



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 2022 Annual NYALGRO School that will be held in Albany, New York!! This year our theme is "Diving into Records Management".

As always, we have once again 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 \$30¹ which is for both days. 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 additional forms for the 2022 conference. Please visit www.nyalgro.org today where you will find:

- Full course catalog with descriptions and speaker information
- Hotel sales tax exempt form
- 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.

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. A Board member will always be there to help you.

¹ 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.

NYALGRO SCHOOL, ALBANY, NY

June 12-15, 2022

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

I am a (check all that apply): New Member First Time Conference Attendee
Existing Member Vendor Speaker

Type of Government: City County BOCES Fire District
College School Town Village
Other _____

Conference Registration Fees (pick one):

NYALGRO Member	\$30.00	\$ _____
Non-Member (includes \$50 membership fee)	\$80.00	\$ _____

All meals/breaks are included depending on overnight package selected. If you are not making overnight accommodations, or need extra meal tickets for guests, see reverse page and enter amount below as needed.

Commuter Meal Tickets: Total from Reverse \$ _____

Extra Meal Tickets (if you are bringing a guest) Total from Reverse \$ _____

TOTAL SUBMITTED \$ _____

Cancellations for a refund must be made by close of business **May 26, 2022**.

Please complete and **return with a check** to: NYALGRO, c/o Jessica McClennan, Village of Woodbury, PO Box 546, Central Valley, NY 10917.

2022 Schedule – Please check the areas you wish to attend.

(see program on website for detailed description of sessions)

Monday, June 13, 2022

8:30AM – 9:00AM	New Member/First Time Attendee Orientation
9:00AM – 10:00M	Understanding Neurodiverse Customers and Coworkers
10:30AM - Noon	You are a Records Management Officer (RMO) – Now What?
10:30AM – Noon	Legal Aspects of Records Management
1:00PM – 2:30PM	LGRMIF – Success Stories and Tips
1:00PM – 2:30PM	Organizing Your Records Room
3:00PM – 4:30PM	Recruiting and Working with a Records Management Consultant
3:00PM – 4:30PM	LGS1 – How to Navigate the Search and What’s New?

Tuesday, June 14, 2022

8:30AM – 9:00AM	Disaster Recovery – Creating a Contingency Plan
9:00AM – 10:00AM	Freedom of Information Law (FOIL)
10:30AM – 11:30AM	How to Start an Electronic Records Management Program
10:30AM – 11:30AM	After the Inventory – What Do You Do Now?
1:30PM – 3:00PM	The Role of Records Managers in Providing Educators Access to Primary Sources

COMMUTER/EXTRA MEAL TICKET

Commuter Package	Includes all breaks and all lunches	\$140.40	_____
Sunday Welcome Reception	Appetizers and Open Bar	\$56.40	_____
Monday Breakfast	Breakfast Buffet	\$26.40	_____
Monday Lunch	Lunch Buffet	\$39.60	_____
Monday Reception	Cocktail (open bar) and Plated Dinner	\$111.60	_____
Tuesday Breakfast	Breakfast Buffet	\$26.40	_____
Tuesday Lunch	Lunch Buffet	\$39.60	_____

NOTE – GUESTS ARE NOT ELIGIBLE FOR AM/PM BREAK-TIME OFFERINGS

JUNE 12-15, 2022

To make your conference reservation please email or fax (not both) this form to the address below:

ONE FORM PER PERSON

Crowne Plaza Albany – The Desmond Hotel

Email: fjohnson@desmondhotels.com

Group Reservations

660 Albany Shaker Road, Albany, New York 12211

FAX: (518) 640-6069

FORMS MUST BE RECEIVED NO LATER THAN MAY 2, 2022

Check In Time: 4:00PM

Check Out Time: 12:00PM

THREE NIGHT PACKAGE 6/12/22:	TWO NIGHT PACKAGE – 6/12/22:	ONE NIGHT PACKAGE – 6/12/22 OR 6/13/22:
Sunday 6/12/22 – Wednesday 6/15/22	Sunday 6/12/22 – Tuesday 6/14/22	Sunday 6/12/22 – Monday 6/13/22
Includes Deluxe Overnight Accommodations for (3) nights (Sunday, Monday, and Tuesday) and Sunday Welcome Reception, Monday Breakfast Buffet and Lunch Buffet, AM&PM Breaks, Reception and Dinner, Tuesday Breakfast Buffet and AM Break Package is Tax Exempt and includes service charge.	Includes Deluxe Overnight Accommodations for (2) nights (Sunday and Monday) and Sunday Welcome Reception, Monday Breakfast Buffet and Lunch Buffet, AM & PM Breaks, Reception and Dinner and Tuesday Breakfast Buffet and AM Break Package is Tax Exempt and includes service charge.	Includes Deluxe Overnight Accommodations for (1) night (Sunday - Monday) Sunday Welcome Reception, Monday Breakfast Buffet and Lunch Buffet, Monday AM Break Package is Tax Exempt and includes service charge.
<input type="checkbox"/> \$718.60 per person Single Occupancy	<input type="checkbox"/> \$589.60 per person Single Occupancy	<input type="checkbox"/> \$281.80 per person Single Occupancy
<input type="checkbox"/> \$525.10 per person Double Occupancy	<input type="checkbox"/> \$460.60 per person Double Occupancy	<input type="checkbox"/> \$217.30 per person Double Occupancy
<input type="checkbox"/> \$470.60 per person Triple Occupancy	<input type="checkbox"/> \$424.27 per person Triple Occupancy	<input type="checkbox"/> \$199.13 per person Triple Occupancy
<input type="checkbox"/> \$443.35 per person Quad Occupancy	<input type="checkbox"/> \$406.10 per person Quad Occupancy	<input type="checkbox"/> \$190.05 per person Quad Occupancy
		Monday 6/13/22 – Tuesday 6/14/22
		Includes Deluxe Overnight Accommodations for (1) night (Monday – Tuesday) Monday Lunch Buffet and PM Break, Reception and Dinner, Tuesday Breakfast Buffet and Lunch Buffet and AM Break Package is Tax Exempt and includes service charge.
		<input type="checkbox"/> \$397.00 per person Single Occupancy
		<input type="checkbox"/> \$332.50 per person Double Occupancy
		<input type="checkbox"/> \$314.33 per person Triple Occupancy
		<input type="checkbox"/> \$305.25 per person Quad Occupancy

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

ROOMMATES NAME (S): _____

Method of Guarantee & Payment

All Reservations Must Be Guaranteed For Arrival For This Reservation To Be Accepted. Valid Purchase Orders, Checks (Received At Least 14 Days Prior To Arrival) And Major Credit Cards Are Accepted. Reservations Must Be Cancelled Without Charge No Later Than Friday May 27, 2022. Should You Fail To Arrive Or Cancel After May 27, 2022. You Will Be Charged For The Entire Package. ***Prevailing Taxes Will Apply To Packages Without A Valid NYS Tax Exempt Form Accompanied with Reservation Form***

CREDIT CARD# _____ EXP: _____

PRINT NAME: _____

SIGNATURE: _____

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