



# Network

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SPRING 2012

## News from the New York State Archives

By Dave Lowry

The New York State Archives has made changes to its regional program of services to local governments, sometimes in response to continuing challenges but sometimes merely to improve our services. The Archives' goal is to maintain the highest possible level of service to local governments in the face of continued challenges.

The greatest challenge has been the loss of regional staff. Regional offices had always been staffed with one professional (Regional Advisory Officer or RAO) and one clerical (Regional Office Assistant or ROA) staff person. This meant that, when fully staffed, the Archives had 18 staff members in its nine regional offices. The Archives, unfortunately, lost all of its office assistant positions in 2010, and retirements starting in 2010 have reduced the number of RAOs from nine to six. A hiring freeze has thus far prevented the Archives from replacing any of the three RAOs who retired in the past two years, but the Archives continues to work hard to secure approval for a waiver to replace at least one RAO.

### The three RAO retirements came from the following regions:

- Region 1, New York City (Brenda Parnes)
- Region 3, Capital District (Andy Raymond)
- Region 8, Buffalo (Jim Tammaro)

### The Archives devised the following plan to cover these regions:

- Region 1 is covered by Region 10 (Long Island) RAO, Lorraine Hill.
- Region 3 has been divided. Denis Meadows, Region 4 RAO (the North Country), covers Schoharie, Albany, and Rensselaer counties; Linda Bull, Region 9 RAO, covers Sullivan, Ulster, Greene and Columbia counties.
- Region 7 RAO, Gail Fischer (Rochester), transferred to Region 8 to replace Jim Tammaro.
- Region 7 was divided in three:
  - Gail Fischer retained three Region 7 counties: Monroe, Livingston and Ontario.
  - Suzanne Etherington, Region 6 RAO (Southern Tier), covers Steuben and Yates counties.
  - Kent Stuetz, Region 5 RAO (Central New York), covers Wayne, Seneca and Cayuga counties.

With all the remaining RAOs covering more than one region, local governments may notice some degradation of services. Your RAO may not be able to return all of your phone calls or respond to all emails as quickly as in the past. The Archives is providing more support for the RAOs from Albany, but the large staff reductions cannot be completely compensated for by Albany-based staff, who have also suffered many losses as well.

Despite these challenges, the Archives has moved ahead with two big initiatives: the introduction of shared services grants and a longitudinal data study to measure the effectiveness of the Local Government Records Management Improvement Fund programs.

*Continued on next page*

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Member

Yvonne Deligato  
Member

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NYSED Liaison to Board



# PRESIDENT'S MESSAGE

by NYALGRO PRESIDENT  
*Donna Mumbulo*

Happy Spring! I hope everyone is enjoying this beautiful weather we are having in New York. Who would believe 70 degrees in March in Central New York!

The NYALGRO Board of Directors would like to welcome our new members to the board, Yvonne J. Deligato, Binghamton University Archivist and Wendy L. McConkey, Cornell Cooperative Ext of Saratoga County. *Welcome!* I am sure they will contribute some exciting new ideas. I also want to welcome back our re-elected members for another two-year term.

I would also like to take the time to thank our Board members who have departed: Sandy Shaver, Chuck Callari, who has been our Treasurer for many years and Pat DePasquale, who has been our Editor of the Newsletter and secretary for many years prior to being editor, for all of their hard work and dedication to the organization over the years. We miss them greatly and hope the best for them as they move on!

The Board has been hard at work to coordinate and plan another great educational program for our members and others who attend our annual school. This year continues to be a challenge with everyone still dealing with added budget cuts but we as a board have coordinated another school at a fantastic venue, with informational sessions for a price we feel is affordable.

*State Archives News, cont.*

Shared services grants allow two or more local governments to form a permanent cooperative arrangement to solve a mutual records management problem. The funding limit is \$150,000, double the \$75,000 limit for an individual grant, and Shared Services grants are a funding priority. This mean shared services grants will be funded at a higher percentage than individual and cooperative grants. Shared services grants will also allow the State Archives to promote efficiency and foster cooperation among local governments and will allow the Archives to use its funds most efficiently to make this all happen.

In an effort to track the progress of local government records programs, the State Archives is undertaking a longitudinal data study. The RAOs will survey the records management programs of 10% of the governments in each region of the state. Each year, they will survey a different group

The NYALGRO Board is excited to offer the 2012 NYALGRO School, *Getting off the Records Management Carousel* being held in Syracuse at The DoubleTree Hilton on June 3-5, 2012. Several exciting classes, a tour of the Records Center at Syracuse University and shopping at the Carousel Mall in your spare time. Please join us in beautiful Central New York! Don't forget to save the date and check out our scholarship information. All information is available in this issue and on our website [www.nyalgro.org/home.html](http://www.nyalgro.org/home.html).

I am at this time also asking our membership if anyone is interested in becoming a board member to please contact me either by phone or email. Due to unexpected budget cuts some board positions have become open. Come join the NYALGRO board and help plan our future events!

We are hoping everyone will be able to attend and benefit from these exciting and informational sessions. As always if you have any questions or information you would like to share please fill free to contact me or any other board member.

—Donna M. Mumbulo

of governments until they reach the fifth year of the study when they will resurvey those governments they surveyed in this first year. This data will allow the Archives to measure the effectiveness of its local government programs, help local governments identify areas for program improvement, and identify where to concentrate the Archives' resources to best help local governments.

Participation in the longitudinal study is strictly voluntary. If your local government is interested in participating, please contact your RAO, but also be ready for your RAO to contact you as well.

Although the Archives, as many government entities across the state, is facing challenges today, Archives staff is constantly working to determine how to best marshal dwindling resources to provide its constituents with the best possible service.

## WELCOME TO NEW BOARD MEMBERS

### Wendy McConkey

My name is Wendy McConkey and I have been working in Records Management for the past ten years at Cornell Cooperative Extension of Saratoga County. I am currently the Records Management Officer for our organization. In 2005, Cornell Cooperative Extension of Saratoga County received the Cheryl Steinbach Annual Archives Award for Excellence in Local Government Records Management. The same year, I was honored as a co-recipient of a proclamation from the Capital District Archives. In 2007, I was awarded the Cheryl Steinbach Memorial Scholarship to attend the NYALGRO School and have attended ever since.

In past years, I have assisted NYALGRO in various ways as a non-Board Member, such as, updating the NYALGRO website, creating the NYALGRO Facebook page and assisting with preparations for the NYALGRO Schools.

### Yvonne Deligato

I have been the University Archivist at Binghamton University since 1999. As the University Archivist I determine which materials are acceptable for the archives and maintain and preserve archival collections in the University Archives. I assist the campus community regarding preservation of archival materials, as well as advise campus departments on records management practices/policies and records retention schedules.

Prior to this appointment I served as the Cortland County Historian. Other experiences include serving as a Grant Reviewer for the Local Government Records Management Improvement Fund, and as a Records Management Consultant for several local governments in Region 6.

I have been a member of the New York State Archives Region 6 Records Advisory Committee since 1999.

I have a Bachelor's degree in History from the State University of New York College at Cortland and a Master's degree in Historic Preservation Planning from Eastern Michigan University.

## CHERYL STEINBACH MEMORIAL SCHOLARSHIP APPLICATION

This annual scholarship was established in honor of Cheryl Steinbach who was the Town Clerk and RMO for the Town of Chataouqua, 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 three (3) scholarships, not to exceed \$500 per award, toward the total cost of school registration 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 of each year.
- Applicant's government/agency will not be assuming the cost of expenses at the annual NYALGRO school.
- Deadline for submissions is May 1 of each year.

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 named individual will not be paid by the government/agency. I support this application.

\_\_\_\_\_  
Print Name \_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**NYALGRO SCHOOL 2012**  
**DOUBLETREE INN, EAST SYRACUSE, NY**  
**JUNE 4-5 2012**  
*“Getting off the Records Management Carousel”*

**SUNDAY, June 3, 2012**

**4:00PM – 6:00PM**      **REGISTRATION** - Dinner on your Own

**Monday, June 4, 2012**

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

**8:00AM - 3:00PM**      **REGISTRATION**

**8:45AM - 9:00AM**      **WELCOME – Donna Mumbulo, President**  
**Stephanie Miner, City of Syracuse Mayor**

**9:00AM - 10:30AM**      **DISASTER FLOOD 2011 – BEFORE, DURING & AFTER** – Stan France, Schoharie County  
Mr. France will discuss the effects of the flood, the importance of disaster preparedness, processes and results.

**10:30AM - 11:00AM**      **COFFEE BREAK AND VISIT WITH VENDORS**

**11:00AM - 12:00PM**      **RECORDS MANAGEMENT 101: How to get started** -Gina Doty, SUNY Plattsburgh and Pam Brown, Jamestown Public Schools  
Initiating a records management program can be a daunting task for someone with little or no experience. Join us for a quick introduction to records management as we share our experiences in setting up a program.

**GRANT MANAGEMENT**- Kathy Walruth, Schuyler County  
Grant awards have finally been announced and it's now December. You were fully funded, but now you have less than six months (because you still don't have the money) to complete your grant. This session will discuss the whys, hows and the fiscal administration of grants.

**12:00PM - 1:00PM**      **LUNCH - Introduction of Board Members & Vendors**

**1:00PM - 2:30PM**      **RECORDS ACCESS** Camille Jobin-Davis, COOG  
Learn how to identify which records are open to the public and which are protected under various laws. *How to deal with FOIL, HIPPA, FERPA. This is very appropriate for Fire Districts and Schools.*

**BOARD MEETINGS & TECHNOLOGY COLLIDE**  
Discussion of how technology can affect board meetings, enhancing and at times detracting from the meeting process. This would include webcast, public access, websites, retention, storage of media.

**2:30PM - 3:00PM**      **COFFEE BREAK AND VISIT WITH VENDORS**

**3:00PM - 4:30PM**      **RECORDS MANAGEMENT HEALTH & SAFETY**  
Discussion will include awareness of health issues such as mold, mildew,

**6:00PM**                      **PRESIDENT'S RECEPTION**

**7:00PM**                      **ANNUAL BANQUET DINNER AND ANNOUNCEMENT OF AWARDS**

## Tuesday, June 5, 2012

7:00AM - 8:30AM      **BREAKFAST**

8:00AM - 3:00PM      **REGISTRATION**

8:30AM - 12:00PM      **Identify, Organize, Migrate, Destroy and Cloud: An RMO's Guide to the eRecords Universe (Archives Cert. Class) - Kent Stuetz, RAO**

Welcome to the new frontier. As you consider your modern records management responsibilities, you may be thinking, Kansas, this isn't Dorothy anymore!? Your world seems to have changed from paper to bits overnight, and many people are unknowingly depending on your electronic records expertise to ensure ongoing access to and functionality of their records. This session is meant for all who have put one toe in that water and felt it to be a bit chilly for them, or maybe a little overwhelming. We will strip away the IT jargon and get down to exactly what you need to know to feel comfortable in the emerging world of eRecords management. Maybe we will share something of a discussion together on these important issues, have some fun, and come away with enough knowledge to be a little dangerous. You'll definitely go home with a confident IT swagger!

8:30AM - 10:00AM      **CRACKING THE LGMRIF – Steve Geurds, Town of Colonie**

This program will assist you in writing a quality LGMRIF grant application. Discover what all good applications have; common mistakes to avoid; what reviewers are looking for.

10:00AM - 10:30AM      **COFFEE BREAK AND VISIT WITH VENDORS**

10:30AM - 12:00PM      **E RECORDS - Archives Certification Continued**

**E-SOURCES AND RESOURCES – Rick Cobello, Schenectady County**

12:00PM - 1:00PM      **LUNCH – Cheryl Steinbach Annual Scholarship Awards and Business Meeting**

1:00PM - 2:30 PM      **ROUND TABLES for School/Municipalities/Fire Districts – NYALGRO Board**  
Find the table appropriate for your job and join in the discussions. If you have specific requests for discussion topics or questions, be sure to submit them at the Registration desk by 10:30 on Tuesday Morning.

3:00 PM - 4:30 PM      **TOUR SYRACUSE UNIVERSITY RECORDS CENTER (sign up at Registration Desk)**

6:00PM                      **Dinner on your own for those staying overnight**

## Wednesday, June 6, 2012

7:00AM - 8:30AM      **Breakfast**

### **Records Management Projects Show & Tell**

If you have a records management project you are particularly proud of and would like to show it to others in the field, bring pictures, items, descriptions that tell the story. We will put your project on display in the Exhibitor room. Please let Eileen Weishan know before arrival at the school so enough space is available. Contact her at [eweishan@southerntierwest.org](mailto:eweishan@southerntierwest.org).



**NEW YORK ASSOCIATION  
OF LOCAL GOVERNMENT RECORDS OFFICERS**

# NYALGRO SCHOOL, SYRACUSE, NY • JUNE 4-5, 2012

For **COMMUTERS AND ONE NIGHT STAYS** at the Doubletree Hotel:

- 1/ Fill out the **NYALGRO Registration Form**, select the sessions that you want to attend. Select which meals you need during your stay on this form. Send it with a voucher or check to Pam Brown, address below.
- 2/ If you are staying one night, you must reserve **just** the room with Doubletree Hotel.

For **TWO NIGHT PACKAGE**:

- 1/ Fill out the **NYALGRO Registration Form** with your information and class selections.
- 2/ Use the **Hotel Registration Form** for the two night package that includes all meals.

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

RAC Member?  Region  New Member :  First time NYALGRO School Attendee?

I got the information by:      Mail       Email       Internet

**PLEASE CHECK YOUR REGISTRATION AND MEALS IF NEEDED:**

**Registration Fees**

Registration NYALGRO Member \$ 30.00 \_\_\_\_\_

Registration Non-Member \$ 60.00 \_\_\_\_\_

(Non-members are given a 2012 NYALGRO membership as part of this fee.)

**REGISTRATION AMOUNT**      \$ \_\_\_\_\_

**Commuter or One Night Stay Meal Tickets:** I need meal tickets for the following meals:

Monday Breakfast      \$22 \_\_\_\_\_      Tuesday Breakfast      \$22 \_\_\_\_\_

Monday Lunch/Breaks      \$34 \_\_\_\_\_      Tuesday Lunch/Breaks      \$34 \_\_\_\_\_

Monday Banquet/Reception      \$30 \_\_\_\_\_

Banquet Meal Choice: Chicken \_\_\_\_\_ London Broil \_\_\_\_\_ Vegetarian \_\_\_\_\_

**TOTAL MEAL TICKETS**      \$ \_\_\_\_\_

**TOTAL SUBMITTED**      \$ \_\_\_\_\_

***2012 School Classes - Please check those classes you wish to attend.***

- |  |  |
|--|--|
| 1. <input type="checkbox"/> Disaster Flood 2011<br>2. <input type="checkbox"/> Records Management 101<br>3. <input type="checkbox"/> Grant Management<br>4. <input type="checkbox"/> Records Access<br>5. <input type="checkbox"/> Board Meetings & Technology Collide<br>6. <input type="checkbox"/> Exploring Records Management | 7. <input type="checkbox"/> Electronic Records Inventory, Organization & Migration<br>8. <input type="checkbox"/> Cracking the LGMRIFF<br>9. <input type="checkbox"/> Electronic Records Cert Class Continued<br>10. <input type="checkbox"/> E-sources and Resources<br>11. <input type="checkbox"/> Round Tables<br>12. <input type="checkbox"/> Syracuse University Records Center Tour |
|--|--|

School reservations not honored will be billed. Cancellations for a refund must be phoned in by close of business **May 14, 2012**. Please complete and return with a voucher or check for the grand total to:

**PAM BROWN, Membership VP**  
**P O Box 18**  
**Panama, NY 14767**

**PLEASE USE ONE FORM PER PERSON**



Thank you for requesting reservations at the Doubletree by Hilton Syracuse.  
Our entire staff would like to extend a warm welcome to you during your upcoming conference.

Your reservation will be confirmed upon receipt of one night's room and tax or credit card guarantee. Your deposit must be received within 30 days from the date your reservation is made. **Advance deposit is refundable if you cancel at least 72 hours before your scheduled arrival date.**

You may send a check for your deposit, or secure your reservation to a credit card along with this form. Please complete the credit card information on this form to authorize your reservation guarantee. You may call the National Reservation Office directly (800) 222-TREE and book your room. Or, you may fax this form directly to our hotel (315) 433-1210. You may also visit our website at [www.syracuse.doubletree.com](http://www.syracuse.doubletree.com) and use the Group Code **NGR** to make your reservation.

If more than one person will share the room, please include the names of the additional occupants. Check out time is 12 noon and rooms may not be available for check in until 3:00pm

## NYS LOCAL GOVERNMENT RECORDS MANAGEMENT OFFICERS ASSOCIATION- NYALGRO

SUNDAY, JUNE 3, 2012 – TUESDAY, JUNE 5, 2012

RESERVATION CUT OFF DATE - MONDAY, MAY 14, 2012

BOOK ONLINE AT [WWW.SYRACUSE.DOUBLETREE.COM](http://WWW.SYRACUSE.DOUBLETREE.COM) REFERENCE GROUP CODE: NGR

(PLEASE PRINT OR TYPE)

NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_ FAX#: \_\_\_\_\_  
COMPANY/AGENCY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY/STATE/ZIP: \_\_\_\_\_  
SHARING ROOM WITH: \_\_\_\_\_  
ARRIVAL DATE: \_\_\_\_\_ DEPARTURE DATE: \_\_\_\_\_

**Package Rates:**  
\_\_\_\_\_ \$321.52 Single Occupancy with Approved Tax Exempt Certificate  
\_\_\_\_\_ \$356.64 Single Occupancy Inclusive of Taxes  
\_\_\_\_\_ \$227.52 per person, Double Occupancy with Approved Tax Exempt Certificate  
\_\_\_\_\_ \$250.42 per person, Double Occupancy Inclusive of Taxes

**Package Includes:** Overnight Accommodations on Sunday and Monday, June 3 & 4, 2012,  
AM & PM Breaks, Breakfast, Lunch, & Dinner on Monday 6/4/12; Breakfast, Lunch, AM  
Break on Tuesday 6/5/12 and 21% administrative charge

**Early Arrival / Late Rates:** \_\_\_\_\_ \$94.00\* Single / \_\_\_\_\_ \$94.00\* Double \*Plus Applicable Taxes

**Tax Exempt Status:** NYS Exemption status can only be provided if the hotel is supplied with the appropriate tax exemption certificate. Please fax your tax exempt certificate before your arrival to help make your check in process go smoothly. Please note that the name and method of payment must match the name on the tax exemption certificate. All other transactions will be taxable.

### Please Check Preferred Accommodations

\_\_\_\_\_ King Size Bed      \_\_\_\_\_ (2) Double Beds      **The Hotel is 100% Non-Smoking**

The DoubleTree by Hilton Syracuse will attempt to accommodate your request; however, at times, this may not be possible. We will provide the best available room.

**Make Voucher, Check or Money Order Payable To:**  
Doubletree Syracuse Hotel  
6301 Route 298  
East Syracuse, NY 13057  
**Do Not Send Currency**

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I hereby authorize the Doubletree Syracuse Hotel to guarantee my reservation to the following credit card.  
**Credit Card #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_  
**Expiration Date:** \_\_\_\_\_

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## **ATTENTION NYALGRO MEMBERS!**

### **WHEELER B. MELIUS AWARD FOR EXCELLENCE IN RECORDS MANAGEMENT**

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.

### **ROBERT ARNOLD AWARD FOR DISTINGUISHED SERVICE**

NYALGRO presents its Robert Arnold award for Distinguished Service to an individual who has demonstrated characteristics similar to that of a Regional Advisory Officer in lending expertise and assistance to other local officials in the establishment or furtherance of records management programs.

### **GUY D. PAQUIN AWARD**

The Guy D. Paquin Award is presented to an individual or organization to honor noteworthy achievements and exceptional support and involvement in the records management profession.

If you would like to nominate a deserving NYALGRO member for any of the above awards, please contact:

Cynthia Hicks  
NYALGRO Scholarship Committee Chair  
170 East Shore Road, Great Neck, NY 11023  
Office (516) 466-4416, ext. 707 • Fax (516) 466-2748 • cindy@mlfired.com