



NEW YORK ASSOCIATION OF LOCAL
GOVERNMENT RECORDS OFFICERS

NETWORK

www.nyalgro.org

Fall 2020

President's Message

Fall 2020

We certainly are living in a new world. I hope everyone is healthy and have adapted to their new, normal way of life. I guess a "glass half-full" thought would be that technology exists so we can still function remotely when necessary. I myself have participated in more webinars and virtual sessions than ever before. As I am writing this, I have just returned from a meeting at which we have planned the tentative agenda for the 2021 Conference which will be held at the Ramada Inn in Geneva, June 6-9, 2021. I am happy to announce that this conference will be made available to our membership two different ways – you can either attend in person or virtually. More details to come but please take a moment and mark your calendars now. This is a great opportunity for those members that have not been able to attend a conference due to budget constraints to be able to participate.



2021 Conference - Ramada Inn, Geneva

Our 2021 conference will be held at the Ramada Inn in Geneva June 6-9, 2021. As stated above this conference will be made available for those that want to attend in person and those that want to attend virtually. Your Board is working hard to accommodate all its members. Our theme is "Perking Up Your Records Management Program" and we have some great classes planned. Disaster Recovery. COVID Documents 411. Conducting an Inventory on a Budget. Developing a Social Media Policy. Many more and some great networking fun as well. When you get your renewal notices in the mail, there will be a spot to check off if you think you would be attending the conference virtually or in person. Please be sure to select your choice so we can plan accordingly.

Do you need a scholarship?

Registration for our conference is only \$30. We try very hard to keep the costs for overnight attendees to be less than \$500 (which includes the room and all meals). If you are unable to budget this expense with your employer, please consider applying for a scholarship. Applications are available on our website www.nyalgro.org and will be included in your registration packet, which will be mailed in mid-April.

Do you know someone that should be recognized for Records Management work?

Each year we give out three awards to individuals that have excelled in the records management field or should be recognized for something they have achieved in their records management program. Please take a moment and think about your colleagues to determine if you know someone that would be worthy of recognition. We have a form that can be submitted which is available on our website and will also be included in your conference registration packet.

I hope everyone has a safe, happy and healthy holiday. I am here if you need me so please feel free to contact me for anything. We are here for you!

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Reclaim the Records

Almost every day we receive phone calls from people trying to obtain vital records. Sometimes these people know or at least have an idea of what municipality these records were originally filed, but more often than not, they are not positive. In Ontario County, knowing the correct municipality is important because vital records are not kept at the county level and must be obtained from the local municipality in which the event took place, or they must put a request in with the New York State Department of Vital Statistics. Some of my patrons have informed me that after six to eight months, they have yet to receive their records from the state. As a records manager and civil servant, I think the least I can do is help point people in the right direction to find what they are looking for, even if we do not hold the records ourselves. Thanks to the efforts of the non-profit group Reclaim the Records, New York State's vital records indexes are more accessible than ever, and at no cost to the user.

True Story: An elderly woman and her husband called from Florida just last week, in need of a certified copy of their 1964 marriage certificate in order to update one of their driver's licenses. They had already called every town clerk's office and church that they thought may have custody of this record, but still could not locate it. In a few clicks I was able to locate the appropriate Index AND the phone number to the Town Clerk's office so they could request a copy, and get on with their retirement.

[https://archive.org/details/reclaimtherecords&sort=-reviewdate&and\[\]=subject%3A%22New+York%22&and\[\]=subject%3A%22New+York+City%22](https://archive.org/details/reclaimtherecords&sort=-reviewdate&and[]=subject%3A%22New+York%22&and[]=subject%3A%22New+York+City%22)

<https://www.reclaimtherecords.org/>

—Brooke Morse, Assistant Records Manager



Full Steam Ahead at the New York State Archives

The COVID-19 pandemic has not slowed down the New York State Archives. Since last March, a lot of work has been completed with more to come soon. The Archives is reviewing all publications to determine which still have relevance and which need to be updated or retired. We are also considering what new publications we need. Look soon for a major update to the social media advisory and a new advisory on legal discovery and how it affects records management. We are also converting some publications into web content. First up is the replacement for the Seven Attributes of an Effective Records Management Program which should appear on the website in the next few months.

As many of you may already know, the Archives released a major update to its four records retention and disposition schedules, consolidating them into the new LGS-1, on August 1 of this year. Since then, the Archives has mailed out over 1,100 paper copies to local governments across the state. Staff have been conducting training sessions and answering many questions about the new schedule. You need to adopt the new schedule by January 1, 2020 in order to legally dispose of your obsolete records.

Although we are still waiting on word for the 2020-21 grant awards, work is well underway in preparation for the 2021-22 grant cycle. With in-person training still not possible, The Archives is preparing for a series of six recorded webinars to replace our three-hour in-person grants workshop. The topics for each webinar are

- An introduction to the LGRMIF grant program
- Using the eGrants system
- Writing the grant narrative
- How to complete the Minority and Women owned Business Enterprises (M/WBE) program paperwork
- How to complete the forms
- Shared Services grants

These webinars will be launched on our website the first week of January 2021. You can watch whenever you want and how many times you want.

Recently, the Archives launched a new webpage for new Records Management Officers (RMO). The page has guidance on the duties of an RMO and many links to resources for the new RMO. Staff are now planning a “records management toolbox” for the website. This “toolbox” will contain resources such as sample policies and procedures, sample RFPs, fillable records management forms and more.

—Dave Lowry



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Scholarship Application

Application due date: April 10, 2020



CHERYL STEINBACH MEMORIAL SCHOLARSHIP

1. NYALGRO will award a limited amount of full scholarships to cover the NYALGRO School registration and hotel accommodations package for two nights (*travel expenses not included*).
2. **DEADLINE** - All information must be received no later than Friday, April 10, 2020 by 5pm to be considered.
3. Award notification will be given via mail, e-mail or phone by Monday, April 20, 2020, 5pm
4. Refer to application process below for list of what to provide. Incomplete applications will not be considered.
5. Type or print legibly. Illegible applications will be returned to you.
6. If you have any questions about the application, please call Wendy McConkey (518)885-8995 or e-mail at WLM8@cornell.edu

PURPOSE

This annual scholarship was established in honor of Cheryl Steinbach who was the Town Clerk and RMO for the Town of Chautauqua, 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. The scholarship award is to be used toward the total cost of the annual NYALGRO school registration and hotel accommodations (*travel expenses not included*).

SCHOLARSHIP AWARDS

The Cheryl Steinbach Memorial Scholarship Committee awards scholarships on the basis of a comprehensive process. Areas that are reviewed by the committee include, but are not limited to the following: financial need, personal essay, and years in records management. The Cheryl Steinbach Memorial Scholarship pays scholarship funds directly to the hotel. The Cheryl Steinbach Memorial Scholarship is awarded without regard to race, color, ethnicity, gender or sexual orientation. Scholarships awarded are based upon qualifying criteria.

CRITERIA

- Applicants 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.
- Applicant must NOT have been a Cheryl Steinbach Scholarship Award recipient within the last five (5) years.

SCHOLARSHIP APPLICANTS MUST PROVIDE:

- Completed application form which must include applicant's and department head/elected official signatures
- Attached brief explanation stating your role in records management, what you hope to accomplish and/or learn at the school, and how attending the annual school will benefit you in the future.

Please send completed application and brief essay to:

Wendy McConkey, NYALGRO Scholarship & Award Committee Chair
CCE Saratoga
50 West High Street
Ballston Spa, NY 12020

Fax: (518) 885-9078

E-mail: WLM8@cornell.edu



CHERYL STEINBACH MEMORIAL SCHOLARSHIP APPLICATION

Application 2020 - this section must be filled out by applicant.

Please type or print. If application is illegible it will be returned to you.

Name _____ Title _____

Government/Agency _____

Address _____

Phone # _____ Email _____

Years in Records Management _____

Please answer the following questions:

- 1. Are you a member of NYALGRO in good standing? Yes No
- 2. Is your government/agency able to cover the cost of expenses for the annual NYALGRO School? Yes No
- 3. Have you been a Cheryl Steinbach Scholarship Award recipient within the last five (5) years? Yes No

STATEMENT OF ACCURACY

I hereby affirm that all the above stated information provided by me to the Cheryl Steinbach Memorial Scholarship Committee is true, correct and without forgery.

Signature of scholarship applicant: _____ Date: _____

This section to be filled out by Department Head/Elected Official

By signing below, I authorize that the 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

Please send completed application and attached brief essay to: Wendy McConkey, NYALGRO Scholarship & Award Committee Chair, CCE Saratoga, 50 West High Street, Ballston Spa, NY 12020
FAX (518)885-9078 or Email WLM8@cornell.edu



AWARD NOMINATION FORM

How to nominate

Any individual who has had an impact on the field of records management and is a NYALGRO member or past member is eligible to be nominated by an individual, organization, or professional association. Each nomination must be submitted on a separate form. Incomplete forms may be considered ineligible for consideration.

AWARDS

WHEELER B. MELIUS AWARD FOR EXCELLENCE IN RECORDS MANAGEMENT

This award is given to a NYALGRO member who demonstrates outstanding service to his/her local government and New York's records management community.

This 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.

GUY D. PAQUIN AWARD

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

ROBERT W. ARNOLD AWARD FOR DISTINGUISHED SERVICE

The Robert W. Arnold Distinguished Service Award was created by NYALGRO in 2006 to honour Bob Arnold for his many years of service with the State Archives and his assistance to records management officers. This award is given to a NYALGRO member who performs their duties like a "mini records advisory officer", helping colleagues with advice on resources, procedures, grants, etc.

Nomination form and letter should be sent electronically to:

Wendy McConkey (WLM8@cornell.edu) by April 10, 2020. Nomination letters should briefly (no more than 150-words) and clearly identify the significant contributions the individual has made to the records management profession that meet the criteria of the award being nominated for.

Applications close

April 10, 2020



AWARD NOMINATION FORM

Nominee details

First name:	Last name:
Organization/Agency:	
Title:	
E-mail address:	
Length of time in records management (i.e. number of years):	
Is the person being nominated a NYALGRO member or past member?	

Award Category

Please check which award you are nominating individual for:

- Wheeler B. Melius Guy D. Paquin Robert Arnold

Nominated by

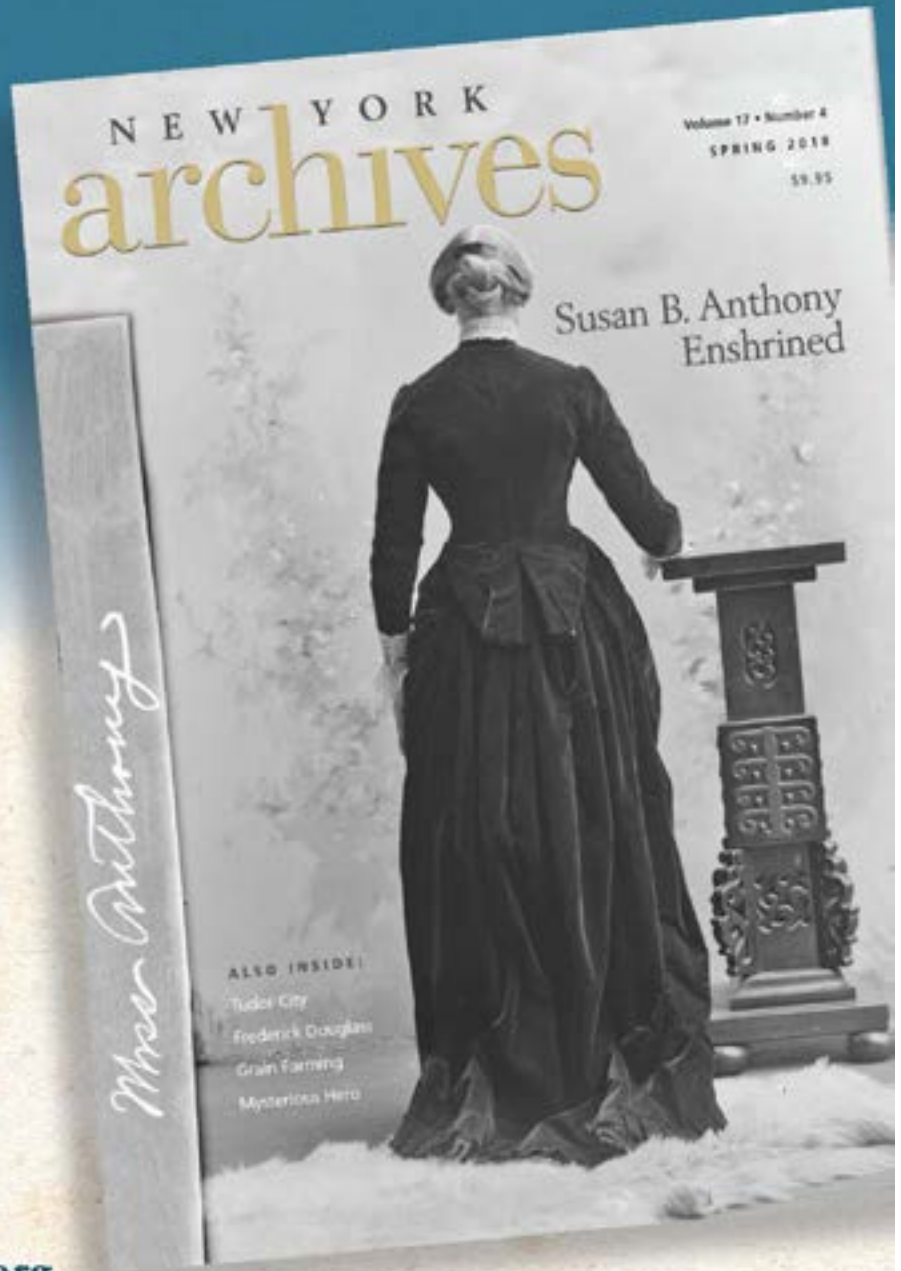
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Relationship to nominee:	
Signature	
Date:	



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* 2021 * New Membership / Renewal Application

New Member Renewal Replacement For: _____

Regular Membership \$50
Any individual holding or occupying a position involving local government records management.

Student Membership \$15
Any individual interested in NYALGRO's goals who does not qualify for other categories.

Corporate Membership \$350
Any business or business representative providing products or services for use in records management. Entitles holder to one ad in our newsletter.

Type of Government:

County, City, Town, Village, School District, Fire District or Other:

Name: _____

Title: _____

Organization: _____

Address: _____

City: _____

State: _____ Zip: _____

County: _____

Telephone: (_____) _____

Email: _____

Can we use your contact information in a Directory?

Yes _____ No _____

www.NYALGRO.org

" Hear Ye... Hear Ye..."

The NYALGRO board is entertaining the idea of having our 2021 school retreat in Geneva, New York. It may be an in-person and/or hybrid event.

The board knows that you love to attend our conferences, and you all appreciate the knowledge that you receive by coming and networking with other RMO's. We also are aware that there are alot of uncertainties and we don't know what tomorrow will bring let alone in June.

So, in addition to filling out the membership information, would you please check what you would prefer in order to help us plan the conference. - Thank you!

In Person:

Via Virtual:



Please Mail Your Application To:

Jessica McClennan, Membership Coordinator
P.O Box 546 Central Valley, New York 10917

Phone: (845) 928-7558 Ext: 1252

deputyclerk@villageofwoodbury.com

*Please make checks payable: NYALGRO

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What is NYALGRO?

NYALGRO (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.

NYALGRO's purpose is to increase public and government awareness of the need for sound management of local government records., to develop a unified position on issues concerning local governments. in the development and implementation of sound records and information practices.

The board of Directors plans the associations' activities and reports yearly to the membership, which includes an account of funds received and distributed.

Any regular member in good standing is eligible and we welcome your nominations. Elections are held each November. The term of office is for two years. Biographies are required to be slated on the ballot and should be submitted in October.

Annual School

Held each year in June, this educational opportunity provides two full days of comprehensive learning for the novice and experienced record's manager. A wide array of vendor exhibits and connecting with other local government record's officers from across the State provides you with the very latest in records and information management.

CHERYL STEINBACH MEMORIAL SCHOLARSHIP

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Nominations can be made to:
 Wendy McConkey
 NYALGRO
 Scholarship Chair
 CCE Saratoga
 50 W. High Street
 Ballston Spa, NY 12020

Statewide Newsletter

To assist you in meeting the many challenges facing local government records managers, a statewide newsletter "NYALGRO NETWORK" is delivered to you. It provides you with technical information, tips and a look to the future to help you plan and prepare. Read about the latest from professionals in the records field, updates on new regulations and practical solutions for today's complex problems.





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