



NEW YORK ASSOCIATION OF LOCAL
GOVERNMENT RECORDS OFFICERS

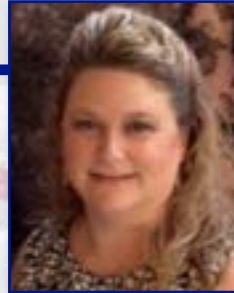
NETWORK

www.nyalgro.org

Spring 2018

President's Message

Spring 2018



2018 Conference—

High Peaks Resort, Lake Placid

Have you registered for our 2018 conference yet? If not please take the time to do so right now! This year is our 30th Anniversary and we have a great educational program for you. Here are the classes to look forward to:

- Creating an E-Mail Policy
- Managing Case Files
- Electronic Records Boot Camp
- Working with Your Historian
- LGRMIF - TIP to Demonstration Grants
- Making an Office Retention Schedule
- Cloud Computing and the Technological Stratosphere

I am also excited to announce the Army Citizens Preparedness Corps will be offering a session for Citizen Preparedness Training. This program will teach you the tools and resources to prepare for any type of disaster, how to respond accordingly and recover as quickly as possible. You will learn how to develop a family emergency plan and what to do when faced with an active shooter/active violence situation. Get to this class early as I believe it will fill up quickly.

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

See you in Lake Placid!

Desiree Potvin
President

Michele Rowe
Vice President

Mary Ellen Beames
Secretary

Rosemary Switzer
Treasurer/Co-Editor

Angela Arasim
Co-Editor Newsletter
Member

Erica Linden
Member

Wendy McConkey
NYALGRO Website

Jessica McClennan
Member

June Patterson
Member

Karen M. Sweeting
Member

Dave Lowry
NYSED Liaison to Board

James Tammaro, MLS
Emeriti

Donna M. Mumbulo
Immediate Past President



Updates from the State Archives

The almost 10,000 New York State local government officials who subscribe to the State Archives regional electronic newsletters will soon see a significant improvement in their communications for the State Archives. The Archives is converting its newsletters to Constant Contact, a service that will allow the Archives to create visually pleasing, web-based email newsletters and announcements.

Our newsletters will be much more dynamic and interactive. For example, we can ask local officials questions through a survey feature, and this feedback will help us improve services to local governments.

If you currently don't receive one of our regional newsletters and would like to subscribe, send an email to recmgmt@nysed.gov with your name, local government, and preferred email address and we'll sign you up!

Improvement Grants

The Local Government Records Management Improvement Fund grants review was held in March and its results were positive. 69%, or more than two-thirds, of individual grants were funded and 72%, almost three-quarters, of all shared services grants received funding. The Archives hopes to notify applicants by early June to inform them if they received funding or not.

The next application deadline will be mid-January of 2019. If you're interested in applying, its never too early to contact your Regional Advisory Officer or other State Archives staff to help you think through a potential project and start planning your application.

Love History?

Do you love history? Especially state and local history? Do want to help support history? Then join the Archives Partnership Trust (APT). Membership includes the award-winning magazine, New York Archives, which features articles based on historical research at a New York State historical records repository. For more information visit the APT website at www.nysarchivestrust.org

1st Lieutenant Kevin Valenti

1st Lieutenant Valenti, originally from Tampa Florida, graduated from Union College in 2013 where he met his now wife Brittany Valenti.

He enlisted in the Army National Guard in September of 2013, received his commission as a 2nd Lieutenant through Officer Candidate School in Ft. Benning, Georgia on June 2014, and completed Engineer Basic Officer Leadership Course in May 2016.

Over his four and half years, Lieutenant Valenti has supported four separate State of Emergency missions including; Operation Lake Effect during November 2014 and most recently Operation Hurricane Maria Relief.

1st Lieutenant Valenti serves as a Platoon Leader for the 152nd Engineer Support Company out of Buffalo and he also currently serves as a Team Leader for the Citizen Preparedness Corps.

His team supports 14 Counties in Upstate New York including the Capital and Adirondack Regions, often in partnership with local Fire Departments, Law Enforcement, Medical Response Personnel and Government Officials; in order to better provide Communities with the tools needed to Prepare, Respond and Recover from Emergencies and Natural Disasters.

June 2018

Dear Members:

The Board is proposing to make the following amendments to the Association By-Laws. Voting will take place at the Business Lunch meeting held on Tuesday, June 5, 2018. If you have any questions, please email me at dpotvin@woodburymy.us or ask a Board member during the conference. A full copy of the Association By-Laws is available on our website: www.nyalgro.org.

By-Laws Proposed Amendment - June 2018

• Amendment #1 - Article III Finances - Section 2:

Currently:

Association Dues:

Regular Membership—\$30

Proposed Amendment:

Association Dues:

Regular Membership—\$50

• Amendment #2 - Article IV Board of Directors and Officers —Section 1:

Currently:

The governing body of NYALGRO shall be known as the Board of Directors. It shall consist of the four (4) election officers, up to nine (9) elected directors and the immediate past president. Each director shall be at least nineteen years of age.

Proposed Amendment:

The governing body of NYALGRO shall be known as the Board of Directors. It shall consist of the four (4) election officers, seven (7) elected directors and the immediate past president. Each director shall be at least nineteen years of age.

If approved by membership, effective date will be January 1, 2019



Citizen Preparedness Corps



With severe weather events becoming more frequent and more extreme, it is more important than ever that New Yorkers are prepared for disasters. **The NY Citizen Preparedness Training Program** teaches residents to have the tools and resources to prepare for any type of disaster, respond accordingly and recover as quickly as possible to pre-disaster conditions. The training course will provide an introduction to responding to a natural or man-made disaster. Participants will be advised on how to properly prepare for any disaster, including developing a family emergency plan and stocking up on emergency supplies

Andrew M. Cuomo
Governor

WHEN: Monday June 4, 2018
3:00 PM

WHERE: High Peaks Resort
3377, 2384 Saranac Ave.
Lake Placid NY, 12946

CONTACT: Desiree Potvin
DPotvin@woodburyny.us

For additional information, visit
www.prepare.ny.gov

SAVE THE DATE
JUNE 2-5, 2019
BONNIE CASTLE
ALEXANDRIA BAY



RESERVATION POLICY

TAXES ARE ADDITIONAL UNLESS EXEMPT

- The cut-off date for making reservations will be Friday, May 4, 2018.
- **A deposit in the amount of \$200 is due at the time of reservation.**
- **Cancellations must be received 7 days prior to arrival in order to avoid cancellation fee of \$200.** Cancellations and changes received within 7 days of arrival will result in a penalty of the full package stay. Guests that do not check in by 11:59PM on their scheduled date of arrival or who do not show for any portion of their stay will be charged the full package stay.
- If tax exempt, please submit a valid ST-129.
- Check-in time is 4:00 PM and check-out time is 11:00 AM.
- Early arrival and late departure rates are available on request and are subject to availability.

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HOTEL RESERVATION FORM

New York Association of Local Government Records Officers (NYALGRO)
 Sunday, June 3 through Wednesday, June 6, 2018

PLEASE SUBMIT ONE FORM PER ROOM WITH ALL ROOMMATES LISTED

Please circle one:

Package #1 - Sunday thru Monday	SINGLE \$268.15	DOUBLE \$203.65pp
Includes One Night Lodging, Sunday Welcome Reception, Monday Breakfast/Lunch		

Package #2 - Monday thru Tuesday Afternoon	SINGLE \$322.60	DOUBLE \$258.10pp
Includes One Night Lodging, Monday Lunch/Dinner, Tuesday Breakfast/Lunch		

Package #3 - Sunday thru Tuesday Afternoon	SINGLE \$539.93	DOUBLE \$410.93pp
Includes Two Nights Lodging and all meals		

Package #4 - Sunday Night thru Wednesday	SINGLE \$668.93	DOUBLE \$539.93pp
Includes Three Nights Lodging and all meals for conference (no meals Wednesday)		

Package #5 - Lunch/Breaks Only Monday/Tuesday	\$95.00 pp	
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EXTRA MEAL TICKETS (circle what you need):

Breakfast:	Monday / Tuesday	\$23 per meal	\$ _____
Lunch:	Monday / Tuesday	\$48 per meal	\$ _____
Sunday Welcome Reception		\$66	\$ _____
Monday Banquet Dinner		\$55	\$ _____

Name _____ Email _____

Company Affiliation _____

Street _____ City/State/Zip _____

Telephone Number _____

Roommate Name _____ Roommate's Email _____

Select Monday Night Dinner Entrée :

Chicken () Fish () Beef () Vegetarian ()

Arrival _____

Departure _____

Amount Due _____

CC# _____ Exp _____

I have read and agree to the above reservation policies (see back of form)

X _____

**SUBMIT FORM
BY MAY 4, 2018**

High Peaks Resort
 2384 Saranac Avenue
 Lake Placid, NY 12946
 Fax: (518) 523-1120
 reservations@highpeaksresort.com

NYALGRO SCHOOL, LAKE PLACID, NY

June 3 – 6, 2018

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

I am a (check all that apply): New Member First Time 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 \$60.00 _____
 (includes \$30 membership fee)

TOTAL SUBMITTED \$ _____

Cancellations for a refund must be made by close of business May 4, 2018. Please complete and return with a check to: NYALGRO, c/o Jessica McClennan, Village of Woodbury, PO Box 546, Central Valley, NY 10917.

2018 Tentative Schedule – Please check the areas you wish to attend.

Sunday, June 3, 2018

- 6PM - 7PM Wine Glass Painting with Angie - FREE EVENT
- 7:30PM – 9PM Welcome Reception

Monday, June 4, 2018

- 8:30AM - 9AM New Member/First Time Attendee Orientation
- 9AM - 10AM Opening Ceremony/Keynote Speaker
- 10:30AM – Noon Managing Case Files OR LGRMIF : TIP to Demonstration Grants
- 1PM – 2:30PM Creating an E-mail Policy OR Making an Office Retention Schedule
- 3PM – 5PM A Disaster Has Hit - Now What???????
- 6PM – 7PM President’s Cocktail Hour
- 7PM - ????
- Banquet and Awards (food choice selected on hotel registration form)

Tuesday, June 5, 2018

- 8:30AM – 12PM Electronic Records Boot Camp
- 8:30AM – 10AM Cloud Computing and the Technological Stratosphere
- 10:30AM – Noon Working with Your Historian
- 1:30PM – 3PM Fire District Q&A OR Round Table/Open Forum - Q&A on Any Topic
- 3PM – 4:30PM Tour Lake Placid On Your Own (suggestion included on insert)

NYALGRO SCHOOL – JUNE 3-6, 2018
HIGH PEAKS RESORT, LAKE PLACID, NY
“Carrying the Records Management Torch”

SUNDAY, June 3, 2018

4:00PM - 6:00PM

Registration

6:00PM – 7:00PM

Craft Class – Decorating Wine Glasses

Angela Arasim, Fishkill Village Clerk

Show your creativity, network with your fellow RMOs, and join Angie for an hour of fun painting a wine glass. No need to be an expert, there will be plenty of examples to use as a guide; or bring a picture of one that you'd like to paint. All materials will be provided.

7:30PM - 9:00PM

Welcome Reception (light appetizers, beer, wine, soda)

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**MONDAY, June 4, 2018**

**6:00AM**

**Walking Club** - meet in lobby - a great way to start your day with a brisk walk with other RMO's and to see Lake Placid and Mirror Lake

**7:00AM - 8:30AM**

**Breakfast**

**8:00AM - 3:00PM**

**Conference Registration**

**8:30AM - 9AM**

**New Member/First Time Attendee Orientation**

*Michele Rowe, NYALGRO Vice President/RMC City of Rochester*

*June Patterson, NYALGRO Board Member/Town Clerk Town of Highlands*

New Member? First Time attending a NYALGRO conference? Come to this 1/2 hour session to get a quick orientation about NYALGRO and what we offer to you as a member. Meet other first time attendees and network.

**9:00AM - 10:00AM**

**Welcome Address** - Art Devlin, Lake Placid Deputy Mayor

**Keynote Address - Creating Value for Citizens Through Cross-Boundary Information Sharing**

*Theresa Pardo, Director, Center for Technology in Government*

Sharing information across the boundaries of government agencies can create a wide range of benefits for governments and those they serve. Experience tells us that establishing sustainable and value generating information sharing is very hard to do. This presentation will focus on the public value government agencies can generate by sharing information across boundaries and the challenges to such efforts. Insights into the capabilities needed to successfully create sustainable cross-boundary information sharing will be shared.

**10:00AM - 10:30AM**

**COFFEE BREAK AND VISIT WITH VENDORS**

**10:30AM - Noon**

**Managing Case Files**

*Linda Bull, Regional Advisory Officer, NYS Archives*

Case files come in many different forms: legal files, personnel folders, student records, real-property files, among others. They also have many similarities: they are difficult to manage, they contain a variety of materials, many of them are confidential, and handling their disposition is often complicated. This workshop is intended for anyone who is responsible for managing case files and interested in improving the management of those records. This presentation will (1) identify pitfalls and benefits associated with case file management; (2) consider methods to improve access; (3) show how case file retention schedules can simplify disposition; (4) examine

modern storage equipment and filing strategies; (5) evaluate benefits of digital imaging and electronic case file management.

**10:30AM - Noon**

***LGRMIF : TIP to Demonstration Grants***

*Denis Meadows, Director of Government Records Services, NYS Archives*

In 2014 the State Archives introduced Demonstration grants under the Local Government Records Management Improvement Fund (LGRMIF) as a way to address electronic records issues that many local governments are faced with. Although presented as a new initiative, Demonstration grants follow earlier efforts to address electronic records, such as the 1990's Telecommunications Initiative Program (TIP). This session will provide an overview of demonstration grants, including recently completed projects, as well as provide a summary of previous electronic records efforts under the LGRMIF.

**Noon - 1:00PM**

**LUNCH - Introduction of Board Members & Vendors**

**1:00PM - 2:30PM**

***Making an Office Retention Schedule***

*Jennifer O'Neill, Supervisor, Scheduling and State Agency Services, NYS Archives*

The New York State Archives' local government retention schedules can be a bit intimidating: they're large and have many items listed that don't pertain to your work or office. This session will review State Archives retention schedules for local governments and teach attendees how to create an office retention schedule that serves their own needs and is easier to use.

**1:00PM - 2:30PM**

***Creating an E-Mail Policy***

*Dave Lowry, Manager of Local Government Advisory Services; NYS Archives*

Email is one of the biggest challenges for local government records managers. Deciding which emails are records, and which are not, out the numerous emails sent and received everyday can be daunting. The first step to gaining control is a strong and comprehensive email policy. This session will teach attendees what should be included in a good policy and who needs to be involved.

**2:30PM - 3:00PM**

**COFFEE/SNACK BREAK AND VISIT WITH VENDORS**

**3:00PM - 5:00PM**

***Citizen Preparedness Training***

*LT Kevin Valenti, Citizen Preparedness Corps*

This program teaches you to have the tools and resources to prepare for any type of disaster, respond accordingly and recover as quickly as possible to pre-disaster conditions. This class will provide an introduction to responding to a natural or man-made disaster. You will be advised on how to properly prepare for any disaster, including developing a family emergency plan, stocking up on emergency supplies, identifying and reporting suspicious activities. Instruction also on what do when faced with an Active/Shooter/Active Violence situation.

**6:00PM - 7:00PM**

**PRESIDENT'S RECEPTION**

**7:00PM - ?????**

**ANNUAL BANQUET DINNER AND ANNOUNCEMENT OF AWARDS**

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TUESDAY, June 5, 2018

6:00AM

Walking Club - meet in lobby - a great way to start your day with a brisk walk with other RMO's and to see Lake Placid and Mirror Lake

7:00AM - 8:15AM

BREAKFAST

8:00AM - 2:00PM

REGISTRATION

- 8:30AM - Noon** ***Electronic Records Bootcamp***
Maria McCashion and Linda Bull, Regional Advisory Officers, NYS Archives
 This workshop will immerse participants into the world of electronic records by introducing them to an array of electronic record's concepts and topics. Some of the topics discussed include email management, legal issues surrounding management of electronic records in all their forms, imaging and document management systems, cloud computing, viewing social media as records, securing a seat at your IT steering committee, electronic records preservation, and much more.
- 8:30AM - 10:00AM** ***Cloud Computing and the Technological Stratosphere***
James Tammaro, Adjunct Professor SUNY Buffalo
 Cloud computing has become a valuable technological asset for improving the management of records and information in a local government. Cloud computing allows a local government to operate more efficiently and improve services to its constituents. This session will provide a brief overview of cloud computing and explore the advantages and disadvantages of cloud computing. It will conclude with a discussion of the issues local governments need to address when maximizing the use of a cloud computing solution and offer guidance on how to address those issues.
- 10:00AM - 10:30AM** **COFFEE BREAK AND VISIT WITH VENDORS**
- 10:30AM - Noon** ***Working With Your Historian***
Devon Lander, New York State Historian, New York State Museum
Will Tatum, Dutchess County Historian
 Local government records managers and municipal historians both have an interest in the care of records. This session will outline the official duties of the municipal historian and help local government records managers better understand the historian's role. Participants will explore ways of building a mutually beneficial relationship between the historian and the records manager.
- 12:00PM - 1:30PM** **LUNCH/BUSINESS MEETING – Cheryl Steinbach Annual Scholarship Awards / Business Meeting / Vendor Give-A-Ways / Board Member Gifts**
- 1:30PM - 3:00PM** ***Fire District Q & A***
Donna Mumbulo, DCMO BOCES Records Management Technician
Mary Ellen Beams, Monroe Joint Fire District Secretary
 A round table/open forum session for attendees to bring forth any questions they have pertaining to fire districts minutes, records management, FOIL requests, LOSAP program, etc.
- 1:30PM - 3:00PM** ***Round Table/Open Forum - Q&A About Any Topic***
NYALGRO Board Members and State Archives
 This is the fourth year we have offered this session and it 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 from State Archives. The more questions we are asked the better this session can be!!!
- 3:00 PM - 4:30 PM** ***Tour Lake Placid on Your Own - Safe Driving Home***

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Rick Jones, NYS Area Manager

Rick joined Biel's in 2013 and brings over 30 years of experience within the technology industry, 15 of which in Document Management. Rick holds an AAS Degree from Erie Community College and has been a CDIA (Certified Document Imaging Architech) since 2001. He is a Member of the Association for Information and Image Management (AIIM) and life-long WNY native who lives in North Tonawanda with his wife and 3 children.

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