

News From the State Archives

Region 1

#10/2007

I am sad to announce that Bill Saffady's wife, Kathryn, passed suddenly last week. For those of you who have worked with Bill, and want to express condolences, you can go to <http://www.legacy.com/NYTimes/DeathNotices.asp?Page=GBGateway>

Workshops:

To register for the workshops go to <http://www.archives.nysed.gov> and click on Training. Go to Region 1 – session 2 – and click on the workshop you are registering for. Click on the date of the workshop, the registration page will come up. You must register for each workshop separately.

Managing Inactive Records

9:00 a.m.-1:00 p.m., Wednesday, October 31, at 55 Hanson Place, First Floor Conference Room, Brooklyn. Careful management of inactive records storage is critical to the success of a records management program. This workshop will focus on:

- The importance of inactive records storage
- The basic steps involved in setting up a facility, whether in-house or off-site
- Ownership and custody of inactive records
- Equipment, supplies, and safety concerns
- Cost-benefit analysis, and space planning
- How to develop inactive records facility policies and procedures A case study approach will be used as workshop participants plan an inactive records storage facility.

Please note, the date of this workshop was changed from October 24 to October 31.

Electronic Document Management Systems

9:00 a.m.-1:00 p.m., Tuesday, December 18th at 55 Hanson Place, Room 346, Brooklyn. Many people believe that an electronic document management system (EDMS) is merely an electronic document imaging system, but it is actually a

software system that allows for the creation, indexing, management, and retrieval of documents in various formats (including image files) through a single interface. After a brief introduction to electronic documents, the bulk of this workshop will address:

- Types of technologies and strategies required for their management
- How governments can determine whether or not they need an EDMS
- How to plan for, implement, and maintain an EDMS

2008-09 Grant Application Workshops

Please note: for the grant cycle 2008-09, each local government will be allowed to submit only one grant application.

LGRMIF Grant Application Information Sessions

Tuesday, November 13th and Wednesday, November 14th, from 9:00 AM to 1:00 PM at MTA: Office of the Inspector General, 111 West 40th Street, Fifth Floor, Manhattan. The purpose of Local Government Records Management Improvement Fund (LGRMIF) grants is to help local governments establish records management programs or develop new program components. The purpose of this information session is to review the LGRMIF application guidelines and instructions and to learn how to write a strong grant proposal. Examples of successful applications will be examined and analyzed. Local government representatives interested in applying for grants from the LGRMIF are strongly encouraged to attend. Please note that Art Reinhart, Grants Unit, New York State Archives, will be available at the November 13th workshop.

Region 1 Grant Application Follow-up Sessions

Part I: Tuesday, November 27th

Part II: Friday, December 14th

Part III: Thursday, January 10th

Please note: all sessions will be held at the MTA: Office of the Inspector General, 111 West 40th Street, Fifth Floor, Manhattan

You will receive notices of each Work Session a few weeks prior to the Session

Part I: This session will focus on developing your application. We will discuss choosing and researching your project, applying the correct category and sub-category, and cover the requirements for the “Statement of the Problem” and “Intended Results” portions of the narrative. We will also review the required content of the “Request for Information” document distributed to vendors when

written proposals must be submitted with the application, and other issues associated with the initial assembling of your application.

Part II: This session will focus on the “Plan of Work” portion of the narrative. We will review the requirements for the timetable and activities. We will review the last portion of the application narrative – the “Local Government Support for Records Management.” We will also focus on the required budget narrative forms.

Part III: This session will focus on completion of your grant application. We will again review completion of the forms, including all required forms and information. And of course, any questions you have – which I hope you will contact me about as you’re working on presentation of your project.

As usual, I will be available to work with you by phone, e-mail, or visit. Phone: 718-923-4300; 347-453-3320 (note change of number – this is my new BlackBerry number!). And as always, I will be working with the folks at the Department of Records Grants Unit.

News from the State Archives

New York State will be joining several other states to celebrate Archives Month this October. In New York City, we will celebrate Archives Week during the week of October 8-12. Organizations with historical collections are invited to take part by sponsoring or holding a special event during this time. The New York State Archives will have available approximately 100 Archives Month posters at each of the nine regional offices. If you are holding an event and would like to display this poster, please contact our office and we will forward one to you. The State Archives also includes a web calendar form for collecting information about events taking place throughout the State. If you would like your event included in the statewide calendar, as well as regional publicity, go to <http://calendar.nysed.gov/czi-bin/Calendar.pl?CalendarName=NYS&Date=2007%2F10%2F> New York City Archives Week events are posted on the Archivists Round Table of Metropolitan New York website: <http://www.nyarchivists.org>

Also note: The Society of American Archivists (SAA) has posted a complete American Archives Month Public Relations Kit, with online-only supplementary materials to help you plan activities in your state or locality. Go to <http://www.archivists.org/archivesmonth/> to access this information. SAA also

welcomes the opportunity to share your photos and stories about American Archives Month activities on the SAA website. You might also want to enter the “Say What? The First Annual ‘Best Elevator Speech’” contest – with prizes. In 30 words or less, what would you say to a friendly stranger who inquires what you do for a living? To join in the fun, go to archivesmonth@archivists.org. The deadline for entries in the “Best Elevator Speech” contest is October 31st.

New York City Records Management Conference

The three committees established at the August 30 conference at City Hall will hold their first meetings on Thursday, October 25th at 31 Chambers Street, Room 209, on the following schedule:

Electronic Records Management Committee will meet from 8:30 – 10 AM

Revision of Records Retention Schedules Committee will meet from 10:30 AM to 12 PM

Off-site Records Storage Committee will meet from 2:00 to 3:30 PM

Folks who did not attend the conference, but who are interested in working with colleagues, can still join the several committees. If interested contact Fred Grevin at fgrevin@records.nyc.gov

A quick reminder: the committees and deliverables are as follows:

Retention Schedule Committee

- Leading practices research

- Review of retention schedule template

Offsite Storage Committee

- Agency survey of offsite storage needs

- Request for Information review

Electronic Records Management Committee

- Leading practices research

- List of key procedures (short- and long-term)

- Review of draft key procedures (short- and long-term)

Resources

New York City Technology Forum: Thursday, November 1st and Friday, November 2nd, at the Brooklyn Marriott Hotel in downtown Brooklyn. This annual event, for and about state and local government, will again feature the use of information technology as a strategic tool for managers, executives, and policy makers. Topics include: new technologies, digital government trends, best practices, cross-jurisdictional collaboration, and policies and standards. And the good news is: the conference is **free!** to government staff. For more information and to register, go to <http://www.govtech.com/events> and scroll down to New York City Technology Forum. Questions? Contact Anthony Yanez, Registration Coordinator, 800-917-7732, Ext. 1348.

Professional Organizations

Archivists Round Table of Metropolitan New York. The October meeting will take place on Wednesday, October 10th, from 6 to 8 PM, at the American Numismatic Society, 140 William Street, Manhattan (corner of William and Fulton streets). This month's event is the annual Archives Week Awards presentation. RSVP to Leilani Dawson at ldawson@brooklynhistory.org (preferred) or 718-222-4111, extention 295.

ARMA, NYC Metro Chapter. The October meeting will take place on Thursday, October 11th from 5:45 to 8:00 PM, at the Harvard Club, 35 West 44th Street, Manhattan. The meeting will focus on "Big Bucket Retention Issues," presented by Susan Cisco. For more information, and to register, go to Flasorsa@kelleydrye.com

News for Educators

Brooklyn Museum Teacher Leadership Program provides educators with a forum to discuss connections between museum resources and teaching. Participants propose topics for monthly roundtable discussions and workshops facilitated by museum educators throughout the academic year. Also included: free teacher passes to the Brooklyn Museum; free resources, such as lesson plans; strategies for object-based teaching and learning; special tours led by museum educators and curators; a behind the scenes look at special exhibitions; and opportunities to exchange ideas with other teachers. For more information about this program, and a register form; and other programs and services for teachers, go to teacher.services@brooklynmuseum.org or call 718-501-6244.

Stay tooned! Robert Freeman, Executive Director of the Committee on Open Government, New York State Department of State, and well-known Freedom of Information Legislation(FOIL) expert, and Brenda will present a joint FOIL/Records Management session on Thursday, February 21st, from 1 to 4 PM, site to be announced. Because FOIL and records management issues are frequently quite closely related, we anticipate that this will be a very interesting session.

Anyone wishing further information – you know where to find us!

718-923-4300 bparnes@mail.nysed.gov for Brenda

718-923-4301 mtorres@mail.nysed.gov For Miki

New York State Archives Web Site: <http://www.archives.nysed.gov>

Archives Partnership Trust Web Site: <http://www.nysarchives.org>

Download Your Free Screensaver from the Archives: Enjoy historic images from the Archives' outstanding collection of photographs. Go to:
<http://www.nysarchives.org/g/screensaver/index.shtml>