



NEW YORK ASSOCIATION OF LOCAL  
GOVERNMENT RECORDS OFFICERS

# NETWORK

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

Fall 2015

## President's Message

### Fall 2015

New York is such a beautiful place to live, especially in the autumn. I hope everyone enjoyed their summer. Your Executive Board has been working hard to prepare for the 2016 conference — and we have even started looking ahead to 2017. Here are some updates for you:



#### 2016 Conference

In October your Executive Board members met to create the course schedule for the 2016 conference, which will be June 5-8, 2016 at the Villa Roma Resort in Callicoon (Sullivan County). A variety of classes have been scheduled to accommodate our various needs. As requested by many of you last year, we have expanded the records retention schedule class and we are offering a class focused on court records for all Town, Village, City and County RMOs. You spoke and we listened! Keep your suggestions coming — we are here for you! Send your suggestions to [dpotvin@woodburyny.us](mailto:dpotvin@woodburyny.us) and we will try to get a class scheduled for you in the future!

#### Scholarships Available

If your employer does not allow you to budget for the conference, please apply for a scholarship. We award two scholarships each year and would like to assist you. Scholarship applications are available on the website. The estimate cost for 2016 is once again under \$500.

#### 2017 Conference

Will be held in Geneva (Ontario County) June 4-7, 2017. Mark your calendars now!

#### Do you know someone deserving of an award/recognition?

We are always on the hunt for deserving individuals/groups to be acknowledged at our conference. NYALGRO gives out three awards each year and we need your help with recommendations. Please review the award descriptions on our website and reach out to us with your suggestions!

If you have time — consider liking us on Facebook®. We post interesting facts and upcoming events. And as always, please feel free to call me at any time if you have any questions about NYALGRO or just to say hi! 845-928-6829, ext. 7.

—Desiree Potvin, President  
[dpotvin@woodburyny.us](mailto:dpotvin@woodburyny.us)

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# Shared Services Can Work for Your Town Too!

An increasing number of local governments in New York State are looking at ways to share services with other local governments in an effort to increase efficiencies and save money. One area more local governments are looking at is records management.

As many of you are aware, the New York State Archives has been offering shared services grants for the past few years. Shared services grants are a funding priority and if you participate in a shared services grant application, you are more likely to receive funding to help you solve your records management problems.

There are plenty of opportunities for you to participate in or lead a shared services project.

If you're a town, do you have any villages? If so, here is a perfect opportunity for a shared services grant. Your town and villages may already share some services, and since the villages fall within your town borders they'll be easy to work with.

If you're a school district, contact your BOCES about what records management services they may have and suggest working on shared services arrangement with the BOCES and perhaps some neighboring districts. Some BOCES, such as the Nassau BOCES on Long Island and the Orange-Ulster BOCES in the Hudson Valley have created shared services arrangements with some of their constituents districts to provide digital imaging services.

Many towns and villages share a building. This is a perfect opportunity to share records management program functions. For example, the Town and Village of Lake George have longed shared a building so they decided to combine their inactive record storage areas with a grant from the State Archives and the project

has proved a huge success. They now have a well-organized records room that meets New York State Archives' standards, and they share the responsibility for maintaining it.

If you already share a function with another local government, you should consider how it affects the participants' records management program and if the program is now properly supporting the shared function. The Towns of Chili and Gates in western New York decided to share an assessor. The arrangement proved beneficial to both towns, but posed one problem. The assessor worked a half — week in one town and half in the other. If she received a question about a property in one town, but was not in that town hall, she may not be able to answer it because she did not have access to those records.

The towns solved this problem by applying for a LGRMIF grant to digitize and index the property of both towns and use a document management system for easy access. Now the assessor can access all records no matter where she is located. The towns' records management programs now support this shared function.

You may also want to consider working with your county. A growing number of counties provide records management services to their towns, villages and other local governments. Putnam County provides inactive records storage and retrieval to its towns and Tompkins County provides electronic document management software services for use by its towns.

There are other local governments you can share services with such as your local school district or fire district.

For more information please visit our website at [www.archives.nysed.gov](http://www.archives.nysed.gov) or call your State Archives' regional advisory officer.

—Dave Lowry



# National Cyber Security Awareness Month

The critical services that government provides, including financial services, healthcare, and emergency response, are increasingly relying on technology and the Internet to function. This interconnectivity enables many efficiencies, but also introduces risk. Counties need to be aware of these risks, understand the vulnerabilities, and take appropriate steps to protect the information entrusted to their care.

National Cyber Security Awareness Month (NCSAM), celebrated every October, was created as a collaborative effort between government and industry to ensure government, private industry, educators, law enforcement, and especially members of the public have the resources they need to stay safer and more secure online.

In celebration of NCSAM, the NYS Office of Information Technology Services Enterprise Information Security Office (NYS ITS EISO) joined with the U.S. Department of Homeland Security and its partners across the country to share tips on how we can protect our information at work, at home, and on the go. Help keep your identity, and your information more secure by following these cyber security dos and don'ts:

- **DO** use hard-to-guess passwords or passphrases. A password should have a minimum of 10 characters using uppercase letters, lowercase letters, numbers and special characters. To make it easy for you to remember but hard for an attacker to guess, create an acronym. For example, pick a phrase that is meaningful to you, such as "My son's birthday is 12 December, 2004." Using that phrase as your guide, you might use Msbi12/Dec,4 for your password.
- **DO** use different passwords for different accounts. If one password gets hacked, your other accounts are not compromised.
- **DO** keep your passwords or passphrases confidential. **DON'T** share them with others or write them down.
- **DON'T** leave sensitive information lying around the office. **DON'T** leave printouts or portable media containing private information on your desk. Lock them in a drawer to reduce the risk of unauthorized disclosure.
- **DON'T** post any private or sensitive information, such as credit card numbers, passwords or other private information, on public sites, including social media sites.
- **DO** use privacy settings on social media sites to restrict access to your personal information.
- **DO** pay attention to phishing traps in email and watch for telltale signs of a scam. **DON'T** open mail or attachments from an untrusted source. If you receive a suspicious email, delete it and report it to your manager.
- **DON'T** click on links from an unknown or untrusted source. Cyber attackers often use them to trick you into visiting malicious sites and downloading malware that can be used to steal data and damage networks.
- **DON'T** be tricked into giving away confidential information. It's easy for an unauthorized person to call and pretend to be an employee or business partner. **DON'T** respond to unsolicited phone calls or emails requesting confidential data.

- **DO** destroy information properly when it is no longer needed. Place paper in designated confidential destruction bins throughout your office or use a crosscut shredder. For all electronic storage media, consult with your IT department or your third-party vendor that handles your IT, if applicable.
- **DO** be aware of your surroundings when printing, copying, faxing or discussing sensitive information. Retrieve information from printers, copiers or faxes in a timely manner.
- **DON'T** install unauthorized programs on your work computer. Malicious applications often pose as legitimate software. Contact your IT support staff to verify if an application may be installed.
- **DO** lock your computer and mobile phone when not in use. This protects data from unauthorized access and use.
- **DON'T** leave devices unattended. Keep all mobile devices, such as laptops and cell phones physically secured.
- **DO** remember that wireless is inherently insecure. Avoid using public Wi-Fi hotspots.
- **DON'T** leave wireless or Bluetooth turned on when not in use. Only enable them when planning to use and only in a safe environment.
- **DO** report all suspicious activity and cyber incidents to your manager.

## Additional Resources

Online safety and security are shared responsibilities, and we each have an obligation to protect our identities and our information online. Visit the following sites to learn more:

- NYS ITS EISO: [www.its.ny.gov/eiso](http://www.its.ny.gov/eiso)
- U.S. Department of Homeland Security: [www.dhs.gov/national-cyber-security-awareness-month](http://www.dhs.gov/national-cyber-security-awareness-month)
- StaySafeOnline.org: [www.staysafeonline.org/ncsam/](http://www.staysafeonline.org/ncsam/)
- Multi-State Information Sharing and Analysis Center: <https://msisac.cisecurity.org/>

*Courtesy: New York State of Opportunity,  
Office of Information Technology Services.*

# Award for Excellence

in Local Government Archival Program  
awarded to two of our Board Members

Board members Michele Rowe, City of Rochester and Gina Doty, SUNY Plattsburgh have been selected to receive Archives Award for Excellence in Local Government Archival Program Development. The award is presented by the State Archives and the Archives Partnership Trust to a local government in New York State that has demonstrated leadership in developing a soundly administered archival program. The ceremony was held October 22, at the Cultural Education Center on Madison Ave. in Albany, NY.

For further details on Gina's program please refer to other "Historical Electronic Records at Plattsburgh."



# Congratulations!

# NYALGRO Conference

Geneva, NY is site for the 2017 NYALGRO Conference. The conference will be held at the Ramada Inn.



Geneva is located on the Seneca Lake and its stunning natural beauty will quickly welcome you upon arrival. This, the largest of the Finger Lakes, is visible along highways and hillsides from all directions. Geneva is the heart of the Finger Lakes. It may feel much like a small town, however, it is a vibrant and evolving city with diverse foods, languages, cultures, arts, shopping, educational opportunities and businesses. The downtown offers something for everyone, including: a wide and growing selection of restaurants; a variety of shops and businesses; celebrations of film, theatre, music and dance; a large playground by the lake and an indoor play center. We hope you will be able to participate in the 2017 NYALGRO conference and enjoy this unique and embracing city.

# BIEEL'S

DOCUMENT MANAGEMENT



## Records Management Solutions

- Records Management Software
- Workflow & Business Process Automation
- SharePoint Integration
- Hosted & Onsite Document Management
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# 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 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. NYALGRO will award two (2) scholarships, not to exceed \$500.00 per award, toward the total cost of the NYALGRO school registration and hotel accommodations (*travel expenses not included*).

Complete the application 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.

### Award Criteria

- 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.
- Applicant must NOT have been a Cheryl Steinbach Scholarship Award recipient within the last five (5) years.
- Deadline for submissions is April 15<sup>th</sup> 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 # \_\_\_\_\_ Email \_\_\_\_\_  
 Years in Records Management \_\_\_\_\_ Signature \_\_\_\_\_

### **Department Head/Elected Official Authorization**

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 to:** Wendy McConkey, NYALGRO Scholarship & Award Committee Chair, 50 West High Street Ballston Spa, NY 12020 Fax: 518-885-9078 or email WLM8@cornell.edu

# Records Management Education Scholarship

## Intent of the Scholarship—

One of the stated purposes 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.

It will be awarded annually to 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.

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.

## Amount of the Award—

The amount of \$1,000 will be awarded annually to a qualified Library and/or Information Science student. A check will be sent directly to the ALA, accredited library school where the applicant is currently enrolled to be applied to the next term of study.

## 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 1st of year awarded.
- Demonstrate an interest in the records management field.

## Application Requirements/Checklist—

To be emailed, 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
- A copy of your most recent transcript showing a grade point average of 3.0 or better. The transcript can be e-mailed directly from the institution, or e-mailed from the student along with any other materials you may need to submit.
- 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 p.m. 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, Tammaro]-NYALGRO SCH.pdf.

## Key Dates

**April 8**—Deadline for submission of all documents making up the student's application.

**May 13**—Student being awarded scholarship is notified and invited to attend the 2016 NYALGRO Annual Meeting being held June 5-7 at the Villa Roma Resort in Callicoon, New York.

**June 6**—Student is formally presented the scholarship at the 2016 NYALGRO Annual Meeting Banquet.



## Archives and Record Management Practicum in Local Governments

At the SUNY at Buffalo, Department of Library and Information Studies, graduate students pursuing formal training in the archives and records management area who are obtaining their Masters Degree in Library Science are interested in conducting a records management or archival practicum with local governments in New York State. Now that the courses are taught online, students are scattered throughout New York State.

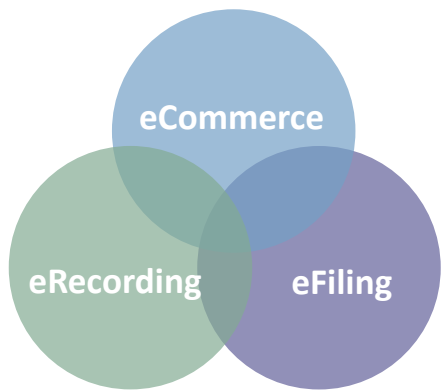
In view of the above, local governments may wish to consider serving as a site to do a student practicum which could provide the local government with 120 hours of free labor by a student in carrying out some records management and/or archives activities for the government. It is a good way for the student to obtain some practical experience in the records management or archives field and it is a good way for a local government have a records management or archives project carried out which has not been done due to the lack of staff.

For more information, contact James M. Tammaro, Adjunct Professor at SUNY Buffalo, Department of Library and Information Studies at [jmtmls@gmail.com](mailto:jmtmls@gmail.com) or 716-479-5509.



# New York Archivists Welcome to the "Cott Cloud"

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# Historical Electronic Records: Where are yours Stored?

On occasion I work with our Special Collections Librarian, Debra Kimok on paper records that I locate that should be given to her instead of shredding them. These are historical records that should be kept forever in the college archives for future research and for writing projects. My primary job as the Records Manager on campus is to educate around 90 departments on their retention schedules and have them include me when they want records stored or shredded. Of course I wear other hats in my job, but this is the predominant work that is accomplished in my world.

For the past two years, Debra and I have been working on a grant with New York Archives to conduct inventories of historical records on our campus that are electronic in format. The official title of the grant was called "Improving Electronic Records Programs in the SUNY System." It was funded by the National Historic Publications and Records Commission (NHPRC), the funding arm of the National Archives. Debra and I met with 29 departments and interviewed key people on what historical records they had, how and where the information was stored, and what the department staff planned to do with the electronic information. Afterwards we put the information gathered into an Access database that our grant project leader created for us. We know we did not have the time in this grant to meet with all our departments, but the 29 departments that we did talk with gave us a good starting knowledge on where these records were stored, and the challenges that went with having them.

We learned that our campus has 'silos' and people have good intentions to document historical events with posters, essays, programs, photographs and more in an electronic format; but that is where it stops. Others on campus usually are not aware of this wealth of information in each 'silo' and over time with people departing, retiring and such the historical information stored this way gets old and cannot easily be migrated to the newest software. Have you opened up a desk drawer to find old floppy disks and wonder what is on them?

The end result of this grant resulted in a document being written by the grant project leader in New York Archives, John Diefenderfer, to explain in detail the work Debra and I performed so that it can be a model for other colleges to use to conduct an inventory of their electronic historical records. We learned that there are software programs to put all these different electronic records stored in the 'silos' into one repository. At the current time, Debra and I are writing a proposal for the campus to purchase software called Preservica to store and preserve all these different electronic documents in one location for others to share/use. Information about the model is located on the web link at the end of this article. Even though you are not a college or university, the information may be helpful to get you started on knowing what your organization has for electronic records and how to conduct an inventory.

Recently on October 22, Debra and I were pleasantly surprised and given an award at a luncheon in Albany at the New York Archives for our work on this grant project. The award is called "Annual Archives Award for Program Excellence in a Historical Records Repository". She and I are grateful to have been asked to be involved in this two-

year grant and to have worked closely with knowledgeable archivists to accomplish this endeavor. Thank you to John Diefenderfer our project leader and Maria Holden, Director of Archival Services. Debra and I know what our next steps are to accomplish and feel energized to keep moving forward to make it happen. The past two years working on this grant initiative has been an eye opener on how history is recorded now and what to do with it.

<http://www.archives.nysed.gov/records/erecords-suny>

—Gina Doty, Records Manager at SUNY Plattsburgh

## Newly Elected Officers

Congratulations to NYALGRO's newly elected officers for 2016-2017. Thanks to everyone who voted.

Name	Office
Desiree Potvin	President
A.Diane Muscoreil	Secretary
Gina Doty	Board Seat
Wendy McConkey	Board Seat
Angela Arasim	Board Seat
Jessica McClennan	Board Seat
Mary Ellen Beams	Board Seat

