



NEW YORK ASSOCIATION OF LOCAL
GOVERNMENT RECORDS OFFICERS

NETWORK

www.nyalgro.org

Fall 2014

President's Message

Reflections

As I watch our summer lead into fall, I am reflecting on our recent Annual School held in the beautiful Lake George, NY and the great turnout we had. It was successful and informative with new members and old members joining together to learn exciting avenues in the records management field. I would like to thank everyone who participated and hope you were able to take back new and exciting tools to help enhance your records management programs and network with other members who share the same obstacles that you do. Congratulations to our scholarship winners and honored award winners!

I would like to take this time to thank all of the members of NYALGRO for your support and friendship over the last eight years as this will be my last message as president. I have enjoyed representing the organization and will continue to support NYALGRO as a member of the Board of Directors. I have made so many friends and have received an abundance of knowledge from past members and present, so although I am stepping down as your president, I will continue to be a part of the records management world. I am pleased to have Desiree Potvin step up and complete my term and lead this group into the future. We also have some new members coming aboard to join the Board of Directors. I want to thank all of you and of course I want to thank the entire Board who has worked hard and made my job easier . . . Thank YOU!

If you are interested in contributing to the organization and to the Annual Training School, please contact Wendy McConkey and let her know so we can add you to the ballot. Come join this group of hard workers in pushing ahead into the future.

Moving on to 2015, the NYALGRO organization will hold our Annual School at the Holiday Inn Resort in beautiful Lake George, NY again, so clear your calendars and join us for a great program and a fantastic atmosphere! I hope everyone—past, present and future members of the organization—will join us again to take advantage of a great learning opportunity in the field of Records Management. If you need financial assistance to attend the 2015 NALGRO School, do not forget about the Cheryl Steinbach Scholarships. Again this year, NYALGRO will be giving out two full scholarships. The scholarship information is in the newsletter and on the website. Take the opportunity and apply.

In closing, I thank all who have contributed to this organization. Please feel free to contact any board member regarding any thoughts for future schools, classes, or any other information you wish to share.

—Donna Mumbulo, President



Board Members Carol Davidson and Geof Huth at registration table at the NYALGO School in Lake George

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NYALGRO President
Donna Mumbulo



Kathleen Roe, Director of
NYS Archives and Records
Management Operations



Kathy Walruth receiving
parting gift from
President

A Positive Experience

The school at Lake George, on June 8-10 proved to be a very successful event. The theme *Climbing the Electronic Records Mountain* touched on a variety of current issues that record managers face. Issues such as digital archiving, security and freedom of information requests were discussed and explored.

The school was set in a beautiful location and the weather was conducive to study and fun. Although the workshops scheduled comprised most of the hours in the days, a few extracurricular activities were offered such as a boat ride on the lake, choices of sightseeing and a bit of relaxing by the water.

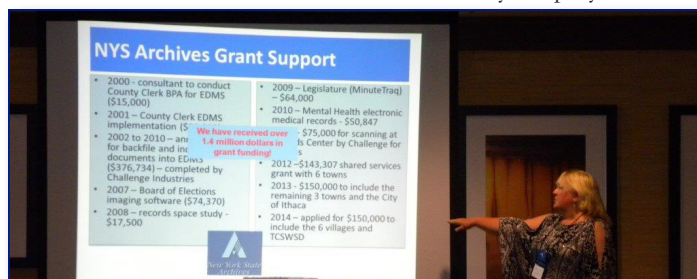
The conference gave record managers the opportunity to expand their knowledge through new and exciting topics and network with members of the organization.

The 2015 conference will be held at Lake George Holiday Inn Resort, June 7-9. The theme for this conference is *Riding the Records Rollercoaster*. The workshops and classes will include current topics such as Information Governance and E-discovery. It will also include some basic classes for the new record managers and detailed instruction on the different retention schedules and who should refer to them. All workshops and classes will provide participants opportunities to ask questions and discuss relevant subjects with their fellow record managers. Please plan to join us.

School Recommendation

This past June I was able to attend the NYALGRO School for records management in Lake George. This was my second NYALGRO School and from what I can tell, it seems to get better every single year. It was a great way to network and connect with people in similar roles as mine, within local government. The classes that are offered are always on a wide variety of topics and are very useful in day-to-day operations. It would not matter if you are just starting out in records management or if you have been working in it for years, you are bound to learn something new. I left the school this year with a lot of great information and new ideas. Of course the down time to just socialize is wonderful as well. It is always nice to have time while not in sessions to meet new people and talk to them about their experiences with records management. I would highly recommend the NYALGRO School to any records management professional at any level.

—Robin S. Morse, West Endicott Fire District,
Secretary/Deputy Treasurer



Going Paperless: Maureen Reynolds, Tompkins County ClerkRMO



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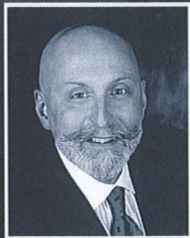
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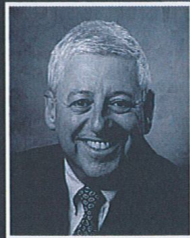
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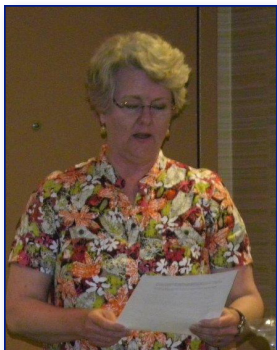
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Rick Jones, NYS Area Manager

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.

My ECM

My Experience about Selecting an ECM (Electronic Content Management) System for my Organization



I have learned so much in the past six months about what my organization needs for an ECM system, how to solicit vendors to reveal their systems that can *solve all our problems*, and how to develop procedures and processes. Of course this will all happen while keeping our operations

running without a hiccup on my campus. Who am I kidding? This is a major expense and commitment intending to solve issues for records retention, email management, document management, workflow, and so much more—right? Even though the choice of software and its accompanying hardware to perform these processes is important; acceptance, implementation and training by those who will be using it is crucial. The human factor, to me, is part of the equation to make or break the success of using a new software system, and cannot be ignored.

Last fall I was invited to sit on a 15 member committee that would decide which ECM system to be purchased for campus-wide implementation over a period of six to eight years. The group met for two to three hours every week, and we also conducted four onsite visits to campuses using software that we were interested in. The amount of work was overwhelming, but necessary to make a final decision and present our vendor recommendation to the college's executive council for its final approval. The council was very impressed with our in-depth presentation and documents to support our conclusions and vendor choice. The committee's hard work and dedication to the study was evident during the entire six months, and the knowledge I gained during this process is priceless. I attribute the success of the committee to having key personnel from different departments of our campus and having a chair and co-chair keeping us on task and in compliance with our established timeline.

So if your organization is discussing the idea of purchasing an ECM system, I would be open to talk with you about my experience.

—Gina Doty, SUNY Plattsburgh Records Manager and NYALGRO Executive Board Member

Welcome!

The New County Historian/Archivist for Genesee County, Michael Eulua.

Michael J. Eula has a background as both an academic and a public historian. He has a Ph.D. in history from the University of California, Irvine, and is an honors graduate in history from Rutgers University, as well as holds a law degree from Newport University School of Law. He is a Professor Emeritus of History at El Camino College (California), where he taught for 23 years. He has written extensively in numerous areas, including New York history. He plans to continue and expand upon the outstanding programs developed by retiring historian Susan Conklin. This expansion includes meeting the crucial need for local history activities. "There is a public thirst for history," he states, "and the rich history of Genesee County is wonderfully illustrative of the links between local and national history, which the public craves."

Webinars Offered

The State Archives has entered the webinar business in the past few years. We have offered grants training webinars the past three years and have also offered other webinars on various records management subjects.

After receiving much positive feedback on the webinars from local government officials, we have greatly increased the number of webinar offerings. In the 12-month period beginning July 2014-June 2015, we expect to offer 25-30 webinars, each available from anywhere in the state.

Kent Stuetz, our Regional Advisory Officer covering the Central New York Region, is presenting a Foundations of Records Management series of webinars. The six webinars are being presented every other Thursday and started September 11 and will conclude on November 18. See our website for titles and how to register.

The webinars are one hour long and normally have a more narrow focus than our three-hour live workshops. Unlike our live workshops, people can attend from all across the state. So this will give you some variety with presenters. For example, if you live on Long Island, you can hear a webinar from Gail Fischer, our RAO in Buffalo, or Geof Huth, the Director of Government Records Services in Albany, and you will not even have to leave your office to do so. With a good Internet connection and the latest version of Flash loaded on to your computer, you can watch and listen to any webinar live over the Internet. In addition, some of our webinars are available on our website for you to watch at any time.

Since it is faster to put together a one-hour webinar than three-hour live workshop, we can more easily expand our training offerings. In the next year, look for *Introduction to Information Governance* and *Avoiding the Paper Avalanche: the Quest for the Paperless Office*.

In recent years, it has been more and more difficult for many of us to leave the office to attend a three-hour workshop. These webinars provide a great alternative to those who just cannot get away from the office. But for any who are not fans of online training, do not worry. We will continue to hold our live workshops as well.

In Search of Worthy Nominees for Awards



The Robert W. Arnold III Distinguished Service Award to Kelly Farquhar, Montgomery County RMO-Historian



Wheeler B. Melius Award to Pat DePasquale, Retired West Seneca Town



Guy D. Paquin Award Winner Orange-Ulster BOCES Records Management to Sheila Almond (not shown) and Information Technology Bhargav A. Vyas

Wheeler B. Melius Award for Excellence in Records Management

This award is given to a NYALGRO member who demonstrates outstanding service to his/her local government and New York's records management community.

The award is named after a clerk who worked in the Albany County Clerk's Office in the latter part of the 19th century. Wheeler B. Melius gained his notoriety when on February 10, 1880 he was the first to reach the burning Albany City Hall, which housed an immense quantity of public archives and legal records. Melius, once on site, began to pass precious volumes of land records through a narrow window to volunteers outside. Single-handedly, Melius passed 700 volumes—nearly six tons of charred and often soaking, oversized books, out of the building.

Guy D. Paquin Award

The Guy D. Paquin Award is presented to an individual or organization to honor noteworthy achievements and exceptional support and involvements in the records management profession.

Robert Arnold Award for Distinguished Service

NYALGRO presents its Robert Arnold Award for Distinguished Service to an individual who has demonstrated characteristics similar to that of a Regional Advisory Officer in lending expertise and assistance to other local officials in the establishment of furtherance of records management programs.

If you would like to nominate a deserving NYALGRO member for any of the above awards, **PLEASE CONTACT:**

Wendy McConkey
NYALGRO Scholarship & Awards Committee Chair
CCE of Saratoga
50 West High Street
Ballston Spa, NY 12020
WLM8@cornell.edu



2014 Award Winners with NYALGRO President Donna Mumbulo



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Geof Huth, Director
geof.huth@nysed.gov

Jennifer O'Neill, Manager
 Scheduling and State Agency Services
jennifer.oneill@nysed.gov

David F. Lowry, Manager Local Government
 Advisory Services
david.lowry@nysed.gov

9A47 Cultural Education Center, Albany, NY 12230
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Local Government Advisory-Services

Metro-Long Island Region

Suffolk State Office Building, Room 3A Veterans Memorial Highway,
 Hauppauge, NY 11788-5501
 Phone: (631) 521-9796
 Lorraine Hill, Regional Advisory Officer email: *lorraine.hill@nysed.gov*

The Metro-Long Island Region encompasses Bronx, Kings, Nassau, New York, Queens, Richmond, and Suffolk Counties

Catskill-Hudson Valley Region

Eleanor Roosevelt State Office Bldg., Suite 308 4 Burnett Blvd.,
 Poughkeepsie, NY 12603
 Phone: (845) 431-5847
 Linda Bull, Regional Advisory Officer email: *linda.bull@nysed.gov*

The Catskill-Hudson Valley Region encompasses Columbia, Delaware, Dutchess, Greene, Orange, Otsego, Putnam, Rockland, Sullivan, Ulster, and Westchester Counties

Capital District—North Country Region

Cultural Education Center Room 9D80, Albany, NY 12230
 Phone: (518) 486-4823
 Maria McCashion, Interim Regional Advisory Officer
 email: *maria.mccashion@nysed.gov*

The Capital District-North Country Region encompasses Albany, Clinton, Essex, Franklin, Fulton, Hamilton, Montgomery, Rensselaer, St. Lawrence, Saratoga, Schenectady, Schoharie, Warren, and Washington Counties

Central New York Region

Utica State Office Building 207 Genesee Street, Room 404 Utica, NY
 13501
 Phone: (315) 542-5909
 R. Kent Stuetz, Regional Advisory Officer email: *kent.stuetz@nysed.gov*

The Central New York Region encompasses Broome, Cayuga, Chenango, Cortland, Herkimer, Jefferson, Lewis, Madison, Tioga, Tompkins, Oneida, Onondaga, Oswego, Seneca, and Wayne Counties

Western New York Region

Mahoney State Office Building 65 Court Street, Room 313
 Buffalo, NY 14202
 Phone: (585) 261-3299
 Gail A. Fischer, Regional Advisory Officer email: *gail.fischer@nysed.gov*

The Western New York Region encompasses Allegany, Cattaraugus, Chautauqua, Chemung, Erie, Genesee, Livingston, Monroe, Niagara, Ontario, Orleans, Schuyler, Steuben, Wyoming, and Yates Counties

Richard Sloma, Coordinator, Training and Publications
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Thomas J. Ruller – New York State Archives
Acting Assistant Commissioner for Archives and Records / Acting State Archivist of New York
Phone 518-473-7091; Fax 518-473-7058
E-mail: truller@mail.nysed.gov

September 15, 2014

Honorable Paul Piperato
Rockland County Clerk
1 South Main Street
New City, NY 10956

Dear Mr. Piperato:

It is my pleasure to inform you that Rockland County has been selected to receive the 2014 William H. Kelly Annual Archives Award for Excellence in Local Government Archival Program Development. This award is presented by the State Archives and the Archives Partnership Trust to a local government in New York State that has demonstrated leadership in developing a soundly administered archival program. The award is named for the former Mayor of Asharoken, who was a tireless champion for strengthening local government archival and records management programs.

This award acknowledges Rockland County's almost three decades of leadership in the area of local government archives management, including the implementation of strict environmental controls and proper housing for original documents. This award commends the county for the great lengths it has taken to make its records accessible to the public online and through the innovative use of touchscreen kiosks placed throughout the county. This award also acknowledges the county's development of collaborative relationships with other local governments and organizations to help promote its archival holdings.

We will present the Annual Archives Award certificates during a luncheon on Tuesday, October 21, and we hope that you, Ed Day and Peter Scheibner can attend. The luncheon will be held at noon on the Terrace Gallery of the fourth floor of the Cultural Education Center, Madison Avenue in Albany. A photographer will be present at the awards ceremony. After the luncheon, we invite you to stay for a short program by the State Museum staff.

Please call Lisa Buell at (518) 473-7091 by October 10 to let us know if you will attend the luncheon. A copy of a press release will be sent to you in a separate letter. Congratulations! We look forward to seeing you at the awards ceremony.

Sincerely,

Thomas J. Ruller

encs.

cc: Peter Scheibner, Rockland County Archivist
Ed Day, Rockland County Executive

Archives Award Winners 2014

William Hoyt Annual Archives Award for Advocacy

Laura Chodos (Saratoga County)

Cheryl Steinbach Annual Archives Award for Excellence in

Local Government Records Management

Tompkins County

William H. Kelly Annual Archives Award for Excellence in Local Government Archival

Program Development

Rockland County

Excellence in State Agency Records Management Program Development

Office of the State Comptroller (Albany County)

Excellence in the Educational Use of Local Government Records by a Local Government

Madison County and Madison-Oneida BOCES
(Madison County and Oneida County)

Excellence in Research Using the Holdings of the State Archives

Joseph F. Spillane, Department of History,
University of Florida

Laura and Robert Chodos Award for Excellence in Student Research Using Historical Records, Grades 9-12

Olivia Chan, Townsend Harris High School, 25Q525,
Teacher: Franco Scardino (New York County)

Laura and Robert Chodos Award for Excellence in Student Research Using Historical Records, Grades 6-8

Ava Hornblass, Ramaz Middle School, The Ramaz School,
Teacher: Judy Sokolow (New York County)

Laura and Robert Chodos Award for Excellence in Student Research Using Historical Records, Grades 4-5

Jacobi Kandel, Murray Avenue School,
Mamaroneck Union Free School District,
Teacher: Pamela Tananbaum (Westchester County)

GREATER HUDSON HERITAGE NETWORK

2014 AWARDS FOR EXCELLENCE

Presented to the

Rockland County Archives Peter Scheibner

This award is in recognition of the publication "It's About Time" archival
newsletter (Summer 2013): Rockland County Elections: 1813-1842.

March 21, 2014


Ward Mintz, Board President
Greater Hudson Heritage Network