



NEW YORK ASSOCIATION OF LOCAL
GOVERNMENT RECORDS OFFICERS

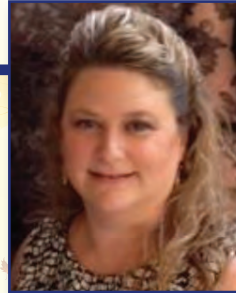
NETWORK

www.nyalgro.org

Fall 2016

President's Message

Fall 2016



The leaves have started to change and my house is all decorated for Halloween, thanks to the efforts of my husband! I hope everyone had a pleasant summer. Your Executive Board has been working hard to prepare for the 2017 conference—and we have booked our location for 2018 already! Here are some updates for you.

Planning for the 2017 Conference

In September, your Executive Board members met to create the course schedule for the 2017 Conference, which will be June 4-7, 2017 at the Ramada Inn in Geneva. This year we decided to focus on two types of classes—beginner and advanced. We made this decision based on comments made by you! We have scheduled more interactive classes which was also a request we received. Keep your suggestions coming—we are here for you! Send your suggestions to dpotvin@woodburyny.us and we will try to get a class scheduled for you in the future!

Scholarships Available

The cost of the 2017 Conference can be paid for by applying and being awarded one of the two scholarships we offer annually. If your employer does not allow you to budget for the conference, please apply for a scholarship. We would like to assist you. Scholarship applications are available on the website. The estimate cost for 2017 is about \$400 for the two night package and about \$500 for a three night package.

Planning Ahead for the 2018 Conference

Will be held in Lake Placid at the High Peaks Resort June 3-6, 2018. Mark your calendars now!

Do you know someone deserving of an award/ recognition?

We are always looking to recognize 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!

Want to be a Board member?

Ballots will be mailed shortly! If you are interested in running for election, please contact Donna Mumbulo ASAP. Send her an email to MumbuloD@demoboces.com. This organization is possible due to members like you and we need your help!

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

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Donna M. Mumbulo
Immediate Past President



NYALGRO to Sponsor the

Records Management Education Scholarship

NYALGRO is pleased to announce it will once again sponsor a Records Management Education Scholarship to encourage students to pursue academic training in the records management field and to encourage individuals already working in the records management field to pursue advanced training in the field.

The scholarship will be awarded to: (1) 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 (2) an individual currently working in the records management field who is interested in pursuing advanced online training in the records management field from the Association of Records Managers and Administrators (ARMA).

An amount of \$1,000 will be awarded to the individual selected to receive the scholarship.

In order to be eligible for the scholarship the applicant must be a NYS resident and must:

- 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.

Or:

- Be a NYALGRO Members in good standing
- Have at least one year of experience working in the records management field.
- 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.

For more information contact, James M. Tamaro, the scholarship administrator at 716-479-5509 or at jmtmls@gmail.com. The deadline for the application is May 5, 2017.

Happy
Fall
y'all



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Website: www.imatechnologies.biz

About the Committee on Open Government

The Committee is responsible for overseeing and advising with regard to the Freedom of Information Law, the Open Meetings Law and the Personal Privacy Protection Law (Public Officers Law, Articles 6, 7 and 6-A respectively). Staff of the Committee gives advice by telephone, email, written advisory opinions, and training classes conducted throughout the state. Advice is offered to the government, the public and the news media.

The Freedom of Information Law (FOIL) pertains to the public's right to gain access to government records. The Open Meetings Law (OML) concerns the public's right to attend meetings of public bodies. Both statutes are based upon a presumption of access and, since their initial enactment, have undergone significant changes based largely upon recommendations made by the Committee.

A basic guide to the Freedom of Information and Open Meetings Laws, Your Right to Know, includes sample letters of request and appeal and is available on the website: <http://www.dos.ny.gov/coog/> on the Publications page.

The Personal Privacy Protection Law (PPPL), enacted in 1984, pertains to personal information collected and maintained by state agencies. State agencies are required to meet standards of fair information practices regarding the collection, maintenance, use and disclosure of personal information.

The Committee is required to submit a comprehensive annual report to the Governor and the Legislature describing the Committee's experience under each of the statutes and recommendations for improving them. The Committee and the laws it oversees have gained national and international recognition as models for other jurisdictions. Its work and experience have been shared with access professionals at international conferences, and it is represented through membership in the Council on Governmental Ethics Laws and participation on the Media Law Committee of the New York State Bar Association.



Nominations and Elections Committee

Four (4) Board seats, the Vice President position and treasurers position are open on the NYALGRO Board. We are urging everyone to consider one of these positions! NYALGRO is an all-volunteer organization which requires a time commitment from its elected executives. A typical Board Member will devote four days each year to attend board meetings and up to 15 additional days, or portions of days; for special projects one may need to commit an additional 15-20 days each year. Board Members serve two-year terms. Officers and Board Members set the agenda and policy for our organization. Any regular member in good standing is eligible to run. Elections will be held in November 2016. Biographies are required to be slated on the ballot and should be submitted by October 24, 2016.

If you are interested in running for any of the positions please send your bio by Friday, October 24, 2016 to:

Donna Mumbulo

Nominations & Elections Committee

mumbulod@dcmoboces.com

Support Services Building

6678 Co. Rd. 32

Norwich, NY 13815



**Membership Application
Replacement/Renewal**
Membership January 1 - December 31

- New
- Renewal

Replacement for _____

Regular Membership \$30
Any individual holding or occupying a position involving local government records management.

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

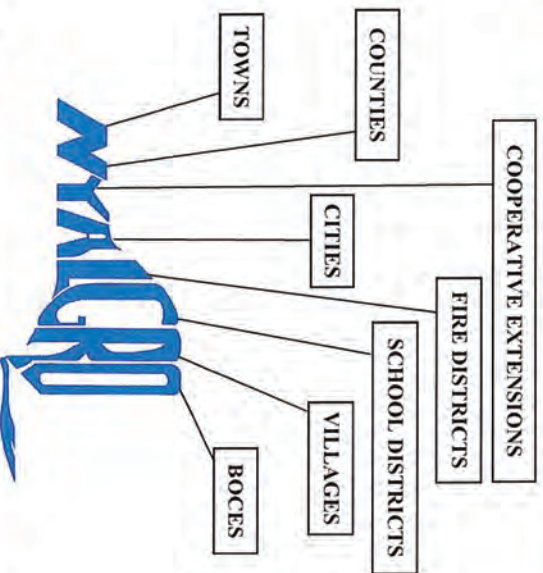
Corporate Membership \$250
Any business or business representative providing products or services for use in records management. Entitles holder to one free ad in our newsletter, a discount on vendor's table at our annual school, and a listing on our "links" web page.

Name: _____
 Title: _____
 Organization: _____
 County: _____
 Street: _____
 City: _____ State: _____ Zip: _____
 Telephone: (____) _____
 Fax: (____) _____
 Email: _____

Type of Government:

- County City TOWN
- Village School District Local District
- Other: _____

**Expand your
Records Management Network Statewide!**



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 association's 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 stated on the ballot and should be submitted in October.

MAIL YOUR APPLICATION TO:

June Patterson
 Membership Coordinator
 NYALGRO
 254 Main Street
 Highland Fall, NY 10928

Phone: (845) 446-4280 x311
 jpatterson@highlands-ny.gov



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www.NYALGRO.org



LGRMIF
Grants Changes
for 2017-2018

Fall brings change, including changes in the Local Government Records Management Improvement Fund grants program. The Local Government Records Advisory Council (LGRAC) recently approved the following changes for the 2017-2018 grant cycle:

- Restore the maximum amount for Individual applications to \$75,000. Last year it had been lowered to \$50,000

Many large local governments expressed concern that \$50,000 was not enough to solve many of their records management problems and the Council agreed.

- Under shared services grants, preference will now be given only to applications proposing to establish new shared services consortiums, not just add new members.

The Council wants to encourage the creation of new shared services consortiums, but applications adding members to an existing consortium are still welcomed.

- Under Individual grants, preference will be given to first time inactive records applications proposing to conduct a records inventory and planning project. This preference will be expressed in the form of bonus points (10).

There are still local governments who have never applied for a LGRMIF grant, including some towns, to start a records management program. The Council wants to encourage these governments to apply and begin to build a program.

- Eliminate the vendor quote form.

LGRMIF applicants are required to get three quotes for goods or services over \$10,000. However, most are able to take advantage of one of the several exemptions to the three quote rule such as using a legally preferred vendor. If an applicant does have to get three quotes, the applicant will document in the grant narrative.

- Eliminate "intent and ability to maintain" as a general application requirement, as it duplicates section 4b of the application narrative.

This change simply eliminates an unintended redundancy in the grant application and streamlines the process for the applicant.

The Archives hopes to release the grants booklet by November 1, 2016 with an anticipated application deadline of February 1, 2017.

Online
*Intro to Archives
Management Course*
available through SUNY Buffalo

The SUNY at Buffalo, Department of Library and Information Studies (LIS) will be offering a course entitled "Introduction to Archives Management" during the Spring 2017 Semester as part of the Masters Degree in Library and Information Science Program.

The course is designed to provide students: (1) with basic knowledge of archival programs, concepts, principles and activities, (2) an introduction to various theories about managing archival records collections, (3) information on technologies designed to improve the management of archival records and increase access to the information contained in those records and (4) information concerning career opportunities in the archival field.

Now that the course is offered online, anyone who can connect online can take the course no matter where they are geographically located. Also since the course is a non-matriculating course an individual interested in taking the course need not be registered in the MS Program at LIS.

The course is taught by James M. Tamaro, a NYALGRO Board Member and former Regional Advisory Officer for Western New York with the New York State Archives for 21 years. For more information, contact Professor Tamaro at 716-479-5509 or at jmtmls@gmail.com.

