

# **NYALGRO Records Management Education Scholarship - 2018**

**1. Intent of the Scholarship** - One of the goals of the New York Association of Local Government Records Officers (NYALGRO) Records Management Education Scholarship is to encourage students to pursue academic training in the records management field and encourage individuals already working in the records management field to pursue advanced training in the records management field or a related field. Preference will be given to NYALGRO Members.

The scholarship will be awarded annually to:

- A. A student who has been accepted into or is currently enrolled in a Library and/or Information Science graduate degree program in New York State, and who is interested in pursuing a professional position in the records management field or
  
- B. An individual currently working in the records management field in a local government in New York State who is interested in pursuing an academic degree or certification related to the management of records and information.

**NYALGRO**, the New York Association of Local Government Records Officers, is a non-profit organization formed to provide a network to all who are responsible for records upkeep and information management for local governments, such as, towns, counties, cooperative extensions, cities, fire districts, school districts, villages and BOCES. NYALGRO is a proven advisory network for the development of sound records and information management programs.

**2. Amount of the Award** – An amount up to \$1,000 will be awarded annually to a qualified Library and/or Information Science student or a qualified individual as described above. Funds will be used to reimburse expenses directly related to taking a records management course as part of a MLS Program or directly related to taking a related course or pursuing a certification relating to the improved management of records and information. Among others, eligible expenses include: (1) tuition, (2) certification fees and (3) supplies directly related to the course or certification process.

### **3. Eligibility Requirements** – The applicant must:

- Be a New York State resident
- Be attending or admitted into a graduate degree program in a Library and/or Information Science Program at an ALA-accredited library school in New York State which offers formal training in records management
- Maintain a grade point average of 3.0 or better.
- Have completed no more than 12 semester hours towards MLS/MLIS/MIS degree prior to June 1<sup>st</sup> of year awarded.
- Demonstrate an interest in the records management field.

Or:

- Be a New York State resident
- Have at least one year of experience working in the records management field.
- Be taking a course or courses relating to improving the management of records and information and/or pursuing a certification relating to the improvement of records and information in an organization.
- Have a record of continuing improvements in the records management program where the individual has worked.
- Demonstrate a continuing interest in the records management field and working in the field in the future.

### **4. Application Requirements/Checklist**- To be e-mailed, in PDF format, to the scholarship administrator:

James M. Tammaro at [jmtmls@gmail.com](mailto:jmtmls@gmail.com)

- Your name
- Your contact information including mailing address, phone number, e-mail address
- The name and contact information of the ALA-accredited library school which you are attending or the name and contact information for the organization where you are employed in the records management field.
- A personal, one-page narrative showcasing your interest in the records management field
- Two letters of reference e-mailed directly from the person submitting the reference to the scholarship administrator in the PDF format.
- All documents should be e-mailed to the administrator by 6:00 PM EDT by the deadline for submission. The template for the file name for all

documents which make up the application should be [applicant's last name][first initial] – NYALGRO SCH]. For example, TamaroJ-NYALGRO SCH.pdf.

## **5. Key dates**

- **May 4** – Deadline for submission of all documents making up the individual's application.
- **May 18** – The individual being awarded the scholarship is notified and invited to attend the NYALGRO Annual Meeting being held June 3-5 at the High Peaks Resort in Lake Placid, New York.
- **June 4** – Individual is formally presented the scholarship at the NYLGRO Annual Meeting Banquet.