

Calendar of Events

- May 11, 2024 **Commissioner Training - South Plattsburg/Clinton Co.**
South Plattsburgh Fire Department
4105 Route 22
Plattsburgh, NY 12901
08:00 AM - 03:00 PM EST
Commissioner Training
- May 18, 2024 **Commissioner Training - Westmere/Albany Co.**
Westmere Fire Department
1741 Western Avenue
Albany , NY 12203
08:00 AM - 03:00 PM EST
Commissioner Training
- September 7, 2024 **Commissioner Training - Allegany/Allegany Co.**
Allegany Fire Department
186 West Main Street
Allegany, NY 14706
08:00 AM - 03:00 PM EST
Commissioner Training
- May 16, 2024 **Introduction to Electronic Records Management event**
10:00 AM - 11:00 AM EST
This webinar will introduce the basic principles of electronic records management. It will focus on how to:
- Manage electronic record keeping systems of varied sizes and types*
File and maintain access to electronic records
Control the retention and disposition of electronic records
Develop security and other management controls over electronic records
Preserve electronic records over long periods of time
- Click for more information and to register.*
- June 6, 2024 **Developing Office Schedules**
10:00 AM - 11:00 AM EST
This session will help governments develop office schedules to simplify records retention.
It will cover:
- What office schedules are*
Why they're effective
How to start creating one to meet your organization's needs
- Click for more information and to register.*