



## IN MEMORIAM

### *Hon. George J. Williams*



*Pictured: Adelia Pearson, Robert W. Arnold III, Hon. George J. Williams*

George Williams, good friend to NYALGRO and a leader among the New York's County Clerks, died on September 3 of this year. Born and raised in Camden, Oneida County, and graduated from Camden High School in 1953, George wore a great many hats during his 77 years. Absolutely first of all, he was a hard-working family man, married to his wife Norma for 57 years, with whom he had son Clayton and daughters Deborah, Susan and Sandy, who produced grandchildren Adam, Bailey, Dylan, Joseph, Dan, Bobby and Heather. His loving cats, Jack and Daisy, probably came from a different gene pool.

Anyone who knew George Williams could not dispute the fact that he was a politician through and through, in the very best and most productive sense of that word. Politics were in his DNA. For many years, George was Chair of the Oswego County Republican Committee and took pride not only in the successes of the candidates but also in the positive impact he had on his constituents. He also used his influence to the benefit of New York's local government records officers during the campaign to enact this state's Local Government Records Law and to establish and finally make permanent the Local Government Records Management Improvement Fund, from which so many have benefitted. He served for several years as Chair of the Commissioner of Education's Local Government Records Advisory Council, when he was a key player in those efforts.

George was Oswego County Clerk for almost 32 years, at his death the second-longest serving County Clerk in New York State and had been elected to another four-year term in 2010. He served as President of the New York State Association of County Clerks and received that Association's *County Clerk of the Year* award in 1989, its annual Achievement Award and Lifetime Achievement Award in 1997. As County Clerk, George was visionary. When he was elected in 1981, the Clerk's Office was still recording everything by hand, *in big, clunky books*. George realized even then, that information technology, computers and whatever would come after them, was the future. He quickly brought his office into the computer age and never looked back and through efficient methods, brought the Clerk's Office into annual profitability for Oswego County.

Prior to his election as County Clerk, George was County Legislator for the Town of Constantia and was active in numerous community organizations. George Williams was also a genetic mentor to newly elected County Clerks and to me, in a friendship that spanned 25 years, during which I was taught so much by this sagacious, slyly good-humored and intelligent man. I've been privileged to have had perhaps six great teachers in my life and one of them was like my valued elder brother; that one was George Williams.

—Robert W. Arnold III, New York State Archives Government Records Program (retired);  
NYALGRO Founding President; Professor, College of Saint Rose/Excelsior College

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# President's Message

Donna Mumbulo



As I watch our summer lead into fall I am reflecting on the history of this organization and on the recent Annual School held in Syracuse; it was successful and informative with new members and old members joining together to learn exciting avenues in the records management field. I would like to thank everyone who participated and hope you were able to take back new and exciting tools to help enhance your records management programs and network with other members who share the same obstacles that you do.

Congratulations to our three scholarship winners: Angela Arasim, Village Clerk, RMO, Fishkill; Theresa Cooper, Town Clerk, Town of Oswego; Camisha Smith, Records Manager, Albany Co. Hall of Records. Also congratulations to this year's honored award winners: Stan France, Jim Tammaro and Ben Cobb. It has been a pleasure to work with all three over the years.

Welcome aboard to our newest board member, Michele Rowe, City of Rochester! Michele was willing to fill one of the vacant seats and participate in the board retreat held September 23-24. Michele will be a member of the board until the end of 2013. I would also like to take this time to say good bye and thank you to one of our exiting directors, Cynthia Hicks, who is relocating to North Carolina. We hate to see you go, but we wish you the best in your new home in the south. Thank you for all the hard work and friendship!

I would like also to mention the retirement of Dr. Hans J. Finke, Ontario County, Records Management Officer and Access Officer, past board member and a Wheeler B. Melius Award recipient.

Enjoy your retirement and future endeavors! I will miss knowing you were an email away with all your records management expertise.

At this time, the Nominations and Elections Committee is soliciting candidates for the elected positions of VP of Membership and four board seats. If you are interested in contributing to the organization and to the annual training school, please contact Kathy Walruth and let her know so as we can add you to the ballot. See elections article in this newsletter for contact information.

Moving on to 2013 the NYALGRO organization will celebrate its 25th Anniversary (1988-2013) and as president I would like everyone join us to celebrate! The 2013 Annual School will be held in Corning at the beautiful Radisson Hotel. The board has been working hard on creating a fabulous program, highlighted by one of the founders of the organization and first presidents as our keynote speaker, Mr. Robert W. Arnold III. We are extending invitations to all past presidents, award winners and past board members to share with us in this exciting celebration. We are hard at work doing all we can to make the anniversary a memorable one. Stay tuned for future highlights of the 2013 School NYALGRO's *Silver Anniversary: Celebrating 25 Years of Crystal Clear Records Management Training* in Corning.

In closing, I thank all who have contributed to this organization. Please feel free to contact me regarding any thoughts for future schools, classes or any information you wish to share with me or any board member.

## *NYALGRO's Silver Anniversary: Celebrating 25 Years of Crystal Clear Records Management Training*

NYALGRO Board is proud to announce the 2013 School to be held at the Radisson Hotel, Corning. The school will begin on Sunday, June 9, 2013 through June 11, 2013. The Board met in September to brainstorm and create a varied and interesting program. We will also be highlighting the history and past officers of the organization during this 25th Anniversary Year. The tentative schedule begins on Sunday evening with the President's reception and Wine Tasting. Monday morning begins bright and early with a discussion by past President and one of the founding members, Robert Arnold. The day continues with an interesting and informative schedule of classes. Monday evening we will celebrate the Anniversary at the Annual Banquet Dinner as well as announce the Pacquin, Melius and Arnold awards.

Tuesday begins with a NYS Archives Certification class as well as discussions on other key records management subjects. The program will conclude with a tour of the Corning Museum of Glass 1972 Flood Exhibit at the Rakow Library, part of the Corning Museum at 3:00-4:30 p.m.

We always look forward to meeting you at school. Please put this on your calendar and in your budget. So come join us, learn more about records management, talk with your peers, renew old friendships and help us celebrate our 25th year as an organization.



Join Us!



## Nominations and Elections Committee

Four seats along with the Vice President of Membership position will be open on the NYALGRO Board. We are urging everyone to consider one of these positions! NYALGRO is an all-volunteer organization which requires a time commitment from its elected executives. A typical Board member will devote 4 days each year to attend board meetings and up to 15 additional days, or portions of days, for special projects; may need to commit an additional 15-20 days each year. Board members serve two-year terms. Officers and board members set the agenda and policy for our organization.

If you are interested in running for any of the offices please contact:

Kathy Walruth, Nominations and Elections Committee Chair  
Records Management Director  
Schuyler County  
105 Ninth Street, Unit 31  
Watkins Glen, NY 14891  
[kwalruth@co.schuyler.ny.us](mailto:kwalruth@co.schuyler.ny.us)

## The New York State Archives Makes Shared Services Grants a High Priority

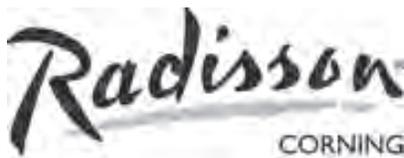
Last year the New York State Archives introduced a new grant type: shared services. Shared services grants provide funding for two or more local governments to come together and form a permanent cooperative arrangement to solve a shared records management problem. Last year, shared services grants were designated as a pilot project and the Archives limited the number of awards to five. The Archives and the Local Government Records Advisory Council (LGRAC) have determined that shared services grants are the best way to make the most effective use out of the declining number of grant dollars. The Archives and LGRAC have identified shared services as a top funding priority. In the 2012-2013 grant year, the Archives set aside 25% of all funds for shared services grants, which allowed grant reviewers to recommend funding for about half of the 20 grants submitted. In the upcoming 2013-2014 grant cycle the Archives is planning to set aside 30% of all grant funds for shared and projects that this will allow 58% of all shared services grants to be funded (of course, this is only a projection and it depends upon the number of grants submitted and the amount of funds requested), and in the 2014-2015 grant year 35% of all funds will be set aside for shared services, which would allow for approximately 68% of shared services grants funded.

Shared services grants are similar to cooperative grants, a grant type the Archives has promoted for many years, but has eliminated this year in favor of shared services. Although similar, there is one distinct difference: shared services projects must produce a permanent and sustainable solution to a records management project. A cooperative project may solve a temporary records management problem without leading to a permanent arrangement.

So why should your town consider entering a shared services arrangement rather than applying for an individual grant? Here's why:

- **More Likely to Get Funding:** shared services grants are a priority for funding. This means funds are set aside for shared services grants and individual grants are funded with whatever money is left.
- **More Money:** shared services applicants may request up to \$150,000, whereas individual applicants only \$75,000.
- **Economies of Scale:** shared services grants will allow applicants to do more with less (for example, it enables them to purchase in bulk and lower the costs for all participants).
- **Better Use of Diminishing Grant Funds:** shared services grants provide a mechanism for the State Archives to help more local governments than they could on an individual basis.
- **Network of Support:** a shared services arrangement will provide each participant with a network of support in maintaining their records management program.
- **Permanent Solution:** a shared services arrangement provides each participant a permanent solution to a records management problem. Often when a local government tries to solve a problem on its own the problem tends to recur because the government does not have the resources to maintain what they accomplished with grant funding.

For more information on shared services grants and how to apply please contact your State Archives' Regional Advisory Officer or other Archives staff to set up meeting to discuss your ideas.



Radisson Hotel Corning has received this eco rating and certification through an application process to the Audubon International Hotel Program. The Radisson Hotel Corning's Audubon Green Leaf Certification qualifies us as an eco-conscious hotel with many "green" practices.



### Explore the Local Area

Explore Corning Attractions from the Radisson  
The Radisson Hotel Corning is located near an array of attractions, including historic Market Street shops and restaurants, the Corning Museum of Glass and the Rockwell Museum of Art.

Also enjoy access to Finger Lakes Wine Country and other Finger Lakes attractions, including Watkins Glen International Racetrack, Cayuga Lake, Keuka Lake and Seneca Lake Wine Trails.



### Unbeatable Hotel Services

Premier Services among Hotels in Corning, NY  
For your comfort, the Radisson Corning offers a range of excellent hotel services, including two computer kiosks located in the lobby, a full-service restaurant and bar, a heated indoor

pool, a 10-person outdoor whirlpool and a Fitness Center. Guest laundry and same-day dry cleaning/laundry service are available.

## This Year's Award Winners

### Wheeler B. Melius Award for Excellence

This award is given to a NYALGRO member who demonstrates outstanding service to his/her local government and New York's records management community. This year's winner:

#### *Stanley France*

Central Data Processing Director, Schoharie County



Stanley France is the Director of Central Data Processing for Schoharie County, a position he has held for the past 34 years. He earned degrees from Syracuse University and his doctorate from the University of the Pacific. He is Past President of the New York Association of Local Government Records Officers and of the NYS Local Government Information

Technology Directors Association. He is also a member of CSCIC's NYS Local Government Cyber Security Committee. Outside of his professional life, he serves as Chairman of the Schoharie County Youth Advisory Board and coaches high school varsity tennis, is a sectional tennis coordinator and runs youth tennis camps.

### Guy D. Paquin Award

In the past, a person who has made noteworthy achievements and has shown exceptional support and involvement in the records profession has been presented with the Guy D. Paquin Award. To give you a little background of the award, Guy Paquin was the Albany County Clerk from 1977-1988. In 1981, he established the joint Albany City/County records management program a.k.a. the Albany County Hall of Records. He was also one of the prime architects of New York's Local Government Records Law and the Local Government Records Management Improvement Fund, an influential lobbyist and inaugural board member of NYALGRO. Also he was the Executive Director of the New York State Land Title Association, and later was Executive Director of the Land Title Assn. He is also a retired USMC Gunnery Sergeant, and a Viet Nam veteran. This award is not given on an annual basis, only when a worthy recipient is nominated.

NYALGRO presents the Guy D. Paquin award to an individual or organization to honor noteworthy achievements and exceptional support and involvement in the records management profession. This year's award winner:

#### *James M. Tammaro*

Archives and Records Management Consultant



James M. Tammaro served as Deputy Town Clerk and Records Manager for the Town of Amherst from 1981 to 1990, establishing and then administering the town's comprehensive records management program.

From 1990 to September of 2011, Jim served as an Archives and Records Management Specialist III for the Region 8 Office of the New York State Archives. In his position with the Archives, he worked with local governments in the eight Western New York counties assisting them in improving the way records and information are managed at the local government level. Part of Jim's responsibilities involved administering the Local Government Records Management Improvement Fund (LGRMIF) grants awarded to local governments in Western New York.

Jim held the certified records manager (CRM) designation from 1987-2011 and is a past founding director of the New York Association of Local Government Records Officers (NYALGRO). He holds memberships in the Mid-Atlantic Regional Archives Conference (MARAC), the Association of Records Managers and Administrators (ARMA), the Society of American Archivists (SAA) and NYALGRO.

Jim also serves as vice-president of the Western New York ARMA Chapter and was the recipient of the 2011 Stan Lundine Award for Outstanding Service to the Southern Tier West Region of New York State. In addition, Jim serves as an adjunct professor at the SUNY at Buffalo, School of Graduate Education, Dept. of Library and Information Studies where he teaches graduate-level courses on records management and managing archival records.

### Robert Arnold Award for 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 or furtherance of records management programs.

#### *Ben Cobb*

Chief Clerk of the Jefferson Surrogate's Court



Ben Cobb lives in Ellisburg, New York with his wife Deanna, his 11 year old son John, and 15 month old daughter Jennifer. He received his Bachelor of Arts degree from the SUNY College at Oswego in 1993 with a double major in German and European History. Ben was hired by Jefferson County in 1995 to serve as the County's first's Records Management Coordinator, a position he held until 2005. At the county, he wrote New York State records management grants and served as the County Historian from 2003-2005. Ben is proud of the County funded records program which currently has a staff of five employees, manages two inactive records centers, scans records for the Jefferson County Clerk's office daily and routinely works on records management projects in 30 county departments. In 1995 when Ben started he was the only employee and his office was a large closet in the basement that also housed the telephone wiring for the County Building. Ironically, Ben did not have his own telephone for the first seven months he worked in this office. In the past, Ben also taught evening classes in American History and Western Civilization as an adjunct instructor at Jefferson Community College, wrote New York State Archives grants for several local municipalities and served as a grant reviewer for the New York State Archives. Since 2005, Ben has worked for the New York State Unified Court System, as the Chief Clerk of the Jefferson Surrogate's Court. As clerk, he is responsible for managing all non-judicial functions and court operations for Jefferson County's Surrogate Court Judge, Peter A. Schwerzmann. Over the past 17 years, Ben has served as a trustee for the Ellisburg Free Library, was on the New York State Archives Region 5 Advisory Committee, and was a board member on the Jefferson County Historical Society Board. Recently, he has been active as a Boy Scout leader with his son. Ben served on the NYALGRO Board of Directors from 2000-2003 and was the president from 2004-2005.

## Meet Your Board Members



*Donna Mumbulo, President  
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Town of Colonie*



*Wendy McConkey, Cornell  
Coop. Ext., Saratoga Cty.*



*Yvonne Delgato  
Binghamton Univ. Archivist*



*Michele Rowe  
City of Rochester*

*Thank You for all You Do!*



# NYALGRO 2013

Join us in Celebrating our  
Silver Anniversary

# 25

*Years of Record Management  
Training*

Radisson Hotel, Corning

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**This Year's Award Winners**



*See Article  
on Page 4*

*Pictured: Stanley France, Melius Award; Donna Mumbulo, NYALGRO President; James Tammaro, Paquin Award; Ben Cobb, Arnold Award*

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*Mark Your Calendars!*

**2013 NYALGRO School**

***NYALGRO's Silver Anniversary: Celebrating 25 Years of  
Crystal Clear Records Management Training***

**Sunday, June 9 – Tuesday, June 11, 2013  
Radisson Hotel, Corning**