



NEW YORK ASSOCIATION OF LOCAL  
GOVERNMENT RECORDS OFFICERS

# NETWORK

[www.nyalgro.org](http://www.nyalgro.org)

Fall 2023

## Elections:

**Elections for Executive Board for this year will be on November 1.**

We encourage anyone interested to run for a position to please submit your name and resume to [NYALGRO2020@gmail.com](mailto:NYALGRO2020@gmail.com) as soon as possible.

**The positions that are up for election this year:**

- President
- Secretary
- Three Board members

All members will be sent an email with the names of the candidates and a link to election buddy to vote.



## June Conference—June 9-11, 2024, Alexandria Bay

The 2024 conference will be held at the Riveredge Hotel in beautiful Alexandria Bay near the Thousand Islands. The Board met the beginning of October to plan and organize the classes that will be offered during the conference. These classes incorporate all aspects of record management. Some examples of the classes and lectures:

- How to start RM inventory
- Social Media
- All about FOIL
- Grants and how they are reviewed; examples of ones that were awarded compared to ones that didn't make the cut
- Intro to Electronic Records.
- Developing a RM policy and procedure manual

We will also have our usual fun and activities along with the First-Time Attendee meeting; Visit with the Vendors and our Annual Banquet/Awards Ceremony.

More details and registration applications will be sent to all members in the coming months.

Desiree Potvin  
President

Kerriann Harrington  
Vice President

Rosemary Switzer  
Treasurer/Co-Editor

Colleen Rathbun  
Secretary

Nicole Doherty  
Member

Jessica McClennan  
Member

June Patterson  
Member

Matthew Shaler  
NYALGRO website

Megan Sokolow  
Member

Karen M. Sweeting  
Member

Dave Lowry  
NYSED Liaison to Board

Gina Doty  
Emeriti

Donna M. Mumbulo  
Immediate Past President



# Pests & Bugs



As the weather gets colder you may find some unwanted visitors in your record boxes and in your office. Hope you find this article written by Megan Sokolow beneficial.

## Pests and Appraisal:

It is gross, but it is true. Our documents, manuscripts, and collections are vulnerable to invasion by pests. By pests, I don't mean Fred, the nosy neighborhood gossip; I mean bugs and rodents. These critters love to make their nests between book pages, use archival materials to burrow and pad their sleeping spaces, may eat the materials, and leave trails of their droppings in your boxes.

I don't like to think about the tiny monsters who might invade or perhaps already have. Still, it's essential to consider what increases the risk of invasion, what steps to prevent Fredbug from visiting, and how to monitor your collections for Fredbug's presence.

## What increases the risk of invasion?

High temperatures, high relative humidity, access points, clutter, and poor housekeeping are all risk factors, according to the Society of American Archivists Preservation Section. These risk factors help make a tiny Fred like booklice, silverfish, roaches, and mice comfortable.

## How can I keep the little monsters out of my boxes?

The best thing you can do to protect your records is to be proactive. Start by ensuring no one eats or drinks while handling documents or in records rooms. These food moments are the best way to invite pests to your space. The next thing to do is to install environmental control systems like dehumidifiers and air-conditioning.

## How do I monitor my collections for invaders?

To keep track of the population of Fredbugs, it's best to use two strategies. The first thing is to regularly check to see if the records room is not too hot and is inside the safe zone of relative humidity. Records rooms should be between 65-70 degrees Fahrenheit and 30-50% relative humidity. You can grab an inexpensive Hygrometer device that measures these two factors.

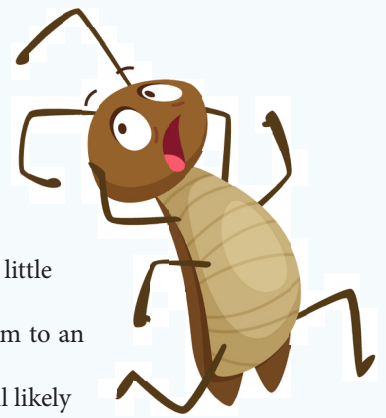
The second strategy is to inspect some of your records on an intermittent schedule. While most of us don't have time to conduct complete inventories or inspections, we should certainly take a moment to pop open archival records boxes and leaf through a few folders to check for bugs.

## What do I do if I find pests?

Panic! . . . I'm just joking. Panicking does not help. It is a big problem when you find pests, but it isn't insurmountable. Start by contacting your NYS Archives RAO and asking for help and advice. Also, evaluate the risk your specific visitors pose to your records. You can visit [museumpests.net](http://museumpests.net) or use an excellent app like "Picture Insect" to identify the critters and discover whether they are paper eaters or poopers. Poopers are not great, but you have a little time. Eaters are bad news, and you'll need to find a solution more quickly.

The best thing to do is to get the records reboxed and free of bugs and then return them to an improved environment.

One thing you absolutely should not do is deploy a chemical fumigant. Such chemicals will likely harm your records more than the Fredbugs



# Clean Slate Bill

A bill has been approved in the New York State Senate and Assembly Senate Bill S7551A and Assembly Bill A1029C, also known colloquially as the "Clean Slate Bill."

If you wish to review the legislature please check these links:

<https://www.nysenate.gov/legislation/bills/2023/S7551>

<https://nyassembly.gov/cleanslate/>

The NYALGRO Board feels that it will have a great impact on the local governments clerks and record managers: The bill is intended to improve the criminal justice system's outcomes

and the State's ability to restore individuals to productive and happy lives. Our concerns are the effects this legislation will have on all local government records managers and their staff, specifically relating to cost and labor. Under the current iterations of the bill, records-keeping staff within many local governments would be required to seal an enormous quantity of files. Most local government records keepers who maintain these records would not be able to afford the quantity of staff needed to perform the task, thus causing them to be unable to achieve this bill's stated objectives within the prescribed period.



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