



NEW YORK ASSOCIATION OF LOCAL
GOVERNMENT RECORDS OFFICERS

NETWORK

www.nyalgro.org

WINTER/SPRING 2014

President's Message

Reflections



Here we are welcoming in 2014 with the craziest weather I have seen in a long time. I hope everyone is staying dry and warm. Yes, here I am again for one more term to help mentor a successor. The board of directors is basically the same with just a few people taking on new roles. Desiree Potvin, Woodbury Town Clerk will be taking over the position of Vice President of events replacing Eileen Weishan, who has retired. She will have big shoes to fill but I am sure she will do a great job, along with bring in new and exciting ideas. Others taking on new responsibilities will be Rosemary Switzer and Kathy Montemarano who will be co-editing the Newsletter, Michelle Rowe will be working with Pete Scheibner handling the vendors and Carol Davidson will be working with Kathy Walruth.

The board is so excited about our schedule this year and we are hard at work making sure that the 2014 school will be a great success with a new focus on electronic records along with being held at a fantastic location, the beautiful Holiday Inn Resort in Lake George. Again we have met our goal of keeping the package price with hotel, meals and extras below \$500.

The board is working hard to provide exciting classes and hopes everyone will benefit from these classes. We have been working to provide sessions from the beginner to advance records managers, from school districts to towns, villages and counties. This year's theme is: "Climbing the Electronics Records Mountain." Classes range from "Improving Workplace Civility" with our own Gina (back by popular demand), "Legal Aspects of Records Management" (State Archives Certification Session), "Going Paperless," FOIL, "Grants Basic," "Digital Imaging Guidelines," "Intro to Records Management," "Building Support," etc. including a session on "Identity Theft."

We have scheduled a boat ride on Sunday evening followed by a welcome reception for those coming in on Sunday. On Monday evening we will be holding our annual banquet announcing the awards, along with some kind of special entertainment.

I hope everyone will join us this year—past, present and future members of the organization and take advantage of a great learning opportunity in the field of Records Management. If you need financial assistance to attend the 2014 NYALGRO 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.

As you can see we have been busy and will continue to try and provide our members with some great learning opportunities. As always if you have any ideas you wish to share, please feel free to contact me or any of the board members.

Please join us this year in beautiful Lake George!

—Donna Mumbulo, President

Donna Mumbulo
President

Yvonne Deligato
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Desiree Potvin
Vice President Events

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Geof Huth
NYSED Liaison to Board

James Tamaro, MLS
Emeriti

James R. Koury
Past President



MARAC Meeting

Interested in Innovation, Collaboration
and the Exciting Future of Archives?

Come to the Spring 2014 MARAC Meeting

The Spring 2014 meeting of the Mid-Atlantic Regional Archives Conference is being held April 24-26 at the lovely Rochester Hyatt Hotel in the heart of the city. The theme for the meeting is "Film, Freedom and Feminism."

Drawing on the conference's theme, the Local Arrangements Committee and the Program Committee are planning an exciting meeting filled with sessions to challenge archivists just beginning their careers, to those with plenty of experience to offer.

Conference participants will enjoy plenty of opportunities to network and exchange ideas, both in the scheduled educational sessions, coffee breaks and at the Friday night reception, which will be held at the beautiful George Eastman House—Museum of International Photography and Film, where the history of photography comes alive!

So, this spring, come to Rochester for the MARAC meeting! You'll be glad you did!

For more information, please contact Lori Birrell, Archivist, University of Rochester at 585-275-9285 or at lori@birrell.us or Brian Keough, Archivist, University at Albany-SUNY at 518-437-3931 or at bkeough@albany.edu. Or check out the MARAC website for more information at <http://www.marac.info/upcoming-conferences>

Begun in 1972, MARAC is a volunteer, regional consortium of archivists who live and work in the states of New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia and West Virginia, and in the District of Columbia.

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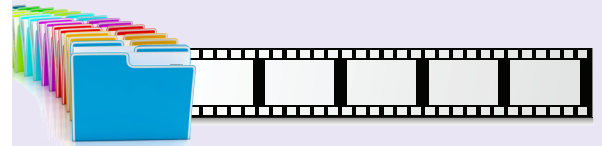
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2014 NYALGRO School

“Climbing the Electronic Records Mountain”



Sunday, June 8—Tuesday, June 10 Holiday Inn Resort at Lake George, NY

Please plan to join us for the 2014 NYALGRO School in Lake George. Records managers will have the opportunity to expand their knowledge through new and exciting topics and network with members of the organization. It is also a great opportunity to meet and speak with records management vendors.

Sunday, June 8

4:00-6:00 p.m. Registration
6:00-7:00 p.m. Boat Cruise
7:30-9:00 p.m. Welcome Reception (Suite 303)

Monday, June 9

7:00-8:30 a.m. Breakfast
8:00 a.m.-3:00 p.m. Registration Open
9:00-10:00 a.m. “Plenary” (Kathleen Roe, Director of NYS Archives and Records Mgt. Operations)
10:00-10:30 a.m. Morning Break
10:30 a.m.-Noon “Creating Civility/Respect in your Workplace” (Gina Doty, RMO SUNY Plattsburgh)
Noon-1:00 p.m. Lunch
1:00-2:30 p.m. “Going Paperless” (Maureen Reynolds, Tompkins County Clerk and RMO)
1:00-2:30 p.m. “Intro to Records Management” (Rosemary Switzer, RMO, Ontario County and Katherine Montemarano, RMO Livingston County)
2:30-3:00 p.m. Afternoon Break
3:00-4:30 p.m. “FOIL” (Camille Jobin-Davis, Asst. Dir. NYS Committee on Open Gov’t.)
3:00-4:30 p.m. “Basic Archives and Archives in other Places” (Jim Tammaro, Adjunct Prof. SUNY Buffalo, and Kelly Farquhar, Montgomery County RMO/Historian, and Dr. Marilyn VanDyke, XXX)
6:00 p.m. President’s Reception
7:00 p.m. Banquet and Awards

Tuesday, June 10

7:00-8:30 a.m. Breakfast
8:00 a.m.-1:00 p.m. Registration Open
8:30-10:00 a.m. “Legal Aspects of Records Management part 1” (Geof Huth, NYS Archives, Maria McCashion, Interim Region 4 Advisory Officer)
8:30-10:00 a.m. “Building Support for Records Management” (Sheila Almond, Orange-Ulster BOCES)
10:00-10:30 a.m. Morning Break
10:30 a.m.-Noon “Legal Aspects of Records Management part 2” (Geof Huth, NYS Archives, Maria McCashion, Interim Region 4 Advisory Officer)
10:30 a.m.-Noon “Grants Basics” (Denis Meadows, NYS Archives Grant Administration Unit)
Noon-1:00 p.m. Lunch
1:00-3:00 p.m. “Digital Imaging Guidelines” (Geof Huth, NYS Archives)
1:00-3:00 p.m. “Increasing Access to Archival Records” (Tom Lynch, Warren County Records Manager/retired)
2:30-3:00 p.m. Afternoon Break
3:00-4:30 p.m. “Identity Theft” (Nancy Williamson, CEO ServU Credit Union in Corning)

Single Package	2-Night Package	3-Night Package
No Overnight Accommodation Sunday Welcome Reception Breakfast on Monday and Tuesday Lunch on Monday and Tuesday Monday Night Cocktail Hour Monday Night President’s Reception	Accommodation for Sunday and Monday Sunday Steamboat Cruise Sunday Welcome Reception Breakfast on Monday and Tuesday Lunch on Monday and Tuesday Monday Night Cocktail Hour Monday Night President’s Reception	Accommodation for Sunday, Monday and Tuesday Sunday Steamboat Cruise Sunday Welcome Reception Breakfast on Monday and Tuesday Lunch on Monday and Tuesday Monday Night Cocktail Hour Monday Night President’s Reception
SINGLE—\$136.00	SINGLE—\$350.00 DOUBLE—\$260.00	SINGLE—\$450.00 DOUBLE—\$315.00

Lake George, NY

When people find a great vacation getaway, they keep coming back. This 32-mile long “Queen of American Lakes” is chock-full of lodging, attractions, eateries and just about any form of recreation you can name. A significant player in American history, Lake George is the site of two great forts, Fort William Henry and Fort Ticonderoga, both open to the public. Its entire region is rich in history, and the town sits on one of the most pristine bodies of water in the world. Lake George was originally called “Andia-ta-roc-te” by the Native Americans and was later named “Lac du St. Sacrement” by Father Isaac Jogues, the first white man to see the lake in 1646. The lake was finally named “Lake George” by Sir William Johnson in 1755 for his King, George II of England.

Before plunging into the myriad activities in this family-friendly town, start off with a relaxing lake cruise to learn about the area. Then, take your pick of recreation: parasailing, fishing, diving, jet skiing, hiking, golfing, mini golf, horseback riding and more. It is the home of the Great Escape and Splashwater Kingdom, New York’s largest amusement park. Hikers gravitate to the international trail system or Prospect Mountain, which offers panoramic views from the top; for an easier way up, hop on the tram.

Millionaire’s Row is the nickname of a stretch of Bolton Road (now Lake Shore Drive) on the west side of the lake where millionaires built mansions for use during the summer months. Such notables as Spencer Trask and Robert Pitcairn built palatial summer homes here. Although sometimes called “cottages” by their owners, these grand houses typically had dozens of bedrooms and more than 20,000 square feet (1,900 m²) of floor space.

Millionaire’s Row differed markedly from the more rustic summer “camps” built by other wealthy Adirondack summer residents such as William West Durant and John D. Rockefeller. Unlike the log and timber structures at the camps, the houses of Millionaire’s Row were built of stone and masonry in the Tudor Revival, Georgian Revival and Italianate styles. In the 1920’s, Pitcairn’s estate, which is now a condominium and marina, even had a landing pad for an “auto gyro,” predecessor of the modern helicopter.

Unlike their contemporaries in Newport and the Hamptons, which were built on tiny pieces of land, the cottages of Millionaire’s row were mansions in the true sense of the word. They were often built on hundreds of acres of pristine lakeside wilderness.

With the changing economic climate and the introduction of income tax, the mansions of Millionaire’s Row became less sustainable by the 1930’s. By the 1950’s, with the advent of affordable auto and air travel, Lake George became more attractive to the growing middle class and less so to the “jet set.” Most of the mansions of Millionaire’s Row were torn down or turned into hotels and restaurants. Among the surviving “cottages” are Melody Manor, Sun Castle (Erlowest), and Green Harbor Mansion.

Among the cleanest and clearest of major U.S. lakes, Lake George is as splendid today as when Thomas Jefferson described it as “. . . without comparison, the most beautiful water I ever saw.”



Scholarships

Cheryl Steinbach Scholarship

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. NYALGRO will award at least two (2) scholarships, not to exceed \$500 per award, toward the total cost of school registration and hotel accommodations (does not include travel expenses).

Representatives from counties, towns, villages, schools, fire districts, and cooperative extensions attend the NYALGRO School to learn about the latest technology and find solutions to their records management problems. Find new customers and connect with key players in records management. Learn about current records management needs from the customer. This is an exceptional opportunity to show off your products and promote your expertise to records professionals across the state all in one location.

In Search of Worthy Nominees for the Following Awards:

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 nineteenth 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, outsized 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 or 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 at CCE of Saratoga, 50 West High Street, Ballston Spa, NY 12020 or by emailing WLM8@cornell.edu.



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New Digital Imaging Guidelines

The New York State Archives has just released a dramatic rewriting and expansion of its digital imaging guidelines. These guidelines now provide more detailed direction for local governments and state agencies involved in imaging their paper records.

The guidelines still provide direction on how to develop a specification for vendors hired to conduct imaging on your behalf, but they also provide enhanced information to help you conduct your own imaging professionally. These are the first guidelines to encourage the use of electronic content management systems, and they also include a significant section on how to ensure the authenticity of images produced through imaging.

For most people, though, the big changes will be the heightening of the guidelines for imaging resolution and the expansion of acceptable master image formats. First, the base level resolution for master images has risen from 200 dpi to 300 dpi. This is a significant rise in resolution, but it is in line with expectations for archival imaging. The idea behind this change is that, because digital images frequently serve as replacements for long-term or permanent records, the images must be captured at a resolution to capture fine detail.

The other change some may see as a loosening, rather than a tightening, of standards. You will now be able to produce master images in the PDF/A and plain PDF formats as well as the long-time standard TIFF format. This change is two-fold. First, PDF/A is allowed because it is a format designed for digital preservation and because it has some advantages over TIFF. And plain vanilla PDF, not a preservation format, is allowed for records with retention periods under ten years.

Other changes are still quite significant. The guidelines have increased information about preparing documents for imaging. Acceptable compression algorithms now include JPEG 2000 encoding. Most significantly, the guidelines now include detailed information on preparing and imaging five different document and record categories: small textual documents, maps and plans, bound volumes, photographic records, and microforms. Within each of these categories, the guidelines provide specific details on resolution, acceptable color modes (black and white, grayscale, and color), methods for digitizing the records, and how to inventory the records in preparation for imaging.

The guidelines also include enhanced information on how to index the records. This information now provides more information on choosing indexing fields, special considerations for indexing archival records, and ensuring documents are digitally captured in a way that allows for better conversion of the images of text into searchable digital text (via optical character recognition). For the first time, the guidelines include detailed information on indexing information to capture when producing the images. This metadata will now allow you to know quite a bit more about the image, its retention, and how it was created—even if the image rests outside a document management system.

Another large addition to the guidelines is information that focuses on the management of digital images long term, rather than simply on their creation. The guidelines now include detail on the proper storage of digital images, techniques to use to maintain the quality of the images over time, equipment maintenance, and policies and procedures to ensure you maintain a trustworthy system for managing your digital images. Not to mention a long section

with additional requirements for vendors to follow. All of these guidelines help ensure your ability to rely on your digital images and use them in legal proceedings.

These guidelines may now seem daunting to you, and they are almost designed to do that. The guidelines have been made more demanding and more stringent because the requirements you must meet to manage digital records well are also stringent. As we move deeper into our digital future, we need to learn to manage digital records as well as, or even better than, we manage paper records. The digital world comes with many advantages, but also with many challenges.

One small change to end with, something that the guidelines do not address directly: These guidelines now imagine that you might be scanning your records, but they also realize that much digitizing is now being done with digital cameras. In this small way, imaging is becoming more like microfilming. A funny final thought to consider.

To download a copy of the guidelines, visit the Archives' website at <http://www.archives.nysed.gov/> and search for "Digital Imaging Guidelines."

Geof Huth

Chasing History

The Rochester, Municipal Archives often gets numerous requests regarding homes built in City of Rochester. A customer visited the archives asking me about her friend's Italianate style home which became popular in the mid-size city in the 1840's. She had previously consulted an architectural historian but this date did not make sense to her so she wanted to dig deeper into history.

Prior to the twentieth century, the lack of municipal records and zoning codes makes researching houses difficult in history. Building permits and architectural drawings were not yet required. Many homes were built without the aid of an architect; they were designed by builders. We are not always able to glean the whole story from available sources.

To trace the ownership of the Burkhard Place Home, the customer said, she had already tried relentlessly to find information using a variety of sources: Plat Maps, the City Directories, federal and state census information, libraries, tax records and old newspaper articles. The abstract recorded the mortgages and deeds on the house, but not necessarily the actual house.

I explained to her about a city-wide survey in the 1930's as part of a Workman's Progress Administration (WPA) by Franklin Roosevelt to put unemployed Rochesterians to work during the depression. As part of the project employees took pictures of homes city wide along with hand drawn sketches, surveyor notes with details such as types of wood, trim, bathrooms, chimneys and the year built.

Fortunately, her last stop at the Archives ended her journey yielding a gold mine. I entered the address into the database and a very important year popped up 1873. The customer was thrilled of her discovery. A state grant sponsored by the NY State Archives Records Administration enabled the collection of documents and photos to be digitized and we are so grateful.

—*Michele Rowe*, Records Coordinator City of Rochester

Membership Application



New York Association of Local Government Records Officers

Membership Application

Please check appropriate boxes:	Membership Type:	Cost:
<input type="checkbox"/> New	Regular	\$30
<input type="checkbox"/> Renewal	Associate	\$15
<input type="checkbox"/> Replacement for _____	Corporate	\$250

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