



NEW YORK ASSOCIATION OF LOCAL
GOVERNMENT RECORDS OFFICERS

NETWORK

www.nyalgro.org

Winter 2017

President's Message

Winter 2017



2017 Conference—Ramada Inn, Geneva

Our 2017 conference will be here before you know it. This year we will be in beautiful Geneva at the Ramada Inn June 4-7, 2017. I have never been to this part of the State before and I was in awe of the beauty when the Board met there in September 2016 to plan our conference. If you are lucky enough to have a room facing Seneca Lake hopefully you will wake up to a beautiful sunrise. I am very excited about the schedule of classes we have prepared for our members this year (printed in this newsletter). The Board reviewed comments made from our last conference and we focused on meeting your needs. We will be offering a balance of “beginner” and “advanced” classes and more interactive sessions. We also have exciting events planned. On Sunday afternoon, we have also arranged to have a free wine tasting set-up at registration and after you register you are invited to “Wine Glass Painting” with Angie at the hotel. On Tuesday afternoon Gina has arranged a tour of the Geneva Historical Society’s Rose Hill Mansion which is near the hotel.

Changes to the Executive Board

I would like to welcome New Rochelle City Clerk Bennie Giles to the Executive Board (see profile within this newsletter). I would also like to thank Lillian Barton for the time she served on the Board. Funny story—I was doing my annual “purge” of records and found a NYALGRO newsletter from Fall 2010. On the third page is a great article on Lillian and the St. Regis Mohawk Tribe. She will be missed but we look forward seeing her as an attendee at our annual conference.

Do you need a scholarship?

We offer two scholarships each year to members who want to attend our conference but their employer cannot financially support continuing education. Please apply! Applications are available on our website www.nyalgro.org.

Please Like Our Facebook Page

We are trying to be more accessible to our members and have been posting lots of great information on Facebook. Please take a moment and join our group “NYALGRO (New York Association of Local Government Records Officers)”. We post Association News, membership updates, State Archive webinars and other useful information.

Looking forward to seeing everyone in June! Please feel free to call me anytime if you have any questions or just want to say hi. We are here for you!

—Desiree Potvin, President
dpotvin@woodburyny.us
845-928-6829, ext. 1221

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Member

Dave Lowry
NYSED Liaison to Board

James Tammaro, MLS
Emeriti

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 Member 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.

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

Networking with Other Record Managers

Helps Keep my Sanity

I have spent quite a bit of time trying to come up with different subject matters in order to write an article and I almost threw in the towel—then I thought about writing straight from the heart. For over ten years I have been the RMO at my college campus and learn more from other record managers than anything else.

The June NYALGRO school is where I meet colleagues I know well and make new friends to network with to help me stay motivated and excited in my career. Records management, if you have not noticed, keeps changing often. For over five years I have been heavily involved in a complex ERM (Electronic Records Management enterprise software system). I have relied on many NYALGRO members to assist me through the growing pains and keeping me stay resolute that my job is to ensure our campus retention policies are adhered to within a new electronic format.

The challenge I have found during the past five years is my lack of knowledge about computer information technology. We have experts on campus that know computer systems thoroughly, but sharpening my communication skills with IT staff about the records retention schedules has been my ongoing challenge. Many IT employees do not understand the work I do, but I have been working to change that, and basically it takes time. It takes patience too.

Although I understand how to handle the life cycle of paper records, handling them within an electronic workflow between different departments has left me feeling at times like I'm a first grader in records management. Most departments have a higher volume of electronic files compared to any other medium, so they have been doing 'parts' of the retention schedule and not all of it. There are things to think about and questions to ask, but you don't know them until you are in the thick of setting up the ERM system. That has been the challenge for me. Having you all to contact about handling certain aspects of your ERM systems has been my saving grace at times.

If you are wavering on whether to attend the June 4-6 school in Geneva, please make sure you attend for the networking with other record managers. The workshop sessions have been carefully planned using your past school's feedback forms on what you want in 2017. On a selfish note, I want to see you again or meet you for the first time to learn something that may help me in my work. I look forward to meeting you at our June 2017 school.

—Gina Doty, NYALGRO
dotygl@plattsburgh.edu



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 15th 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.

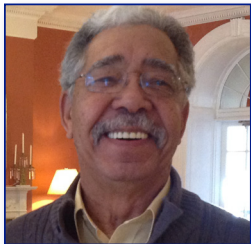
Print Name Title

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

Meet Our New Board Member

Bennie F. Giles, III



Bennie F. Giles, III is currently the City Clerk for the City of New Rochelle, New York. The City Clerk is responsible for all of the Vital Statistics, Vendor licensing, Permits and Dog Licensing, etc. He is also responsible for records management for the City of New Rochelle. The office of the City Clerk communicates with New York State, hospitals, citizens and members of City government. Mr. Giles is a thirty year veteran of the promotional products industry. He left a family business and began Creative Advertising Techniques, Inc. in 1988. During his ownership of Creative Advertising Techniques, Inc. he served Fortune 500 companies, national associations, educational institutions government agencies and various unions. Mr. Giles left private industry in 2010 to join the City of New Rochelle, NY. Records Management Month was established in July of 2010 by Mr. Giles.

Mr. Giles has served as Media Director for a small advertising firm, held various marketing positions with Avon Products, Inc., a Media Planner & Buyer at Ogilvy & Mather, Inc. and various marketing functions at CBS Records. Mr. Giles attended Pace College and later the Minority Business Executive Program at the Amos Tuck School at Dartmouth College. He is married to Linda Morgan-Giles and the father of four children; Morgan Giles attending PhD work at the University of Michigan, Garner Giles marketing associate at the Halstead New Rochelle, a Bozzuto Company, and adult children Christopher Giles and Jennifer Foster. He has four grandchildren, Jerez Giles, and two girls, Ginger and Zoe and a boy, Beau, Jr. living in California with parents Beau & Jennifer Foster.

Welcome Aboard!

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.

National Historic Landmark

Rose Hill Mansion Tour

The cost will be \$8.00 per person.

On visiting Geneva and when reaching Rose Hill Farm, you were certain of such a warm and hearty reception, that the latter became one of the attractions of the place, and is not forgotten. —Frederick Swan, 1894

Experience a taste of 19th-century life when you visit Rose Hill Mansion in the beautiful Finger Lakes. Once a working farm, the house and surrounding grounds are now open seasonally for guided tours. Built in 1839, the elegant Greek Revival house was the center of a busy and productive farm. The tour focuses on the Swan family, who lived in the house from 1850-1890. Through letters, photographs, and diaries, explore the family's joys and sorrows and their interactions with neighbors and the many workers required to keep the large house and farm in working order. Discover how Robert Swan, a New York City transplant, used scientific innovations like drain tile to make his farm more productive and profitable. See twenty rooms restored and furnished in the Empire style, popular from the 1820s to 1850s. Enjoy the magnificent view of Seneca Lake from the front porch and the vista of nearby farmlands.

CARRIAGE HOUSE GIFT SHOP & VISITOR CENTER

In Rose Hill Mansion's Visitor Center you will find a gift shop featuring children's games and toys from yesteryear. There are also historic books and reproduction prints for sale, along with unique handmade items, and many products made in the Finger Lakes region. Stop by in season and see what we have to offer!

Also in the Carriage House are exhibits about the families that lived on the Rose Hill property before the Swan family, including the Rose family and the enslaved workers that they brought to New York from Virginia. A restored 1916 Model T that belonged to a descendent of the Swan family is also on display.

News from the State Archives

The end of 2016 and the beginning of 2017 brought some changes to the New York State Archives.

We are pleased to announce that Sarah Durling is the new Regional Advisory Officer (RAO) for the Western New York Region. Sarah will be based in a new office in Buffalo. We have relocated the office from the Mahoney State Office building on Court Street to 508 Main Street in Buffalo. Sarah has worked for the State Archives for a decade providing advisory services to New York State agencies in Albany. She replaces Gail Fischer who retired in 2016.

Kent Stuetz, RAO in Central New York, retired at the end of 2016. Kent was a familiar face in Central New York; he was the first and only RAO in Central New York, joining the local government program not long after it was established in 1990. He served Central New York for a quarter-century and will be missed. Work has already begun on finding a replacement for Kent.

The New York State Archives recently made a big splash in the news including a front page story in the New York Times. State Archives staff spent several weeks in New York City carefully packing over 1,600 cubic feet of court records dating from the 1670s to about 1847. The records were located in the New York County Clerk's office in Manhattan and have statewide significance. The records help document the lives of many famous New Yorkers including Herman Melville, Aaron Burr, and Alexander Hamilton.

And speaking of Alexander Hamilton, The State Archives awarded Ron Chernow the Empire State Archives and History

Award this past November. Chernow is the author of *Hamilton*, the biography that was the inspiration for the Broadway musical. Chernow has also penned biographies of other famous New Yorkers such as John D. Rockefeller.

The Archives has begun to post workshops and webinars for local governments and state agencies for the first half of 2017 on its website. For more information please visit <http://www.archives.nysed.gov/workshops>. News from the State Archives



NYALGRO SCHOOL – JUNE 4-7, 2017
RAMADA INN, GENEVA, NY
“No Need to Wine About Records Management”

SUNDAY, June 4, 2017

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

5:00PM – 7:00PM **Craft Class – Decorating Wine Glasses**

Angela Arasim, Fishkill Village Clerk

Show your creativity, network with your fellow RMOs, and join Angie for an hour of fun painting a wine glass. No need to be an expert, there will be plenty of examples to use as a guide; or bring a picture of one that you'd like to paint. All materials will be provided.

7:30PM - 9:00PM **Welcome Reception (light appetizers, beer, wine, soda)**

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**MONDAY, June 5, 2017**

**6:00AM**

***Walking Club*** - meet in lobby - a great way to start your day with a brisk walk with other RMO's and to see Geneva

**7:00AM - 8:45AM**

***Breakfast***

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

***Conference Registration***

**9:00AM - 10:00AM**

***Welcome Address - Ron Alcock, Geneva Mayor (invited)***

***Keynote Address - A Records Manager's Approach to "Permanence" and "Preservation" - How They Have Evolved Over the Last Decade***

*Jeremy Linden, Senior Preservation Environmental Specialist, Image Permanence Institute, Rochester Institute of Technology*

"How long is permanent" - case studies of work done recently with several state archives facilities. Storage and preservation standards with examples/tips for what to consider when thinking about sustainable preservation of permanent versus non-permanent records, renovation or planning for records storage.

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

**10:30AM - Noon**

***Basic Records Management***

*Dave Lowry, Manager NYS Archives*

This session will introduce you to the basic concepts of records management and explain why records management is important. We will

review basic records management activities, the role of the records management officer and how records management is everyone's job.

**10:30AM - Noon**

***Historical Records - What's Worth Keeping***

*Preston E. Pierce, Ontario County Historian*

The New York State Education Department and State University of New York require the use of primary source materials in secondary and college courses. Local historical records are often the best choice for records that provide insight into hometown and national trends. Come find out some general methods of identifying, protecting and providing access to them.

**Noon - 1:00PM**

**LUNCH - Introduction of Board Members & Vendors**

**1:00PM - 2:30PM**

***Building Support for Records Management***

*James Tammaro, Adjunct Professor SUNY Buffalo*

Obtaining the necessary support for a records management program is always a challenge for records managers especially in these times of limited resources at the local government level in New York State. This session will explore various strategies for developing upper management support for a records management program and describe seven specific activities local government records managers can carry out to obtain the necessary support for sustaining their records management program.

**1:00PM - 2:30PM**

***How to Start an Electronic Records Management Project***

*Maureen Reynolds, Tompkins County Clerk*

Are you starting an electronic records program and want to get answers to the following questions? How to kick the paper habit and transition into an electronic records system while improving records indexing, retrieval, and meeting records retention requirements? How to expand records management as a shared service across multiple governments? Need to know how to make the case for electronic records management? How to automate your FOIL process? Save incredible amounts of money? About possible grant funding sources for your project? Come learn how Tompkins County has done all of the above while saving millions of dollars!

**2:30PM - 3:00PM**

**COFFEE/SNACK BREAK AND VISIT WITH VENDORS**

**3:00PM - 5:00PM**

***SUNY Retention Schedule Round Table***

*Gina Doty, RMO SUNY Plattsburgh*

This informal roundtable discussion with other SUNY record managers will allow for quality time together to converse and gain common knowledge. We will learn about our challenges and successes too. This

will provide an open forum to discuss key topics and others as they come up. Discussion items may include topics such as: the confusion on interpreting what retention schedule to use, who is the office of record, what is your departmental policy concerning records when state/federal mandates get involved, and lastly how to gain support of others at your campus.

**3:00PM - 5:00PM**      ***Round Table Discussion with Panel - Retention, Records, etc***  
*Mary Ellen Beams, Monroe Joint Fire District Secretary;*  
*Donna Mumbulo, DCMO BOCES Records Management Technician;*  
*June Patterson, Highlands Town Clerk*  
*Desiree Potvin, Woodbury Town Clerk;*

This is the third year we have offered this session and it has become a member favorite. Bring your questions to our panel for an interactive experience of how we do what we do and what we do when we don't know what to do. Our panel consists of members of the NYALGRO Board and from State Archives. The more questions we are asked the better this session can be!!!

**6:00PM - 7:00PM**      **PRESIDENT'S RECEPTION**

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

Hang out afterwards for dancing and karaoke!!

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TUESDAY, June 6, 2017

6:00AM ***Walking Club*** - meet in lobby

7:00AM - 8:15AM **BREAKFAST**

8:00AM - 2:00PM **REGISTRATION**

8:30AM - Noon ***Managing Born Digital Documents***

Dave Lowy, Manager NYS Archives

Sarah Durling, NYS Archives Regional Advisory

Almost all records today are born digital. However, many records are still converted to paper and managed as the official copy. This session will discuss strategies for managing born digital records through their lifecycle of creation, active use, inactive storage and retention, and disposition.

8:30AM - 10:00AM ***Inventory on the Cheap***

Donna Mumbulo, DCMO BOCES Records Management Technician

Desiree Potvin, Woodbury Town Clerk

Unfortunately many of our employers do not provide us funds to support the creation/maintenance of a program to inventory our records. This class will be interactive and give members an opportunity to share their experiences of what they do to management their records "on the cheap". Sharing of ideas is suggested and speakers will be providing examples of what they are currently doing to make their lives easier while at the same time not spending any money to do so.

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

10:30AM - Noon ***Environmental Monitoring***

Jeremy Linden, Senior Preservation Environmental Specialist

The RMO should be aware of environmental monitoring needs. Humidity and air circulation are some of the issues involved with monitoring your record storage rooms. Reasons why to do it, what you need, how to identify equipment and tools to use, and some tips/information on how to set it up and where to find funding for it.

12:00PM - 1:30PM ***LUNCH – Cheryl Steinbach Annual Scholarship Awards / Business Meeting / Vendor Give-A-Ways / Board Member Gifts***

1:30PM - 3:00PM ***Creating/Changing Records Management Procedure Manual***

Sarah Durling, NYS Archives Regional Advisory

Many local governments begin records management improvements with great gusto and enthusiasm, but over time they begin to lose control of their records and their systems begin to backslide. Often this is caused by a lack of policies and procedures. This session will review how to develop policies and procedures and keep them up to date.

3:00 PM - 4:30 PM ***Tour - Geneva Historical Society Rose Hill Mansion***

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

SAVE THE DATE

JUNE 3-6, 2018

LAKE PLACID, NEW YORK

