



NEW YORK ASSOCIATION OF LOCAL
GOVERNMENT RECORDS OFFICERS

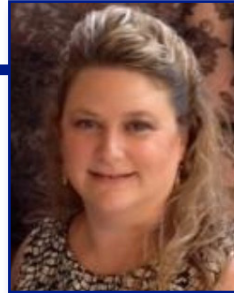
NETWORK

www.nyalgro.org

Winter 2020

President's Message

Spring 2020



The recent scare our world has faced is unprecedented and hopefully we are all safe and healthy while still caring for our loved ones. Everyone responds differently in a crisis and it was nice to see my community come together to help those less fortunate and in need. While I write this my office is on reduced hours – only one person per day is working and we are closed to the public. It is important to remember to stay calm, not create more hysteria and be patient because you never know what the person you are speaking to is going through. It is okay to be scared. It is okay to be worried. It is not okay to spread panic and scare others. I pray that everyone is safe and that this is over sooner than later. That being said . . .

2020 Conference - Radisson Inn, Corning

As of today, our conference is still planned to be held June 7-10, 2020. Packets for the conference registration were mailed out the week of March 16. Did you get yours? If not we may not have your correct address on file. Please take a moment to visit our website to download the registration forms and make your reservations today. When you send it in be sure to tell us to update your address. We have a great program this year and I am very excited for you to come and network with your peers.

NOTE—CHANGE FOR SUBMISSION OF HOTEL PACKAGE RESERVATION FORM:

The hotel is requesting that if you plan to submit you reservation electronically to email it to Katherine.Phelps@Radisson.com or fax it to the number on the form. Please do not use the email address on the form and remember to send your tax-exempt form with your hotel/food package reservation

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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Do you know someone that should be recognized for their records management accomplishment?

Each conference we bestow three awards to individuals that have excelled in the records management field and we need your help to give them out!! Here are the categories:

- **Wheeler B Melius Award for Excellence in Records Management** - This award is given to a NYALGRO member who demonstrates outstanding service to his/her local government and New York's records management community
- **Guy D Paquin Award** - This award is presented to an individual or organization to honor noteworthy achievements and exceptional support and involvements in the records management profession
- **Robert Arnold Award for Distinguished Service** - This award is presented to an individual who has demonstrated characteristics similar to that of a Regional Advisory Officer in lending expertise and assistance to other local officials in the establishment of furtherance of records management programs.

We have a nomination form on our website. For more information or questions please contact Wendy McConkey at wlm8@cornell.edu or call her at 518-885-8995.

IMAGE DATA



InStream
MAKING WORK FLOW

Corning, NY—

Location of NYALGRO 2020 Conference

Known as *America's Crystal City*, Corning has long been at the forefront of all things glass, from innovative technology and science (think light bulbs for Thomas Edison, and modern wonders like fiber optics and Gorilla Glass) to the remarkable creations found at The Corning Museum of Glass, the world's largest museum of *glass art and artifacts*. But artisan glass is just one of the reasons Corning is so fun.

Spend a little time on Corning's Historic Market Street and you'll soon understand why it was named "one of the Top 10 Great Streets of the Year" by the American Planning Association, and why *Travel & Leisure* named Centerway Square one of "America's Most Beautiful Town Squares."

That beauty is only part of the appeal, though. Corning's Gaffer District—named after a gaffer or master glassblower—is home to over 100 boutique shops, art galleries, studios, as well as craft beverage producers, restaurants serving fabulous food, and two world-class museums. With events like *GlassFest* each May—which was called one of the "Top 100 events in North America" by the American Bus Association—spring and summer bring an energy and excitement to this charming small town that's difficult to match.



What to Do in Corning

- Visit the many Craft Breweries and Distillery across the region
- Visit the Hands-On Glass Studio and create your own art
- Tour miles of beautiful trails at the Spencer Crest Nature Center
- Seemingly endless shopping opportunities
- Enjoy a farm-to-table meal at one of the many restaurants in Corning



**New York Association
of Local Government Records Officers**

Dear NYALGRO Member:

On behalf of the Board of Directors I would like to personally invite you to attend the 2020 Annual NYALGRO School that will be held in beautiful Corning, New York!! This year our theme is "Magnifying Records Management in 20/20" – a play on 20/20 vision and that our conference is being held in Corning where the Corning Museum of Glass is located.

Enclosed is our schedule of classes and I hope when you review them you are excited about what is being offered to help improve your knowledge about records management and to make your job easier. Your Board has worked hard to create a program that is educational and fun at the same time. All the forms you need to register are enclosed in this packet for you. If you have not paid your membership dues yet this year - no worries - you can do so on the conference registration form. Not sure if you did - call our Membership Chairperson Jessica McClennan at 845-928-7558 x1252.

You will also find an application for our scholarship that I strongly encourage you to apply for if your employer cannot financially support your continued education. We offer three scholarships so please take advantage of this opportunity if you meet the requirements.

Do you know someone that should be recognized for their records management program or accomplishments? If so please use the enclosed form to nominate them for one of the three awards we give out annually.

As always, I am here for you and would love to talk if you need anything or have any questions. Please grab me when you see me and say hi or call if you have any questions or comments!!!

Desiree Potvin, NYALGRO President
Woodbury Town Clerk (845)928-6829 x7
dpotvin@woodburyny.us

If you have any questions during the conference please stop by the Registration Desk where a Board member will always be there to help you.

**SAVE THE DATE FOR NEXT YEAR
JUNE 6-9, 2021
GENEVA, NEW YORK**



AWARD NOMINATION FORM

How to nominate

Any individual who has had an impact on the field of records management and is a NYALGRO member or past member is eligible to be nominated by an individual, organization, or professional association. Each nomination must be submitted on a separate form. Incomplete forms may be considered ineligible for consideration.

AWARDS

WHEELER B. MELIUS AWARD FOR EXCELLENCE IN RECORDS MANAGEMENT

This award is given to a NYALGRO member who demonstrates outstanding service to his/her local government and New York's records management community.

This award is named after a clerk who worked in the Albany County Clerk's Office in the latter part of the nineteenth century. Wheeler B. Melius gained his notoriety when on February 10, 1880 he was the first to reach the burning Albany City Hall which housed an immense quantity of public archives and legal records. Melius, once on site, began to pass precious volumes of land records through a narrow window to volunteers outside. Single-handedly, Melius passed 700 volumes—nearly six tons of charred and often soaking, oversized books—out of the building.

GUY D. PAQUIN AWARD

The Guy D. Paquin Award is presented to an individual or organization to honour noteworthy achievements and exceptional support and involvements in the records management profession.

ROBERT W. ARNOLD AWARD FOR DISTINGUISHED SERVICE

The Robert W. Arnold Distinguished Service Award was created by NYALGRO in 2006 to honour Bob Arnold for his many years of service with the State Archives and his assistance to records management officers. This award is given to a NYALGRO member who performs their duties like a "mini records advisory officer", helping colleagues with advice on resources, procedures, grants, etc.

Nomination form and letter should be sent electronically to:

Wendy McConkey (WLM8@cornell.edu) by April 10, 2020. Nomination letters should briefly (no more than 150-words) and clearly identify the significant contributions the individual has made to the records management profession that meet the criteria of the award being nominated for.

Applications close

April 10, 2020



AWARD NOMINATION FORM

Nominee details

First name:	Last name:
Organization/Agency:	
Title:	
E-mail address:	
Length of time in records management (i.e. number of years):	
Is the person being nominated a NYALGRO member or past member?	

Award Category

Please check which award you are nominating individual for:

- Wheeler B. Melius Guy D. Paquin Robert Arnold

Nominated by

Name:	
Organization:	
Title:	
Address:	
Telephone:	
E-mail:	
Relationship to nominee:	
Signature	
Date:	

NYALGRO SCHOOL JUNE 7 – 9, 2020 ~~ RADISSON, CORNING, NEW YORK
“Magnifying Records Management in 20/20”

MONDAY, June 8, 2020

8:30 AM – 9:00 AM

New Member/First Time Attendee Orientation

New member? First time attending a NYALGRO conference? Come to this session to get a quick orientation about NYALGRO and what we offer to you as a member. Meet other first-time attendees and network.

9:00 AM – 10:30 AM

Disaster Recovery – Putting the Pieces Back Together and Moving Forward

The Village of Barker, Niagara County, experienced a devastating fire on January 20, 2019 that burned the Village Hall and Public Library to the ground. This session will share the steps taken thus far on the long road to disaster recovery. Including, declaring a state of emergency, rescuing cherished records from the debris, and the records recovery process. The Village of Barker has gained extensive firsthand knowledge about recovering from a disaster that you will be able to apply to your local government organization.

11:00 AM – 12:00 PM

Records Management 101

This session will introduce you to the basic concept 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.

11:00 AM – 12:00 PM

Taking a Leadership Role with Your Records Management Program

Once a records management program is established, for the program to continue to thrive the Records Management Officer (RMO) must take a leadership role in building support for the program. This session provides practical suggestions for RMOs interested in proactively leading the local government’s records management program in an effort to expand the program and build support for the program. The advice offered will be based on the book, Leading and Managing Archives and Records Programs, Strategies for Success edited by Bruce W. Dearstyne, PhD and the speakers almost 40 years working in the records management field. At the end of the session, there will be a drawing for a copy of the book donated by the speaker.

1:00 PM – 2:30 PM

Managing Files that Contain Multiple Retentions

All offices have these files – personnel records, building and code records, student files, and more. How do you efficiently maintain, store, access, and dispose of files that hold multiple retention values? Learn tips for filing ideas for active and inactive records with mixed retentions and bring your questions!

1:00 PM – 2:30 PM

Records Management Notification System

This session will discuss the challenges of records management within our daily work environment and how the creation of a records management system came to fruition. The NYS Archives previously funded a demonstration grant which consisted of the creation of a Records Management Notification System (RMNS). We will discuss the process, the development of the system, past and present challenges, and the future of the program. The session will also offer a demonstration of the RMNS as well as the benefits of blending IT with Records

NYALGRO SCHOOL JUNE 7 – 9, 2020 ~~ RADISSON, CORNING, NEW YORK
“Magnifying Records Management in 20/20”

Management and the impact this has on the success of the creation of the RMNS.

3:00 PM – 5:00 PM

Round Table Topics

This session 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 State Archives. The more questions we are asked the better this session can be!

TUESDAY, June 9, 2020

8:30 AM – 9:30 AM

Verification and Quality Control for Digital Images

Image verification and quality control are vital steps in the completion of a successful scanning project. Unfortunately, these steps are often overlooked or completed in slipshod fashion leading to problems down the road. This session will review various techniques for verifying that all records were scanned, and high-quality images were produced per NYS Archives' imaging guidelines.

8:30 AM – 9:30 AM

Inventory on a Budget

Unfortunately, many of our employers do not provide us funds to support the creation/maintenance of a program to inventory our records. This session will be interactive and give attendees an opportunity to share their experiences of what they do to manage their records “on the cheap”. Sharing of ideas is suggested and the speaker will be providing detailed examples of what they are currently doing to make their lives easier while at the same time not spending much, if any, money to do so.

10:00 AM – 11:30 AM

Dealing with Born Digital Records in the Cloud Environment

When you receive an electronic record, do you push the print button? This session will share how to handle born digital records in today's cloud environment and how to preserve the content. It will cover the four principles of archiving: (1) archiving and preserving what we collect; (2) enabling repository access; (3) securing the repository; and (4) maintaining the content of the repository.

10:00 AM – 11:30 AM

Retention Schedules – Old and New

This session will be interactive, giving attendees details on how to use the new schedule.

1:30 PM – 3:00 PM

Developing a Social Media Policy

So, you've decided to join the world of social media – now what? Having a clear and well-planned policy to guide you and those involved will make all the difference and greatly increase your chances of success. Join us as we discuss the development and implementation of a policy and remove the barriers (and fears). It's not as scary as it sounds.

NYALGRO SCHOOL, CORNING, NY

June 7 – 9, 2020

Name:	Title:
Municipality/ Organization:	County:
Address:	Telephone #:
	E-mail:

I am a (check all that apply): New Member First Time Conference Attendee
 Existing Member Vendor Speaker

Type of Government: City County BOCES Fire District College
 School Town Village Other _____

Conference Registration Fees: NYALGRO Member \$30.00 _____
 Non-Member \$80.00 _____
 (includes \$50 membership fee)

TOTAL SUBMITTED \$ _____

Cancellations for a refund must be made by close of business May 8, 2019. Please complete and return with a check to: NYALGRO, c/o Jessica McClennan, Village of Woodbury, PO Box 546, Central Valley, NY 10917.

2020 Schedule – Please check the areas you wish to attend.

(see enclosed program for detailed description of sessions)

Monday, June 8, 2020

- 8:30AM – 9:00AM New Member/First Time Attendee Orientation
- 9:00AM – 10:30AM Disaster Recovery
- 11:00AM - Noon Records Management 101 OR Taking a Leadership Role
- 1:00PM – 2:30PM Managing Files OR RM Notification System
- 3:00PM – 5:00PM Round Table Topics

Tuesday, June 9, 2020

- 8:30AM – 9:30AM Verification of Digital Images OR Inventory on a Budget
- 10:00AM – 11:30AM Born Digital Records OR Retention Schedules
- 1:30PM – 3:00PM Developing a Social Media Policy

Radisson Hotel Corning, 125 Denison Pkwy E, Corning, NY 14830



Please fill out the below form and fax it to 607-962-5074 or email to Sara.Simpson@radisson.com by **May 7, 2020**

If you have any questions please call: **Sara Simpson, Front Office Manager, 607-962-5000 ext 103**

Please circle your option:

Package #1 - Sunday Night thru Monday Afternoon 6/7-8/2020 Includes One Night Lodging, Sunday Welcome Reception, Monday Breakfast/Lunch	SINGLE \$215.10	DOUBLE \$148.10 per person
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Package #2 - Monday Afternoon thru Tuesday Afternoon 6/8-9/2020 Includes One Night Lodging, Monday Lunch/Dinner, Tuesday Breakfast/Lunch	SINGLE \$292.50	DOUBLE \$225.50 per person
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Package #3 - Sunday Night thru Tuesday Afternoon 6/7-9/2020 Includes Two Nights Lodging and all meals for conference	SINGLE \$481.80	DOUBLE \$347.80 per person
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Additional Nights	Saturday June 6 \$134.00	Tuesday June 9 \$134.00
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Commuter Package - Lunch & Breaks for Monday & Tuesday	\$74.40
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- Extra Meal Tickets:
- Sunday Welcome Reception \$ 31.20 per ticket
 - Monday Breakfast \$ 16.80 per ticket
 - Monday Lunch \$ 25.80 per ticket
 - Monday Banquet Dinner/Cocktails \$ 69.60 per ticket
 - Tuesday Breakfast \$ 16.80 per ticket
 - Tuesday Lunch \$ 27.60 per ticket

MONDAY DINNER BANQUET - **Please circle food choice:** Beef Turkey Salmon
 Please note any dietary restrictions or allergies: _____

Name _____

Address _____

Phone _____ email _____

CC# _____

Expiration _____

Scholarship Application

Application due date: April 10, 2020



CHERYL STEINBACH MEMORIAL SCHOLARSHIP

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 10, 2020 by 5pm to be considered.
3. Award notification will be given via mail, e-mail or phone by Monday, April 20, 2020, 5pm
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 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.

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

Application 2020 - this section must be filled out by applicant.

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? Yes No
- 2. Is your government/agency able to cover the cost of expenses for the annual NYALGRO School? Yes No
- 3. Have you been a Cheryl Steinbach Scholarship Award recipient within the last five (5) years? Yes No

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.

Print Name Title

Signature Date

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



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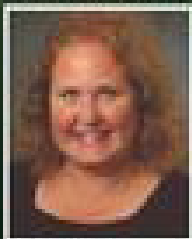
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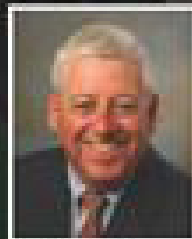
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your New York representatives:



Liz Masetta



Anthony Craparo



Bruce Cochran

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J U M P T O D I G I T A L

