



NEW YORK ASSOCIATION OF LOCAL
GOVERNMENT RECORDS OFFICERS

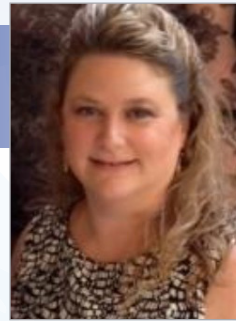
NETWORK

www.nyalgro.org

Winter 2025

President's Message

Happy New Year to all of you!



Changes to the Board

Thank you to all that voted in our electronic ballot process in November. We have had a few changes to the Board as a result of the election and some unfortunate resignations. The following individuals were re-elected to your Board of Directors: Kerri Harrington as Vice President, Rosemary Switzer as Treasurer, and Board Members Matthew Shaler and Karen Sweeting. At the Board January meeting, we appointed Saratoga County First Deputy County Clerk Charles Foehser to a vacant seat on the Board. We also accepted the resignation of Nicole Doherty and Jamie Niziol. This means we now have TWO vacant seats on our Board. If you are interested and you are a member in good standing, please contact me now! nyalgro2020@gmail.com or call/text me 845-629-2763.

2025 Conference—Villa Roma, Callicoon

This year the conference will be back at the Villa Roma in Callicoon June 1-3. Conference packets will be mailed in early April and will also be on our website – www.nyalgro.org

Do you need a scholarship?

The cost for the conference this year will be about \$625 for single occupancy (Sunday thru Tuesday). If your employer cannot budget for schooling, please consider applying for one of our scholarships. Applications are available on our website www.nyalgro.org or email nyalgro2020@gmail.com for more information.

NYALGRO Moments—Have you seen them?

Late last year we started a monthly series on our Facebook© and YouTube© page (<https://www.youtube.com/@NYALGRO>) showcasing short videos addressing the most asked records management questions/issues. Please check them out. If you have any topics you would like to see addressed, please email us.

Do you have a records success story?

We are still looking for members to share their success stories on how they have conquered their records management problems!! 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!

I hope to see everyone at the conference 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!

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President

Kerriann Harrington
Vice President

Rosemary Switzer
Treasurer/Co-Editor

Colleen Rathbun
Secretary

Matthew Shaler
NYALGRO Website

Karen M. Sweeting
Membership

Charles Foehser
Member

Jessica McClennan
Member

Megan Sokolow
Member

Denis Meadows
NYS&D Liaison to Board

Gina Doty
Emeriti

Donna M. Mumbulo
Immediate Past President



NYALGRO *Membership*

A message from your Membership Chair, Karen Sweeting

The 2025 NYALGRO Membership year is in full swing. If you have not yet sent your membership application and payment in, please do so. The application can be found on the website www.nyalgro.org.

Benefits to membership include:

- ✓ Networking opportunities with similar local governments
- ✓ Annual Conference, featuring two full days of educational sessions
- ✓ Quarterly newsletters
- ✓ Fourteen-member Board working hard to get you the best information and resources

Whether you are new to managing local government records and information, or an experienced records manager, NYALGRO provides many opportunities to learn how to improve the management of your government's records while learning new skills to make you a better records and information manager.

DON'T MISS OUT – SEND YOUR APPLICATION IN TODAY!

If you have any questions on the submission of your membership application, please contact me at karens@townofsweden.org or (585) 637-2144.

Update from the State Archives:

The 2025 /2026 LGRMIF grant cycle will start a bit later than usual. While we don't know the application acceptance period dates yet, State Archives staff will issue an announcement to local government newsletters subscribers as soon as possible after they're finalized.

While the 2025 / 2026 guidelines won't be issued until they and the acceptance period dates receive external approval, the good news is that the guidelines for the upcoming cycle are almost identical to those from the 2024 / 2025 cycle. This means that you can base your application on last year's guidelines and treat the delayed announcement as an opportunity to craft an extra-competitive grant narrative.

To get a jump start on the grant period, please verify that your RMO has a current eGrants account (and remembers their password!) and that your local government's SEDREF listing is up to date. Your RAO can help with these processes as well as provide feedback on your proposed project.

There are also a few changes in the Grants Administration Unit (GAU). Mark Maniak, who headed up the unit, retired at the end of 2024. In November of last year, we welcomed newly hired Archives and Records Management Specialist 2, Katrina Manzari, who has been doing a fantastic job holding down the fort while we await permission to recruit a new Unit head. Please introduce yourself to her next time you contact GAU! On a related note, before contacting Katrina, consider whether the assistance you need might be available from your RAO; we're always happy to help and dividing queries between the five RAOs versus sending them all to Katrina will allow us to send quicker responses.

Short Informative Videos by our NYALGRO Board Member Megan Sokolow

Please check out the 10-minute videos that contain some pertinent issues that Record Managers encounter every day. Issues such as: PDF/A and why do we use them. How to get paper records ready for storage; Records Retention 101; What you can find in the NYS Archives website.

They are filled with practical tips and a bit of humor to keep us wanting more.

Find them on our Facebook© or <https://www.youtube.com/@NYALGRO>

Sneak Peek at the Classes that will be offered at the Conference- 2025

- Mixed Retention Records/ Class files
- Genealogy
- LGRMIF grant- Back to Basics
- Freedom of Information Law
- Developing a Record Management Policy
- Email Management



*Join us at the NYALGRO conference
at the beautiful Villa Roma!*

June 1-3, 2025

This resort is located in the Catskill Mountains, 6 miles east of Callicoon. Its attractions include an 18-hole PGA golf course, 3 nightclubs, 2 ski slopes and 4 boutique shops. There are 2 outdoor pools, a hot tub, an indoor pool and a children's pool at the resort. Some of the many activities for guests include rock climbing, go-carting, ice skating and bowling. The simply decorated, comfortable guest rooms at Villa Roma Resort and Conference Center are equipped with helpful amenities like an iron and coffee making facilities. They also have cable TV. In addition to the Villa Roma's main dining room, 6 other on-site dining options are available. They range from the poolside Pool Grill to the upscale Club Restaurant at Villa Roma. The Bethel Woods Center for Performing Arts is 11 miles away. The Monticello Raceway is 20 miles from the resort.



NYALGRO 3 Days of Records, Boxes and Bytes

June 1 – 4, 2024
NYALGRO CONFERENCE
Villa Roma, Callicoon



Units	Actual Bytes	Approx. Bytes
1		8
$1024B = 2^{10}$		8×10^3
$1024KB = 2^{20}$		8×10^6
$1024MB = 2^{30}$		8×10^9
$1024GB = 2^{40}$		8×10^{12}
$1024TB = 2^{50}$		8×10^{15}



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New York State Archives

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