

TRAINING SCHEDULE

NYS Archives Region 8 Workshops

For your long-range planning, below is the list of Archives Workshops scheduled to be held in Region 8 this summer and fall. They will all be held from 9:00 a.m. to 1:00 p.m.

June 22: "Electronic Document Imaging", Cheektowaga Town Hall

July 1: "Fugitive Documents", LeRoy Town Hall

July 16: "Preservation of Historical Records", Ellery Town Hall

As always, you can register for any of these workshops at: www.archives.nysed.gov/a/workshops/index.shtml.

Statewide

June 7 - 9: "Highway School", Association of Towns & Cornell Local Roads, Ithaca

June 13 - 16: "NYS Association of Tax Receivers and Collectors Training", Lake Placid

June 15: "Asset Management 101", Southern Tier West

July 15: "Asset Management: Computer-based Tools", Southern Tier West

Code Enforcement 2010

You must register online with NYS at www.dos.state.ny.us/code/edu.htm. Most classes are held from 8:00 a.m. to 4:00 p.m.

May 20: "Fire and Structural Safety Inspections for Public and Private Schools", Olean.

EDITORIAL Continued . . .

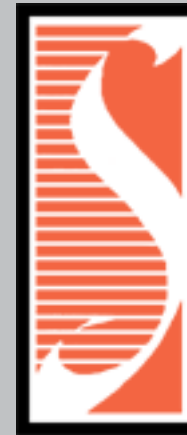
Many times we are asked "what do you do anyway and what is Southern Tier West?" So, we began a series in the last issue of the newsletter to introduce you to Southern Tier West Staff members, our departments and what we do here. In this issue we introduce our new Executive Director, Richard Zink, who has been on STW staff for over fifteen years.

I hope you all have a healthy, safe and memorable summer!

Municipal News

A publication of the Center for Local Government & Community Services

APRIL 2010



Editor and Community Assistance Specialist

Eileen Weishan

Chairman

James Cooper

Executive Director

Richard Zink

Publisher

Sarah Phearsdorf

Southern Tier West RP&DB

Center for Regional Excellence
4039 Route 219, Suite 200
Salamanca, NY 14779
Ph. 716-945-5301
Fax. 716-945-5550
Web. www.southerntierwest.org

Serving Local Governments of

Allegany, Cattaraugus, & Chautauqua Counties

EDITORIAL *by Eileen Weishan*

It is the week after Local Government Conference and I'm winding down with final details, summaries and Thank You's. My largest "Thank You" is to you - all the local officials who attended the program. After all of the work that is put into the planning and organization of a one day program, it is very gratifying to know that so many people feel it is worthwhile enough to spend a day at the Conference. I would also like to thank Houghton College and the twenty five exhibitors that provide so much support and assistance both financially and hands on.

I enjoy meeting so many of the local officials. This year we had Representatives from eleven western New York counties. Six municipalities had over ten officials attending including the Town of Persia and the Town of Caneadea.

Programs are planned to provide the most up to date information for your current issues. As the next year goes by, keep in mind that we are always looking for topics for the 2011 Local Government Conference. Just talk with one of the STW staff and we will put in on the list of suggestions. You can also participate in the planning of the event. It is NOT time consuming and helps shape what programs are presented each year.

Continued on Page 4 . . .

WELCOME *to our New Executive Director Richard T. Zink*



Richard was born and raised in Cattaraugus County and currently resides in the Town of Farmersville. He attended Fredonia State University and graduated with a B.S. in Accounting and minor in Computer Science. He has also received his MBA from St. Bonaventure University.

When he started at Southern Tier West in 1994, Richard worked in the data services department. He later took over the accounting functions of the planning board and became Assistant Director in 1998. Richard became the Executive Director in January 2010.

Richard is currently the Treasurer of the Southern Tier West Development Foundation; Treasurer/CEO of the Southern Tier Extension Railroad Authority; President of the Western Region Corporation; Secretary of the NYS Association of Regional Councils; and Secretary of the Cattaraugus County Business Development Corporation.

RETURN SERVICE REQUESTED

Southern Tier West Regional
Planning & Development Board
Center for Regional Excellence
4039 Route 219, Suite 200
Salamanca, New York 14779

PRRSRT STD
U.S. Postage Paid
Permit #124
Salamanca, NY

Editorial	1	Census	3
Staff Bio	1	Training Schedule	4
Cyber Security	2		

CYBER SECURITY

Have you backed up your files recently? Is that something You REALLY need to do? Here is an article reprinted with permission by MSISAC (Multi-State Information Sharing and Analysis Center). Good information on electronic security is also available at the state site – www.cscic.state.ny.us – on Internet Policies, Disposal of Electronic Data, Guide to Firewalls, and Use of Social Networking sites.

PrNYS Office of Cyber Security & Critical Infrastructure

From the Desk of William F. Pelgrin, Director

According to Kabooza-2009 Global Survey, more than 80% of computer users surveyed do not back up their home PC regularly, and 50% do not back it up at all. Developing a backup and recovery plan for data residing on your computer is an important step every computer user and organization should take.

Loss of data can be devastating, especially if the information cannot be recovered or reproduced. Whether data is lost due to a physical disaster, virus, theft, or accidental deletion, the recovery of the data cannot be accomplished unless you have a plan in place. The need to back up important data to ensure its availability in the event of loss or theft cannot be overstated. Backup and recovery plans are essential not only for government and businesses but also for home users.

All critical files, as well as any information not easily replaceable should be backed up. This could include business records and financial data, emails, address book and calendars, and any other information that has value to the individual or organization.

- **Use your computer's backup tools.** Most operating systems now provide backup software designed to make the process easier.
- **Backup data at regular intervals.** Evaluate the importance of your data and the frequency of change in the data to determine the necessary frequency with which the data should be backed up.
- **Verify the data has been backed up.** Backup media needs to be reviewed periodically to determine if all of the data has been backed up accurately. Use the "backup log" provided by most backup applications. Generate a "backup report" that can quickly identify problems or skipped files. Be sure to review these logs periodically.
- **Store the backup media in a secure location.** It is recommended that two backups be maintained: one on-site and one off-site. Backup media should be stored in a physically secure location.
- **Verify the ability to restore.** It is a best practice to periodically test that your backup data can be restored if loss occurs.
- **USB Flash drives, sometimes called "thumb" drives, typically have limited storage and may not be practical for storing large amounts of data.**

- **Online backup services** offer varying levels of storage and recovery options that can be tailored based on needs.

Note: Many organizations have formal processes to backing up systems and no action by the end user is required.

- **MS-ISAC Guidelines for Backing Up Information – A Non-Technical Guide** <http://www.msisac.org/awareness/documents/Backing-Up-Information-Guide.pdf>
- **Microsoft backup procedures for various Operating Systems** <http://www.microsoft.com/protect/data/backup/about.aspx>
- **StaySafeOnline** <http://www.staysafeonline.org/content/backupyourfilesanddata>

For more monthly cyber security newsletter tips visit: www.msisac.org/awareness/news/

The information provided in the Monthly Security Tips Newsletters is intended to increase the security awareness of an organization's end users and to help them behave in a more secure manner within their work environment. While the tips may relate to maintaining a home computer, the increased awareness is intended to help improve the organization's overall cyber security posture. Organizations have permission—and in fact are encouraged—to brand and redistribute this newsletter in whole for educational, noncommercial purposes. **Brought to you by www.msisac.org.**

CENSUS

Some Reasons You're Not Yet Receiving Your 2010 Census Form

The following is an excerpt from the Director of the US Census Bureau's Blog

We're receiving calls on the 866-872-6868 toll-free line from folks who haven't received a 2010 census form yet. There are various reasons that can explain why this occurred. Each of them explain small numbers of cases; if this affects you, you can read these below to see how we're following up on such cases.

You live in an Update/Enumerate area. For about 1.5 million addresses in remote areas, many American Indian reservations, Texas Colonias, and areas with high concentrations of seasonally vacant housing units, we send census workers to these areas to collect the information in person. This operation only began on March 22, and will continue through the end of May.

Your form is undeliverable. Some of the forms we provide to the United States Postal Service for delivery are returned by them as undeliverable. As of April 3, we had received 12.9 million of these from USPS. Many of these are for vacant housing units, but some will be situations where we had an address error in our file, or the address we have is not actually used for mail delivery. We will visit each undeliverable address during our nonresponse follow-up operation (May 1 – July 10) to collect census information in person or to determine the unit is vacant or non-residential.

You live in an area of new construction. In the spring of 2009, we hired approximately 150,000 people to canvass the ground and update our nationwide master address file. Since the completion of that operation, new homes have been built. We obtained information about such addresses from both the USPS and local governments, but most of these addresses were added to our file too late to include them in the initial mailout or hand delivery of questionnaires. Addresses sent to us by USPS will receive a form during a late

mailout that is happening now. Address information sent to us by local governments will be visited during a later operation to make sure we count them and any occupants.

Your addresses had a late code addition for its geographical location. For some of the addresses in our file, we were unable to assign them to a specific geographic block by the time we needed to begin printing and labeling questionnaires. We have since been able to complete this work for many of these cases (about 500,000 addresses) and began mailing questionnaires this week.

Your address is included in the "update review" process. As part of our address list development efforts, local, tribal, and state governments had an opportunity to review our address file and tell us about missing or mis-geocoded addresses. Some addresses have been the focus of an appeals process, and will be included in a late questionnaire mailing going on in the first weeks of April or visited during a later operation.

You have a post office box in a mailout/mailback area. We don't send census forms to P.O. boxes. The census is all about counting people where they live and sleep, so we must tie each form to a physical location. P.O. boxes are not tied to specific housing units, so we can't use them to send the forms to specific housing units. One of our census workers will visit houses that rely on P.O. boxes between May 1 and July 10.

Your address is incomplete in our file. We have some address listings on our file that are incomplete, and to which we cannot mail a form: an address with only a street name, or with only a location description. In most cases, we assigned these addresses to a specific location (either with GPS coordinates or a map spot) during the Address Canvassing operation in the Summer of 2009, so we will be able to visit them during the nonresponse follow-up operation (May 1 – July 10).

Your form was misdelivered. It is possible that some of the forms were delivered to the wrong address by either the post office or census workers conducting hand delivery. If these addresses are in an area with historically low mail response rates, they will be

included in the blanket replacement mailing that took place the first week of April. If they don't receive a form at all, we still have the address and location on file, and we'll visit during our nonresponse follow-up operation to collect census information in person (May 1 – July 10).

You live in "group quarters". Many people live in what we term "group quarters" – college dormitories, military barracks, prisons and jails, most nursing homes, juvenile institutions, and other similar facilities. We do not mail questionnaires to residents of group quarters. Instead, residents are counted during a separate operation where census workers visit the location to distribute and then collect completed forms. There are about 270,000 group quarters facilities to be enumerated in the 2010 Census (between April 1 and May 21).

Your housing unit is miscoded as group quarters. Although most group quarters are fairly easy to identify, we sometimes mis-classify multi-unit buildings as group quarters when they really should have been coded as housing units. Because these units are in the group quarters inventory, they won't have a form delivered in the mail. However, they will be enumerated during the group quarters operation – April 1 through May 21.

We missed your address in our canvassing operation. There may be some units that we completely missed in our canvassing in summer of 2009. If that is the case, we may not be planning any follow-up activity. In this case, we ask that you wait until April 12 and then obtain a "be counted" form from a Be Counted site in your area or call 866-872-6868 for assistance.

Indeed, if you don't yet have a form, you may not know for sure which of the groups above you may fit into. If you believe you won't be counted, then beginning on April 12 you can call 1-866-872-6868 and we will either take your information over the phone or send you a form by mail. If you prefer, you can also obtain a form from a Be Counted or Questionnaire Assistance Center site from now through April 19. Locations of these sites can be found on our Web site.