<h1 style="text-align:center">NYALGRO PROGRAM/CLASS SCHEDULE
JUNE 6-9, 2021   RAMADA, GENEVA, NY
"Perking Up Your Records Management Program"</h1>

MONDAY, June 7, 2021

8:30AM – 9:00AM **New Member/First Time Attendee Orientation**
June Patterson, NYALGRO Board Member, Town Clerk, Town of Highlands
Rosemary Switzer, NYALGRO Treasurer, Ontario County Records and Archives
Kerriann Harrington, NYALGRO Board Member, City Clerk, City of Oneonta
Erica Linden, NYALGRO Board Member, Village Clerk/Manager, Village of Brockport
Louisa Ingrassia, NYALGRO Board Member, Town Clerk, Town of Wallkill
New member? First time attending a NYALGRO conference? Come to this 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 – 10:30AM **Disaster Recovery – Putting the Pieces Back Together and Moving Forward**
Amanda Detschner, Village Clerk, Village of Barker
The Village of Barker, Niagara County, experienced a devastating fire on January 20, 2019 that burned the Village Hall and Public Library to the ground. This session will share the steps taken thus far on the long road to disaster recovery. Including, declaring a state of emergency, rescuing cherished records from the debris, and the records recovery process. The Village of Barker has gained extensive firsthand knowledge about recovering from a disaster that you will be able to apply to your local government organization.

11:00AM – 12:00PM **Keeping up with COVID-19 - Maintaining your Pandemic Records**
Jennifer O'Neill, Supervisor, Scheduling and State Agency Services, NYS Archives
Michael Martin, RAO, Central NY, NYS Archives
The COVID-19 public health emergency has resulted in an unprecedented level of documentation -- the pandemic's impact on communities and governments' response to the pandemic. Local governments and state agencies seeking guidance on managing and preserving these records are welcome to join us as we provide some insight on managing records in a remote environment, applying appropriate retention schedule items, and identifying records of enduring historical value.

1:00PM – 2:30PM **Taking a Leadership Role with Your Records Management Program**
James Tammaro, past NYALGRO Board Member, retired Adjunct Professor SUNY Buffalo
Once a records management program is established, for the program to continue to thrive the Records Management Officer (RMO) must take a leadership role in building support for the program. This session provides practical suggestions for RMOs interested in proactively leading the local government's records management program to expand the program and build support for the program. The advice offered will be based on the book, Leading and Managing Archives and Records Programs, Strategies for Success *edited by Bruce W. Dearstyne, PhD* and the speakers almost 40 years working in the records management field. At the end of the session, there will be a drawing for a copy of the book donated by the speaker.

3:00PM – 4:00PM **Inventory on a Budget**
Desiree Potvin, NYALGRO President, Town Clerk, Town of Woodbury
Unfortunately, many of our employers do not provide us funds to support the creation/maintenance of a program to inventory our records. This session will be interactive and give attendees an opportunity to share their experiences of what they do to manage their records "on the cheap". Sharing of ideas is suggested and the speaker will be providing detailed examples of what they are currently doing to make their lives easier while at the same time not spending much, if any, money to do so.

TUESDAY, June 8, 2021

8:30AM – 9:30AM   **Verification and Quality Control for Digital Images**
David Lowry, NYALGRO Board Member, Head Local Government Advisory Services, NYS Archives
Image verification and quality control are vital steps in the completion of a successful scanning project. Unfortunately, these steps are often overlooked or completed in slipshod fashion leading to problems down the road. This session will review various techniques for verifying that all records were scanned, and high-quality images were produced per NYS Archives' imaging guidelines.

10:00AM – 11:30AM   **Freedom of Information Law (FOIL)**
Kristin O'Neill, Assistant Director, Committee on Open Government
This session provides an opportunity for attendees to learn more about a government agency's rights and responsibilities in relation to the Freedom of Information Law. The class will focus on the areas of concern most relevant to you, so bring your questions, concerns, and unusual situations to discuss and to receive advice and guidance from the Committee on Open Government.

1:30PM – 3:00PM   **Developing a Social Media Policy**
Kerriann Harrington, NYALGRO Board Member, City Clerk, City of Oneonta
So, you have decided to join the world of social media – now what? Having a clear and well-planned policy to guide you and those involved will make all the difference and greatly increase your chances of success. Join us as we discuss the development and implementation of a policy and remove the barriers (and fears). It is not as scary as it sounds.

3:00PM – 4:30PM   **RMO Boot Camp and Round Table Discussion**
Moderator - Rosemary Switzer, NYALGRO Treasurer, Ontario County Records and Archives
Panel - NYALGRO Board Members and NYS Archives RAOs.
This session will begin by reviewing basic records management activities. The session will include round-table discussion, so bring your questions! Our panel consists of members of the NYALGRO Board and the NYS Archives. This session is also a time to share any unique records management tips that have helped you. The more questions we are asked the better this session can be!

IN-PERSON EVENTS ONLY – INCLUDED IN HOTEL PACKAGES

Sunday, June 6	4:00PM – 6:00PM	Registration
Monday, June 7	7:00AM – 8:30AM	Breakfast
	Noon – 1:00PM	Lunch
	6:00PM – 7:00PM	President's Cocktail Hour
	7:00PM – 9:00PM	Annual Banquet/Award Ceremony
Tuesday, June 8	7:00AM – 8:30AM	Breakfast
	Noon – 1:30PM	Lunch – Business Meeting

SAVE THE DATE – JUNE 12-15, 2022 - THE DESMOND, ALBANY