



NEW YORK ASSOCIATION OF LOCAL
GOVERNMENT RECORDS OFFICERS

NETWORK

www.nyalgro.org

Winter 2021

President's Message

Winter 2021

Goodbye 2020 – Hello 2021. The other day I drove by a church that has one of those funny saying signs out front. It said: “Wait until 2020 turns 21”. Oh boy – I hope that is not a bad prediction!

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 welcome back June Patterson to the Board of Directors. All seats on the Board are now filled and we are working very hard to bring you an exciting conference this year!

2021 Conference - Geneva

Our conference will be held this year and I am so happy that we will be able to do so. We will be offering you the ability to attend the conference either in person or virtually. We have a very exciting program planned that will keep you busy for all two days. If you plan on attending in person, we have some fun networking events scheduled as well. Conference packets will be mailed the week of April 12 so please be on the lookout for them. If you do not get your packet by April 19 email us at nyalgro2020@gmail.com and I can send you an electronic copy.

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!

Do you have a question that you need answered?

Starting with our next newsletter we will have a column called “Ask the Board”. You can ask any question you want about NYALGRO or records management and we will get the answer for you. You may just ask a question someone else has always wondered. Please send your questions to nyalgro2020@gmail.com to be featured in a future issue.

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!

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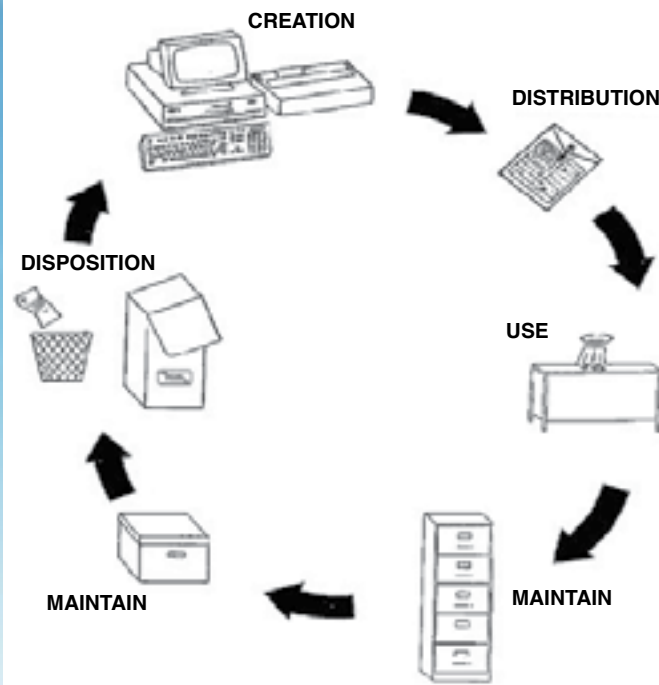
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Records Lifecycle

Life Cycle of a Record



All records have a lifecycle, albeit some longer than others. Records are created, used, kept for valid legal, fiscal, or administrative reasons, and more likely than not destroyed at the end of their lives, although some with enduring historical value will be maintained in an archives.

Creation and/or Receipt:

Records may be created within an organization in many different ways including but not limited to:

- typing/word processing of a document
- typing and sending of an email
- construction of a spreadsheet
- recording of a meeting
- entering of a transaction within an enterprise system
- the receipt of documents
- the receipt of spreadsheets
- the receipt of email

The creation or receipt of a record is the first phase of a record's life.

Distribution & Use:

Once a record has been created or received it goes through a phase of distribution and use. During this phase the record is frequently in use. This phase may last only a few hours in the case of a transient record or may last a few years in the case of a short to long term record.

Storage & Retrieval:

While many records may be disposed of after their initial use, others are required to be kept for a longer period of time for legal, fiscal, or other administrative reasons. Since immediate access to these records is no longer required during this phase, they are typically stored offsite or offline so as not to burden the storage capacity of the operating office or the efficiency of the operating system.

Destruction:

The final phase for the majority of an organization's records is destruction. Destruction is accomplished in a variety of ways including, but not limited to:

- disposal in trash or recycling bin
- shredding
- incineration
- deleting of electronic file
- shredding of optical disk

Records destruction should be documented appropriately. For more information on records destruction, please review Records Destruction.

Archives:

For records that have an enduring historical value, their final disposition will be to reside in an archives, where they will be preserved for future research and use.

IMAGE
DATA


InStream
MAKING WORK FLOW

Updates from the New York State Archives

The Archives recently updated its social media advisory. This is major revision focuses on the management of social media records. The new publication, Understanding the Importance of Managing Social Media Records, is available on the State Archives website at http://www.archives.nysed.gov/publications?field_topics_value=Managing%20Records.

Have you wondered what records you may be creating that will document your local government's response to the COVID-19 pandemic? How long you may need to save them? Well, the State Archives has created a webpage—Guidelines for Managing Records During the COVID-19 Pandemic—to help you answer these questions. You can visit the site at this link, <http://www.archives.nysed.gov/records/managing-records-covid-19>.

Dennis Riley, the State Archives' Regional Advisory Officer for the Hudson Valley-Catskill region, has accepted a position with the National Parks Service. His last day with the Archives was February 12. We wish Dennis the best of luck in his position. I will be covering this region until a replacement can be found. You can contact me at david.lowry@nysed.gov.

Please remember that if your local government has not adopted the new LGS-1 Records and Disposition Schedule for Local Governments, it may not legally dispose of any records until it adopts this schedule. The four local government schedules, the CO-2, MU-1, ED-1, and MI-1, expired on January 1, 2021 and may no longer be used.

—Dave Lowry



Questions?

Records Management Stories?

Any questions relating to records management or if you have some points of interest you have implemented in your RM program, let us know and we can share with the rest of our members. Contact: nyalgr2020@gmail.com





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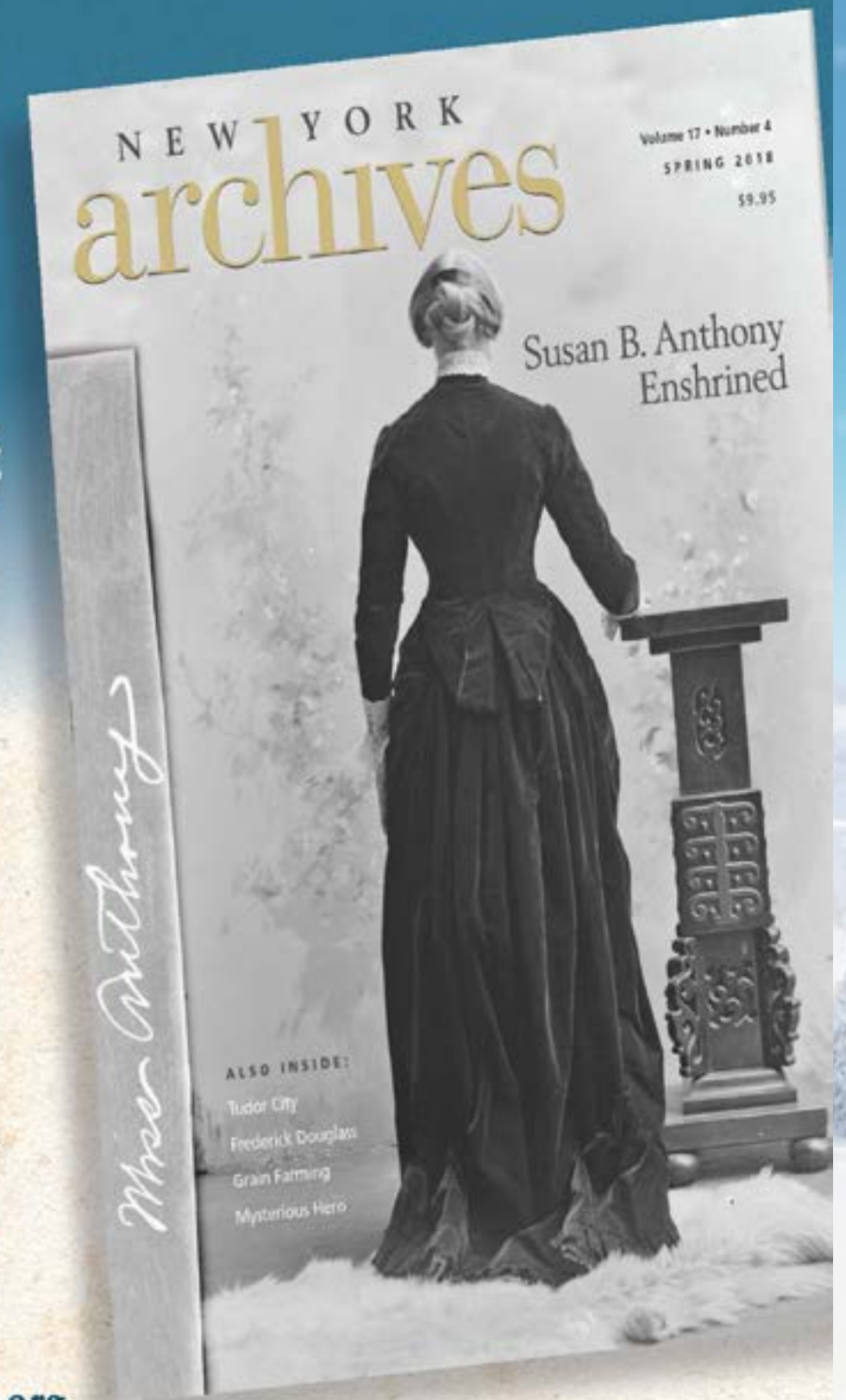
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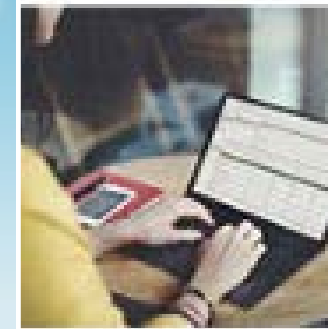


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