



NEW YORK ASSOCIATION OF LOCAL
GOVERNMENT RECORDS OFFICERS

NETWORK

www.nyalgro.org

Fall 2022

President's Message

Fall 2022

Fall is here! In addition to the leaves changing, so is NYALGRO. This coming year, in 2023 is our 35th Anniversary and we have decided to update branding! Special thanks to Wendy McConkey for designing the new artwork!

2023 Conference – Hotel Ithaca, Ithaca

Our 2023 conference will be held at the newly remodeled Hotel Ithaca in Ithaca June 4-7, 2023. Our theme is “The Art of Records Management” and we have put together a schedule that is interactive with classes for beginner and the seasoned clerk. Some of the classes being offered are (tentative titles):

- How to Create/Maintain/Follow Your Records Management Procedure Manual
- You are a new RMO, Now What?
- Now What Do You Do With All the COVID Related Records You Created
- How to Use Your Electronic Document Records Software Efficiently

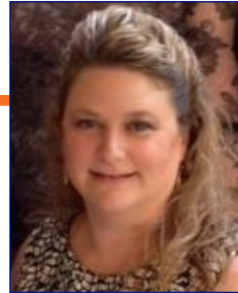
We will also have a session dedicated to FOILs (longer this year) and one for a Round Table discussion so bring your questions! Registration for the conference will be mailed on March 28. You must register with the hotel by May 1. If you have attended any of our previous conference, I hope you appreciate all the work that goes into the planning and all the fun extras we do to help you network with your peers. We really hope you consider joining us in 2023! We have a lot of exciting events planned!

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?

Do you know someone that should be recognized for the Records Management work?

Each year we give out an award to an individual or group that has excelled in the records management field or should be recognized for something they have achieved in their records management program. Please take a moment and think about your colleagues to determine if you know someone that would be worthy of recognition. We have a form that can be submitted which is available on our website.



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Mentorship Program

If you attended our conference this year – thank you – and you probably learned about the new initiative to create a mentorship program. There is an article in this newsletter that explains more about it so I encourage you sign up to either be a mentor or as someone that needs some guidance.

Board Elections

On November 1 check your email (and spam folder) for your ballot to elect your Board members. If you are interested in running for the Board, please contact me by October 28.

—Desiree Potvin, President
nyalgro2020@gmail.com
845-928-6829 x1221

Become a Board Member

If you are interested in becoming a Board Member, please contact Desiree Potvin by Oct. 28
dpotvin@woodburyny.us; 845928 6829x1221

Duties of a Board Member include:

1. The Board of Directors shall plan and oversee the Association's activities. The Board shall report yearly to the membership and include an account of funds received and disbursed.
2. The President shall preside at all meeting of the organization and of the Board of Directors. He/she shall also represent the organization to other agencies and institutions, with the advice and consent of the Board of Directors, and shall undertake other tasks as necessary, subject to the approval by the Board of Directors.
3. The Vice President shall act and assume, in the absence or incapacity of the President, the duties of the President. He/She also works closely with the President and helps chair committees
4. The Secretary shall record the proceedings of all meetings; be the official custodian of all records of NYALGRO during their term of office and shall perform other duties as directed by the President or the Board of Directors.
5. The Treasurer shall develop fiscal policies, submit a budget for the year to the President for inclusion in the notice of the first regular meeting of the Board, conduct a yearly audit, and be responsible for receiving, disbursing and accounting for all organizational funds and shall submit a written report on all receipts, disbursements, and account balances at the four regular meetings of the Board of Directors and shall undertake other such tasks as directed by the President or Board of Directors.

Officers and Directors shall be elected for a two (2) year term commencing on January 1 and ending on December 31 of the following year. Expiration of terms for the Board of Directors shall be staggered so that the terms of the President, Secretary and four (4) Directors shall expire in one year and the terms of the Vice President, Treasurer and five (5) Directors shall expire in the alternate year. Officers and directors shall take office on the first day of January following their election.

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.

Have you Checked Out the State Archives' Website Recently?

—Dave Lowry

If you haven't visited the State Archives' website recently you should check it out. You may have missed some great things.

You likely know the Archives presents live webinars all year long, but did you know each is recorded and available for viewing at your convenience? There are dozens of recorded webinars on a vast number of records management subjects such as inactive records, digital imaging, email, records inventory, and more.

Also, the Archives' Documentary Heritage Program's training is now available for local governments. If you are interested in improving the management of your historical records, you will find such topics as assessing the condition of your historical records or creating finding aids to your historical records.

Some webinars are not broadcast live but recorded and posted to our website. Some of these recorded webinars are part of a series. One is our nine-part Records Retention Modules (please note that some are only for state agencies). Another helpful one is our Spring Cleaning series that helps you "clean up" any or your records management messes.

A couple of years ago, the Archives began updating its publications; among those updated are Managing Imaging Projects, Guidelines for Storages or Inactive Records, and Understanding the Importance of Managing Social Media Records.

This year the Archive's launched a new section to its website: Forms and Tools. This section has records management forms, model resolutions, and databases for managing inactive records or collecting data during an electronic records inventory. There are also sample policies and procedures.

If you haven't visited the State Archives' website recently, please do. You'll be glad you did! And remember, visit frequently, we are always adding content.



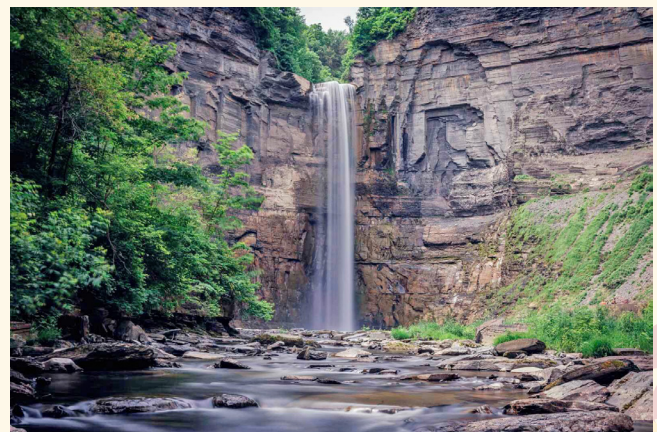
NYALGRO will be celebrating its 35th birthday in Ithaca, NY at the annual conference June 4-7, 2023. The conference will be held in the Ithaca Hotel, 222 S Cayuga St.

The city of Ithaca sits on the shores of Cayuga Lake, the largest of the Finger Lakes, the hilly town of Ithaca is surrounded by dense forests, towering waterfalls, and many gorges. The natural beauty has a distinctly academic feel, as local universities have filled the woods with museums and education centers like The Cornell Lab of Ornithology, which features a 220 acre wildlife sanctuary.

Collegietown and the Ithaca Commons offers a city atmosphere with an array of shopping, restaurants, cultural activities and nightlife. Between urban life and alluring countryside, Ithaca has something for everyone to see and do.

Well, with over 150 waterfalls within 10 miles, Ithaca and the surrounding area were literally carved out by glaciers that formed gorges millions of years ago. If you are looking for the best waterfalls in New York, Ithaca is the place to visit. And the best news of all? Because these waterfalls are all so close to one another, you can see a bunch in one quick weekend trip!

"Ithaca is 'gorges'".







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