



NEW YORK ASSOCIATION OF LOCAL
GOVERNMENT RECORDS OFFICERS

NETWORK

www.nyalgro.org

Winter 2022

President's Message

Winter 2022

Happy New Year to all of you!

Changes to the Board

Thank you to all that voted in our electronic ballot process in November. All seats were uncontested, and I would like to congratulate the following individuals that were re-elected to your Board of Directors: Louisa Ingrassia, Wendy McConkey, Jessica McClennan, Colleen Rathbun and Dina Falcone. We have a full Board now and we are very excited for this year's conference!

2022 Conference—Albany

As of this newsletter, the conference will be held in-person June 12-15 at the Crown Plaza/Desmond in Albany. This year we will be offering our members two ways of participating. For the same low price of \$50 you can either attend in person or sign up to be able to watch recordings of the conference after it is held. A private link will be set up using YouTube© and you will be provided a password to access it. If you attend in person you will also be provided the link. More details will be included in the conference packets, which will be mailed in early April. Your Board is doing its best to research the best way to ensure all members feel included and can obtain the training they need to continue their professional development. If you do not get your packet by April 19 email us at nyalgro2020@gmail.com and I can send you an electronic copy or it will be on our website.

Do you need a scholarship?

Please consider applying for a scholarship if your employer is unable to pay for you to attend our conference. Applications are available on our website www.nyalgro.org and will be included in your registration packet.

Do you have a records success story?

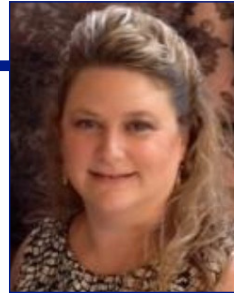
We are looking for members to share their success stories on how they have conquered their records management mountain! Please submit your story to us and we will feature you in an upcoming newsletter. Send photos too if you would like! Email nyalgro2020@gmail.com and in the subject field type "success story". Maybe your success will help someone else improve their workload!

Do you have a question that you need answered?

Please send your records management questions so we can print them in our newsletter in our new column called "Ask the Board". You can ask any question you want about NYALGRO or records management and we will get the answer for you. You may just ask a question someone else has always wondered. Please send your questions to nyalgro2020@gmail.com and in the subject field type "question" to be featured in a future issue.

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
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Gina Doty
Emeriti

Donna M. Mumbulo
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Ontario County Exhibit

Every year Ontario County's Records and Archives displays an exhibit utilizing documents housed in the historical section in their facility. They hold an open house in October to recognize Archive's Month and reveal the exhibit.

This year "On the Road Again" . . . the history of highways and licenses in Ontario County was the theme.

Some of the fun facts that were discovered about licenses:

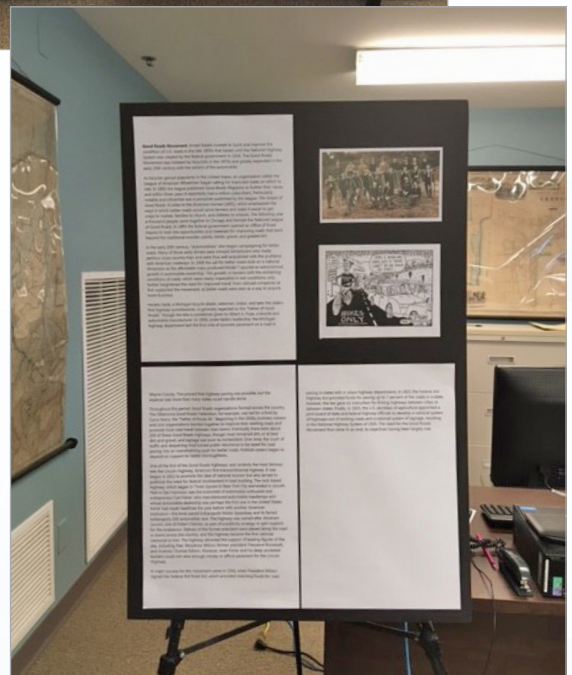
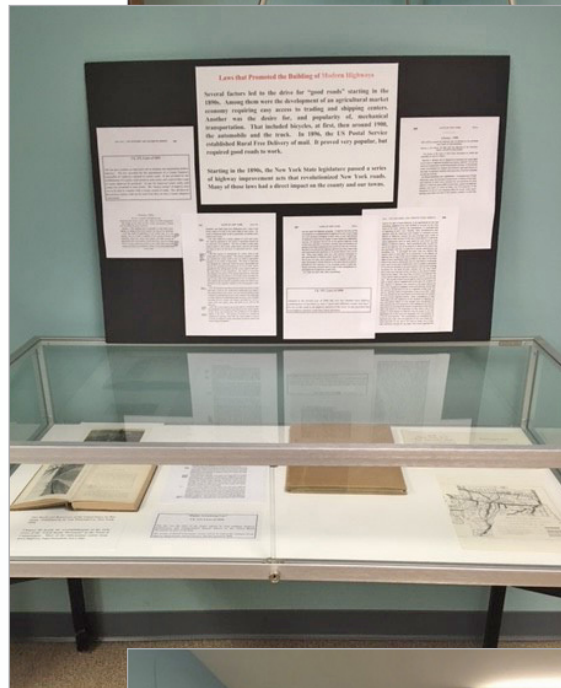
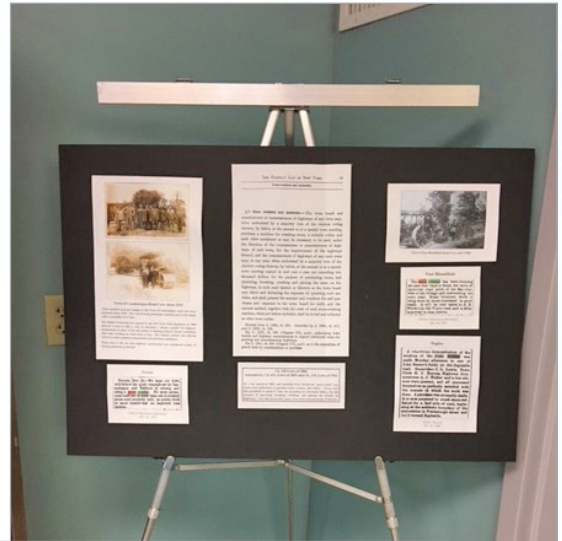
1. New York was the first state to require vehicles bear a license plate (1901), but Massachusetts was the first state to have state-issued plates (1903). Prior to implementing state-issued plates, New York residents made their own, displaying their initials on the identifying tag.
2. The very first state-issued plate in Massachusetts read, simply, "1," and was issued to a gentleman named Frederick Tudor. A member of his family still holds an active registration on the tag today, 113 years later.
3. The first state-issued tags were made of iron covered with porcelain enamel. Delaware still offers a porcelain plate and is the only state to continue to do so. The starting fee for the porcelain version is \$110.

Because the fragility of the porcelain plates made them impractical, manufacturers experimented with replacement materials such as cardboard, leather and even pressed soybeans.

4. Pennsylvania was the first to issue a personalized plate in 1931.
5. A potato was the first graphic to appear on a license plate, in 1928. It was, of course, issued in the state of Idaho.
6. The size of the original license plates was not constant. Instead, the width of it expanded as more characters were added. Can you imagine the width of plates today if a standardized size had not been determined in 1957?
7. Vehicles owned by the United States Postal Service do not bear license plates.
8. Nineteen states require only a rear tag. The requirement of a front and rear tag in the other 31 states, and Washington D.C., is a matter of great discord for many who find it aesthetically displeasing. For the issuing states, however, the revenue created by requiring a front plate that can be read to pay for tolls, parking garage fees, etc. outweighs any negative aspects.
9. All 50 states offer vanity plate options. Virginia issues the highest percentage of vanity plates, followed closely by New Hampshire and Illinois. Texas has the lowest.

During the open house staff in the Records and Archives Department provide tours of the building and explain how records are checked in and stored. Refreshments are also offered in an area safe from the historical documents. At a specific time during the day of the open house the County Historian presents a short lecture on the items used in the exhibit and answers questions relating to the topic of the exhibit and really anything on the history of the area.

This is an excellent way to promote your records department and let staff in other departments and the public realize that storing records is more than placing boxes on a shelf.



Records Management Best Practices During Covid 19

Records management is always an important business requirement, but during the global COVID-19 pandemic, many organizations have found managing, accessing, and protecting their information a major struggle. State and county stay-at-home orders have required many businesses to close their offices and have their employees work from home, which forces many employees to juggle their remote job responsibilities with family demands. Phased reopening plans are easing these constraints but adjusting to more changes will not be easy.

Amidst these challenges, how do you make sure your company's records management practices stay efficient, secure, and legally compliant? In this blog we offer best practices for managing your records during the COVID-19 pandemic.

Document Protection

Employees working from home should continue to follow your company's records management policies and procedures. They should never leave documents with personally identifiable information (PII) or protected health information (PHI) out in the open. If your company has a "clean desk" policy, it should also apply to home offices and workspaces.

Records in Transit

As state and county reopening plans move forward and your employees return to the office, remind them to handle and transport documents and data within a secure chain of custody. They should never leave documents or company-issued electronic devices in cars while traveling to and from work.

Disaster Recovery

The COVID-19 pandemic has exposed new data security

threats, including Coronavirus phishing scams and "Zoom-bombing." To protect your business from these threats, your disaster recovery plan must contain provisions for protecting your data.

During the COVID-19 pandemic, continue backing up your operating system, application software, and data files on all devices. Store your backup copies in a secure offsite location. A media storage room features multiple layers of security and advanced preservation systems to prevent unauthorized access and physical damage to your media assets, including:

- State-of-the-art entry controls
- Internal storage cages
- Climate control technology
- 360-degree monitored surveillance cameras

Only background-screened and pre-authorized data protection personnel have access to the media storage room. They make sure your backup tapes and other electronic media are stored, managed, and tracked with the utmost care.

Document Shredding

During stay-at-home orders, employees may be holding on to corporate documents that are no longer needed. Consumer-grade paper shredders do not meet the security standards of most corporate information disposal policies. Instruct your employees to keep no-longer-needed documents in a box, bring it to the office, and deposit the contents in a shredding collection container for purge shredding. If your shredding and destruction provider offers drop-off shredding, your staff can also visit the nearest drop-off shredding location for an alternate secure privacy protection solution



Updates from the New York State Archives

NEW SERVICE MODEL IN 2022

The New York State Archives has changed how it delivers advisory services to New York State local governments. As many of you know, for the past thirty years the Archives has delivered these services through a regional model; each region served by a Regional Advisory Officer or RAO. For various reasons, this model has grown outdated, and the Archives has determined it is time for a change.

As of January 1, 2022, advisory services are now delivered by government type. Each government type is assigned a RAO, who is now known as a Records Advisory Officer. For example, one RAO covers towns, one school districts and BOCES, etc. There are many advantages to this new model, among them:

- It will allow RAOs to develop a deeper understanding of each government type and the records it produces. This increased expertise will enable each RAO to provide even better service than they did before.
- It is now easier for local governments to identify who their RAO is. Before, a local government official had to figure out what region her county is in and which RAO covers her region. With the new model she only has to look on the website to see which RAO covers her local government type.
- When there is a vacancy in a RAO position, it will be easier to cover these duties until the vacancy is filled. Before, when a vacancy occurred, regions were split up by county and assigned to other staff, which became confusing for both Archives' staff and local government officials.

Here is our list of RAOs and what government types they cover:

Sarah Durling, Records Advisory Officer
School Districts, BOCES, Community Colleges,
and Teacher Centers.

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OTHER CHANGES

In 2022 look for some major updates to our website including the Managing Records section which will be redesigned for easier and more intuitive navigation. Plus, new content will be added including a "records management toolkit" containing sample policies and forms to use in your records management program.

Since the beginning of 2021, Archives' staff have been reviewing and updating all Archives' publications. Look for updated publications on inactive records, digital imaging and microfilming, and email management.

As always, check our website frequently for new content including publications, advisories, and webinars.



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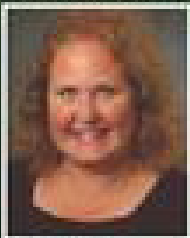
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