



NEW YORK ASSOCIATION OF LOCAL
GOVERNMENT RECORDS OFFICERS

NETWORK

www.nyalgro.org

Summer 2020

President's Message

Summer 2020

"New normal" – that is a phrase that is driving me crazy and that I really do not want to get used to. Sadly, it is the mantra for 2020 and we all need to adjust to. Because of the "new normal", first we needed to change our annual school from June to September and now we needed to make the sad decision to cancel the school completely. This is a decision the Board did not take lightly but we understand that our membership is facing their "new normal" – tighter budgets, restricted travel, etc.

That all being said – records management is now more important than ever.

We have decided to offer three virtual sessions to our members so that we can still network with each other and try to see what and how others are handling their records during this time – and ask our normal, day-to-day questions. The three sessions will be offered using Zoom® and I hope you take the time to attend at least one (feel free to attend all three if you'd like).

Here is the information for the three sessions – **REGISTRATION IS REQUIRED:**

Session 1 – August 11, 2020, 1:00-3:00 p.m.

<https://zoom.us/join/zoom/register/tj0uc-GurTMuGtAQDwA8T7T7xZX6d0U-IjP->

Session 2 – September 9, 2020, 11:00 a.m.-1:00 p.m.

<https://zoom.us/join/zoom/register/tjYqduitrjluGNf3DTWepYhuKQh4BlUkPzB>

Session 3 – October 13, 2020, Noon-2:00 p.m.

https://zoom.us/join/zoom/register/tjUvcOqqqTkoE9yCmOJleOjr_7gf5XIGBQ0G

Planning for 2021 Conference

In early November your Executive Board members will be meeting to plan the agenda for the June 2021 conference, which will be held in Geneva. If you have any suggestions for class topics please email them to me at dpotvin@woodburyny.us. Your input is appreciated and essential to making the school great!

Changes to your Executive Board

Unfortunately Michele Rowe had to step down from the NYALGRO Board. She will be greatly missed and the time she gave to NYALGRO is greatly appreciated. Do you want to serve on the board? We hold elections every autumn. The elections are held via the website electionbuddy.com so voting is easier than ever! If you are interested in serving on the Executive Board please send an email to Donna Mumbulo, Nominations Chair, at MumbuloD@dcmoboces.com

Please feel free to call me at any time if you have any questions about NYALGRO or just to say hi! 845-928-6829 x7.

Desiree Potvin, President
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COVID-19 and RECORDS MANAGEMENT

Testing of how COVID-19 interacts with a selection of materials commonly found in archives, libraries, and museums

OCLC, the Institute of Museum and Library Services and Battelle are conducting research on how long the COVID 19 virus survives on materials that are prevalent in Libraries, archives and museums. This is part of the REALM (Reopening Archives, Libraries and Museums) Project.

As part of the REALM Project's Phase 1 research, Battelle has conducted a natural attenuation study to provide information on how long some commonly circulated library materials would need to be quarantined prior to being returned to public circulation. Testing was conducted by applying the virulent SARS-CoV-2 virus (the virus that causes COVID-19) on five materials held at standard room temperature and humidity conditions. The materials tested included the following items, which were provided by Columbus Metropolitan Library:

- (1) Hardback book cover (buckram cloth)
- (2) Softback book cover
- (3) Plain paper pages inside a closed book
- (4) Plastic book covering (biaxially oriented polyester film)
- (5) DVD case

Results show that the SARS-CoV-2 virus was not detectable on the materials after three days of quarantine. The evaluation demonstrates that standard office temperature and relative humidity conditions typically achievable by any air-conditioned office space provide an environment that allows for the natural reduction of SARS-CoV-2 present on these common materials after three days of quarantine.

For further details on this test and to find results of the second round of testing that will be released by the end of July please refer to the website: <https://www.webjunction.org/news/webjunction/realm-happening-now.html>



RETENTION SCHEDULE

The State Archives is revising and consolidating its local government records retention and disposition schedules and issuing a single, comprehensive retention schedule for all types of local governments on August 1, 2020. The new schedule, *Retention and Disposition Schedule for New York Local Government Records* or LGS-1, will supersede and replace:

- *CO-2 Schedule* for use by counties (2006),
- *MU-1 Schedule* for use by cities, towns, villages, and fire districts (2003),
- *MI-1 Schedule* for use by miscellaneous local governments (2006), and
- *ED-1 Schedule* for use by school districts, BOCES, County Vocational Education and Extension Boards, and Teacher Resource and Computer Training Centers (2004)

Local governments must adopt LGS-1 prior to utilizing it, even if they adopted and have been using the *CO-2*, *MU-1*, *MI-1*, or *ED-1* Schedules. Governing boards of local governments will have a five-month period—between August 1, 2020 when LGS-1 is issued and January 1, 2021 when the four existing schedules expire—to adopt the Schedule by resolution (a model resolution is available on the State Archives' website). Local government records may not be legally destroyed after the end of 2020 unless the LGS-1 is formally adopted. There is no need to notify the State Archives of LGS-1 adoptions, but local governments should keep a record of the date of adoption and maintain the resolution permanently.

The organization and formatting of the LGS-1 is similar to the existing four schedules. Section heading names have been retained. Because of the consolidation, the LGS-1 contains more sections. Local government can ignore those that are not applicable. As with previous schedules, items that are new or significantly revised have been indicated. Each schedule item has been assigned a new, unique number; however, the unique numbers of the four existing schedules have been provided allowing cross referencing. In addition, each schedule item contains the record series title and description, retention period, and any notes.

A copy of the LGS-1 will be available on the State Archives website on August 1. Additional online resources will include a list of the major revisions to the Schedule and a webinar series to introduce the LGS-1. Local governments are encouraged to check the State Archives website periodically for LGS-1 news and updates.

By consolidating multiple, disparate retention schedules, the LGS-1 helps to ensure consistent retention and disposition guidance for records that are common to various local governments. It also makes it easier to apply revisions necessitated by changes to laws, regulations or other mandates that affect retention.

VIRTUAL CONFERENCE

Sign up for NYALGRO's first virtual conference

Best Way to Network During these Uncertain Times

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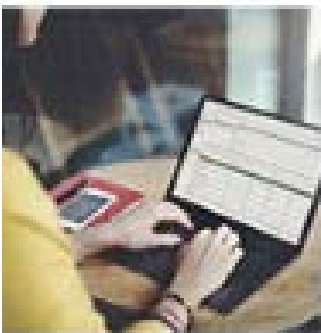


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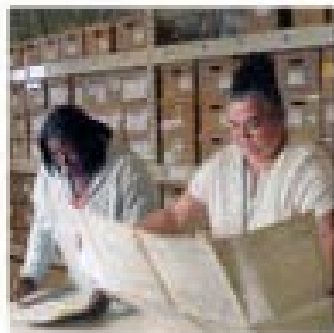


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