



NEW YORK ASSOCIATION OF LOCAL
GOVERNMENT RECORDS OFFICERS

NETWORK

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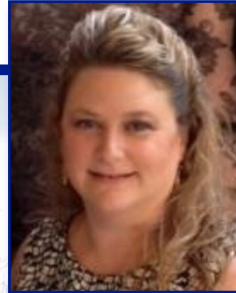
Winter 2019

President's Message

Winter 2019

2019 Conference—Riveredge Resort, Alexandria Bay

Our 2019 conference will be held at the beautiful Riveredge Resort in Alexandria Bay June 2-5, 2019. Your Executive Board is very excited about the schedule of classes we have prepared for our members this year (tentative schedule is printed in this newsletter). In addition to our education program, we have some great events planned as well — “Wine Glass Painting with Angie” at registration and “Game Night” after the banquet. We also have a local distillery coming to provide a tasting event during the wine glass painting. Packets are being mailed at the end of March.



Changes to the Executive Board

I would like to welcome Cortland County Clerk Elizabeth (Betsy) Larkin and Town of Wallkill Town Clerk Louisa Ingrassia to the Executive Board (see profile within this newsletter). I would also like to thank June Patterson for the time she served on the Board. Being on the executive board is a privilege I have enjoyed doing. It is a lot of work but very rewarding. Every year an election is held for positions on the board. If you are interested in running and want to know what is involved, please contact Donna Mumbulo at mumbulod@dcmoboces.com

Do you need a scholarship?

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

Please Like Our Facebook Page

We are trying to be more accessible to our members and have been posting lots of great information on Facebook. Please take a moment and join our group “NYALGRO (New York Association of Local Government Records Officers)”. We post Association News, membership updates, State Archive webinars and other useful information.

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
dpotvin@woodburyny.us
845-928-6829, ext. 1221

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Emeriti

Donna M. Mumbulo
Immediate Past President



NYALGRO to Sponsor Scholarship Again in 2019

NYALGRO is pleased to announce it will once again sponsor a Records Management Education Scholarship to encourage students to pursue academic training in the records management field and to encourage individuals already working in the records management field to pursue additional training or a certification.

The scholarship will be awarded to: (1) a student who has been accepted into or is currently enrolled in a Library and/or Information Science graduate degree program in New York State, and who is interested in pursuing a professional position in the records management field or (2) an individual currently working in the records management field in a local government in New York State who is interested in pursuing an academic degree or certification related to the management of records and information.

An amount of \$1,000 will be awarded to the individual selected to receive the scholarship.

In order to be eligible for the scholarship the applicant must be a NYS resident and must:

- Be a New York State resident
- Be attending or admitted into a graduate degree program in a Library and/or Information Science Program at an ALA-accredited library school in New York State which offers formal training in records management
- Maintain a grade point average of 3.0 or better.
- Have completed no more than 12 semester hours towards MLS/MLIS/MIS degree prior to June 1st of year awarded.
- Demonstrate an interest in the records management field.

—or—

- Be a New York State resident
- Have at least one year of experience working in the records management field.
- Be taking a course or courses relating to improving the management of records and information and/or pursuing a certification relating to the improvement of records and information in an organization.
- Have a record of continuing improvements in the records management program where the individual has worked.
- Demonstrate a continuing interest in the records management field and working in the field in the future.

The application deadline is May 3, 2019. For more information contact, James M. Tammaro, the scholarship administrator at 716-479-5509 or at jmtmls@gmail.com.

New Board Members



Louisa M. Ingrassia

I currently serve as the elected Town Clerk for the Town of Wallkill in Orange County, NY. I have been employed by the Town of Wallkill since 1988, serving as the Deputy Receiver of Taxes until 2001 when I was appointed Deputy Town Clerk. I was elected in 2003 as Town Clerk and currently continue in that position. I am a member of the New York State Town Clerks Association and in 2012 obtained my Registered Municipal Clerk status. I currently serve as the President of the Orange Sullivan Town Clerks Association a position that I have served previously along with the offices of Vice President and Secretary.

I act as Records Access Officer as well as FOIL Officer for the Town of Wallkill. I also serve as Registrar of Vital Statistics for our Town which is home to Orange Regional Medical Center a 380 bed hospital that opened in August of 2011.

In 2017 I was honored with the NYS Town Clerk of the Year award by the New York State Town Clerks Association.

I have lived in the Town of Wallkill my entire life. I have a tabby cat "Mr. French."



Betsy Larkin

Since I was Town Clerk, I have been interested in becoming a member of NYALGRO. Once I was elected County Clerk, I made certain that my dues were paid to NYALGRO whether the county approved to pay them or not. Although, I have not been able to attend many of the conferences, I have kept up on activities of NYALGRO and am always interested to read the informative news letters. Fortunately, the County Clerks Conferences and the NYALGRO conferences are no longer held at the same time and I am very happy to be an active member of NYALGRO by serving as a Board Member.

Following is a brief resume of my experience in records management.

Records Management Biography

- **1990-2003*:** Town Clerk, Tax Collector and RMO for the Town of Harford, Cortland County
 - Completed and implemented successfully two Records Management Grants
 - *(Was not Town Clerk for the year of 1995)*
- **2004-Present:** County Clerk and RMO for Cortland County
- **2004-Present:** NYALGRO member
- Regional Advisory Committee member for 12 years (group disbanded when our Regional Advisor was lost)
 - Written and implemented numerous grants for the County
 - Served several years as a grant reviewer for the LGRMIF
 - Appointed to LGRAC in December 2017

NYALGRO School

June 2-5, 2019
Riveredge Resort, Alexandria Bay

Tentative School Schedule

TIME	TOPIC	SPEAKER
Sunday, June 2		
4:00 PM - 6:00 PM	Registration	
6:00 PM - 7:00 PM	Paint with Angie – Wine/Liquor/Beer Tasting	Angie Arasim
7:30 PM - 9:00 PM	Welcome Reception	
Monday, June 3		
7:00 AM - 8:30 AM	Breakfast	
8:30 AM - 9:00 AM	New Member/First Time Attendee Orientation	
9:00 AM - 10:00 AM	“Reducing Your Information Footprint”	Thomas Duffy
10:00 AM - 10:30 AM	Vendor Break	
10:30 AM - Noon	Grants	Jeremy and Erika Linden
10:30 AM - Noon	Evaluating Your RM Program	Jim Tamaro
Noon - 1:00 PM	LUNCH	
1:00 PM - 2:30 PM	Implementing a ECMS & Working with IT	Steve Goodfellow
1:00 PM - 2:30 PM	Mold Mitigation and Other Stuff	Jeremy Linden
2:30 PM - 3:00 PM	Vendor Break	
3:00 PM - 5:00 PM	Demonstration Grant Panel	
6:00 PM	President’s Cocktail Hour	
7:00 PM	Annual Banquet/Award Ceremony	
Tuesday, June 4		
7:00 AM - 8:30 AM	Breakfast	
8:00 AM - 8:30 AM	Vendor Break	
8:30 AM - 10:30 AM	Social Media Panel	
10:30 AM - 11:00 AM	Vendor Break	
11:00 AM - Noon	Making a Disaster Plan	Lillian Barton
Noon - 1:30 PM	Lunch - Business Meeting	
1:30 PM - 3:00 PM	Retention Schedule Consolidation	Jennifer O’Neil





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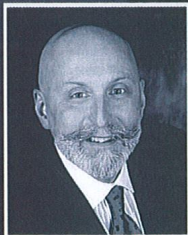
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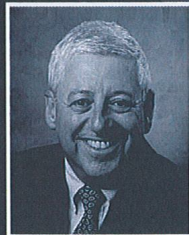
For more information, call
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How Document Management Can Benefit Your Business

Do you find yourself drowning in a sea of papers, or misplacing important documents? Many companies are losing a lot of time and money because they are ignoring the inefficiencies in their document workflow systems.

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