



THE BULLETIN

VOLUME 60, ISSUE #1

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President's Message

Tamara Bonomo, President

Hello All,

What a winter!... -2 degrees, Oh Wait...+55 degrees. Well, before you know, spring will have sprung and the March elections will be underway (luckily with another reprieve to continue the use of lever machines). Soon we will work to transition our newly elected officials, as we are the backbones of our local governments, providing the constant familiarity for our residents.

As you are aware, the Executive Committee meets throughout the year to discuss future plans, ideas, impending legislation, committee reports and training ideas. We have met in Albany twice and have begun to look at future initiatives. One such initiative is that of our Association joining the world of social media. I believe that Facebook could be a positive avenue for "Member" Clerks to exchange ideas, information, facts, stories and experiences, as well as putting questions out to be answered by fellow Clerks. Hopefully, it will be forthcoming soon.

Also, we would like to bring to the forefront the important Regional Clerks Associations existing across our State. Through my correspondence with various Regional Officers, I have found that some of the Associations have suffered from a lack of interest. This is unfortunate, I firmly believe that these Associations are an extremely valuable resource to Clerks. New York State is certainly vast and in many instances certain issues are experienced and managed on a Regional basis (ie) Superstorm Sandy. We have compiled a list of the various Associations with Officers names and contact information, of which you will find within the Bulletin and on our website. Take advantage of the opportunity to attend a Clerks meeting close to home. Very often the Associations have informational speakers and the inevitable networking will certainly provide the ever-important peer support, helping to enhance and maintain strong ties with fellow Clerks in your area.

In addition, I would like to urge you all to continue in your quest to obtain important training through NYCOM, the NYS Comptrollers, Regional conferences, IIMC and any other opportunities that come your way. We, as Clerks, need to stay up-to-date and continually trained in our profession in order to deal effectively in our positions, as we are depended upon for our knowledge in so many different areas of expertise. Speaking of IIMC...Please don't let the chance pass you by to attend the Cornell Municipal Clerks Institute. Remember, the first fifteen (first-time) attendees are eligible to receive a full-ride scholarship to attend. If you are interested, make sure to visit our website to download the scholarship application. Also, the IIMC annual conference is fast approaching. It will be held in Atlantic City (5/19 - 5/23). There are several Committee members attending and I hope others will be able to join us.

Finally, I would like to thank our Bulletin editor, Jim Koury, for his dedication and
(con't on page 3)

www.nysclerks.com

"Create new paradigms of thought that reject past secure and stable conditions as the premise by which we try to derive solutions to current issues." JRK



Editor's Message

James R. Koury, Bulletin Editor

Welcome to the first issue of The Bulletin for 2013. It is hard to believe we are on the verge of spring already but I say "bring it."

This issue of The Bulletin is full of great information. I would especially like to point out the information about the upcoming Certified Municipal Clerk Institute (CMCI) to be held at Cornell University the week of July 14-18, 2013. The Executive Committee encourages you to attend this great educational opportunity.

In order to encourage first year attendance, the Executive Committee has authorized issuance of 15 fully paid scholarships for first time attendees. The full scholarships will be given on a "first come-first served" basis. Please use the scholarship application included in this issue and get it in SOON so you don't miss out on a FREE WEEK AT CORNELL!

Periodically, the Executive Committee receives inquiries about having The Bulletin sent electronically. At a recent meeting the committee once again discussed this and it was decided that The Bulletin is THE most visible and tangible benefit of membership in the association. Therefore,

The Bulletin will continue to be published and mailed hard copy to all paid members. It is of course, online at the Association website as well for those of you who like to read digital copy. So enjoy holding that Bulletin in your little hands!

I would also like to point out that I have received word from the Town Clerks Association Recorder Editor, that it will also continue to produce a hard copy, as a result of a poll of its membership.

The editor wishes to extend sincere apologies to Shirley Sanfilippo and Pattie Macoy for spelling their names wrong in the last issue of The Bulletin. There is a correction piece on page 3 as well.

I proposed to the Executive Committee that we change the name of The Bulletin. Since it has taken on a new look, I thought it would be appropriate to also change the name and give it a fresh appeal. To that end, there will be a contest! Anyone wishing to submit an idea for a new name for The Bulletin, please feel free to send it to me at my e-mail address: jkoury@oneonta.ny.us. The winner will receive a FREE MEMBERSHIP for the upcoming 2013-2014 membership year. The winner and the new name will be announced in the second issue of The Bulletin. Put those thinking caps on and send along your ideas!

Enjoy the rest of your winter, and the upcoming spring season. See you all soon!

2012 - 2013 NYSACVC Officers

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(516) 465-4053, Borchert@akronvillage.us

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Director: Brenda McConnell
Village of Brownville
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The Executive Committee wants to hear from you! Let us know what your thoughts are about our Association and things it can do for you to make you a better clerk!

President's Message (con't from page 1)

and effort in delivering us this ever-evolving, informative document. Personally, the bulletin is something I have always looked forward to. I would also like to thank the executive committee for their continued commitment. I have enjoyed working with them in my role as President.

Until next time...

**Ooooooooooppppssss.....
Some corrections please!**

Sincerest apologies to Shirley Sanfilippo and Pattie McCoy for spelling your names wrong in your respective "Clerk of the Year" and "Distinguished Service Award" articles in the Fall Bulletin!

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Contact the Editor TODAY!

2013 IIMC Annual Conference

Atlantic City, NJ -- May 19-23, 2013

The 2013 IIMC Annual Conference will be held in Atlantic City, NJ the week of May 19-23, 2013. Please mark your calendars and plan on attending if you can. Since this year's conference is on the East Coast, Region I would love to have a great turnout at the conference.



IIMC Annual Conferences provide a vehicle for members to receive the background and knowledge needed to help them deal with current issues. The future of municipal government depends on informed public officials.

In Atlantic City, you will hear keynote speakers who will provide thought provoking workshops to strengthen skills, a variety of education sessions with topics on Leadership, Communication, Professional Development, Management, Budget/Finance, Records Management and more. All of these sessions can help you and your community to stay ahead of a challenging and fluctuating environment.

Of course, there will also be numerous opportunities to network and connect with colleagues from throughout the world. At the 2012 Conference, more than eight countries were represented including: Canada, Scotland, the United

Kingdom, South Africa, Israel, Belgium, Bermuda and the Netherlands. The Exhibit Hall offers ample opportunity to meet vendors whose tools you can evaluate for potential future use, and compare in the industry.

Producing a high-quality Annual Conference involves myriad hours by IIMC staff, speakers, trainers and the Atlantic City Conference Committee. The time involved in planning is attributed to a communal commitment by IIMC's members to professional development and lifelong learning. All sessions have been chosen due to their appropriate and timely content. Come and attend training sessions in areas that will immediately benefit your municipality.

If you've been to an IIMC Annual Conference in the past, we commend your commitment to continuing education and are excited to see you again in Atlantic City, May 2013. If you've never attended an IIMC Annual Conference, then it's time to "DO AC." Make Atlantic City your first of many IIMC Conferences, and come join your Municipal Clerk learning community.

IIMC's 10,000-plus members represent municipalities with populations ranging from 250 people to more than 10 million people in North America and 15 other countries. Find out how to join IIMC by going to its website at www.iimc.com.

IIMC is governed by a 26-member Board of Directors with 22 directors from IIMC's 11 regions.

2013 Legislative Priorities

President Bonomo Attends NYCOM Legislative Priorities Session

In November, President Bonomo attended the NYCOM legislative priorities meeting. Following a full day of interesting discussions, views and suggestions, the legislative committee deliberated and voted on the presented priorities. As a result of the voting, NYCOM defined its agenda for the 2013 legislative session. These priorities were also discussed at the NYCOM Winter Legislative meeting in Albany held on February 10th and 11th and are as follows:

Overall Priority

- Increase AIM funding

Additional Priorities

- Reduce Pension Contribution Rates
- Repeal/Reform Binding Arbitration
- Prohibit Unfunded State Mandates
- Amend the Property Tax Cap
- Increase CHIPS funding
- Limit Payments Under General Municipal Law Sec 207-A and 207-C
- Reform Prevailing Wage
- Reduce Public Construction Costs
- Authorize Municipalities to Charge for Services Provid

- ed to Tax Exempt Properties
- Increase the Rate and Expand the Scope of the Utility Gross Receipts Tax
- Enact Health Insurance Cost Containment Measurers
- Require Retiree Participation in Medicare Advantage Plans
- Maximize Flexibility for Cooperative Health Insurance Bidding
- Institute Maximum Employer Health Insurance Contributions
- Implement Workers' Compensation Reform

Coming Soon!

Certified Municipal Clerks Institute
 July 14 - 18, 2013
 Cornell University, Ithaca, NY

REGISTER NOW!



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FOIL and Privacy: Where Do We Draw the Line?

By Robert Freeman, Committee on Open Government



Many of you know that the issue of privacy has been the subject of a great deal of discussion recently. You also know that one of the exceptions in FOIL authorizes an agency, such as a town, to withhold records or portions of records when disclosure would result in “an unwarranted invasion of personal privacy” [section 87(2)(b)].

Additionally, FOIL includes a series of examples of unwarranted invasions of personal privacy [section 89(2)(b)]. Those examples offer guidance, but they don’t deal directly with numerous issues that arise which involve consideration of where to draw the line between unwarranted, as opposed to a permissible invasion of personal privacy.

When I give a presentation and the topic comes up, I often ask the crowd: “unwarranted invasion of personal privacy’ - - does anyone know what that means?” Nobody raises a hand, because nobody clearly knows what it means, and in my opinion, nobody will ever know what it means.

Society’s views regarding privacy are constantly changing about what might be viewed as intimate or highly personal. Would the Victoria’s Secret ads that we’ve seen on network tv have been aired twenty years ago? Probably not. Well then, why are they airing today? It seems that the sensibilities of society have changed. What used to be so intimate or risqué that we wouldn’t have seen it on tv now seems to be more acceptable.

If you know teenage kids and others who partake in Facebook, you know that they share information with their friends (often hundreds) that their parents would never share. There are generational distinctions in views about privacy.

The reality is that two equally reasonable people can consider the same item of personal information and disagree. Certainly that is so in my house, and my guess is that it may be so in many of yours.

So what do we do about privacy?

One of the problems is that our laws are not necessarily consistent. You may know that section 89(7) states that FOIL does not require the disclosure of the home address of either a present or former public officer or employee. But if you’re a good citizen registered to vote, the Election Law states that your name and address are public. If you own a home, your name, address and the assessed value of your home are accessible to anyone. What do we do?

We consider the possibility that the law may provide guid-

ance. When one statute focuses on a particular record, it prevails over a statute, like FOIL, that deals with government records generally. That’s why names and addresses of persons who receive public assistance, receive unemployment insurance or are the subject of medical or mental health care are out of bounds. In each instance, there is a statute specifying that those items cannot be disclosed. It’s also why voter registration lists and assessment records that include our names and addresses are public. They’re public because statutes separate from FOIL require disclosure.

But what if there is no statute that provides specific direction and FOIL is the statute that determines what’s public and what’s not? Fortunately, we have guidance from the courts.

First, it’s clear that the phrase unwarranted invasion of personal privacy involves items identifiable to natural persons, humans. The exception does not apply to things, such as corporations. If a request is made, for example, for a list of vendors doing business with the town, it would be available because there is nothing “personal” about the information, even if it includes the identity of an individual; he/she is identified in relation to his/her business or professional capacity.

Second, the courts have made distinctions between ordinary people who are identified in government records and people like us, public officers or employees.

When the items relate to ordinary people, I refer to “the gut test.” In considering access to personally identifiable information contained in agency records, the Court of Appeals, the state’s highest court, used the “reasonable person” standard and found that disclosure would constitute an unwarranted invasion of personal privacy when an item “would ordinarily and reasonably be regarded as intimate, private information” [Hanig v. NYS Department of Motor Vehicle, 79 NY2d 106 (1992)]. When a request is made that includes items of a personal nature and you conclude that those items are nobody’s business, that disclosure would be offensive to the average person, or that they may be characterized as “intimate”, usually you will have the ability to redact those items.

For example, if a senior citizen submits his/her income tax form to seek a reduction in a real property tax assessment, it has been advised that the information in the tax form is nobody’s business. In Hanig, the request involved the portion of a driver’s license application that might have indicated that the applicant had a disability. Although it was argued that the item did not consist of medical information, the Court found that it was like medical information and is, indeed, intimate, personal and could be withheld. Similarly, it has been advised that personally identifying

details regarding those who have applied for or been granted handicapped parking permits or tags may be withheld to protect their privacy.

With respect to the privacy of public officers and employees, the courts have told us that we have less privacy than others. In short, we are required to be more accountable than others; the public is stuck with us - - until the next election, budget cuts, or in my case, retirement or death, whichever comes first (I'm eligible for both). More importantly, in many instances, the courts have determined that items that relate to our duties are generally accessible to the public under FOIL. In those situations, disclosure would result in a permissible, not an unwarranted invasion of personal privacy.

Our salaries and our gross wages are public. Our attendance records involving time in, time out, leave time accrued or used have been found to be public. If there are certain criteria that must be met to be eligible for a position, such as a degree in a certain area, a license or a certification, those portions of a resume or application indicating that the person in that position is qualified are accessible; on the other hand, other portions of the resume or application that are unrelated to the position, such as a social security number, marital status, employment at McDonald's, hobbies and the like may be withheld.

Again, there are many laws, and often, they may lead to in-

consistent results concerning what must be disclosed, or conversely, what may or must be withheld. In most cases, if the issue involves the privacy of ordinary people who are identified in records, the gut test will work. What would the average reasonable person feel about disclosure of this item? If it involves public officers or employees, often the dividing line can be drawn between the items that relate to one's duties, in which case disclosure would be the general rule, as opposed to those are irrelevant to those duties, in which case, the items can likely be withheld.

Mentoring Program Interest

The Executive Committee is considering the revival of the Mentoring Program. The program matches a new clerk with a seasoned clerk in order to get answers to questions in what can be a very confusing job when new and to be a "buddy" at the Fall Training School. Contact President Bonomo if you are interested in either being a buddy or wish to be matched with another clerk. The committee would like your input and expression of interest, in order to make a final decision on whether to pursue this program again.



CHAUTAUQUA COUNTY MUNICIPAL CLERKS' ASSOCIATION

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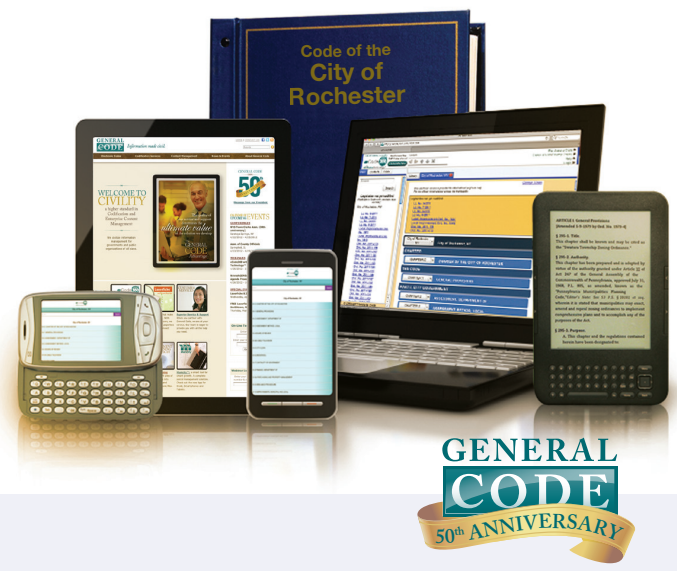
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Clerk of the Year Award Nominations

Nominations are being taken for the 2013 Clerk of the Year. The award will be given out at the NYSACVC Annual Meeting to be held at the NYCOM/OSC Fall Training School. Next year's school will be in Saratoga Springs.

The minimum qualifications for the award are: 1) Member of the NYSACVC for at least 3 years; 2) Education on a continuous basis - personal and professional development through participation in, for example, Fall Training School, workshops, IIMC Programs, college courses, etc.; 3) Experience (on the job training); 4) Must have participated in some professional activities (e.g., State Association, IIMC, local associations).

Nominations must be received by July 1st of each year. Nominations may be made by a State Association member; regional Clerk's association; Mayor or City Council/Village Board.

For more information on the Clerk of the Year Award and additional qualifications, go to the NYSACVC website at: www.nysclerks.com, "Programs and Awards." You can also contact the Awards Committee Chair, Donna Harris at 516.922.6722 or by e-mail at: millneckvillage@optonline.net.

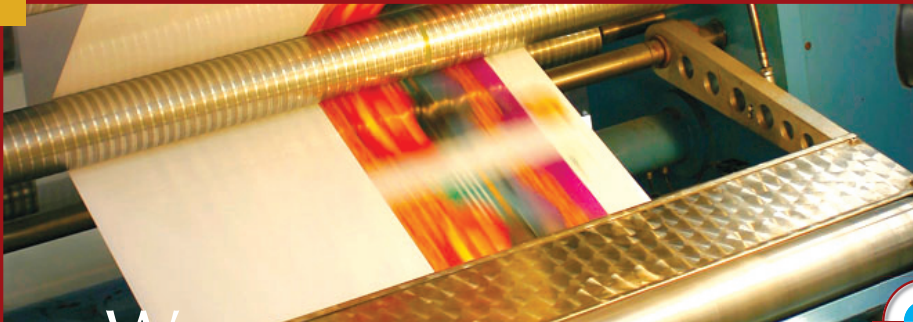
Distinguished Service Award Nominations

Nominations are being taken for the 2013 Distinguished Service Award. The award will be given out at the NYSACVC Annual Meeting to be held at the NYCOM/OSC Fall Training School. Next year's school will be in Saratoga Springs.

The minimum qualifications for the award are: 1) A person who has put forth extraordinary effort to assist the association, to promote the goals of the association, and provide support and help to clerks. The candidate must also be a person other than a clerk.

The guidelines for the Distinguished Service Award are as follows: 1) Nomination made by an Executive Committee member and/or a member of the Association; 2) Nominations forwarded to the Clerk of the Year/Distinguished Service Award Chairperson, and consideration of nominations and selection will be made by the Award Committee; 3) Nomination to be received by July 1st of each year; 4) More than one award may be made in any given year, as well as no award given, with decision made by the Committee based on nominations received.

See the Clerk of the Year article to the left for contact information.



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Cornell Municipal Clerks Institute (CMCI)

July 14 - 18, 2013, Cornell University

The 2013 Cornell Institute will be here before you know it! The CMCI will be held July 14 - 18, 2013.

The Cornell Municipal Clerks Institute is a premium educational opportunity provided by a partnership among several professional clerk associations, including the City and Village Clerks, Town Clerks, and Clerks of County Legislative Boards Associations of the State of New York and Cornell University's Community and Regional Development Institute.

Cornell's Institute is approved by the International Institute of Municipal Clerks (IIMC). Founded in 1947, IIMC is the leading professional nonprofit association of Municipal Clerks and officials from cities and towns around the world.

To receive Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) Designation through Cornell's Municipal Clerks Institute, Clerks must fulfill a two year IIMC membership requirement, fulfill the designation requirements and must sustain membership in order to maintain the designation. Information about applying for IIMC membership and designation requirements can be found at IIMC's website at: www.iimc.com

Applicants for the New York State Association of City and Village Clerks Scholarship must meet the following qualifications:

1. Be a member of the International Institute of Municipal Clerks and the New York State Association of City and Village Clerks.
2. Have worked in the related field for at least two (2) years.
3. Submit a complete application.

Based on the above qualifications, the Scholarship Committee will award scholarships in each of the following categories:

1. Cities
2. Villages with population of 1 to 1,000
3. Villages with population of 1,000 to 2,800
4. Villages with population of 2,800 and over

Scholarships will be awarded in a minimum amount of \$150.00. The Scholarship Committee may adjust the above distribution of scholarships if deemed necessary. The Scholarship Committee may increase the amount of each scholarship awarded if funding is available to do so. Certified Clerks or those with enough points to become certified will not be eligible for scholarship.

Scholarships may be awarded to one applicant for up to a maximum of three years; however, an application must be submitted and reviewed on a year-to-year basis. The Scholarship Committee may waive the three-year limit if funding is available.

The Committee reserves the right to award full scholarships whenever it feels the qualifications are superior and the financial situation of the municipality warrants such action. In these instances, the total number of scholarships awarded in each particular year will be determined by the number of full scholarships offered.

Scholarship applications must be received by June 1st of the year in which the applicant will be attending the certification school. Scholarship awards will be made by June 10th and letters to successful applicants will be mailed by June 15th. Payment of scholarship awards will be made to the particular school at which the certification school is being held for successful applicants.

Applications are to be returned to the Chair of the Scholarship Committee as published in "The Bulletin". on page 15.

Additionally, the at its 2012 Annual Meeting held in Lake Placid, NY during the NYCOM/OSC Fall Training School, the Executive Committee announced that it will be offering 15 fully paid scholarships to the CMCI for first time attendees only, and who are not receiving any financial support to attend the institute from their respective municipalities.

You do not want to miss this fantastic opportunity to attend the CMCI so get your applications in, as the fully paid scholarships will be awarded on a "first come - first served" basis.

Comments from 2012 Institute evaluations:

"Thank you for a wonderful year with amazing instructors."

"Thank you to the entire staff that made this week a memorable one."

"...you are all superb! You are all so empowering to our role..."

2013 CMC Scholarship Application

**NEW YORK STATE ASSOCIATION OF CITY AND VILLAGE CLERKS APPLICATION FOR
INSTITUTE CMC/MMC
SCHOLARSHIP YEAR _____**



Name: _____ Title: _____

Municipality: _____ Population: _____

Address: _____

Application for (Check One) CMC MMC

This is my _____ year of attendance. Have you applied for, or are you receiving any other scholarship money? Yes No If yes, how much and from whom? _____

Have you previously received a scholarship from NYSACVC? _____ When? _____

Are you a member of NYSACVC? _____ If yes, number of years _____

Are you a member of IIMC? _____ If yes, number of years _____

Date: _____ Signature: _____

Optional: To be completed by the City or Village.

STATEMENT OF COMMITMENT

I/We, the _____ of _____, do hereby agree that if _____ is awarded an NYSACVC scholarship, in the amount of \$_____, our municipality will assume all additional costs related to his or her attendance at the IIMC Institute or MMC Academy over and above the scholarship amount awarded for the year 20___. The cost of the Institute/MMC Academy, including lodging and meals, is \$_____. Miscellaneous expenses may be additional.

Date: _____ Signature/Title: _____

Scholarship Committee Only: Mark approved or denied and sign off.

Uniform Notice of Claim Signed By Governor Cuomo

Based on E-mail From Susan Greenberg

The Uniform Notice of Claim Act was passed by the State Legislature and signed by Governor Cuomo, and becomes effective June 15, 2013.

The Act allows plaintiffs to serve municipalities and other public corporations with a notice of claim by serving the Secretary of State. It requires public corporations to file a certificate with the Secretary of State no later than 30 days after the effective date of the Act, designating the Secretary of State an agent for service of process. (Failure to file the certificate, however, would not invalidate service made on the Secretary). The Secretary of State is required to forward the notice of claim to the relevant public entity within 10 days at the address designated in the certificate. The Act also makes General Municipal Law (GML) §50(e) the governing notice of claim statute for actions against all public corporations and establishes a uniform statute of limitations for such actions other than wrongful death actions (unless a longer statute of limitations is specified by statute).

In approving the bill, the Governor stated that the Legislature has agreed to a chapter amendment, as requested by several governmental entities, to improve the process de-

scribed in the bill for service of a notice of claim, to correct technical errors, and to ensure that entities will not face shortened time periods within which to investigate claims. The chapter amendment, as prefiled, would amend GML §50-i(1)(b) to increase from thirty to forty days the time a claimant must wait to commence an action after filing a notice of claim where service is made on the Secretary. Similarly, an amendment to GML §50-h(2) would increase from ninety to one hundred days the time within which a public entity may schedule a pre-suit examination of the claimant where service is made on the Secretary. The new CPLR 217-a, as amended by the chapter amendment, would bar commencement of an action against a public entity unless a notice of claim has been served within the time limit established by GML §50-e and the action commenced in compliance with GML §§50-e and 50-i(1).

The chapter amendment will also allow public entities to provide an electronic address in their filing certificate and authorizes the Secretary to transmit the notice of claim electronically. Finally, it vests the Secretary with the authority to enact rules necessary to implement the new law.

Bill Numbers: S07641-2011, A10657

Local Clerks Associations Contact Your Local Organization and Join!

North Country Association

President: Geneva Phelps Miller, Village of Clayton,
(315) 686-5552 / ClerkTreasurer@villageofclayton.org

Municipal Administrative Officers - Erie County

President: Daniel Borchert, Village of Akron,
(716) 542-9636 / borchert@akronvillage.us

Westchester County Association

President: Elizabeth Dreaper, Village of Dobbs Ferry,
(914) 693-2303 / ldreaper@dobbsferry.com

Central New York Association

President: Deborah Barron, Village of Groton,
(607) 898-3966

Long Island Association

President: Patricia Seal, Village of Patchogue,
(631) 475-4300 / pseal@patchoguevillage.org

Welcome New Members Since October 1, 2013

Village of Andover: Maria Wood
Village of Barker: Amanda M. Detschner
Village of Chatham: Barbara A. Fischer
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If you are not a member of the NYSACVC and would like to be, please contact Bonnie Page, Treasurer, Village of Speculator, at (518) 548-7354, by e-mail at speculat@frontiernet.net or go to the website and download a membership form!

From The Department of Health

By Jim Meany, Office of Vital Records Registration Unit



The Local Registrar Procedures Manual provides instructions for accepting telephone requests for vital records. This memo is a reminder that any telephone request for a vital record must be handled with the utmost caution and care. Local registrars must ensure that the person requesting a record is the person entitled to that record. This requirement can be accomplished by utilizing vendors who not only provide

credit card payment services but also identity authentication products and services that help to ensure that a card holder is the person who is eligible to request the record. If your office cannot adequately meet this requirement you should not be accepting telephone orders.

Out of an abundance of caution, you cannot assume that every phone request is legitimate. Therefore, you must not reveal any information from a record or whether the record exists or not.

The following information from a 2009 memo to registrars on telephone impersonators underscores the importance of protecting vital records from inquisitive phone callers:

Adoption information searchers are constantly attempting to fraudulently obtain vital record information over the phone. A common technique to deceive registrars into revealing information is to impersonate a vital records employee. The impersonator will call claiming to be the Director of Vital Records or someone else from vital records and ask for information on a specific record.

Searchers are becoming more creative and deceitful in their efforts to fool registrars into revealing information. The registrar manual has instructions for handling telephone requests and your staff should be trained and regularly refreshed on these procedures. This memo supplements the information from the procedures manual with some additional tips and guidance for handling suspicious phone calls.

The Department of Health is requesting your assistance and cooperation in helping the State to identify these individuals. If you receive a suspicious telephone request, please try to write down the following information.

- The phone number if you have caller ID.
- Name of caller
- Person to whom the record relates
- Reason for the request

Tell the caller you will need time to check your records and ask for a phone number to call the caller back. The call back number should be a recognized and independently verified vital records number. . Even if you are given a legitimate call back number, you must initiate the call before revealing any information over the phone. There have been

instances where impersonators have provided a legitimate vital records phone number and then quickly called back with an excuse why they couldn't wait for the registrar to return the call. This is an attempt to gain your trust so you will reveal information. Don't be fooled and don't let your guard down, just be sure to always initiate the call back before revealing any information about a record over the phone. Initiating the return call is the only way to be sure that you are speaking with a Vital Records employee.

Apply the same level of caution and follow the same procedure for all callers seeking vital records information including federal agencies, law enforcement, other state agencies, etc.

If the caller does not provide call back information and insists on calling back, try to arrange a date and time for the return call. That way you can notify the Department of Health before the call back. If the caller insists on holding, make up an excuse as to why that's not possible, i.e. very busy, customer is waiting, office is closing for lunch, break, end of day, etc.

If you have any questions or receive a suspicious request for a record, please contact the Registration Unit at (518) 474-8187.

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Calendar of Events

April 10, 2013: Long Island Village Clerks & Treasurers Assn lunch meeting - Firefighter's Museum, Garden City.

April 16-18, 2013: OSC Basic Accounting School, St. Lawrence-Lewis BOCES (St. Lawrence County).

April 23-25, 2013: OSC Basic Accounting School, Village of Arcade (Wyoming County).

April 26, 2013: NYSACVC Executive Committee Meeting, The Sherwood Inn, Skaneateles, NY.

May 9, 2013: North Country Clerks Association Meeting.

May 15, 2013: Long Island Village Clerks & Treasurers Assn. lunch meeting - Hilton Gardens Inn, Garden City.

May 19-23, 2013: IIMC Annual Conference, Atlantic City, NJ.

May 21-23, 2013: OSC Basic Accounting School,

Town of Fishkill (Dutchess County).

June 4-6, 2013: OSC Advanced Accounting School: SUNY Oneonta (Otsego County).

June 9-11, 2013: NYALGRO School, Corning Radisson, Corning.

July 14-18, 2013: Certified Municipal Clerks Institute, Cornell University, Ithaca.

September 9-12, 2013: NYCOM/OSC Fall Training School, Saratoga Springs, NY.

October 1-3, 2013: OSC Advanced Accounting School: St. Lawrence-Lewis BOCES (St. Lawrence County).

October 22-24, 2013: OSC Advanced Accounting School, Village of Arcade (Wyoming County).

If you have an event you would like to have publicized, contact the Editor at jkoury@oneonta.ny.us or call 607.432.6450.

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Bulletin: James R. Koury, Chair, City of Oneonta (607) 432-6450 jkoury@oneonta.ny.us

By-Laws: Donna Harris, Chair, Village of Mill Neck (516) 922-6722 millneckvillage@optonline.net; Maureen Kemmet, Village of Victory (518) 695-3808 kemmetmaureen@yahoo.com

Education Development/CMCI: Daniel P. Borchert, Chair, Village of Akron (716) 542-9636 borchert@akronvillage.us; Randy Bond, Village of Sands Point (516) 883-3044 randy@sandspoint.org; Patrick Farrell, Village of Lake Success (516) 482-4411 vlsadmin@optonline.net

Fall Training School: Brenda McConnell, Chair, Village of Brownville, (315) 782-7650, bville@nny.com; Karen P. McLaughlin, Village of Millerton (518) 789-4489 clerk@villageofmillerton.com; Amber Jordan, Village of Millerton (518) 789-4489; Joanne Fleming, Village of Union Springs (315) 889-7341 usclerk@verizon.net

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REMINDERS!

Submit Clerk of the Year and Distinguished Service Award nominations.

Register to attend 2013 IIMC Annual Conference to be held May 19-23, 2013

Submit Scholarship Application to attend CMCI to be held July 14-18, 2013.

Register to attend the CMCI to be held July 14-18, 2013.

Contact the President about serving on a committee or if you have a question about the Mentoring Program.

Mark your calendars for the NYCOM/OSC Fall Training School to be held in September 2013 in Saratoga Springs, NY.



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