

**NYALGRO SCHOOL – JUNE 3-6, 2018**  
**HIGH PEAKS RESORT, LAKE PLACID, NY**  
***“Carrying the Records Management Torch”***

**SUNDAY, June 3, 2018**

**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 4, 2018**

**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 Lake Placid and Mirror Lake

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

**Breakfast**

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

**Conference Registration**

**8:30AM - 9AM**

**New Member/First Time Attendee Orientation**

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

*June Patterson, NYALGRO Board Member/Town Clerk Town of Highlands*

New Member? First Time attending a NYALGRO conference? Come to this 1/2 hour 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** - Art Devlin, Lake Placid Deputy Mayor

**Keynote Address - Creating Value for Citizens Through Cross-Boundary Information Sharing**

*Theresa Pardo, Director, Center for Technology in Government*

Sharing information across the boundaries of government agencies can create a wide range of benefits for governments and those they serve. Experience tells us that establishing sustainable and value generating information sharing is very hard to do. This presentation will focus on the public value government agencies can generate by sharing information across boundaries and the challenges to such efforts. Insights into the capabilities needed to successfully create sustainable cross-boundary information sharing will be shared.

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

**COFFEE BREAK AND VISIT WITH VENDORS**

**10:30AM - Noon**

**Managing Case Files**

*Linda Bull, Regional Advisory Officer, NYS Archives*

Case files come in many different forms: legal files, personnel folders, student records, real-property files, among others. They also have many similarities: they are difficult to manage, they contain a variety of materials, many of them are confidential, and handling their disposition is often complicated. This workshop is intended for anyone who is responsible for managing case files and interested in improving the management of those records. This presentation will (1) identify pitfalls and benefits associated with case file management; (2) consider methods to improve access; (3) show how case file retention schedules can simplify disposition; (4) examine

modern storage equipment and filing strategies; (5) evaluate benefits of digital imaging and electronic case file management.

**10:30AM - Noon**

***LGRMIF : TIP to Demonstration Grants***

*Denis Meadows, Director of Government Records Services, NYS Archives*

In 2014 the State Archives introduced Demonstration grants under the Local Government Records Management Improvement Fund (LGRMIF) as a way to address electronic records issues that many local governments are faced with. Although presented as a new initiative, Demonstration grants follow earlier efforts to address electronic records, such as the 1990's Telecommunications Initiative Program (TIP). This session will provide an overview of demonstration grants, including recently completed projects, as well as provide a summary of previous electronic records efforts under the LGRMIF.

**Noon - 1:00PM**

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

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

***Making an Office Retention Schedule***

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

The New York State Archives' local government retention schedules can be a bit intimidating: they're large and have many items listed that don't pertain to your work or office. This session will review State Archives retention schedules for local governments and teach attendees how to create an office retention schedule that serves their own needs and is easier to use.

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

***Creating an E-Mail Policy***

*Dave Lowry, Manager of Local Government Advisory Services; NYS Archives*

Email is one of the biggest challenges for local government records managers. Deciding which emails are records, and which are not, out the numerous emails sent and received everyday can be daunting. The first step to gaining control is a strong and comprehensive email policy. This session will teach attendees what should be included in a good policy and who needs to be involved.

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

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

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

***Citizen Preparedness Training***

*LT Kevin Valenti, Citizen Preparedness Corps*

This program teaches you to have the tools and resources to prepare for any type of disaster, respond accordingly and recover as quickly as possible to pre-disaster conditions. This class will provide an introduction to responding to a natural or man-made disaster. You will be advised on how to properly prepare for any disaster, including developing a family emergency plan, stocking up on emergency supplies, identifying and reporting suspicious activities. Instruction also on what do when faced with an Active/Shooter/Active Violence situation.

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

**PRESIDENT'S RECEPTION**

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

**ANNUAL BANQUET DINNER AND ANNOUNCEMENT OF AWARDS**

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**TUESDAY, June 5, 2018**

**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 Lake Placid and Mirror Lake

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

**BREAKFAST**

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

**REGISTRATION**

**8:30AM - Noon**

***Electronic Records Bootcamp***

*Maria McCashion and Linda Bull, Regional Advisory Officers, NYS Archives*

This workshop will immerse participants into the world of electronic records by introducing them to an array of electronic record's concepts and topics. Some of the topics discussed include email management, legal issues surrounding management of electronic records in all their forms, imaging and document management systems, cloud computing, viewing social media as records, securing a seat at your IT steering committee, electronic records preservation, and much more.

**8:30AM - 10:00AM**

***Cloud Computing and the Technological Stratosphere***

*James Tammaro, Adjunct Professor SUNY Buffalo*

Cloud computing has become a valuable technological asset for improving the management of records and information in a local government. Cloud computing allows a local government to operate more efficiently and improve services to its constituents. This session will provide a brief overview of cloud computing and explore the advantages and disadvantages of cloud computing. It will conclude with a discussion of the issues local governments need to address when maximizing the use of a cloud computing solution and offer guidance on how to address those issues.

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

***COFFEE BREAK AND VISIT WITH VENDORS***

**10:30AM - Noon**

***Working With Your Historian***

*Devon Lander, New York State Historian, New York State Museum*

*Will Tatum, Dutchess County Historian*

Local government records managers and municipal historians both have an interest in the care of records. This session will outline the official duties of the municipal historian and help local government records managers better understand the historian's role. Participants will explore ways of building a mutually beneficial relationship between the historian and the records manager.

**12:00PM - 1:30PM**

***LUNCH/BUSINESS MEETING – Cheryl Steinbach Annual Scholarship Awards / Business Meeting / Vendor Give-A-Ways / Board Member Gifts***

**1:30PM - 3:00PM**

***Fire District Q & A***

*Donna Mumbulo, DCMO BOCES Records Management Technician*

*Mary Ellen Beams, Monroe Joint Fire District Secretary*

A round table/open forum session for attendees to bring forth any questions they have pertaining to fire districts minutes, records management, FOIL requests, LOSAP program, etc.

**1:30PM - 3:00PM**

***Round Table/Open Forum - Q&A About Any Topic***

*NYALGRO Board Members and State Archives*

This is the fourth 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!!!

**3:00 PM - 4:30 PM**

***Tour Lake Placid on Your Own - Safe Driving Home***

**SAVE THE DATE**  
**JUNE 2-5, 2019**  
**BONNIE CASTLE**  
**ALEXANDRIA BAY**