

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*

*James Tammaro, Adjunct Professor, SUNY Buffalo*

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 receive the grant award. We will go step by step through how to achieve this in each portion of

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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 - Vendor Introductions**

**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 - ANNOUNCEMENT OF AWARDS AND SCHOLARSHIP WINNERS**

**After Banquet**

***Game Night at NYALGRO***

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

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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***

*Elena DeFio Kean, Attorney & Counsellor at Law, DeFio Kean, PLLC*

*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 –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.

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**SAVE THE DATE**  
**JUNE 7-10, 2020**  
**CORNING, NY**