



**New York Association  
of Local Government Records Officers**

Dear NYALGRO Member:

On behalf of the Board of Directors I would like to personally invite you to attend the 2021 Annual NYALGRO School that will be held in Geneva, New York!! This year our theme is "Perking Up Your Records Management Program" and we will be offering our members two ways to attend – virtually or in person. If you have never been able to attend our conference in the past, I hope these two options entice you to consider it in 2021.

We have worked very hard to come up with a schedule that is current with the needs of today. Each class is also designed with everyone in mind - regardless of how long you have been a records manager or what the status of your current records management program may be. We hope the topics selected will aid each one of you in improving your program and making work life easier.

Conference registration is only \$30<sup>1</sup> which is for both days. If you are attending in person, we negotiated a great deal with the hotel for your room and food package. In person attendees will be asked to wear their masks at all times (except when sitting for meals) and to practice social distancing. **(NOTE – should protocols change for the worse, the conference will be held entirely virtual. We will post a notice on our website, Facebook @ page and send out an email blast.)**

If you have any questions about submitting your conference registration form (or if you are not sure if you renewed your membership yet) please call our Membership Chairperson Jessica McClennan at 845-928-7558 x1252.

On our website you will find all the forms needed to enroll in the 2021 conference. Please visit [www.nyalgro.org](http://www.nyalgro.org) today and sign up now!!! In person space may be limited depending on restrictions imposed by the Department of Health so please do not delay. On our website you will also find:

- An application for our scholarship. I strongly encourage you to apply if your employer cannot financially support your continued education and you would like to attend in person. We offer three scholarships so please take advantage of this opportunity.
- An application to nominate someone or a group that should be recognized for their records management program or accomplishments. We give out three awards annually.

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<sup>1</sup> If you have not renewed your membership yet (which was mailed in late December), then the cost is \$80, which includes the \$50 annual membership fee.

As always, I am here for you and would love to talk if you need anything or have any questions. Please grab me when you see me and say hi or call if you have any questions or comments!!!

Desiree Potvin, NYALGRO President  
Woodbury Town Clerk (845) 928-6829 x7  
dpotvin@woodburyny.us

If you have any questions during the conference, please stop by the Registration Desk where a Board member will always be to help you.

If you are attending virtually, you can email questions in advanced and during the conference to [nyalgro2020@gmail.com](mailto:nyalgro2020@gmail.com) and we will respond quickly.

**SAVE THE DATE FOR NEXT YEAR  
JUNE 12-15, 2022  
ALBANY, NEW YORK**

**NYALGRO PROGRAM/CLASS SCHEDULE**  
**JUNE 6-9, 2021 RAMADA, GENEVA, NY**  
**“Perking Up Your Records Management Program”**

MONDAY, June 7, 2021

8:30AM – 9:00AM

**New Member/First Time Attendee Orientation**

*June Patterson, NYALGRO Board Member, Town Clerk, Town of Highlands*  
*Rosemary Switzer, NYALGRO Treasurer, Ontario County Records and Archives*  
*Kerriann Harrington, NYALGRO Board Member, City Clerk, City of Oneonta*  
*Erica Linden, NYALGRO Board Member, Village Clerk/Manager, Village of Brockport*  
*Louisa Ingrassia, NYALGRO Board Member, Town Clerk, Town of Wallkill*

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 – 10:30AM

**Disaster Recovery – Putting the Pieces Back Together and Moving Forward**

*Amanda Detschner, Village Clerk, Village of Barker*

The Village of Barker, Niagara County, experienced a devastating fire on January 20, 2019 that burned the Village Hall and Public Library to the ground. This session will share the steps taken thus far on the long road to disaster recovery. Including, declaring a state of emergency, rescuing cherished records from the debris, and the records recovery process. The Village of Barker has gained extensive firsthand knowledge about recovering from a disaster that you will be able to apply to your local government organization.

11:00AM – 12:00PM

**Keeping up with COVID-19 - Maintaining your Pandemic Records**

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

*Michael Martin, RAO, Central NY, NYS Archives*

The COVID-19 public health emergency has resulted in an unprecedented level of documentation – the pandemic’s impact on communities and governments’ response to the pandemic. Local governments and state agencies seeking guidance on managing and preserving these records are welcome to join us as we provide some insight on managing records in a remote environment, applying appropriate retention schedule items, and identifying records of enduring historical value.

1:00PM – 2:30PM

**Taking a Leadership Role with Your Records Management Program**

*James Tammaro, past NYALGRO Board Member, retired Adjunct Professor SUNY Buffalo*

Once a records management program is established, for the program to continue to thrive the Records Management Officer (RMO) must take a leadership role in building support for the program. This session provides practical suggestions for RMOs interested in proactively leading the local government’s records management program to expand the program and build support for the program. The advice offered will be based on the book, Leading and Managing Archives and Records Programs, Strategies for Success edited by Bruce W. Dearstyne, PhD and the speakers almost 40 years working in the records management field. At the end of the session, there will be a drawing for a copy of the book donated by the speaker.

3:00PM – 4:00PM

**Inventory on a Budget**

*Desiree Potvin, NYALGRO President, Town Clerk, Town of Woodbury*

Unfortunately, many of our employers do not provide us funds to support the creation/maintenance of a program to inventory our records. This session will be interactive and give attendees an opportunity to share their experiences of what they do to manage their records “on the cheap”. Sharing of ideas is suggested and the speaker will be providing detailed examples of what they are currently doing to make their lives easier while at the same time not spending much, if any, money to do so.

**NYALGRO PROGRAM/CLASS SCHEDULE**  
**JUNE 6-9, 2021 RAMADA, GENEVA, NY**  
**“Perking Up Your Records Management Program”**

TUESDAY, June 8, 2021

8:30AM – 9:30AM

**Verification and Quality Control for Digital Images**

*David Lowry, NYALGRO Board Member, Head Local Government Advisory Services, NYS Archives*

Image verification and quality control are vital steps in the completion of a successful scanning project. Unfortunately, these steps are often overlooked or completed in slipshod fashion leading to problems down the road. This session will review various techniques for verifying that all records were scanned, and high-quality images were produced per NYS Archives’ imaging guidelines.

10:00AM – 11:30AM

**Freedom of Information Law (FOIL)**

*Kristin O’Neill, Assistant Director, Committee on Open Government*

This session provides an opportunity for attendees to learn more about a government agency’s rights and responsibilities in relation to the Freedom of Information Law. The class will focus on the areas of concern most relevant to you, so bring your questions, concerns, and unusual situations to discuss and to receive advice and guidance from the Committee on Open Government.

1:30PM – 3:00PM

**Developing a Social Media Policy**

*Kerriann Harrington, NYALGRO Board Member, City Clerk, City of Oneonta*

So, you have decided to join the world of social media – now what? Having a clear and well-planned policy to guide you and those involved will make all the difference and greatly increase your chances of success. Join us as we discuss the development and implementation of a policy and remove the barriers (and fears). It is not as scary as it sounds.

3:00PM – 4:30PM

**RMO Boot Camp and Round Table Discussion**

*Moderator - Rosemary Switzer, NYALGRO Treasurer, Ontario County Records and Archives*

*Panel - NYALGRO Board Members and NYS Archives RAOs.*

This session will begin by reviewing basic records management activities. The session will include round-table discussion, so bring your questions! Our panel consists of members of the NYALGRO Board and the NYS Archives. This session is also a time to share any unique records management tips that have helped you. The more questions we are asked the better this session can be!

**IN-PERSON EVENTS ONLY – INCLUDED IN HOTEL PACKAGES**

Sunday, June 6	4:00PM – 6:00PM	Registration
	6:00PM – 9:00PM	Trivia Event/Welcome Reception
Monday, June 7	7:00AM – 8:30AM	Breakfast
	Noon – 1:00PM	Lunch
	6:00PM – 7:00PM	President’s Cocktail Hour
	7:00PM – 9:00PM	Annual Banquet/Award Ceremony
Tuesday, June 8	7:00AM – 8:30AM	Breakfast
	Noon – 1:30PM	Lunch – Business Meeting

**SAVE THE DATE – JUNE 12-15, 2022 - THE DESMOND, ALBANY**

# NYALGRO SCHOOL, GENEVA, NY

## June 6-8, 2021

Name:	Title:
Municipality/Organization:	County:
Address:	Telephone #:
	E-mail:

I am a (check all that apply):

<input type="checkbox"/> New Member	<input type="checkbox"/> First Time Conference Attendee
<input type="checkbox"/> Existing Member	<input type="checkbox"/> Vendor <input type="checkbox"/> Speaker

Type of Government:

<input type="checkbox"/> City	<input type="checkbox"/> County	<input type="checkbox"/> BOCES	<input type="checkbox"/> Fire District	<input type="checkbox"/> College
<input type="checkbox"/> School	<input type="checkbox"/> Town	<input type="checkbox"/> Village	<input type="checkbox"/> Other _____	

Attending Conference:

Virtually     In Person

Conference Registration Fees:

NYALGRO Member	\$30.00	_____
Non-Member <small>(includes \$50 membership fee)</small>	\$80.00	_____

**TOTAL SUBMITTED    \$ \_\_\_\_\_**

Cancellations for a refund must be made by close of business May 21, 2021. Please complete and return with a check to: NYALGRO, c/o Jessica McClennan, Village of Woodbury, PO Box 546, Central Valley, NY 10917.

### 2021 Schedule – Please check the areas you wish to attend.

(see program for detailed description of sessions)

**Monday, June 7, 2021**

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|------------------|--|
| 8:30AM – 9:00AM  | <input type="checkbox"/> New Member/First Time Attendee Orientation                              |
| 9:00AM – 10:30AM | <input type="checkbox"/> Disaster Recovery – Putting the Pieces Back Together and Moving Forward |
| 11:00AM - Noon   | <input type="checkbox"/> Keeping Up with COVID-19 – Maintaining Your Pandemic Records            |
| 1:00PM – 2:30PM  | <input type="checkbox"/> Taking a Leadership Role with Your Records Management Program           |
| 3:00PM – 4:00PM  | <input type="checkbox"/> Inventory on a Budget   |

**Tuesday, June 8, 2021**

- |                   |  |
|-------------------|--|
| 8:30AM – 9:30AM   | <input type="checkbox"/> Verification and Quality Control for Digital Images |
| 10:00AM – 11:30AM | <input type="checkbox"/> Freedom of Information Law (FOIL)                   |
| 1:30PM – 3:00PM   | <input type="checkbox"/> Developing a Social Media Policy                    |
| 3:00PM – 4:30PM   | <input type="checkbox"/> RMO Boot Camp and Round Table Discussion            |