

Central NY Chapter of ARMA International Newsletter

Summer 2014

September 2014



**INTERNATIONAL®
CENTRAL NEW YORK CHAPTER**

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PRESIDENT'S MESSAGE

OK, we're getting our summer newsletter in just under the wire. The fall equinox is September 23. The chapter had a productive summer. Our summer planning meeting produced four training events: two for the fall and two for the spring.

Our first event will take place in Albany on October 2, *The Nuts and Bolts of Retention Scheduling* presented by Jennifer O'Neill of the New York State Archives. See below for more detail and how to register.

On November 12 we'll be holding our first event in Ithaca in a number of years. We're still putting the final touches on it, but I can tell you the topic: the preservation of archival

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Josie Loughlin
Upstate Cerebral Palsy
Director

records. The event will include a tour. More details will follow soon so save the date!

In the spring we'll start off by bringing in a speaker of national prominence to discuss an electronic records issue, followed a month later by a panel discussion on compliance.

Elections were in April and resulted in a new board member and some changing roles for current members. See below for more details.

The next year looks to be a good one for the Central New York Chapter and we hope to see a lot of you!

The Nuts and Bolts of Retention Scheduling



The New York State Archives has authority over the retention and disposition of New York State agency and local government (e.g., municipalities, counties, school districts) records. The Archives works with government officials to develop both general, comprehensive retention schedules and retention schedules that cover records unique to an agency. This presentation will describe how the State Archives develops retention schedules and examine the various requirements considered in determining the appropriate records retention and disposition, including administrative, legal, fiscal, or research needs.

Where & When

The New York State Records Center
State Campus
Albany, NY
2 October 2014
11:30am - Registration
12:00pm - Lunch
12:30 - 2:00pm - Presentation

How to Register

Contact Jackie Lewis
(315) 574-7525
jlewis@herkimerarc.org

Chapter Members: \$25.00
Non Chapter Members: \$35.00
Students: \$15.00

About the Speaker

Jennifer O'Neill has worked for the New York State Archives for fifteen years and currently supervises the Scheduling and Records Services unit. As such, she develops and reviews state agency and local government records retention schedules, coordinates the archival appraisal process, develops and presents workshops, and advises state agencies and local governments on a variety of records management topics.

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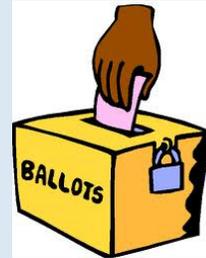
Driving Directions:

Take I-90 to Exit 3, "State Offices" enter the circle and keep right. In about a mile you'll see signs for Buildings 17, then 22, then 18. Shortly after 18 you'll see a sign for Building 21. Make a right and then an immediate left into the parking lot. Parking is free.

If you miss the turn just go around the circle and try again.

2014 Elections

This April CNY ARMA held its biennial elections. All current board members were reelected but some with new roles. Ted Hanousek replaces Jackie Lewis as Treasurer. Jackie did a great job for the chapter the past several years. She stays on as a director.



For the first time in many years the chapter has a vice-president. Alizabeth Fowler, previously a director, is taking on the VP role in preparation for a run as President in 2016.

We added a new member, Josephine "Josie" McLoughlin of United Cerebral Palsy joins the board as a director. Welcome Josie! (See article below)

If you have any interest in serving on the board or playing a role in any other way please let us know.

ARMA BOARD WELCOMES JOSIE LOUGHLIN



The Central New York ARMA Chapter is pleased to welcome Josephine "Josie" Loughlin to its Board of Directors. Josie has been a loyal member of the chapter for a number of years, rarely missing a training event. This year she agreed to run for a position on the board and won. Josie is a native upstate New Yorker.

She graduated in 1976 from Niagara University with a degree in business, and started working at the Savings Bank of Utica right out of college in the Accounting Department, then moved into the Information Technology department. She worked there for over 31 years until the buyout by M&T Bank. Josie started working at Upstate Cerebral Palsy in 2007 as the Information Services and Records Management Supervisory overseeing the scanning and records retention area as well as the Information Services Help Desk.

SUPPORT YOUR LOCAL CHAPTER - Join up Today!

Local chapters have long been the heart and soul of ARMA International. They give ARMA its personal face and add a local flavor to the organization. To get the most out of your ARMA membership you really need to join a local chapter and make an effort to get involved. If you're shelling out \$175 to join ARMA International why not pay an extra \$40 for the best part of your membership? You'll enjoy many added benefits such as:

- bringing first class RIM education to your backyard. You can't always make it to the International conference but CNY ARMA brings you top notch speakers and educators right here to upstate New York. We've brought you and will bring you such renowned RIM educators as Bill Saffady, Bruce Dearstyne, David Stephens, and Greg Hunter. If there's no local chapter, there's no one to bring you such great speakers.
- saving money on training. Chapter members receive a \$10 discount on all educational events. If you attend all four annual events you'll recoup your \$40 right there!
- meeting local RIM professionals. Here's your chance to network and exchange ideas with other RIM

professionals without having to travel to a national or international conference.

- making new friends. Joining your local chapter is also a great way to meet new people and make new friends.

So if you're not a chapter member please visit the ARMA website and join CNY ARMA today!

ARMA International 2014 Conference

ARMA International's annual conference and expo is in beautiful San Diego, CA October 26-28. If you're attending please visit the silent auction for the ARMA International Education Foundation. The CNY Chapter is donating a Kindle Fire. Please stop by and place a bid!

For more information and to register for the conference visit ARMA International's website at arma.org



Central NY Chapter of ARMA International | 350 South Washington Street | Herkimer | NY | 13350

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