

**NYALGRO SCHOOL – JUNE 4-7, 2017**  
**RAMADA INN, GENEVA, NY**  
***“No Need to Wine About Records Management”***

**SUNDAY, June 4, 2017**

**4:00PM - 6:00PM**      **Registration – Dinner on your Own**

**5:00PM – 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 5, 2017**

**6:00AM**

***Walking Club*** - meet in lobby - a great way to start your day with a brisk walk with other RMO's and to see Geneva

**7:00AM - 8:45AM**

***Breakfast***

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

***Conference Registration***

**9:00AM - 10:00AM**

***Welcome Address - Ron Alcock, Geneva Mayor (invited)***

***Keynote Address - A Records Manager's Approach to "Permanence" and "Preservation" - How They Have Evolved Over the Last Decade***

*Jeremy Linden, Senior Preservation Environmental Specialist, Image Permanence Institute, Rochester Institute of Technology*

"How long is permanent" - case studies of work done recently with several state archives facilities. Storage and preservation standards with examples/tips for what to consider when thinking about sustainable preservation of permanent versus non-permanent records, renovation or planning for records storage.

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

**10:30AM - Noon**

***Basic Records Management***

*Dave Lowry, Manager NYS Archives*

This session will introduce you to the basic concepts of records management and explain why records management is important. We will

review basic records management activities, the role of the records management officer and how records management is everyone's job.

**10:30AM - Noon**

***Historical Records - What's Worth Keeping***

*Preston E. Pierce, Ontario County Historian*

The New York State Education Department and State University of New York require the use of primary source materials in secondary and college courses. Local historical records are often the best choice for records that provide insight into hometown and national trends. Come find out some general methods of identifying, protecting and providing access to them.

**Noon - 1:00PM**

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

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

***Building Support for Records Management***

*James Tammaro, Adjunct Professor SUNY Buffalo*

Obtaining the necessary support for a records management program is always a challenge for records managers especially in these times of limited resources at the local government level in New York State. This session will explore various strategies for developing upper management support for a records management program and describe seven specific activities local government records managers can carry out to obtain the necessary support for sustaining their records management program.

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

***How to Start an Electronic Records Management Project***

*Maureen Reynolds, Tompkins County Clerk*

Are you starting an electronic records program and want to get answers to the following questions? How to kick the paper habit and transition into an electronic records system while improving records indexing, retrieval, and meeting records retention requirements? How to expand records management as a shared service across multiple governments? Need to know how to make the case for electronic records management? How to automate your FOIL process? Save incredible amounts of money? About possible grant funding sources for your project? Come learn how Tompkins County has done all of the above while saving millions of dollars!

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

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

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

***SUNY Retention Schedule Round Table***

*Gina Doty, RMO SUNY Plattsburgh*

This informal roundtable discussion with other SUNY record managers will allow for quality time together to converse and gain common knowledge. We will learn about our challenges and successes too. This

will provide an open forum to discuss key topics and others as they come up. Discussion items may include topics such as: the confusion on interpreting what retention schedule to use, who is the office of record, what is your departmental policy concerning records when state/federal mandates get involved, and lastly how to gain support of others at your campus.

**3:00PM - 5:00PM**      ***Round Table Discussion with Panel - Retention, Records, etc***  
*Mary Ellen Beams, Monroe Joint Fire District Secretary;*  
*Donna Mumbulo, DCMO BOCES Records Management Technician;*  
*June Patterson, Highlands Town Clerk*  
*Desiree Potvin, Woodbury Town Clerk;*

This is the third year we have offered this session and it has become a member favorite. Bring your questions to our panel for an interactive experience of how we do what we do and what we do when we don't know what to do. Our panel consists of members of the NYALGRO Board and from State Archives. The more questions we are asked the better this session can be!!!

**6:00PM - 7:00PM**      **PRESIDENT'S RECEPTION**

**7:00PM - ??????**      **ANNUAL BANQUET DINNER AND ANNOUNCEMENT OF AWARDS**

Hang out afterwards for dancing and karaoke!!

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**TUESDAY, June 6, 2017**

**6:00AM**      ***Walking Club*** - meet in lobby

**7:00AM - 8:15AM**      **BREAKFAST**

**8:00AM - 2:00PM**      **REGISTRATION**

**8:30AM - Noon**      ***Managing Born Digital Documents***

*Dave Lowy, Manager NYS Archives*

*Sarah Durling, NYS Archives Regional Advisory*

Almost all records today are born digital. However, many records are still converted to paper and managed as the official copy. This session will discuss strategies for managing born digital records through their lifecycle of creation, active use, inactive storage and retention, and disposition.

**8:30AM - 10:00AM**      ***Inventory on the Cheap***

*Donna Mumbulo, DCMO BOCES Records Management Technician*

*Desiree Potvin, Woodbury Town Clerk*

Unfortunately many of our employers do not provide us funds to support the creation/maintenance of a program to inventory our records. This class will be interactive and give members an opportunity to share their experiences of what they do to management their records "on the cheap". Sharing of ideas is suggested and speakers will be providing examples of what they are currently doing to make their lives easier while at the same time not spending any money to do so.

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

**10:30AM - Noon** ***Environmental Monitoring***

*Jeremy Linden, Senior Preservation Environmental Specialist*

The RMO should be aware of environmental monitoring needs. Humidity and air circulation are some of the issues involved with monitoring your record storage rooms. Reasons why to do it, what you need, how to identify equipment and tools to use, and some tips/information on how to set it up and where to find funding for it.

**12:00PM - 1:30PM** ***LUNCH – Cheryl Steinbach Annual Scholarship Awards / Business Meeting / Vendor Give-A-Ways / Board Member Gifts***

**1:30PM - 3:00PM** ***Creating/Changing Records Management Procedure Manual***

*Sarah Durling, NYS Archives Regional Advisory*

Many local governments begin records management improvements with great gusto and enthusiasm, but over time they begin to lose control of their records and their systems begin to backslide. Often this is caused by a lack of policies and procedures. This session will review how to develop policies and procedures and keep them up to date.

**3:00 PM - 4:30 PM** ***Tour - Geneva Historical Society Rose Hill Mansion***

**6:00PM** ***Dinner on your own for those staying overnight***

**SAVE THE DATE**

**JUNE 3-6, 2018**

**LAKE PLACID, NEW YORK**





Please fill out the below form & either email or fax it to **Ramada Geneva Lakefront C/O Krista Johns** at **kjohns@genevaramada.com** or **(315)-789-4351** by **May 4, 2017** to guarantee a room for the conference. A **TAX EXEMPT** form must be attached to this reservation form or can be given to the front desk upon arrival.

Please circle one:

<b>Package #1 - Sunday Night 6/4 - Monday Afternoon 6/5</b>	<b>SINGLE</b>	<b>DOUBLE</b>
	<b>\$181.00</b>	<b>\$145.00</b>
<b>pp</b>		
<b>Includes One Night Lodging, Sunday Welcome Reception, Monday Breakfast/Lunch</b>		

<b>Package #2 - Monday Afternoon 6/5 - Tuesday Afternoon 6/6</b>	<b>SINGLE</b>	<b>DOUBLE</b>
	<b>\$233.00</b>	<b>\$198.00</b>
<b>pp</b>		
<b>Includes One Night Lodging, Monday Lunch/Dinner, Tuesday Breakfast/Lunch</b>		

<b>Package #3 - Sunday Night 6/4 - Tuesday Afternoon 6/6</b>	<b>SINGLE</b>	<b>DOUBLE</b>
	<b>\$387.00</b>	<b>\$316.00</b>
<b>pp</b>		
<b>Includes Two Nights Lodging and All Meals for Conference</b>		

<b>Package #4 - Sunday Night 6/4 - Wednesday 6/7</b>	<b>SINGLE</b>	<b>DOUBLE</b>
	<b>\$478.00</b>	<b>\$366.00</b>
<b>pp</b>		
<b>Includes Three Nights Lodging and All Meals for Conference (No Meals Wednesday)</b>		

<b>Package #5 - Meals Only</b>	<b>\$195.00</b>
<b>Includes Sunday Welcome Reception, All Meals on Monday and Tuesday</b>	

Please fill out the below information. If you are sharing a room both individuals must fill out a form.

**Name**

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**Address / Phone #**

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**Credit Card #**

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**Exp Date:**

**Email Address**

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**Sharing Room With**

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**Food Selection for Monday Night Banquet: BEEF CHICKEN FISH VEGETARIAN**

If you have Food Allergies/Dietary Deeds, please indicate on this form: \_\_\_\_\_

**Cancellations accepted until June 3rd. All reservations must be guaranteed by credit card**