

News From the State Archives

Region 1

#9/2007

End of the 2006-07 Grant Cycle:

Your 2006-07 final fiscal (FS-10-F) and final narrative (FR-1) should be in the mail!! But just in case:

2006-07 LGRMIF grant recipients should have completed their projects by July 31st, and now have until the end of August to file the final FS-10-F short form (fiscal) and FR-1 Report (narrative) If you received an Educational uses or Historical Records grant, it will also be necessary to file the Final Report for Educational Uses Projects, or the Statistical Report for Historical Records Projects. For both the Educational Uses or Historical Records projects, it is necessary to attach two copies of the project's final product. For further information, go to http://www.archives.nysed.gov/a/grants/grants_lgrmif_rg_forms.shtml Please contact me with any questions you have.

Start of 2007-08 Grant Projects:

The State Education Department Grants Finance Unit is releasing the letters and budgets as I write! So, these should be received already, or you will be receiving them very shortly. If you have not – by Friday, September 7th, PLEASE CONTACT ME!

The following remains in effect:

Those of you who received grant funding for the grant year 2007-08 have heard from me directly about when you can begin your grant project (meaning, begin spending the funding). However, here's a recap: We have received approval from the Office of the State Comptroller. However, there is one more step in this process. This means that – although the grant year runs from July 1, 2007 to June 30, 2008. In view of the above, the next steps to follow are:

1. Both funded and non-funded applicants should by now have received a letter from the Archives regarding the decision about your grant project. If you have not received any information, please contact me.

2. Funded applications: submit your signed acceptance form (which arrived with your letter informing you of funding) to us as soon as possible. This will allow us to the start the process release the checks.

3. With receipt of the signed-in-blue acceptance forms, New York State Education Department's Grants Finance Unit will start issuing final award notices. Please note, the final award notices will not be sent out until the government has submitted the acceptance form. If you have already submitted this form, the work upstate has begun!

5. The final award notices will go to the government's chief official who may or may not be the official a government had listed on its government's grant application so local officials may need to contact a few individuals in their government to determine if the final award notice has been received. If you're not sure who the final award notice would have been sent to, please contact me and we can help you identify to whom the notice was sent.

5. Within a few days, the government will receive a copy of the budget it submitted, with any changes made during the grant review. This will come to the name and address the government noted on the budget form. If you have any questions about the above, please contact me.

Bureaucratically yours,
Brenda

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.

Using State Archives Retention Schedules PLEASE NOTE CHANGE OF DATE - September 13th is Rosh Hashonah, the beginning of the Jewish New Year. Please accept my apologies.

9:00 a.m.-1:00 p.m., Tuesday, September 18th at 55 Hanson Place, Room 346, Brooklyn. The New York State Archives develops retention schedules to help

local governments and state agencies efficiently dispose of records they no longer need to keep. This workshop will focus on:

- How to use State Archives' retention schedules effectively
- How the State Archives develops retention schedules
- How to create office retention schedules specific to the needs of a single office
- Examining options for disposing of records

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

Announcing A New Grant Application Event:

State Archives/Department of Records Grant Category Workshop from 9:00 AM to 1:00 PM on Tuesday, September 25th at Department of Records and Information Services, 31 Chambers Street, Room 209, Manhattan. A mailing will be sent out announcing this workshop and enclosing registration material. You cannot register for this workshop on line.

The workshop will focus on the specific requirements of each of the categories of the Local Government Records Management Improvement Fund grant program. You more than likely have a good idea of the project you wish to apply for; however, it is important that your application reflect the requirements of the grant category of your project. Frequently, grant applications fail because they do not reflect the requirements of the category, OR, are applied for in the wrong category.

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.

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%F1> To post your event on both the New York State Archives Calendar and the Archivists Round Table of Metropolitan New York calendars, use the form provided by the Metropolitan New York Library Council, attached to this newsletter (deadline September 11). New York City Archives Week events are posted on the Archivists Round Table of Metropolitan New York website <http://www.nyarchivists.org>

Special Event

Voices of September 11th is holding its annual forum and exhibits (“Preserving 9/11”) on Monday, September 10th from 12 Noon to 5:00 PM at the Marriott Financial Center Hotel, 85 West Street, Manhattan. The Forum will include a workshop presented by conservation specialists from the Library, of Congress, the National Archives, Spicer Art Conservation, and the New York State Archives, represented by Marie Culver, SARA Preservation Administrator. For more information and to register, go to <http://www.voicesofsept11.org>

New York City Records Management Conference

The **New York State Archives** and the **New York City Department of Records** co-sponsored a gathering of 102 representatives of 58 government agencies at City Hall on August 30th. The conference, convened by recently-appointed Department of Records Deputy Commissioner and Chief Information Officer, Fred Grevin, and Brenda Parnes, Ph.D., State Archives Regional Advisory Officer, initiated a city-wide approach to managing information. The agency staff who attended represent mayoral and non-mayoral agencies, the five district attorney’s offices, and the court system. Brian Andersson, Commissioner, New York City Department of Records, welcomed the group. Anthony Crowell, Counselor to the Mayor, spoke on behalf of the Mayor. Chris Ward, New York State Archivist, addressed the meeting, focusing on the value of the on-going partnership between the New York State Archives and the New York City Department of Records here in the City, as well as the importance of state and local collaborative approaches to common issues in the management of government records. Shana Whitehead, Senior Policy Analyst, Office of the Mayor, and Grevin led the audience through a PowerPoint presentation covering the major challenges facing in the records and information management field in City agencies: voluminous, outdated, and difficult to use retention schedules; storage of paper records and records produced on other media; and the management of electronic records.

Three committees were set up during the conference (see below). The committees will be chaired by the Department of Records, and report out to the next New York City Records Management Conference. Committee membership is voluntary. Sixty-six of the 102 attendees have signed up for one or more committees. Folks who did not attend the conference, but who are interested in working with colleagues, can still join the several committees. Those interested contact Fred Grevin at fgrevin@records.nyc.gov

The committees and deliverables are:

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.

Electronic Records Discovery: This complicated field that is one of the major challenges facing the records and information management profession today. Check out the **Electronic Discovery Reference Model** website

(<http://www.edrm.net/> and <http://www.law.com> This information is not meant to recommend any particular product, but for educational uses by records managers and their colleagues to acquaint themselves with the issues associated with this complex process.

Professional Organizations

Archivists Round Table of Metropolitan New York. Please refer to the website at <http://www.nycarchivists.org> for the September meeting announcement.

ARMA, NYC Metro Chapter. The first meeting of the “season” will take place on Wednesday, September 19th from 5:45 to 8:00 PM, at the Harvard Club, 35 West 44th Street, Manhattan. The meeting will focus on “Keep Moving Forward: The People and the Profession – Records Management.” Speakers: Yuri Frayman (Frayman Group), Alan King (NY Attorney General’s Office), and Diane Ibarra, Esq. (Pillsbury Winthrop).

For more information, and to register, go to <http://rs6.net/tn.jsp?t=knee9dcab.0.odduaecab.xym8mdbab.216&ts=S0277&p=http%3A%2F%2Fguest.cvent.com%2Fi.aspx%3F5S%2CM3%2Cbaa1b414-4105-4117-a18d-e0aa06f9c879>

News for Educators

The **Museum of the City of New York Frederick A.O. Schwarz Children’s Center**, in partnership with the **Gilder Lehrman Institute of American History** has announced a Saturday Academy for students in grades 8-12 at the Museum. The Academy is a free, elective six-week program for students interested in American History or SAT preparation. Sessions begin on September 29th and end on November 17th. Applications are due by September 14th. For more information, contact Laurel dean, Saturday Academy Coordinator at ldean@mcny.org or 212-534-1682 Ext. 3401.

The **Museum of the City of New York (Frederick A.O. Schwartz Children’s Center)** annually sponsors New York City History Day (March 30, 2008). The contest is open to all New York City students from grades 6 to 12. Finalists in the City event go on to compete in the New York State History competition; finalists go on to the National History Day competition. The Museum is offering four workshops for teachers and parents to learn more about how to encourage and work with students to participate in History Day. The workshops will be held on Tuesday, October 23rd from 4:30 to 6:00 PM; Sunday October 28th from 10:30 AM to Noon; Tuesday, November 27th from 4:30 to 6:00 PM; and Wednesday, December 5th from 4:30 to 6:00 PM, at the Museum. For more

information, contact Joanna Steinberg at jsteinberg@mcny.org or 212-534-1672 Ext. 3402.

The **Consulate General of Israel** is sponsoring an in-service course for K to 12 educators: **An Introduction to Israel: History and Culture**. This course will provide a basic introduction to Israeli History, Society, culture, Contemporary life styles, international affairs, economic and scientific progress, and more. Speakers will be drawn from leading universities, cultural institutions, the business and scientific communities and the Israeli Consulate General. A fee of \$100 is required from the New York City Department of Education. For more information, go to <http://www.nyasdp.org> or contact Mark Willner at 646-842-2808, mkw212@aol.com or Monica Agor at 732-614-5825, momica4@aol.com

Stay toned! 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 are planning to present a joint FOIL/Records Management session next Fall. 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>

**METRO REGION ARCHIVES WEEK
EVENT FORM**

(Please type or print neatly)

OCTOBER 7 – 13, 2007

Sponsoring Organization:

Date and Time of Event:

Location:

Web Site:

Contact Name:

Phone Number/E-Mail:

Type of Program (exhibit, tour, lecture, etc.)

Title of Program:

Brief 1-2 Line Description of Program:

Additional Information/Comments:

Return by September 7th to:

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