



March 27, 2015

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# Tug Hill Times

*Tug Hill Times* is published semimonthly by the Tug Hill Commission for its board members, staff and associates, and the local representatives of the region's communities.

## 2015 Tug Hill Local Government Conference

Yesterday was another banner year for the Annual Tug Hill Local Government Conference. In our 27th years and over 700 attendees, dignitaries, speakers and vendors this was a great opportunity for training, networking and sharing of ideas and issues. Our thanks to all those local elected and appointed officials who took time out of their busy schedules to attend this year's event and to all the speakers who prepared well for their sessions. Our thanks to Jefferson Community College for providing a great venue for the conference and for all the IT, Facilities and other staff that help to make the day a success.

In an early scan of conference surveys it seems that everything was well received. While there is a lot of work in putting this conference together and by Thursday evening our entire staff is exhausted, we love doing this event and we look forward to seeing everyone again next year! Watch for our report on survey results, our early conference planning this fall and our announcements of the 27th Annual LGC in December.



Additionally, we are making as many presentations as possible available online. Visit our website at <http://www.tughill.org/?p=3851>.

## Tug Hill Sage Nominations Due April, 3<sup>rd</sup>

The Commission is seeking nominations for Tug Hill Sages. A "Sage" is an individual who has been a part of Tug Hill life and traditions for all or most of his/her life, who has deep knowledge of Tug Hill's heritage and environment, and who has had life-long involvement with the Tug Hill region. The commission will be announcing a new round of Tug Hill Sages at its Annual Meeting in May of this year and is looking for nominations by April 3, 2015. If you would like to nominate an individual please download the nomination form [2015 Sage Nom Form With Color Pics Of All Sages](#) and mail it to our office no later than April 3<sup>rd</sup>.

## This Must Be the Place: the Tug Hill

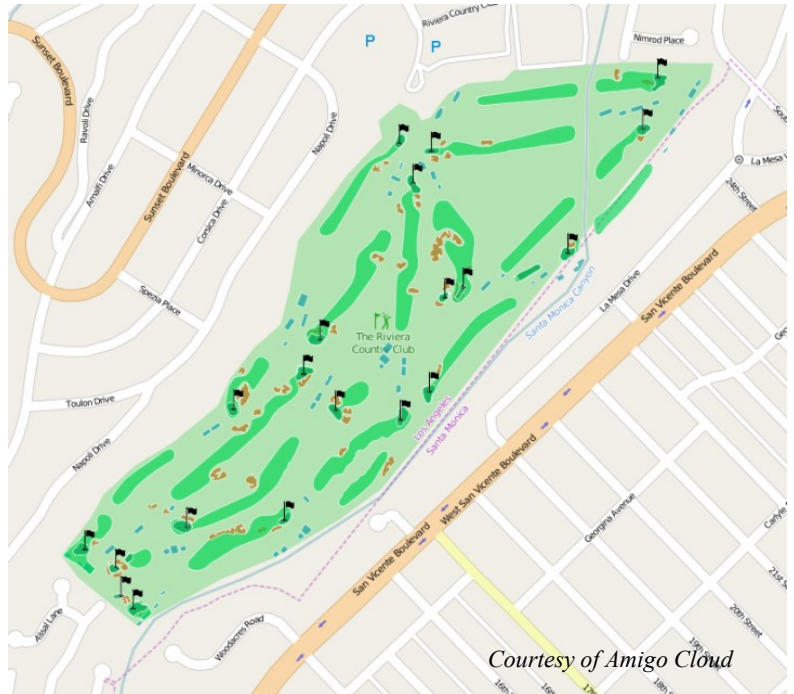
North Country Public Radio covers a huge, fascinating region full of many, many communities. But even as they do their very best, there are corners of the North Country they just don't get to often enough. One of those is the Tug Hill. This series of articles was written and broadcast by Natasha Haverty of North Country Public Radio. To hear and read the full series go to [North Country Public Radio](http://www.northcountrypublicradio.org/news/series/top/5/this-must-be-the-place) at <http://www.northcountrypublicradio.org/news/series/top/5/this-must-be-the-place> A great series, our hats off to Natasha and NCPR!

## Higher Level of GPS Accuracy for your Smartphone or Tablet is Here!

Recently Amigo Cloud went out and mapped a golf course out using an iPhone with a RTK (real-time differential correction) GPS receiver. They took what they collected on the golf course and uploaded it into Open Street Map, which is an open data layer where people can post their data. Now there is a pretty accurate map of that golf course showing flag pins, greens, and fairways. Even the dreaded BUNKERS! This is a great example of this newer technology and how it can be used. It typically is a more cost effective way to utilize RTK GPS, without having to purchase a whole RTK GPS unit. To read more about what they did, you can go to the following link: <https://blog.amigocloud.com/sub-meter-data-collection-with-an-iphone-into-openstreetmap/>.

The NYS GIS Association is working on providing a webinar about the use of bluetooth RTK GPS receivers that will work with smartphones and tablets. The best way to hear about upcoming GIS webinars, training, etc. is to sign-up on the NYS GIS ListServe, which is free. To register go to the following website: <https://gis.ny.gov/outreach/listserv/>.

If you have any questions contact Mickey Dietrich at the Tug Hill Commission 785-2380.



## Tug Hill Regional Census Data Analysis Available

Availability of U.S. Census and American Community Survey data in forms easily used in computer mapping programs has led Commission staff to create a series of maps for the Tug Hill Region. Statistics commonly used in community comprehensive plans, as well as other data of potential interest to local officials and residents, have been mapped for all 41 Tug Hill towns, which includes data for villages that might be located within those towns. Examples of the maps include population, population density, median household income, age and housing. This data analysis will be replicated in five year intervals, coinciding with the Tug Hill Commission's five year strategic plans. That will allow some tracking of how these statistics change over time. Please look at the paper and maps in our technical papers series at <http://www.tughill.org/publications/white-papers/>. Both low resolution and full resolution copies are available. If you would like a copy mailed to you, please contact us.

# **New York State Archives One Hour Records Management Webinars**

The New York State Archives is offering another series of one hour records management webinars this spring and summer. Each of these webinars will be presented at 10:00 a.m. every third Wednesday starting on April 1st and ending on July 22nd. These are free of charge and can be viewed from any modern computer with an Internet connection. They also require that your computer has speakers and the latest version of free JAVA software installed.

## **April 1, 2015 – Implementing a Modern Files Management System**

Fast and accurate retrieval of active office records is essential for efficient government operations. Modern filing equipment and systems provide improved access and control of these documents. This webinar will discuss how to evaluate current filing systems, equipment and supply options, step-by-step conversion processes, color coding and end-tab foldering, security, and more.

## **April 22, 2015 – Developing, Renewing or Reviving a Successful Records Program**

This webinar was developed to help you identify the key components for developing, renewing, or reviving a successful records management program. Each program may be a little unique due to the size of the government and its resources, but a successful program is not a task to be tackled by the RMO acting alone.

## **May 13, 2015 – Establishing Records Management Policies and Procedures**

Written policies and procedures establish a permanent foundation for records management programs. They are an essential key to success as a Records Management Officer. This webinar will explore practical ways to develop and implement basic records management policies and procedures, discuss important components, how to use them as a training tool, and evaluate real-world samples.

## **June 3, 2015 – Your Role as Records Management Officer**

By law, each local government must have a Records Management Officer (RMO) who is responsible for managing its records program. This webinar will outline the responsibilities of an RMO, discuss the attributes of a good program, provide tips for building one's records program, and review services and products offered by the State Archives to assist can you in these efforts.

## **June 24, 2015 – Conducting an Electronic Records Inventory**

Managing electronic records is one of our most timely challenges. It is increasingly important for records managers to know their electronic records and develop plans for managing them systematically. An effective way to begin this process is to conduct an electronic records inventory. This webinar will discuss how to identify key e-records systems, collect meaningful data, analyze the results, and develop an e-records management plan.

## **July 8, 2015 – Creating File Plans for Electronic Records**

This webinar will present some practical strategies for managing your unstructured electronic records (word-processing, spreadsheets, PDFs, and email) on your computer or shared network. The presentation will focus on organizing folders and files to store e-records and developing useful filenames to simplify records identification, retrieval, and disposition.

## **July 22, 2015 – Introduction to Historical Records for Records Managers**

Historical or archival records have long-term value not only for local governments that created them, but also for use in many types of research. This webinar will discuss practical methods to ensure that these records are identified, organized, properly stored, preserved, and available for use. It is designed to introduce records management officers to this important responsibility.

To register for these webinars, please visit the workshop registration page at <http://iarchives.nysed.gov/WorkShops/workshopsServlet?owner=ALL&cat=ALL> and locate the title of the webinar you are interested in, and proceed through the registration process. When registered, you will receive a confirming email. You will also receive a link to an accompanying webinar workbook and other supporting materials when applicable.



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an email request to  
gwen@tughill.org  
or call  
1-888-785-2380.  
Electronic versions  
appear in full color!

## Adirondack Park Local Government Conference

The 2015 Adirondack Park Local Government Conference will be held Wednesday and Thursday, April 15 and 16 at the Crowne Plaza Resort & Golf Club, 101 Olympic Drive, Lake Placid, NY 12946

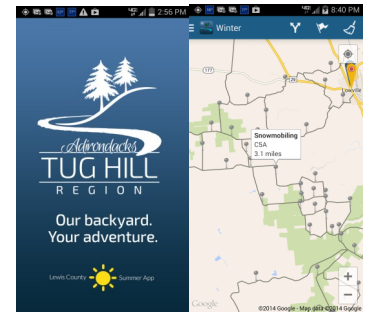
For information contact the Adirondack Park Agency at (518) 891-4050 or email LocalGovernment@apa.ny.gov or check the APA website www.apa.ny.gov

The Conference is presented by the [NYS Adirondack Park Agency](#), [Adirondack Association of Towns and Villages](#), [Adirondack Park Local Government Review Board](#), [Empire State Development](#), [NYS Department of State](#), and [NYS Department of Environmental Conservation](#).

## Apps for Your Smartphone

The Lewis County Chamber of Commerce has summer and winter recreation mobile apps that allow you to view trails and routes for outdoor activities. You can also look up activities, shopping options, restaurants, and overnight accommodations.

Check it out at <http://adirondackstughill.com/index.php/mobile-apps>



DEC, in partnership with ParksByNature Network®, has a New York Fishing, Hunting & Wildlife App for iPhone and Android. This official app for DEC will provide up-to-date information on fishing, hunting and wildlife watching and serve as an interactive outdoor app that is free.

Check it out at <http://www.dec.ny.gov/outdoor/96470.html>

## State Archives Announces 2015-2016 LGRMIF Grant Application Deadline

State Archives has announced that Local Government Records Management Improvement Fund (LGRMIF) applications must be submitted by 5:00 PM on Friday, April 24 and all registration forms requesting new eGrants user accounts must be submitted before 5:00 pm on Friday, April 17. Program guidelines and eGrant registration can be accessed here: [http://www.archives.nysed.gov/a/grants/grants\\_lgrmif.shtml](http://www.archives.nysed.gov/a/grants/grants_lgrmif.shtml).

Contact State Archives Regional Advisory Officer, Kent Stuetz, at (315) 542-5909 or via email at [Kent.Stuetz@nysed.gov](mailto:Kent.Stuetz@nysed.gov) for assistance. The Commission can also provide assistance in preparing your project and grant application by contacting our office at (888) 785-2380.