



NEW YORK ASSOCIATION OF LOCAL  
GOVERNMENT RECORDS OFFICERS

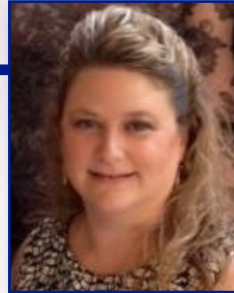
# NETWORK

[www.nyalgro.org](http://www.nyalgro.org)

Winter 2018

## President's Message

### Winter 2018



#### 2018 Conference—

#### High Peaks Resort, Lake Placid

It's our 30th Anniversary! Our 2018 conference will be in historic Lake Placid at the High Peaks Resort June 3-6, 2018. A lot of Olympic history exists in this beautiful village and I encourage you to attend, especially if you have never been to Lake Placid before. Once again, I am very excited about the schedule of classes we have prepared for our members this year (printed in this newsletter). We have focused training this year on emergency management and interdepartment cooperation. Since it was so successful last year, we will once again be offering a free "Wine Glass Painting" event with Angie at the hotel. We have also organized a walking group each morning around Mirror Lake, also organized by Angie. I hope you take the time to register and participate in our 30th Anniversary events that we have planned. Packets are being mailed mid-March.

#### Changes to the Executive Board

I would like to welcome Brockport Deputy Village Clerk/Treasurer Erica Linden to the Executive Board (see profile within this newsletter). I would also like to thank A. Diane Muscoreil, Gina Doty, Kathy Montemarano and Bennie Giles for the time they served on the Board. We currently have three vacancies on our Board and encourage our members to consider running for one of these vacant offices. If you would like to serve on the Board, please contact Donna Mumbulo at [mumbulod@demoboces.com](mailto:mumbulod@demoboces.com).

#### Do you need a scholarship?

Since this is our 30th Anniversary we will be offering *three* scholarships this year for members to attend our conference if their employer cannot financially support continuing education. Please apply! Applications are available on our website [www.nyalgro.org](http://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](mailto:dpotvin@woodburyny.us)  
845-928-6829, ext. 1221

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Member

Karen M. Sweeting  
Member

Dave Lowry  
NYS&D Liaison to Board

James Tammaro, MLS  
Emeriti

Donna M. Mumbulo  
Immediate Past President



NYALGRO to Sponsor the

# Records Management Education Scholarship

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 advanced training in the field.

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 who is interested in pursuing advanced online training in the records management field from the Association of Records Managers and Administrators (ARMA).

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 New York State resident and must:

- 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 4, 2018. For more information contact, James M. Tammaro, the scholarship administrator at 716-479-5509 or at [jmtmls@gmail.com](mailto:jmtmls@gmail.com).

## What a Gift! What a Service!

To have a local city archives . . .

Our curiosity about the history of #85 Hickory Street, Rochester, NY began on a snowy afternoon in November in Rochester. We routinely visit the Archives to work on our family history but today we wanted to discover more about our neighborhood history. For the very first time, we were introduced to Platt maps, synopsis of deeds, Assessment Property Cards, City Directories and cemetery records to do our research.

Our friend David is particularly interested in exploring the history of his new home at 85 Hickory Street in the South Wedge neighborhood. As our history project commenced it seemed likely that David's house was built between 1863 and 1864. Hickory Street first appears in the Rochester City Directories in 1847, although the house next store to David's was built in 1838 so there were residents living there before 1847.

In 1851, Hortario Farley bought lot #85 from Lyman Munger, the original property holder for much of the land in the South Wedge district. Farley built a house on the land in that year and lived there through at least 1885 according to the City Directories. It is unlikely the structure from 1851 is the current building based on the architectural details of the current home found in the City's Property Assessment records.

Between 1853 and 1862, the property was sold several times, but none of the owners was residents according to City Directories

and deeds for this time. There is a structure on the property on an 1858 map of the area but the corresponding City Directories (1857 and 1859) do not list a resident for number 36, which is the number of this house during that period. There are several residents listed as living on Hickory or near South Avenue or near the Horace Mann School, or with no number at all, but they are not listed as boarders so it seems unlikely that any of them are at lot 85, number 36.

The first clear evidence of resident on lot #85 comes again in 1864, when Jonas Henry Kocher lives there. He bought the property for \$1300 in 1863 from Peter Cornell of Barre, NY. Kocher was a Freemason, and the Cross of Lorraine, or the double cross, is a symbol used in the third degree of Freemasonry (highest). An unusual architectural detail on the façade of the house, which David discovered in the late fall hidden beneath ivy, is the double cross. Interestingly, Kocher's gravestone at Mt. Hope Cemetery includes the Freemason's square and compass symbol.

That afternoon, we shared our thoughts at a local café. Based on what we learned today it is not a far stretch to speculate that he built the house, but as with many historical research projects, we may never know the full story. Anyhow, we are so grateful we live in a city that we can access the local government archives repository to discover our important neighborhood history.

—Michelle Rowe



# Scholarship Application

Application due date: April 13, 2018



## CHERYL STEINBACH MEMORIAL SCHOLARSHIP

1. In celebration of NYALGRO's 30th Anniversary, NYALGRO will award up to three (3) full scholarships to cover the NYALGRO School registration and hotel accommodations package for two nights (*travel expenses not included*).
2. **DEADLINE** - All information must be received no later than Friday, April 13, 2018 by 5pm to be considered.
3. Award notification will be given via mail, email or phone by Monday, April 23, 2018, 5pm
4. Refer to application process below for list of what to provide. Incomplete applications will not be considered.
5. Type or print legibly. Illegible applications will be returned to you.
6. If you have any questions about the application, please call Wendy McConkey (518)885-8995 or email at WLM8@cornell.edu

### PURPOSE

This annual scholarship was established in honor of Cheryl Steinbach who was the Town Clerk and RMO for the Town of Chautauqua, and past Treasurer and NYALGRO board member. Cheryl's commitment and dedication to records management issues provided a leadership example for all public servants, not just those involved in records management. The scholarship award is to be used toward the total cost of the annual NYALGRO school registration and hotel accommodations (*travel expenses not included*).

### SCHOLARSHIP AWARDS

The Cheryl Steinbach Memorial Scholarship Committee awards scholarships on the basis of a comprehensive process. Areas that are reviewed by the committee include, but are not limited to the following: financial need, personal essay, and years in records management. The Cheryl Steinbach Memorial Scholarship pays scholarship funds directly to the hotel. The Cheryl Steinbach Memorial Scholarship is awarded without regard to race, color, ethnicity, gender or sexual orientation. Scholarships awarded are based upon the availability of funds and additional qualifying criteria.

### CRITERIA

- Applicants must be a member of NYALGRO and be in good standing by April 15 of each year.
- Applicant's government/agency will NOT be assuming the cost of expenses at the annual NYALGRO School.
- Applicant must NOT have been a Cheryl Steinbach Scholarship Award recipient within the last five (5) years.

### SCHOLARSHIP APPLICANTS MUST PROVIDE:

- Completed application form which must include applicant's and department head/elected official signatures
- Attached brief explanation stating your role in records management, what you hope to accomplish and/or learn, and how attending the annual school will benefit you in the future.

### Please send completed application and brief essay to:

Wendy McConkey, NYALGRO Scholarship & Award Committee Chair  
CCE Saratoga  
50 West High Street  
Ballston Spa, NY 12020

Fax: (518) 885-9078

Email: WLM8@cornell.edu



# CHERYL STEINBACH MEMORIAL SCHOLARSHIP APPLICATION

**Application 2018 - this section must be filled out by applicant.**

Please type or print. If application is illegible it will be returned to you.

Name \_\_\_\_\_ Title \_\_\_\_\_

Government/Agency \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Years in Records Management \_\_\_\_\_

**Please answer the following questions:**

- 1. Are you a member of NYALGRO in good standing?  Yes  No
- 2. Is your government/agency able to cover the cost of expenses for the annual NYALGRO School?  Yes  No
- 3. Have you been a Cheryl Steinbach Scholarship Award recipient within the last five (5) years?  Yes  No

### STATEMENT OF ACCURACY

I hereby affirm that all the above stated information provided by me to the Cheryl Steinbach Memorial Scholarship Committee is true, correct and without forgery.

Signature of scholarship applicant: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

**This section to be filled out by Department Head/Elected Official**

By signing below, I authorize that the expenses at the annual NYALGRO School by the above named individual will NOT be paid by the government/agency. I support this application.

\_\_\_\_\_  
Print Name Title

\_\_\_\_\_  
Signature Date

**Please send completed application and attached brief essay to:** Wendy McConkey, NYALGRO Scholarship & Award Committee Chair, CCE Saratoga, 50 West High Street, Ballston Spa, NY 12020  
FAX (518)885-9078 or Email WLM8@cornell.edu

# Introducing Our New Board Member Erica Linden



As the Deputy Clerk-Treasurer of the Village of Brockport, my duties include records management, accounts payable, grants management, design and editor of the village newsletter, website manager, and customer service. Recently, I have been very involved in clean energy and climate smart efforts on behalf of our municipality, as well as comprehensive plan strategies. I also coordinate the annual Canal Clean Sweep and Earth Day celebration along the Erie Canal within the village.

My family and I have lived in the village for eight years and truly love this "Victorian Village on the Canal." I have two daughters, ages 10 and 11, two Gordon Setters, and four rabbits! My graduate degree is in public management; much of my early work experience was with the federal government, nonprofit service, and grant writing.

Currently, I am on the board for the newly formed Brockport Community Rowing Club, a member of Walk Bike Brockport Community Action Committee, and the Western Monroe Historical Society. I am also the business manager for my husband's consulting business, Linden Preservation Services, Inc. Some hobbies include hiking, reading, needle felting, and yoga.

NYALGRO offers a wonderful learning opportunity by providing resources, connections, and of course, the annual conference. I look forward to contributing to this terrific group, and I know I – and my municipality - will continue to benefit from all it has to offer! I can be reached at [elinden@brockportny.org](mailto:elinden@brockportny.org)

## Welcome!

## Exploring Lake Placid

During your time at the Conference you may find some time to explore the surrounding areas of Lake Placid. The Adirondacks are mainly for outdoorsy vacationers; there are lots of opportunities for skiing and snowboarding at Whiteface Mountain in winter, as well as hiking and boating at Saranac Lake during the warmer months. But the region holds a range of attractions for other niche travelers. History buffs will appreciate John Brown Farm State Historic Site and Fort Ticonderoga; you can also enjoy learning about Adirondack wildlife at The Wild Center. Meanwhile, sports fans can add Lake Placid's Olympic Jumping Complex, Olympic Sports Complex and Olympic Museum to their must-see lists. For more information refer to [www.lakeplacid.com](http://www.lakeplacid.com).



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# State Archives Update

The Archives' Records Management Database, designed in Microsoft Access, has been a popular tool among New York State local governments and state agencies to track and manage paper records, especially inactive paper records. However, in recent years, the Archives' version of the database became outdated, the most recent version being in Access2003. The Archives recently updated the Records Management Database to Access2016. If you'd like the updated version, please contact [recmgmt@nysed.gov](mailto:recmgmt@nysed.gov) or you can download it here [http://www.archives.nysed.gov/records/mr\\_use.shtml](http://www.archives.nysed.gov/records/mr_use.shtml)

This winter the Archives introduced the Winter Webinar Series. This series of online training events was designed for local officials to obtain records management training without having to travel in the cold and snow to a workshop. Each has been recorded and you can watch them through the Archives YouTube channel available at <http://www.archives.nysed.gov/workshops/recordings>. The following sessions were scheduled between January and March:

January 3	Disaster Recovery for Records Managers
January 24	Records Appraisal for Records Managers
February 14	Introduction to Information Technology for Records Managers
March 7	Introduction to Historical Records for Local Governments
March 21	Developing or Renewing a Records Management Plan

The Archives will be introducing some new webinars in 2018 on such topics as managing infrastructure records, information governance, and change management for the records manager. Keep an eye out for some new advisories too. In addition, we have made some significant updates to our popular workshops, The Legal Aspects of Records Management and The Electronic Records Bootcamp.

Finally, work continues on the updates to the Archives' records retention schedules for local governments. Archives staff are combining all four local government schedules—the MU-1 for municipalities (including towns), the CO-2 for counties, the ED-1 for school districts, and the MI-1 for miscellaneous governments—into one General Schedule for Local Governments. We can't say yet when the new schedule will be completed, but staff is working hard on the updates.

—Dave Lowry



## HIGH PEAKS RESORT

— lake placid —

### RESERVATION POLICY

#### TAXES ARE ADDITIONAL UNLESS EXEMPT

- The cut-off date for making reservations will be Friday, May 4, 2018.
- **A deposit in the amount of \$200 is due at the time of reservation.**
- **Cancellations must be received 7 days prior to arrival in order to avoid cancellation fee of \$200.** Cancellations and changes received within 7 days of arrival will result in a penalty of the full package stay. Guests that do not check in by 11:59PM on their scheduled date of arrival or who do not show for any portion of their stay will be charged the full package stay.
- If tax exempt, please submit a valid ST-129.
- Check-in time is 4:00 PM and check-out time is 11:00 AM.
- Early arrival and late departure rates are available on request and are subject to availability.





# HIGH PEAKS RESORT

— lake placid —

## HOTEL RESERVATION FORM

New York Association of Local Government Records Officers (NYALGRO)  
Sunday, June 3 through Wednesday, June 6, 2018

**PLEASE SUBMIT ONE FORM PER ROOM WITH ALL ROOMMATES LISTED**

**Please circle one:**

Package #1 - Sunday thru Monday	SINGLE \$268.15	DOUBLE \$203.65pp
Includes One Night Lodging, Sunday Welcome Reception, Monday Breakfast/Lunch		

Package #2 - Monday thru Tuesday Afternoon	SINGLE \$322.60	DOUBLE \$258.10pp
Includes One Night Lodging, Monday Lunch/Dinner, Tuesday Breakfast/Lunch		

Package #3 - Sunday thru Tuesday Afternoon	SINGLE \$539.93	DOUBLE \$410.93pp
Includes Two Nights Lodging and all meals		

Package #4 - Sunday Night thru Wednesday	SINGLE \$668.93	DOUBLE \$539.93pp
Includes Three Nights Lodging and all meals for conference (no meals Wednesday)		

Package #5 - Lunch/Breaks Only Monday/Tuesday	\$95.00 pp
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**EXTRA MEAL TICKETS (circle what you need):**

Breakfast:	Monday / Tuesday	\$23 per meal	\$ _____
Lunch:	Monday / Tuesday	\$48 per meal	\$ _____
Sunday Welcome Reception		\$66	\$ _____
Monday Banquet Dinner		\$55	\$ _____

Name \_\_\_\_\_ Email \_\_\_\_\_

Company Affiliation \_\_\_\_\_

Street \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

Roommate Name \_\_\_\_\_ Roommate's Email \_\_\_\_\_

**Select Monday Night Dinner Entrée :**

Chicken ( ) Fish ( ) Beef ( ) Vegetarian ( )

Arrival \_\_\_\_\_

Departure \_\_\_\_\_

Amount Due \_\_\_\_\_

CC# \_\_\_\_\_ Exp \_\_\_\_\_

I have read and agree to the above reservation policies (see back of form)

X \_\_\_\_\_

**SUBMIT FORM  
BY MAY 4, 2018**

High Peaks Resort  
2384 Saranac Avenue  
Lake Placid, NY 12946  
Fax: (518) 523-1120  
reservations@highpeaksresort.com



# NYALGRO SCHOOL, LAKE PLACID, NY

## June 3 – 6, 2018

Name:	Title:
Municipality/ Organization:	County:
Address:	Telephone #:
	E-mail:

I am a (check all that apply):     New Member             First Time Attendee  
     Existing Member         Vendor                             Speaker

Type of Government:             City             County             BOCES             Fire District     College  
     School         Town             Village         Other \_\_\_\_\_

Conference Registration Fees:    NYALGRO Member            \$30.00            \_\_\_\_\_  
    Non-Member                    \$60.00            \_\_\_\_\_  
    (includes \$30 membership fee)

**TOTAL SUBMITTED    \$ \_\_\_\_\_**

Cancellations for a refund must be made by close of business May 4, 2018. Please complete and return with a check to: NYALGRO, c/o Jessica McClennan, Village of Woodbury, PO Box 546, Central Valley, NY 10917.

### 2018 Tentative Schedule – Please check the areas you wish to attend.

**Sunday, June 3, 2018**

- 6PM - 7PM                     Wine Glass Painting with Angie - FREE EVENT
- 7:30PM – 9PM             Welcome Reception

**Monday, June 4, 2018**

- 8:30AM - 9AM             New Member/First Time Attendee Orientation
- 9AM - 10AM               Opening Ceremony/Keynote Speaker
- 10:30AM – Noon         Managing Case Files            OR         LGRMIF : TIP to Demonstration Grants
- 1PM – 2:30PM             Creating an E-mail Policy        OR         Making an Office Retention Schedule
- 3PM – 5PM                 A Disaster Has Hit - Now What???????
- 6PM – 7PM                 President’s Cocktail Hour
- 7PM - ????
- Banquet and Awards (food choice selected on hotel registration form)

**Tuesday, June 5, 2018**

- 8:30AM – 12PM         Electronic Records Boot Camp
- 8:30AM – 10AM         Cloud Computing and the Technological Stratosphere
- 10:30AM – Noon         Working with Your Historian
- 1:30PM – 3PM             Fire District Q&A                    OR         Round Table/Open Forum - Q&A on Any Topic
- 3PM – 4:30PM             Tour Lake Placid On Your Own (suggestion included on insert)



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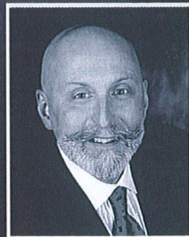
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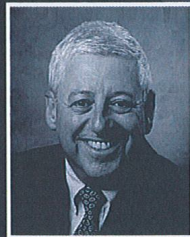
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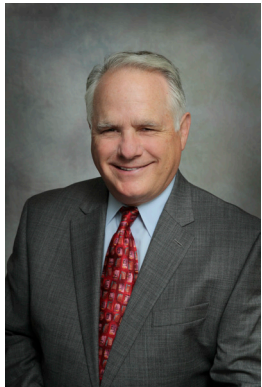


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## ► Our Corporate Capabilities

Paper Alternative provides business outsourcing services to small and large corporations, organizations and government agencies. By using paperless strategies and automatic workflow processes we empower our clients to concentrate on their core competencies and improve their competitive edge. Our industry-spanning solutions help transform organizations into lean and effective models of efficiency, while giving them the accountability and compliance they require.

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- Workflow experts with over 50 years of combined experience in the business process outsourcing field.
- We analyze your existing process, then help you move to a more streamlined paperless process using the best of today's technology.
- We handle non-core business processes that distract you from your core competencies: Create, send, receive, and process mail forms, scan, and transmit images and data directly into your existing Enterprise Content Management (ECM) system or our award winning ImageSilo®.

- We scan and convert existing backfiles and small day forward quantities
- Wide range of industry knowledge, with client base ranging from Medical, to Pharmaceutical, Utility, Local, State, and Energy.

## Past Performance

- Replaced customer file database application for a large regional financial services company, enabling the client to directly file, search, and retrieve a variety of electronic and paper based media.
- Scanned, indexed, doc type, and custom export to SharePoint of a large paper-based database of nutritional formulations for a major Nutraceutical
- Microfilm to Digital imaging of City of Binghamton Birth and Death records.
- Scanning and Indexing of village records for Village of Frankfort, NY
- Export and convert historical financial medical records from old, non-supported database, then index, upload and make available in ImageSilo® for a major NY / PA Senior Living Services organization
- AP and HR documents for Corning Natural Gas
- Convert and store meeting minutes for the for a major fire department, using ImageSilo®.

- Convert documents and establish workflow processes for various government agencies, as well as larger corporations. Specific references available upon request.

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