



NEW YORK ASSOCIATION OF LOCAL
GOVERNMENT RECORDS OFFICERS

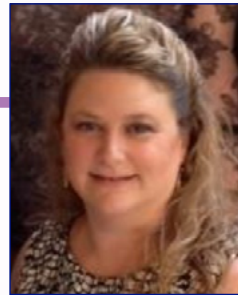
NETWORK

www.nyalgro.org

Spring 2022

President's Message

Spring 2022



2022 Conference – Albany

CONFERENCE IS ALMOST HERE! By now you should have received your conference registration packet. Hopefully you are just as eager to get out of your office and network with others as we are! A lot of effort goes into organizing a conference and the pressure to offer a substantial education program is a huge responsibility. Your Board has worked hard to bring you an education program that will help improve your program and hopefully teach you some great “tricks of the trade” to make life a little easier at the office.

April was Records Management Month

What did you do during the month of April? Let us know while you attend the conference so we can all learn and improve. Send us your before and after photos so they can be included in one of our sessions. nyalgro2020@gmail.com

Do you know who your Records Advisory Officer (RAO) is?

Earlier this year the State Archives reorganized and changed the way RAO's are assigned. If you do not already get their newsletter, I highly suggest you sign up for it with RAO so you stay up-to-date on all the Archives offers—which includes classes, grant information and much more. Visit this link to check it out: <http://www.archives.nysed.gov/records/records-management>.

Planning for 2023:

We will be in Ithaca in June, 2023. Please bring or send your ideas for the sessions you want to see offered so we can start working on it now for you. As I have said before, our organization is only as good as our membership!

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! Don't forget to like our Facebook® page!

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

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2022 annual NYALGRO School

Dear NYALGRO Member:

On behalf of the Board of Directors I would like to personally invite you to attend the 2022 Annual NYALGRO School that will be held in Albany, New York! This year our theme is "Diving into Records Management".

As always, we have once again worked very hard to come up with a schedule that is current with the needs of today. Each class is also designed with everyone in mind, regardless of how long you have been a records manager or what the status of your current records management program may be. We hope the topics selected will aid each one of you in improving your program and making work life easier.

Conference registration is only \$30 which is for both days. If you have any questions about submitting your conference registration form (or if you are not sure if you renewed your membership yet) please call our Membership Chairperson Jessica McClennan at 845-928-7558 x1252.

On our website you will find additional forms for the 2022 conference. Please visit www.nyalgro.org today where you will find:

- Full course catalog with descriptions and speaker information
- Hotel sales tax exempt form
- An application for our scholarship. I strongly encourage you to apply if your employer cannot financially support your continued education and you would like to attend in person. We offer three scholarships so please take advantage of this opportunity.
- An application to nominate someone or a group that should be recognized for their records management program or accomplishments.

Please grab me when you see me and say hi or call if you have any questions or comments!

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

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

¹If you have not renewed your membership yet (which was mailed in late December), then the cost is \$80, which includes the \$50 annual membership fee.



Records Management

The Lifecycle of Records—Creating a System That Can Be Used by All By Desiree Potvin, Woodbury Town/Village Clerk, Orange County, New York President, New York Association of Local Government Records Officers

Records Management is one of the most important responsibilities of a municipal clerk. Unfortunately, if you are like me, it always seems to end up at the bottom of the priority list. As municipal clerks, we are tasked with the responsibility of maintaining the official records of our government. We often become the “go to” person to research the history of a project or to locate that one record that is constantly being mentioned once a year by a resident that will not let us forget about it. How we maintain our records—whether in paper or electronic format—helps make our jobs easier. Often, I get calls from new clerks that have no idea how to find a record because they are unable to determine the “ins and outs” of their predecessor’s filing system. It is important to establish a filing system that anyone can navigate if the clerk is unavailable. It is also important to know that records, like humans, have a lifecycle. They are born, live and eventually expire.

Your Record is Born

A record has been created and now you need to file it; this should be the easy part. If you have a paper system, I suggest naming the file based on the topic and by year (for example—Marriage Licenses 2021). In my office, we use a different color file label or folder for each year to make it easily identifiable, which is helpful when a topic/project spans over multiple years. This also makes it easier to determine what can be purged when, but more on that later. For a digital record, you may want to use the year first and then the topic for easy sorting (for example—2021 Marriage Licenses). Remember, the goal is to make the record easy to find by anyone.

Your Record Lives

Your record is a living document with a retention period—permanent, temporary or, sometimes, none. Determining a records retention is important for your filing system. The new LGS-1 has been created for use by all municipal entities and it dictates minimum retention periods for all records. It is recommended that temporary records be kept separate from permanent records. This will help to ensure that a record is not purged in error or prematurely. If you use a color system (as I stated I do), then all records of the one color in the temporary files section of your system can be purged at the same time.

Occasionally, files can contain records with different retentions. When this happens, I use a larger folder for the file, named by topic, and smaller folders kept within the large one with more specific record names. A perfect example of files that may contain different record lifecycles are those involving elections. Most municipalities, at some point, have had to hold/run an election. Elections

are very important to a municipality—it could be held for a candidate for elected office, a bond resolution or a matter that was subject to a permissive referendum that the residency felt should be voted upon. When creating your file, be sure to separate what is permanent from temporary for easier purging when the time comes.

NOTE—Temporary records may be kept permanently if deemed appropriate to preserve the historical significance of the issue. Whenever you keep a temporary record longer than what the retention period is, you should justify why you choose to do so. For example, I keep all my grant applications regardless of their retention period. My justification is that a grant application may help future applicants be more successful by knowing why the grant was denied or approved the first time.

Your Record Expires

The retention period of your record has ended and now it is time to purge it so you have room for more records. Ideally, your records inventory should be reviewed annually and purging done timely. I recommend purging whenever your fiscal year begins. “Records Management Month”, which is in April, might be a good time as well. I do my purging annually each January and hire a shredding company. You should maintain an inventory/list of what was purged and when it was done. Depending on your policy, you may need to have other Departments sign-off on the purging.

But Wait—Your Record Can Be Immortal

Yes, there are records that have a permanent retention. Does this mean they can never be purged? Not exactly. If you convert the paper record into an electronic format and conduct a 100% verification (meaning you have checked—page by page—that the electronic record matched the paper record 100%), then you may be able to purge the paper copy. You should check with the rules of the state before you purge a permanent document. This is something that is a viable option for the municipalities that can afford an Electronic Document Records System. It is also a great way to free up valuable office/storage space.

The management of a records system/program can be an overwhelming task. Having a strong foundation, understanding the lifecycle of a record, and following a routine, can make it less daunting. As someone that has been managing municipal records for the past 22 years, I honestly enjoy the organization of the process and coming up with “short-cut” tips that I can share with colleagues. I hope you experience the same sense of accomplishment when you tackle your records.

News from the State Archives

—Dave Lowry

LGS-1 Updates

One of the great benefits of the new consolidated LGS-1 records retention and disposition that replaced the four previous schedules (CO-2, MU-1, ED-1, MI-1) is that it is much easier to keep up to date. Less than two years after its August 1, 2020 release the LGS-1 was updated April 1, 2022. The LGS-1 web version, database and spreadsheets have been updated. If you are using the printed version, replacement pages are available by contacting recmgmt@nysed.gov. And don't worry, you don't need a resolution to adopt the updates. If you missed our webinar, "Ask Us Anything About Updates to the Local Government Retention Schedule" it is available for viewing on the Archives' *YouTube* channel.

LGRMIF Grants,

After missing a year because of the COVID pandemic, the Local Government Records Management Improvement grants cycle returned this year. 2022-2023 applications were all submitted by March 21. If you applied, you should receive word on whether you received funding by June 1. Good luck!

NYS Archives Booth at Annual Training School

The State Archives will have a display booth at the June 2022 NYALGRO Annual Training School at the Desmond Hotel in Albany. If you're attending this year's training school, and you really really should, please stop by the Archive's booth. We'll have some nice giveaways and you can get the chance to meet some Albany-based Archives' staff as well as your new Records Advisory Officer (RAO) in person. Hope to see you there!

NYALGRO Mentor Program

Are you a veteran RMO who would like to impart your wisdom on a new RMO? Are you a new RMO who would like to have someone to ask your questions to? Well look no further! NYALGRO will be introducing a new Mentor Program where we will connect a veteran and new RMO together. Our first step is to create a list of folks who would be willing to serve as mentors for any of the new folks. If you are interested please email Matt Shaler at matthew.shaler@madisoncounty.ny.gov and we will add you to the list. Thanks!



**NEW YORK ASSOCIATION OF LOCAL GOVERNMENT
RECORDS OFFICERS (NYALGRO)**



JUNE 12-15, 2022

To make your conference reservation please email or fax (not both) this form to the address below:

ONE FORM PER PERSON

Crowne Plaza Albany – The Desmond Hotel

Email: fjohnson@desmondhotels.com

Group Reservations

660 Albany Shaker Road, Albany, New York 12211

FAX: (518) 640-6069

FORMS MUST BE RECEIVED NO LATER THAN MAY 2, 2022

Check In Time: 4:00PM

Check Out Time: 12:00PM

THREE NIGHT PACKAGE 6/12/22:	TWO NIGHT PACKAGE – 6/12/22:	ONE NIGHT PACKAGE – 6/12/22 OR 6/13/22:
Sunday 6/12/22 – Wednesday 6/15/22	Sunday 6/12/22 – Tuesday 6/14/22	Sunday 6/12/22 – Monday 6/13/22
Includes Deluxe Overnight Accommodations for (3) nights (Sunday, Monday, and Tuesday) and Sunday Welcome Reception, Monday Breakfast Buffet and Lunch Buffet, AM&PM Breaks, Reception and Dinner, Tuesday Breakfast Buffet and AM Break Package is Tax Exempt and includes service charge.	Includes Deluxe Overnight Accommodations for (2) nights (Sunday and Monday) and Sunday Welcome Reception, Monday Breakfast Buffet and Lunch Buffet, AM & PM Breaks, Reception and Dinner and Tuesday Breakfast Buffet and AM Break Package is Tax Exempt and includes service charge.	Includes Deluxe Overnight Accommodations for (1) night (Sunday - Monday) Sunday Welcome Reception, Monday Breakfast Buffet and Lunch Buffet, Monday AM Break Package is Tax Exempt and includes service charge.
<input type="checkbox"/> \$718.60 per person Single Occupancy	<input type="checkbox"/> \$589.60 per person Single Occupancy	<input type="checkbox"/> \$281.80 per person Single Occupancy
<input type="checkbox"/> \$525.10 per person Double Occupancy	<input type="checkbox"/> \$460.60 per person Double Occupancy	<input type="checkbox"/> \$217.30 per person Double Occupancy
<input type="checkbox"/> \$470.60 per person Triple Occupancy	<input type="checkbox"/> \$424.27 per person Triple Occupancy	<input type="checkbox"/> \$199.13 per person Triple Occupancy
<input type="checkbox"/> \$443.35 per person Quad Occupancy	<input type="checkbox"/> \$406.10 per person Quad Occupancy	<input type="checkbox"/> \$190.05 per person Quad Occupancy
		Monday 6/13/22 – Tuesday 6/14/22 Includes Deluxe Overnight Accommodations for (1) night (Monday – Tuesday) Monday Lunch Buffet and PM Break, Reception and Dinner, Tuesday Breakfast Buffet and Lunch Buffet and AM Break Package is Tax Exempt and includes service charge.
		<input type="checkbox"/> \$397.00 per person Single Occupancy
		<input type="checkbox"/> \$332.50 per person Double Occupancy
		<input type="checkbox"/> \$314.33 per person Triple Occupancy
		<input type="checkbox"/> \$305.25 per person Quad Occupancy

NAME: _____
 ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 PHONE NUMBER: _____
 EMAIL ADDRESS: _____
 ROOMMATES NAME (S): _____

Method of Guarantee & Payment

All Reservations Must Be Guaranteed For Arrival For This Reservation To Be Accepted. Valid Purchase Orders, Checks (Received At Least 14 Days Prior To Arrival) And Major Credit Cards Are Accepted. Reservations Must Be Cancelled Without Charge No Later Than Friday May 27, 2022. Should You Fail To Arrive Or Cancel After May 27, 2022, You Will Be Charged For The Entire Package. ***Prevailing Taxes Will Apply To Packages Without A Valid NYS Tax Exempt Form Accompanied with Reservation Form***

CREDIT CARD# _____ EXP: _____
 PRINT NAME: _____
 SIGNATURE: _____

Make Checks Or Purchase Orders Payable to the Crowne Plaza Albany – The Desmond Hotel **DO NOT SEND CURRENCY**

DL

NYALGRO SCHOOL, ALBANY, NY

June 12-15, 2022

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 (pick one):

NYALGRO Member	\$30.00	\$ _____
Non-Member (includes \$50 membership fee)	\$80.00	\$ _____

All meals/breaks are included depending on overnight package selected. If you are not making overnight accommodations, or need extra meal tickets for guests, see reverse page and enter amount below as needed.

Commuter Meal Tickets:	Total from Reverse	\$ _____
Extra Meal Tickets (if you are bringing a guest)	Total from Reverse	\$ _____
	TOTAL SUBMITTED	\$ _____

Cancellations for a refund must be made by close of business **May 26, 2022**.

Please complete and **return with a check** to: NYALGRO, c/o Jessica McClennan, Village of Woodbury, PO Box 546, Central Valley, NY 10917.

2022 Schedule – Please check the areas you wish to attend.

(see program on website for detailed description of sessions)

Monday, June 13, 2022

- 8:30AM – 9:00AM New Member/First Time Attendee Orientation
- 9:00AM – 10:00M Understanding Neurodiverse Customers and Coworkers
- 10:30AM - Noon You are a Records Management Officer (RMO) – Now What?
- 10:30AM – Noon Legal Aspects of Records Management
- 1:00PM – 2:30PM LGRMIF – Success Stories and Tips
- 1:00PM – 2:30PM Organizing Your Records Room
- 3:00PM – 4:30PM Recruiting and Working with a Records Management Consultant
- 3:00PM – 4:30PM LGS1 – How to Navigate the Search and What’s New?

Tuesday, June 14, 2022

- 8:30AM – 9:00AM Disaster Recovery – Creating a Contingency Plan
- 9:00AM – 10:00AM Freedom of Information Law (FOIL)
- 10:30AM – 11:30AM How to Start an Electronic Records Management Program
- 10:30AM – 11:30AM After the Inventory – What Do You Do Now?
- 1:30PM – 3:00PM The Role of Records Managers in Providing Educators Access to Primary Sources

COMMUTER/EXTRA MEAL TICKET

Commuter Package	Includes all breaks and all lunches	\$140.40	_____
Sunday Welcome Reception	Appetizers and Open Bar	\$56.40	_____
Monday Breakfast	Breakfast Buffet	\$26.40	_____
Monday Lunch	Lunch Buffet	\$39.60	_____
Monday Reception	Cocktail (open bar) and Plated Dinner	\$111.60	_____
Tuesday Breakfast	Breakfast Buffet	\$26.40	_____
Tuesday Lunch	Lunch Buffet	\$39.60	_____

NOTE – GUESTS ARE NOT ELIGIBLE FOR AM/PM BREAK-TIME OFFERINGS



Department of Taxation and Finance
New York State and Local Sales and Use Tax
Exemption Certificate
 Tax on occupancy of hotel or motel rooms

ST-129
 (2/18)

This form may only be used by government employees of the United States, New York State, or political subdivisions of New York State.

Name of hotel or motel Crowne Plaza Albany - The Desmond Hotel		Dates of occupancy From: _____ To: _____	
Address (number and street) 660 Albany Shaker Road		City Albany	State ZIP code NY 12211
		Country USA	

Certification: I certify that I am an employee of the department, agency, or instrumentality of New York State, the United States government, or the political subdivision of New York State indicated below; that the charges for the occupancy of the above business on the dates listed have been or will be paid for by that governmental entity; and that these charges are incurred in the performance of my official duties as an employee of that governmental entity. I certify that the above statements are true, complete, and correct, and that no material information has been omitted. I make these statements and issue this exemption certificate with the knowledge that this document provides evidence that state and local sales or use taxes do not apply to a transaction or transactions for which I tendered this document, and that willfully issuing this document with the intent to evade any such tax may constitute a felony or other crime under New York State Law, punishable by a substantial fine and a possible jail sentence. I understand that the vendor is a trustee for, and on account of, New York State and any locality with respect to any state or local sales or use tax the vendor is required to collect from me; that the vendor is required to collect such taxes from me unless I properly furnish this certificate to the vendor; and that the vendor must retain this certificate and make it available to the Tax Department upon request. I also understand that the Tax Department is authorized to investigate the validity of tax exemptions claimed and the accuracy of any information entered on this document.

Governmental entity (federal, state, or local)		Agency, department, or division	
Employee name (last or full)	Employee title	Employee signature	Date prepared

Instructions

Who may use this certificate

If you are an employee of an entity of New York State or the United States government and you are on official New York State or federal government business and staying in a hotel or motel, you may use this form to certify the exemption from paying state-administered New York State and local sales taxes (including the \$1.50 hotel unit fee in New York City).

New York State governmental entities include any of its agencies, instrumentalities, public corporations, or political subdivisions.

Agencies and instrumentalities include any authority, commission, or independent board created by an act of the New York State Legislature for a public purpose. Examples include:

- New York State Department of Taxation and Finance
- New York State Department of Education

Public corporations include municipal, district, or public benefit corporations chartered by the New York State Legislature for a public purpose or in accordance with an agreement or compact with another state. Examples include:

- Empire State Development Corporation
- New York State Canal Corporation
- Industrial Development Agencies and Authorities

Political subdivisions include counties, cities, towns, villages, and school districts.

The United States of America and its agencies and instrumentalities are also exempt from paying New York State sales tax. Examples include:

- United States Department of State
- Internal Revenue Service

Other states of the United States and their agencies and political subdivisions do not qualify for sales tax exemption. Examples include:

- the city of Boston
- the state of Vermont

To the government representative or employee renting the room

Complete all information requested on the form. Give the completed Form ST-129 to the operator of the hotel or motel upon check in or when you are checking out. You must also provide the operator with proper identification. Sign and date the exemption certificate. You may pay your bill with cash, a personal check or credit/debit card, or a government-issued voucher or credit card.

Note: If you stay at more than one location while on official business, you must complete an exemption certificate for each location. If you are in a group traveling on official business, each person must complete a separate exemption certificate and give it to the hotel or motel operator.

To the hotel or motel operator

Keep the completed Form ST-129 as evidence of exempt occupancy by New York State and federal government employees who are on official business and staying at your place of business. The certificate should be presented to you when the occupant checks in or upon checkout. The certificate must be presented no later than 90 days after the last day of the first period of occupancy. If you accept this certificate after 90 days, you have the burden of proving the occupancy was exempt. You must keep this certificate for at least three years after the later of:

- the due date of the last sales tax return to which this exemption certificate applies; or
- the date when you filed the return.

This exemption certificate is valid if the government employee is paying with one of the following:

- cash
- personal check or credit/debit card
- government-issued voucher or credit card

Do not accept this certificate unless the employee presenting it shows appropriate and satisfactory identification.

Note: New York State and the United States government are not subject to locally imposed and administered hotel occupancy taxes, also known as *local bed taxes*.

Substantial penalties will result from misuse of this certificate.



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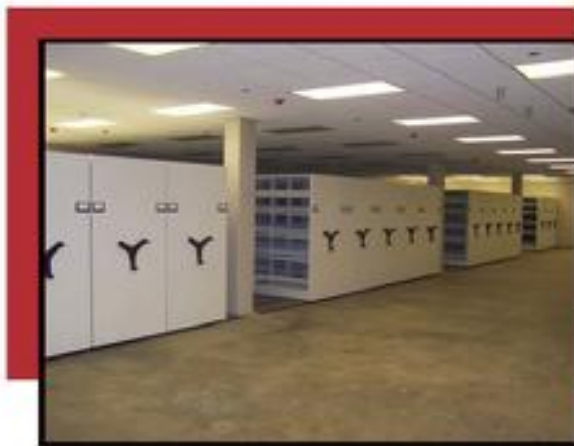
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2018 CORPORATE PARTNER OF THE YEAR



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