



NEW YORK ASSOCIATION OF LOCAL
GOVERNMENT RECORDS OFFICERS

NETWORK

www.nyalgro.org

Winter 2023

President's Message

Winter 2023

Happy New Year to all of you!

Changes to the Board

Thank you to all that voted in our electronic ballot process in November. All seats were uncontested, and I would like to congratulate the following individuals that were re-elected to your Board of Directors: Karen Sweeting as Vice President, Rosemary Switzer as Treasurer, June Patterson, Matthew Shaler and Kerriann Harrington. Are you interested in being a Board Member? Please reach out to me to find out more.



2023 Conference—Ithaca

This year the conference will be held at the newly remodeled Hotel Ithaca in Ithaca June 4 – 7, 2023. Conference packets will be mailed the last week of March. If you do not get your packet by April 15 email us at nyalgro2020@gmail.com and I can send you an electronic copy. Information and forms will also be available on our website.

Do you need a scholarship?

Please consider applying for a scholarship if your employer is unable to pay for you to attend our school. Applications are available on our website www.nyalgro.org and will be included in your registration packet.

Do you have a records success story?

We are looking for members to share their success stories on how they have conquered their records management mountain! Please submit your story to us and we will feature you in an upcoming newsletter. Send photos too if you would like. Email nyalgro2020@gmail.com and in the subject field type "success story". Maybe your success will help someone else improve their workload.

I hope to see everyone at the conference 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
nyalgro2020@gmail.com
845-928-6829 x1221

Desiree Potvin
President

Karen M. Sweeting
Vice President

Rosemary Switzer
Treasurer/Co-Editor

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Secretary

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Member

Dina Falcone
Member

Kerriann Harrington
Member

Wendy McConkey
NYALGRO Website

June Patterson
Member

Colleen Rathbun
Member

Matthew Shaler
Member

Dave Lowry
NYSED Liaison to Board

Gina Doty
Emeriti

Donna M. Mumbulo
Immediate Past President



Mentor/Mentee Program

Thank you to all the folks at the annual conference who signed up for the mentor/mentee program! Official assignments/ pairings have gone out, but anyone else who'd like to sign up to be either a mentor or mentee, please reach out to Matt Shaler at matthew.shaler@madisoncounty.ny.gov.

As a reminder, the purpose of this program is to pair a newer records manager with a more veteran one. That way you have another person to bounce ideas off of, ask questions, etc. I was very purposeful with pairing folks who are from the same level of municipality and as close geographically as possible. Please remember that for Records Retention/LGS-1 questions specifically that your RAO will be the best person to ask.

Do you need a scholarship?

Registration for our conference is only \$30. We try very hard to negotiate costs with hotels for overnight attendees to be as low as possible. 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. The deadline to apply is April 15 so do it now! Why wait?

Executive Board Election Results

Congratulations to the members re-elected to the Board. They will serve 2 years.

Vice President—*Karen Sweeting*
Treasurer—*Rosemary Switzer*

Candidate: Board Member:
Kerriann Harrington, June Patterson, Matthew Shaler

Thanks for all who voted!

News from the State Archives

—*Dave Lowry*

New York State Archivist Tom Ruller is retiring from the Archives at the end of February. Tom has been State Archivist since 2015. The Archives will conduct a nationwide search for his replacement.

The 2023-2024 Local Government Records Management Improvement Fund grant writing season is underway. The Egrants system opened January 4 and the application deadline is March 1, 2023. If you're planning on applying, the first thing you need to do is confirm you have a current eGrants account. The deadline to do this is February 15, and this is a very strict deadline. You will not be able to get an account after this date. Contact the grants unit at archgrants@nysed.gov.

The next step is to identify your most pressing records management problem and to find the best solution. You should contact your Records Advisory Officer (RAO) and discuss your plans with them. You can find your advisory officer at this address: <http://www.archives.nysed.gov/about/about-contact-local-government-advisory-services>. Consider if doing the grant on your own is best or if you might be better off finding some partners for a shared services grant.

If you need to get quotes from vendors or consultants, do that right away. If you wait too long, you may not be able to get the quote you need.

Before writing your application make sure to read the grant application guide (<http://www.archives.nysed.gov/grants/lgrmif-grants>) and then view the recorded grants webinars on the State Archives website (<http://www.archives.nysed.gov/workshops/catalog>):

1. Local Government Records Management Improvement Fund (LGRMIF): An Introduction
2. Applying for an LGRMIF Shared Services Grant
3. How to Use eGrants: The Application Process
4. Writing the LGRMIF Grant Narrative
5. LGRMIF Application Forms and Various Tips
6. Minorities and Women in Business Enterprises (M/WBE): A Light Introduction

The Archives has scheduled two "Ask Us Anything About Grants" live webinar so check the Archives website for further information. You can bring any questions about your application to the webinar and staff will answer them.

Good luck with your application!

Scholarship Application

CHERYL STEINBACH MEMORIAL SCHOLARSHIP

Application due
date: April 15
of each year

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 15 to be considered.
3. Award notification will be given via mail, e-mail or phone by Wednesday, April 30, 5 p.m.
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. • 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

This section must be filled out by applicant and submitted by April 15. 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? _____
2. Is your government/agency able to cover the cost of expenses for the annual NYALGRO School? _____
3. Have you been a Cheryl Steinbach Scholarship Award recipient within the last five (5) years? _____

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.

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

Print Name/Title _____

Signature/Date _____



NYALGRO SCHOOL – June 4 – 7, 2023
Hotel Ithaca – Ithaca, NY

“The Art of Records Management”

MONDAY, June 5, 2023

8:30 a.m. – 9:00 a.m.

New Member/First Time Attendee Orientation

For new members and those attending the conference for the first time.

9:00 a.m. – 10:30 a.m.

FOIL – Freedom of Information Law

11:00 a.m. – 12:00 p.m.

COVID Records

COVID has created a new record series for many of us.
What do we do with them?

11:00 a.m. – 12:00 p.m.

Historical Records

What can we obtain from historical records, how do we store and retain them,
and how can they be useful to the public?

1:00 p.m. – 2:30 p.m.

Electronic Document Records Systems (EDRS) and Laserfiche

An introduction to Electronic Document Records Systems with examples
from the Laserfiche system.

1:00 p.m. – 2:30 p.m.

Back to Basics – 101

An introduction to Records Management. A great session for those new to
the position.

3:00 p.m. – 4:30 p.m.

Municipal Breakouts

Gather with your fellow Clerks and RMOs and roundtable issues concerning
your type of local government.

TUESDAY, June 6, 2023

9:00 a.m. – 10:00 a.m.

LGRMIF Grant Application – Key Considerations for Writing

How to complete the LGRMIF grant application with tips and hints on how to
be successful.

9:00 a.m. – 10:00 a.m.

Creating, Modifying, and Applying a Records Management Policy

This session will help you create or modify and put into place a records
management policy.

10:30 a.m. – 12:00 p.m.

Schoharie County Disaster

Learn about the disaster Schoharie County had to deal with and what they did
to move forward.

10:30 a.m. – 12:00 p.m.

Inherited Records Mess?

This session is for those of us that walked into the position and thought
“oh my...what do I do with this?”

1:30 p.m. – 3:00 p.m.

First Amendment Auditors

This session will explain the social movement that is testing constitutional
rights across New York State.

1:30 p.m. – 3:00 p.m.

Leadership – How to Promote Yourself and Your Purpose

Learn how to become a successful leader while promoting yourself and
your purpose.





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for your business and continued support!**

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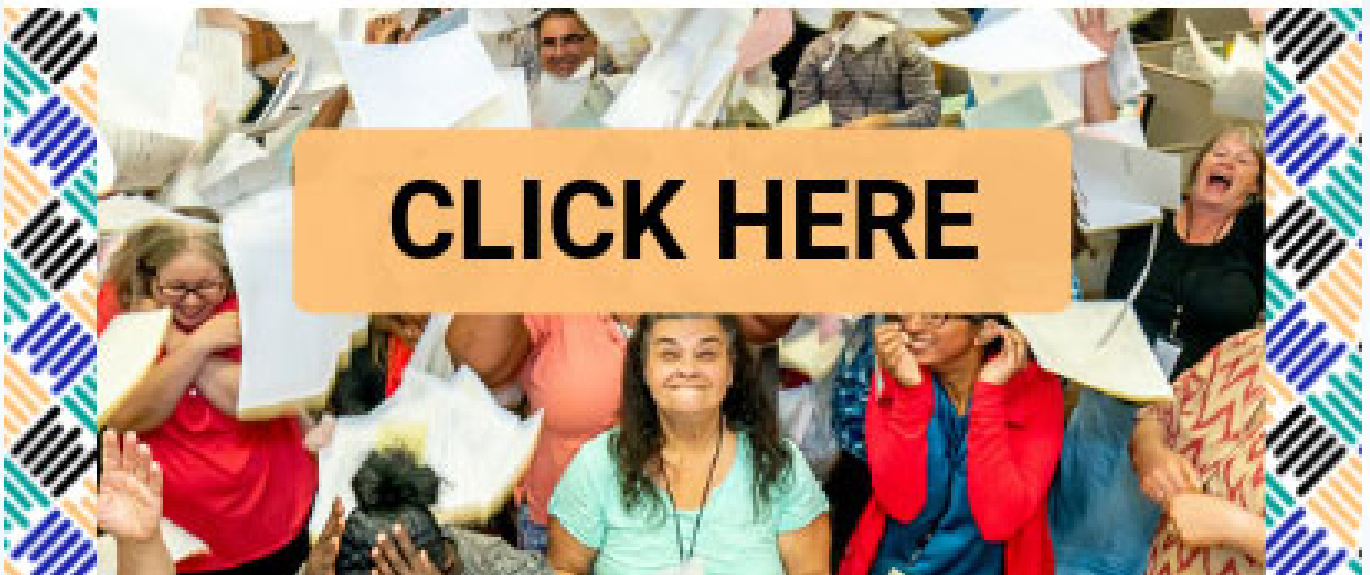
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