



NEW YORK ASSOCIATION OF LOCAL
GOVERNMENT RECORDS OFFICERS

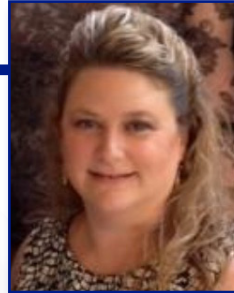
NETWORK

www.nyalgro.org

Spring 2019

President's Message

Spring 2019



2019 Conference—

Riveredge Resort, Alexandria Bay

Packets for the conference registration were mailed out the week of March 25. Did you get yours? If not we may not have your correct address on file. Please take a moment to visit our website to download the registration forms and make your reservations today. When you send it in be sure to tell us to update your address. We have a great program this year and I am very excited for you to come and network with your peers.

Do you know someone that should be recognized for their records management accomplishment?

Each conference we bestow three awards to individuals that have excelled in the records management field and we need your help to give them out! Here are the categories:

- *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
- *Guy D Paquin Award*—This 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 for Distinguished Service*—This award is presented 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.

We have a nomination form on our website. For more information or questions please contact Wendy McConkey at wlm8@cornell.edu or call her at 518-885-8995.

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! Don't forget to like our Facebook page!

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Save The Date—June 7-10, 2020 Corning, New York



State Archives Report

Work progresses on the new consolidated records retention and disposition schedule for local government records. Currently, local government officials from across New York State are reviewing the proposed changes and additions to the retention schedule. This new schedule will replace the four current local government schedules issued by the New York State Archives: MU-1, CO-2, ED-1, and MI-1. The new retention schedule should be released by the end of this year.

The impending release of the new retention schedule gives you another good reason to attend the NYALGRO Training School this year in Alexandria Bay. Jennifer O'Neill, the head of the Archives' Scheduling and State Agency Services Unit, who is responsible for the updates to the schedule, will be holding a session at the Training School. So please join us in Alex Bay this June! To learn more about the conference or to register you can visit the NYALGRO website at NYALGRO.org

This past January local governments submitted 185 LGRMIF grant applications. This included 145 individual grants, 28 shared services grant, and 12 grants from New York City agencies. These 185 applications requested \$6.9 million in funding.

April is National Records Management Month. This year, to celebrate this special occasion, the State Archives held an online forum called, Ask Us Anything...About Records Management. This webinar gave state agencies and local governments the opportunity to ask State Archives' staff their most pressing records management questions. But remember, you can ask us questions anytime. We have five regional offices across New York State; each office staffed with a Regional Advisory Officer (RAO). To find out who your RAO is visit the Archives' website at <http://www.archives.nysed.gov/directories/rao>.

—Dave Lowry



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New York Association
of Local Government Records Officers

Dear Records Management Professional:

On behalf of the Board of Directors I would like to formally invite you to attend our Annual School that will be held in beautiful Alexandria Bay, New York on Sunday June 2 - Tuesday June 4, 2019. We will be at the Riveredge Resort and the views are breathtaking.

This year our theme is "Bridging the Islands of Records Management and Technology" - because this area of the State is known as the "1000 Islands". This year we focused our education program on the effects technology has on our records management needs. We had a lot of requests about social media so we put together an experienced panel to help you address this. We also have brought back some of our fun "networking activities" that were a huge success last year.

All the forms you need to register are enclosed in this packet for you. If you have not paid your membership dues yet this year - no worries - you can do so on the conference registration form. Not sure if you did - call our Membership Chairperson Jessica McClennan at 845-928-7558 x1252.

You will also find an application for our scholarship fund that I strongly encourage you to apply for if your employer cannot financial support your continued education.

As always, I am here for you and would love to talk if you need anything or have any questions. Please feel free to contact me and, if you are attending the conference, grab me and say hi!!!

Desiree Potvin, NYALGRO President
Woodbury Town Clerk (845) 928-6829 x7
dpotvin@woodburyny.us

PS - Don't forget to pack your passport - Canada is only a few minutes away. We negotiated a great price with the hotel if you want to arrive early or stay an extra night!!



Alexandria Bay

Alexandria Bay, New York is located on the St. Lawrence River in the “Heart of the Thousand Islands” in northern Jefferson County. This riverside tourist resort community enjoys scenic beauty, quiet charm and a position among the Thousand Islands that are unequaled anywhere and have captured the hearts and imagination of tourists, historians, boaters, fishermen and everyday residents. Visitors to this historic tourist village will find an amazing array of sites to see, as well as fun and leisure activities. Enjoy a dinner cruise of the breathtaking and picturesque Thousand Islands; a tour of the century-old historic Boldt Castle; a picnic or concert at Scenic View Park; unique regional merchandise at dockside shops; or a visit to the local aquazoo.



their yachting adventures, the Boldts’ personal chef created an unforgettable salad dressing which so pleased their guests that it was introduced at the Waldorf Astoria in New York City and the Bellevue Stratford in Philadelphia. Boldt subsequently named the salad topping “Thousand Islands Dressing” in honor of the beautiful region where it was first prepared.

Fun Facts about the “Alexandria Bay”

At the “heart” of Alexandria Bay is Heart Island, the home of the renowned and storied Boldt Castle. The island was so named because of its shape and a romantic, but heart-breaking, love story. In the 1890’s, millionaire New York City hotel owner George Boldt and his beloved wife Louise were so enamored by the region’s natural beauty that they frequently brought friends for relaxation and dinner aboard their yacht while cruising the Thousand Islands. In 1894, during one of

The heritage of Alexandria Bay and the Thousand Islands includes accounts and legends of pirates who looted passing ships. Perhaps the most famous of Alexandria Bay’s pirate stories was the capture of the Sir Robert Peel in May 1838, during the Patriot War with Canada. A gang of pirates led by Bill Johnston boarded the ship, ordered the passengers and crew to shore, grabbed 20,000 pounds in militia payroll, then torched and fled the vessel. Within days, thirteen men were captured and charged for the assault on the ship, but none of them were ever convicted. The remnants of the sunken hull still remain there, and have been a popular underwater adventure for scuba divers and a curiosity for tourists and history buffs. In August, Alexandria Bay comes alive with “Bill Johnston’s Pirate Days” featuring reenactments of the pirate ship attack on the village.



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**NYALGRO SCHOOL – JUNE 2-5, 2019
RIVEREDGE RESORT, ALEXANDRIA BAY**

“Bridging the Islands of Records Management and Technology”

SUNDAY, June 2, 2019

4:00PM - 6:00PM

Registration

6:00PM – 7:00PM

Craft Class – Decorating Wine Glasses

Angela Arasim, Fishkill Village Clerk

Show your creativity, network with your fellow RMOs, and join Angie for an hour of fun painting a wine glass. No need to be an expert, there will be plenty of examples to use as a guide; or bring a picture of one that you'd like to paint. All materials will be provided.

7:30PM - 9:00PM

Welcome Reception (light appetizers, beer, wine, soda)

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**MONDAY, June 3, 2019**

**7:00AM - 8:30AM**

**Breakfast**

**8:00AM - 3:00PM**

**Conference Registration**

**8:30AM - 8:45AM**

**New Member/First Time Attendee Orientation**

*Michele Rowe, NYALGRO Vice President/RMC City of Rochester*

*Jessica McClennan, NYALGRO Membership Chair, Deputy Village Clerk, Village of Woodbury*

*Louisa Ingrassia, NYALGRO Board Member/Town Clerk Town of Walkill*

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 - 10:00AM**

**Welcome Address - Desiree Potvin, NYALGRO President, Town Clerk, Town of Woodbury**

**Keynote Address - Cyber Threats to State & Local Government - Are you Prepared? Thomas Duffy, Senior Vice President of Operations, Center for Internet Security**

The MS-ISAC works with over 5000 state and local governments across the nation in defending, mitigating and responding to cyber treats and attacks on state and local networks. Since the vast majority of governments records are now digitized, learn about the latest threats and trends and what you can do to protect your records.

**10:00AM - 10:30AM**

**COFFEE BREAK AND VISIT WITH VENDORS**

**10:30AM - Noon**

**Evaluating Your Records Management Program**

*James Tammaro, Adjunct Professor, SUNY Buffalo*

Establishing a records management program in a local government is a good way to improve the management of records and information in government. However, the RMO and other officials within the local government need to evaluate the programs performance from time to time to make needed improvements. This session will cover aspects of a records management program to analyze and offer guidance on actions to take to evaluate the program and how to use the results of that evaluation to improve the local government's records management program.

**10:30AM - Noon**

**Thinking Like a Grant Reviewer**

*Diane H Leonard, President, DH Leonard Consulting & Grant Writing Services, LLC*

In this session we will walk through the steps necessary to develop a grant application that not only engages your grant reviewers, but helps you achieve the top score possible so that you

**NYALGRO SCHOOL – JUNE 2-5, 2019**  
**RIVEREDGE RESORT, ALEXANDRIA BAY**  
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receive the grant award. We will go step by step through how to achieve this in each portion of your process - from identifying a funding opportunity to clicking submit for an application. This session will give you the critical steps to follow for implementing a "mock review" in your organization to have your editing process mimic that of a grant review process so you start to think like a grant reviewer. You will experience firsthand with a hands-on exercise how the mock review process dramatically changes and increases the competitiveness of each application.

**Noon - 1:00PM**

**LUNCH - Introduction of Board Members & Vendors**

**1:00PM - 2:30PM**

***RMO & IT - Working Together in Today's Digital Landscape***

*Steve Goodfellow, CRM, CDIA*

More than ever, today's IT and RMOs must work arm-in-arm to help local governments meet compliance requirements involving FOIL, HIPAA, information security and records retention. This presentation will discuss examples of organizations implementing an ECMS and how IT and RMOs worked together and the lessons learned (both good and bad). Whether there is already a strong working relationship, or if you seek ways for an improved one, IT and RMO must understand the key issues each face. Attendees are encouraged to share their own stories and ask questions about their records related projects in today's digital transforming environment.

**1:00PM - 2:30PM**

***Understanding Mold - Prevention, Identification and Remediation***

*Jeremy Linden, Principal of Linden Preservation Services, Inc.*

Mold outbreaks and growth result in many types of damage and loss to records and repositories. This session will discuss moisture control and buildings, environmental conditions and disasters leading to mold risk, basic identification, measures for mitigation and remediation, and necessary consideration of personal safety, materials handling, and options for working with vendors. Several case studies will be examined, as well as available tools for active monitoring for mold risk.

**2:30PM - 3:00PM**

**COFFEE/SNACK BREAK AND VISIT WITH VENDORS**

**3:00PM - 5:00PM**

***Orange-Ulster BOCES Demonstration Grant Presentation***

*Sheila Almond, Information Processing Manager, Orange-Ulster BOCES*

When an information system is decommissioned, the data within must remain usable, either in that system or a new one to which the data is migrated, to meet retention requirements as well as potential litigation. This requires extensive collaborative planning to ensure backwards comparability of systems, software, data formats and accessibility. This session will focus on the planning and implementation of migrating data from decommissioned systems and identify the pitfalls and benefits of the process.

**6:00PM - 7:00PM**

**PRESIDENT'S RECEPTION**

**7:00PM - ??????**

**ANNUAL BANQUET DINNER AND ANNOUNCEMENT OF AWARDS**

**After Banquet**

***Game Night at NYALGRO***

Change into some comfy cloths and come spend time with your colleagues. We will be having all kinds of activities for your to participate in - trivia, left/right/center, various card games, various board games - you never know what you may find at this game night event!!!!

**NYALGRO SCHOOL – JUNE 2-5, 2019**  
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**TUESDAY, June 4, 2019**

**7:00AM - 8:15AM**      **BREAKFAST**  
**8:00AM - 2:00PM**      **REGISTRATION**

**8:30AM - 10:30am**      ***Social Media - To Use or Not to Use, that is the Question***

*Maureen Reynolds, County Clerk, County of Tompkins*  
*Kerriann Harrington, Deputy City Clerk, City of Oneonta*  
*Michael Martin, RAO, NYS Archives*

Social media is becoming the fastest, easiest and most effective means of communication with our constituents. What types of social media are beneficial to local governments? Should the local government adopt policies and procedures for social media? What about legal issues - what do local governments have to be aware of? Records retention - is social media an official record? These are some of the many questions our panel of experts will answer. Each panel member will present briefly with plenty of time for your questions.

**10:30AM - 11:00AM**      **COFFEE BREAK AND VISIT WITH VENDORS**

**11:00AM - Noon**      ***Making a Disaster Plan***

*Lillian Barton, RMO, Saint Regis Mohawk Tribe*

This session will provide important components of an emergency readiness plan and kit for local government records officers, clerks and other office workers. When an emergency strikes you will have the most important tools to continue your services when you must evacuate or are stranded for several days.

**12:00PM - 1:30PM**      **LUNCH/BUSINESS MEETING – Cheryl Steinbach Annual Scholarship Awards / Business Meeting / Vendor Give-A-Ways / Board Member Gifts - MUST BE PRESENT TO WIN PRIZES**

**1:30PM - 3:00PM**      ***Retention Schedule Consolidation***

*Jennifer O'Neil, Supervisor, Scheduling and State Agency Services, NYS Archives*

The State Archives is updating and consolidating the local government records retention schedules. This session will discuss and highlight major revisions that have been proposed and provide information on the status of the schedule review and approval process.



# NYALGRO SCHOOL, ALEXANDRIA BAY, NY

## June 2 – 4, 2019

|                             |                             |
|-----------------------------|-----------------------------|
| Name:                       | Title:                      |
| Municipality/ Organization: | County:                     |
| Address:                    | Telephone #:<br><br>E-mail: |

I am a (check all that apply):  New Member  First Time Conference 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 \$80.00 \_\_\_\_\_  
(includes \$50 membership fee)

**TOTAL SUBMITTED**     \$ \_\_\_\_\_

Cancellations for a refund must be made by close of business May 3, 2019. Please complete and return with a check to: NYALGRO, c/o Jessica McClennan, Village of Woodbury, PO Box 546, Central Valley, NY 10917.

### 2019 Schedule – Please check the areas you wish to attend.

(see enclosed program for detailed description of sessions)

**Sunday, June 2, 2019**

6PM - 7PM  Wine Glass Painting with Angie - FREE EVENT

**Monday, June 3, 2019**

8:30AM - 8:45AM  New Member/First Time Attendee Orientation  
10:30AM – Noon  Think Like a Grant Reviewer     OR      Evaluating your Records Program  
1PM – 2:30PM  RMO & IT Working Together     OR      Understanding Mold  
3PM – 5PM  Retiring Legacy IT Systems - OUBOCES Demonstration Grant

**Tuesday, June 4, 2019**

8:30AM – 10:30AM  Social Media - To Use or Not to Use  
11AM – Noon  Making a Disaster Plan  
1:30PM – 3PM  Updates and Consolidation of Retention Schedules

**Riveredge Resort, 17 Holland Street, Alexandria Bay**

Please fill out the below form and fax it to 315-482-5010

**BY APRIL 26 2019**

If you have any questions please call:

315-482-9917



**Please circle your option:**

|                                                                                                                                                   |          |             |
|---------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------|
| <b>Package #1</b> - Sunday Night thru Monday Afternoon<br>6/2-3/2019 Includes One Night Lodging, Sunday Welcome Reception, Monday Breakfast/Lunch | SINGLE   | DOUBLE      |
|                                                                                                                                                   | \$183.06 | \$136.06 pp |

|                                                                                                                                                    |          |             |
|----------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------|
| <b>Package #2</b> - Monday Afternoon thru Tuesday Afternoon<br>6/3-4/2019 Includes One Night Lodging, Monday Lunch/Dinner, Tuesday Breakfast/Lunch | SINGLE   | DOUBLE      |
|                                                                                                                                                    | \$225.83 | \$178.83 pp |

|                                                                                                                                |          |             |
|--------------------------------------------------------------------------------------------------------------------------------|----------|-------------|
| <b>Package #3</b> - Sunday Night thru Tuesday Afternoon<br>6/2-4/2019 Includes Two Nights Lodging and all meals for conference | SINGLE   | DOUBLE      |
|                                                                                                                                | \$381.90 | \$287.20 pp |

|                          |                |                 |                |
|--------------------------|----------------|-----------------|----------------|
| <b>Additional Nights</b> | Friday, May 31 | Saturday June 1 | Tuesday June 4 |
|                          | \$94           | \$94            | \$94           |

|                                                                        |            |
|------------------------------------------------------------------------|------------|
| <b>Commuter Package</b> - Lunch Monday/Tuesday & Breaks Monday/Tuesday | \$73.20 pp |
|------------------------------------------------------------------------|------------|

|                     |                          |                                 |                    |
|---------------------|--------------------------|---------------------------------|--------------------|
| Extra Meal Tickets: | <input type="checkbox"/> | Sunday Welcome Reception        | \$26.40 per ticket |
|                     | <input type="checkbox"/> | Monday Breakfast                | \$16.80 per ticket |
|                     | <input type="checkbox"/> | Monday Lunch                    | \$21.60 per ticket |
|                     | <input type="checkbox"/> | Monday Banquet Dinner/Cocktails | \$53.00 per ticket |
|                     | <input type="checkbox"/> | Tuesday Breakfast               | \$16.80 per ticket |
|                     | <input type="checkbox"/> | Tuesday Lunch                   | \$21.60 per ticket |

**MONDAY DINNER BANQUET - Please circle food choice:**

Beef      Vegetarian      Chicken      Fish

If you have dietary restrictions please call the hotel directly.

Name \_\_\_\_\_

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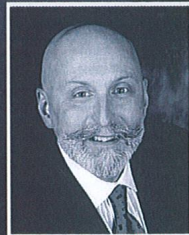
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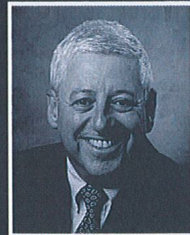
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