



NEW YORK ASSOCIATION OF LOCAL
GOVERNMENT RECORDS OFFICERS

NETWORK

www.nyalgro.org

Fall 2024

President's Message

Hello members! I hope everyone had a wonderful summer and beautiful fall. It may be getting colder but your Board has been hard at work planning your 2025 conference – we hope you are as excited about it as we are!

2025 Conference – Villa Roma, Callicoon

Our 2025 conference will be held at the “cruise ship on land” Villa Roma June 1-4, 2025 with our theme being “Records Boxes & Bytes”. Our location is a few miles away from the site of the Woodstock Festival held in 1969 and again in 2019 – so you may want to arrive a day early or stay a day later to visit the museum and check out the site. Don't worry – we have negotiated a great price for you to add an additional day to our conference package. Some of the classes being offered this conference are (tentative titles):

- Developing a Records Management Procedure Manual
- Working with Court Records
- Mixed Retention Records / Case Files
- Navigating the LGRMIF Grant Process
- How to Organize Your Records Room
- Genealogy Research

We will also have the popular Round Table discussion so bring your questions!!! Registration packets will be mailed on April 1 so be on the lookout.

Do you need a scholarship?

Registration for our conference is \$50 and the Sunday – Tuesday package (which includes all meals and lodging) is \$624.50. We try very hard to negotiate costs with hotels for overnight attendees to be as low as possible. If you are unable to budget this expense with your employer, please consider applying for a scholarship. Applications are available on our website www.nyalgro.org. The deadline to apply is April 15 so do it now! Why wait?

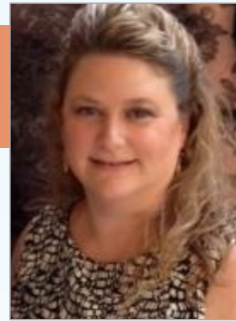
Do you know someone that should be recognized for the Records Management work?

Each year we give out an award to an individual or group that has excelled in the records management field or should be recognized for something they have achieved in their records management program. Please take a moment and think about your colleagues to determine if you know someone that would be worthy of recognition. We have a form that can be submitted which is available on our website.

Board Elections

Your ballot was emailed on November 1 (check your spam folder) to elect your Board members. We currently have one vacancy. If you want to be a Board member, write your name in. If you want more information about being a Board member, reach out to me.

—Desiree Potvin, President
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NYALGRO Membership

A message from your Membership Chair, Karen Sweeting

Current memberships will expire December 31, 2024. Early December, you will be receiving by postal mail your 2025 Membership Application, a sneak peek at the upcoming June 2025 conference to be held in Callicoon, NY at the Villa Roma Resort, and a friendly letter from ME! (*Reminder – membership is currently per person.*)

- ✓ Complete the Membership Application
- ✓ Include \$50 check payable to NYALGRO
- ✓ Mail to:

NYALGRO Membership
Town of Sweden
18 State Street
Brockport, NY 14420

As stated in NYALGRO's mission statement, we are an organization that provides a network to all who are responsible for records upkeep and information management for local governments. Over the past year we have created a mentor/mentee program and "snack size" webinar videos. We are always looking for ways to reach out to our membership, encourage responsible and effective records management practices, and provide training opportunities.

If you have any questions on the submission of your membership application, please contact me at karens@townofsweden.org or (585) 637-2144.

News from the State Archives:

Voting for Retention or Disposition - Election Records

November is a good reminder that we create records during every election, whether general or local, and a retention period must be applied.

If the records were created by a County Board of Elections under the Election Law, they are covered by the **Retention and Disposition Schedule: Election Records for Use by New York County Boards of Elections**. This includes general elections held in November that are administered by Board of Elections.

Records created during elections that were not conducted under the Election Law, like those administered by municipalities and school districts, are covered by the "Election" section of the LGS-1.

To manage your election records, in any format, instead of assigning individual retention to each record, put them in two buckets, a permanent bucket and a short-term, 5-year bucket. Five years is the longest retention, short of permanent, for most election records in the LGS-1. For example:

1. Permanent bucket:
 - sample ballot,
 - final election results,
 - official copy of election notice, and, if it occurs,
 - referendum records
2. Five-year bucket:
 - Voter registration records
 - Election officials' training and qualifications records
 - Registration challenge records
 - Voted ballot
 - Records used to compile final election results
 - Spoiled, voided, or rejected ballots
 - Election readiness records
 - Election officials' appointment records
 - Proof of publication
 - Candidate designation or nomination records
 - Unused ballots
 - Application for absentee ballot
 - Informational records received from county board of elections

Two possible exceptions:

- 1 Certificate of acceptance of office (retain 1 year after person leaves office). If created, this record should go in the personnel file.
2. Election challenge or investigation records (retain 6 years after last entry). If this occurs, then you could extend the short-term bucket retention for that election year or file the records separately.

Your records bucket labels should also include creating office and election year. Contact the State Archives with any questions about managing election records, recmgmt@nysed.gov or 518-474-6926.

So, You Want to Store Things in the Cloud? Data Storage Q & A

When you have decided to sign a contract with an awesome records storage or data storage solution provider, especially one that will house your materials in off-site storage, it's crucial to ask the right questions.

Here are some questions I often hear as folks are seeking advice about what to choose:

What rules and regulations should I read up on before making a decision?

§ 185.8 Retention and preservation of electronic records, in the Arts and Cultural Affairs Law in NYS, really defines the parameters in reasonably clear language.

The NYS Archives also has an excellent advisory opinion on selecting data storage tools: [Records Advisory: Using a Data Storage Vendor | New York State Archives](#)

Should I go to a cloud solution?

Cloud solutions are increasingly the best option when seeking a data storage option. There has been a significant shift away from the local server being the safest place to store records towards the cloud solution providers being safer, and that all comes down to the number of IT staff available to support each tool.

Which solution is the best one?

Well, we can't tell you which one is the best because which solution depends on your specific functional business requirements. You can seek the answer to the question best by performing a business analysis as described in the publication [Conducting a Needs Assessment for New Records Keeping Systems](#) by the NYS Archives team. It may seem like an obvious matter these days that you need a solution for electronic records. Still, I implore you to perform the steps detailed in this publication before selecting a solution and implementing that tool.

As a Local Government RM who is post-implementation in a series of selected solutions without performing these steps, I can report that the results are not great. There are several great consultants out there who specialize in defining your business needs and working to do so will ensure that whatever solution you choose will be sufficiently successful post-implementation. Don't skip the planning and analysis phase!

How do I make sure I have reduced the risk to my organization?

Avoiding risk to your organization when you store resources with an outside storage tool really comes down to your contract language and the terms and conditions. Talk to a qualified attorney and review the Records Advisory on Data Storage mentioned above. Secondary to that, work with your team to build knowledge and readiness to use these tools appropriately. Storing records in appropriate file formats, capturing

records with value, and ensuring the solution has access controls implemented are down to your team understanding the value of the records you are storing. [Check out the LivCo YouTube video on Appraisal](#), (shameless self-plug.)

What are the steps involved with implementing a new solution?

Implementing a new solution requires you and your team to follow the basic project management and change management steps for any organization-wide change. Robert Smallwood defines them in his text, ["Information Governance: Concepts, Strategies, and Best Practices."](#)

They are as follows:

1. Defining Objectives, what are you trying to solve or improve with the change?
2. Defining Scope: determine which records and data sets you are specifically going to target with the project
3. Developing the Plan: This is where vendors and consultants come in handy. With the objective and target materials in mind, you can work with these folks to review proposals for addressing the needed changes.
4. Executing the Plan: Don't start the implementation until you have synthesized the plan, objectives, and scope.

Smallwood doesn't include this last one as a step in the change management process, but I will. Remember to reflect on how the project is going and seek feedback at regular intervals during and after the implementation. Information Management is a process of continuous improvement. No project or tool being implemented is ever complete. We must keep going back and checking to see how the change is working for us, much like how you need to tune a piano routinely.

For more advice on Change Management and Information Governance, especially electronic and digital records management, check out these great resources:

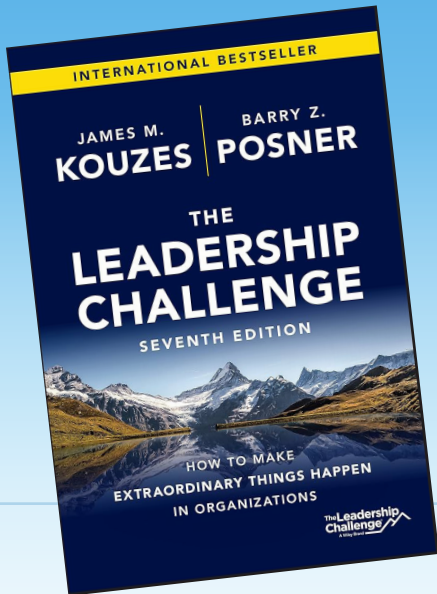
[New York State Archives Records Advisory Officers](#)

[The Prosci ADKAR Methodology](#)

Dr. Patricia C. Franks' book ["Records and Information Management"](#)

Robert Smallwood's book ["Information Governance: Concepts, Strategies, and Best Practices."](#)

Book Club at the 2025 Conference:



Join us as we discuss an incredible book on Leadership at the 2025 Summer Conference!

We'll be discussing James M. Kouzes and Barry Z. Posner's book *The Leadership Challenge*.

This book shares a clear and enjoyable method of leading a group of people through influence and change management rather than directives or authority. It's an inspiring read that will help you lead folks at work and home! The Leadership Challenge is available at many libraries and any major bookseller.



On October 3, 1789, President George Washington issued a proclamation naming Thursday, November 26, 1789, as an official holiday of "sincere and humble thanks." The nation then celebrated its first Thanksgiving under its new Constitution. On October 3, 1863, President Lincoln made the traditional Thanksgiving celebration a nationwide holiday to be commemorated annually in November



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