towns

This session will cover awareness and management of legal issues that affect records retention and disposition. Court decisions pertaining to records management will be discussed, including disposition of records before their time and records management's impact on FOIL.

1:00 PM – 2:30 PM

LGRMIF – Success Stories and Tips

Maria McCashion, Records Advisory Officer, NYS Archives
Maureen Reynolds, Tompkins County Clerk/RMO
Kelly Yacobucci Farquhar, Montgomery County Historian/RMO

The Local Government Records Management Improvement Fund (LGRMIF) is a competitive grants program that helps local governments establish records management programs or develop new program components. In this session, grant

recipients will present highlights from successful grant projects, provide tips for applying, and along with Archives' staff, answer your burning LGRMIF questions.

1:00 PM – 2:30 PM

Organizing Your Records Room

Dina Falcone, NYALGRO Board Member, Town Clerk, Lysander
Matthew Shaler, NYALGRO Board Member, RMC, Madison County
Rosemary Switzer, NYALGRO Board Member, RMO, Ontario County Records and Archives

A well-organized records room is imperative to manage records throughout their life cycle. As volumes of information rise in today's ever-changing regulatory environment, it's become a necessity for RMO's to implement consistent and accountable records room procedures. In this session, our panel of RMO's will share photos, videos, tips, and advice, which will help you organize your records room.

3:00 PM – 4:30 PM

Recruiting and Working with a Records Management Consultant

James Tammaro, former NYALGRO Board Member, Archives and Records Management Consultant

As local governments take on projects to enhance or expand their records management programs, there is sometimes a need to recruit and work with a records management consultant on the government's records management project. Records Management consultants can draw on their expertise to offer specific technical assistance to local governments carrying out a records management project. Such assistance can prove to be crucial to the successful outcome of a records management project. This session provides practical advice and suggestions for local government officials interested in recruiting and working with a records management consultant.

3:00 PM – 4:30 PM

LGS-1 – How to Navigate the Search and What's New?

Jennifer O'Neill, Supervisor, Scheduling and State Agency Services, NYS Archives

This session will provide an overview of the New York State Archives recently redesigned retention schedule pages. You will learn how to use the various tools including the searchable online web version of the LGS-1, the PDF, the MS Access version, and several Excel spreadsheets. You will have plenty of time at the end for a questions!

TUESDAY, June 14, 2022

8:30 AM – 9:00 AM

Disaster Recovery – Creating a Contingency Plan

Dina Falcone, NYALGRO Board Member, Town Clerk, Lysander

A disaster recovery plan is sometimes referred to as a business continuity plan or business process contingency plan, which describes how an organization is to deal with potential disasters. Just as a disaster is an event that makes the continuation of normal functions impossible, a disaster recovery plan consists of the precautions taken so that the effects of a disaster will be minimized, and the organization will be able to either maintain or quickly resume mission-critical functions. This class will teach you how to assess your office for recovery planning, which involves an in-depth analysis that you will be able to use for your organization.

9:00 AM – 10:00 AM

Freedom of Information Law (FOIL)

Kristin O'Neill, Assistant Director, Committee on Open Government

This session provides an opportunity for attendees to learn more about a government

agency's rights and responsibilities in relation to the Freedom of Information Law. The class will focus on the areas of concern most relevant to you, so bring your questions, concerns, and unusual situations to discuss and to receive advice and guidance from the Committee on Open Government.

10:30 AM – 11:30 AM

How to Start an Electronic Records Management Program

Katie Palmer House, Ed. D., Town Clerk, Dover

Your organization is considering or has decided to implement an electronic records management program! Learn the ropes by keeping the purpose and benefits of your electronic records management program "destination" in mind. Begin the journey with a review of the five "W's" (what, where, when, who, and why) for starting an organizational electronic records management program and they will become your stepping-stones on a path of information governance success.

10:30 AM – 11:30 AM

After the Inventory – What Do We Do Now?

David Lowry, Head, Local Government Advisory Services, NYS Archives and NYALGRO Board Member

You've completed your inventory. You've disposed of obsolete records. You're done! Or are you?? An important component of an inventory project is creating a records management plan. This session will show you how to use all the data you collected on the State Archive's inventory worksheets to create a records management plan.

1:30 PM – 3:00 PM

The Role of Records Managers in Providing Educator Access to Primary Sources

Janet Braga, Director, Archives Partnership Trust
Jordan Jace, Education Director, Archives Partnership Trust

As the managers of historical records, you hold important resources for educating the next generation of engaged citizens. Learn what types of records you hold at the Town Clerk level that can be used by teachers in their classrooms. Participants will also learn how a new online tool from the New York State Archives can help them make those records available to teachers and students.