



NEW YORK ASSOCIATION OF LOCAL  
GOVERNMENT RECORDS OFFICERS

# NETWORK

[www.nyalgro.org](http://www.nyalgro.org)

Fall 2017

## President's Message

### Fall 2017

I hope everyone had a pleasant summer. Your Executive Board met recently and we have a fun packed schedule for you at the 2018 conference. We have also selected the location for the 2019 so get your calendars out and mark this down:



#### 2018 Conference

Your 2018 conference will be June 3-5, 2018 at the High Peaks Resort in Lake Placid. This is our 30th Anniversary and we have some exciting surprises planned. As we did last year, we will be offering beginner and advanced classes. We have also scheduled classes about disaster recovery based on current events. More information can be found in this newsletter. If you have some areas that you would like to see covered at our conference please send your suggestions to [dpotvin@woodburyny.us](mailto:dpotvin@woodburyny.us) and we will try to get a class scheduled for you in the future!

#### 2019 Conference

Will be held in Alexandria's Bay at the Bonnie Castle Resort/Marina June 2-5, 2019. Mark your calendars now!

#### Scholarships Available

The cost of the 2018 conference can be paid for by applying and being awarded a scholarship we offer. Usually we offer two annually but since 2018 is our 30th Anniversary we have decided to offer three! 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 2018 is about \$550 for the two-night, single room package which includes lodging and all meals.

#### 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 via email [MumbuloD@dcmoboces.com](mailto:MumbuloD@dcmoboces.com). This organization is possible due to members like you and we need your help!

We have two Board members that have resigned. I would like to recognize the contributions of Diane Muscoreil and Gina Doty. Diane was a member for a short time but did so much for us while serving as Secretary. Gina has served for many years and has been a wealth of knowledge that she has shared while serving as Secretary and as Education Chairperson. Both will be sorely missed on the Executive Board and we hope to continue seeing them at our annual conference.

If you have time—consider liking us on Facebook<sup>®</sup>. 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, at 845-928-6829, ext. 7.

—Desiree Potvin, President  
[dpotvin@woodburyny.us](mailto:dpotvin@woodburyny.us)

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NYALGRO to Sponsor

# The Records Management Education Scholarship Again in 2018

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 additional training or a certification.

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 in a local government in New York State who is interested in pursuing an academic degree or certification related to the management of records and information.

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 a New York State resident
- 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 New York State resident
- Have at least one year of experience working in the records management field.
- Be taking a course or courses relating to improving the management of records and information and/or pursuing a certification relating to the improvement of records and information in an organization.
- 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 4, 2018. For more information contact, James M. Tamaro, the scholarship administrator at 716.479.5509 or at [jmtmls@gmail.com](mailto:jmtmls@gmail.com).

# Become a Member of NYALGRO

New York Association of Local Government Records Officers (NYALGRO) is a non-profit organization formed to provide a network to all who are responsible for records upkeep and information management for local governments, such as, towns, counties, cooperative extensions, cities, fire districts, school districts, villages and BOCES. NYALGRO is a proven advisory network for the development of sound records and information management programs.

## **Some of the benefits of joining NYALGRO:**

- Becoming part of a records management association providing networking opportunities with over 150 members
- The opportunity to attend our Annual Educational Conference featuring almost three days of training/information classes with travel scholarships awarded every year for the conference. The location of the conference changes every year to different areas of the state. Three continuing education credits are given for attending entire conference
- Receiving a quarterly association newsletter to keep you updated and informed on our organization and various aspects of managing records and information at the local government level in New York State
- Benefitting from a sixteen member Executive Board working hard to get the best information and resources out to all Records Management Officers
- The ability to connect with, establish, and maintain friendships with other individuals managing local government records

Whether you are new to managing local government records and information, or an experience records manager, NYALGRO provides many opportunities to learn how to improve the management of your government's records while learning new skills to make you a better records and information manager.

For more information, please visit our website: [www.NYALGRO.org](http://www.NYALGRO.org).



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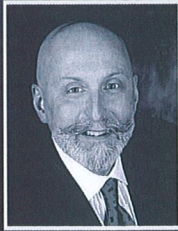
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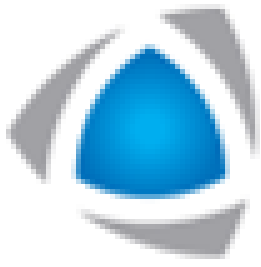


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The logo for BIEL'S DOCUMENT MANAGEMENT. The word "BIEL'S" is written in large, blue, sans-serif capital letters. The letter "I" is replaced by a vertical bar composed of a grid of small squares in blue, green, and yellow. Below "BIEL'S", the words "DOCUMENT MANAGEMENT" are written in smaller, green, sans-serif capital letters.

**BIEL'S**  
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The logo for Accelerated Information Systems. It features a stylized blue "A" with a white swoosh that curves around it. To the right of the "A", the word "Accelerated" is written in a bold, italicized, blue, sans-serif font. Below "Accelerated", the words "INFORMATION SYSTEMS" are written in a smaller, grey, sans-serif font.

**Accelerated**  
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# Scholarship Application

Application due date: April 13, 2018



## CHERYL STEINBACH MEMORIAL SCHOLARSHIP

1. In celebration of NYALGRO's 30th Anniversary, NYALGRO will award up to three (3) 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 13, 2018 by 5pm to be considered.
3. Award notification will be given via mail, email or phone by Monday, April 23, 2018, 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 email 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 the availability of funds and additional 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, 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

Email: WLM8@cornell.edu



# CHERYL STEINBACH MEMORIAL SCHOLARSHIP APPLICATION

**Application 2018 - 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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New York Association  
of Local Government Records Officers

September 19, 2017

Dear NYALGRO Member,

*The NYALGRO Nominations and Election Committee is looking for members to run for a seat on the Board of Directors. The following positions are up for election:*

*There are Five (5) Board seats, the President position and the secretary position. 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 4 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 2017. Biographies are required to be slated on the ballot and should be submitted by Friday, October 24, 2017.*

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

Donna Mumbulo  
Nominations & Elections Committee  
[mumbulod@dcmoboces.com](mailto:mumbulod@dcmoboces.com)  
[607-335-1204](tel:607-335-1204)  
Support Services Building  
6678 Co RD 32  
Norwich, NY 13815

If you have any questions please feel free to contact me via email or phone.

*Donna Mumbulo*

# Thanks for Helping Me become a Better Records Manager

Jump start your RMO career by being a board member. You will not regret it—I know I haven't.

I served on the NYALGRO executive board for almost ten years, and this is my last year working in this capacity with a superb group of record managers. In 2006 I was brand new to working in this career field and had so much to learn. I did not have a mentor at my job to pass the baton to me, which can be a curse or a blessing we all know; nor did I know anyone to talk with as I climbed 'Mount Everest' to gain knowledge and experience about records retention and electronic records. This group of people have been eager to help me learn, share their experiences and along the way I have made some close friendships.

I have to say, the board members work very hard to create a conference every June using the feedback from attendees from the prior year's conference. I have worn different hats during my years on the board and have broadened my horizons to learn and gain confidence, which has resulted in my feeling like I am a better records manager.

If you are thinking of being a board member, contact myself or another board member and ask questions. October 24th is the deadline to submit a short justification for nomination for the fall board election. Here are the Nomination Committee members you can send your justification to:

- Donna Mumbulo: [mumbulod@dcmoboces.com](mailto:mumbulod@dcmoboces.com)
- Bennie Giles: [bgiles@newrochelleny.com](mailto:bgiles@newrochelleny.com)

I wish to thank the board members for allowing me to be an active part of their group and truly wish the board continuing success in the years ahead.

—Gina Doty, RMO at SUNY Plattsburgh  
[dotygl@plattsburgh.edu](mailto:dotygl@plattsburgh.edu)

# News from the Archives

Denis Meadows has been appointed the Director of Government Records Services. He replaces Geof Huth. Many of you may know Denis from his years as head of the Archives' grant unit, and he served as Regional Advisory Officer for a number of years in the Capital District-North Country Region.

The Archives has hired Mary Doehla to work in the records retention scheduling unit. She comes to us from the Archdiocese of Albany where she worked as an archivist. Mary will help the Archives update the local government records retention schedules (CO-2, ED-1, MU-1, MI-1) and combine them into one general local government records retention schedule.

The Archives is gearing up for the 2018-2019 Local Government Records Management Improvement Fund grants season. Here is our tentative timeline:

1 November 2017

**eGrants system is open to applicants**

8 January 2018

**Deadline to request a new eGrants user account**

16 January 2018

**Grant application deadline (Before 5:00 p.m.)**

1 July 2018

**Grant project may begin**

30 June 2019

**All projects must be completed**

The Archives has scheduled a series of grant writing workshops. To register for one of these workshops please visit <http://www.archives.nysed.gov/workshops/schedule>.

—Dave Lowry

Find the latest news and events concerning  
NYALGRO by referring to the website:

<http://www.nyalgro.org/>

**Check it out on FACEBOOK, too!**