



**You're the  
Records Management Officer!**  
– Now What?  
*The first Ten Steps to take*

---

BY JUNE PATTERSON, MATTHEW SHALER,  
AND JAMES M. TAMMARO  
2022 NYALGRO CONFERENCE  
ALBANY, NEW YORK

---

---

---

---

---

---

---

---

**Step #1**

**Go on a Listening Tour**

LEARN THE GOOD AND NOT-SO-GOOD

---

---

---

---

---

---

---

---

**Step #2**

**Assess your Situation**

SURVEY THE RECORDS?  
INVENTORY THE RECORDS?

---

---

---

---

---

---

---

---

**Step #3**

Contact the  
New York State Archives!

THEY ARE THERE TO HELP YOU!

---

---

---

---

---

---

---

---

**Step #4**

Review NYS Archives  
Publications

START WITH THE BASIC ONES

---

---

---

---

---

---

---

---

**Step #5**

Attend Some NYS Archives  
Workshops

[HTTP://WWW.ARCHIVES.NYSED.GOV/WORKSHOPS/WORKSHOPS-OVERVIEW](http://www.archives.nysed.gov/workshops/workshops-overview)

---

---

---

---

---

---

---

---

**Step #6**

Review and Research LGRMIF  
Grants Awarded to your LG

GET CAUGHT UP ON PAST RM ACTIVITIES

---

---

---

---

---

---

---

---

**Step #7**

Attend the NYALGRO  
Conference

GOOD FOR NETWORKING AND EDUCATION

---

---

---

---

---

---

---

---

**Step #8**

Continue to take Advantage of  
Your NYALGRO Membership

GOOD FOR NETWORKING

---

---

---

---

---

---

---

---

**Step #9**

**Form a Records Advisory Board  
in Your Government**

READ THE NYS ARCHIVES PUBLICATION ONLINE

---

---

---

---

---

---

---

---

**Step #10**

**Apply for a LGRMIF Grant**

A GREAT WAY TO FUND A NEW RM INITIATIVE

---

---

---

---

---

---

---

---



**Questions?**

June Patterson  
845.446.4280, ext 311  
[jpatterson@highlands-ny.gov](mailto:jpatterson@highlands-ny.gov)

Matthew Shaler  
315.366.2472  
[Matthew.shaler@madisoncounty.ny.gov](mailto:Matthew.shaler@madisoncounty.ny.gov)

James M. Tammaro  
716.479.5509  
[jmtmls@gmail.com](mailto:jmtmls@gmail.com)

---

---

---

---

---

---

---

---