

CARMA / NJ

County Archives and Records Management Association of New Jersey

Patrimonium acta nostra

"Our records are our heritage"

Thomas P. Murphy, *President*
Lawrence J. Cella, *Vice-President*
Rita Marie Fulginiti, *Secretary*
Joseph D. Meyers, *Treasurer*
Members At Large
Richard Laycock
Gary D. Saretzky

CARMA MEETING MINUTES

The March 25, 1999 meeting of the meeting of the County Archives and Records Management Association of New Jersey was called to order by **President Tom Murphy** at 10:00 a.m. at the State Records Center.

Ten counties, one municipality, Representatives of the Superior Court Clerk's Office and the New Jersey Department of State Division of Archives and Records Management (DARM) were represented:

- | | |
|--|-------------------|
| Christine Ruttler | Bergen County |
| Isaac Boykin
Kim Mattson | Burlington County |
| Rita Marie Fulginiti | Cape May County |
| Larry Greene | Hunterdon County |
| Thomas P. Murphy
Gary Dalina
Jerry Balasze
Jane Smith | Middlesex County |
| Harold Seigel | Mercer County |
| Larry Cella
Gary Saretzky | Monmouth County |
| Eleanor Kidd | Salem County |
| Rudy Nowak
Joe Meyers | Somerset County |

*Address correspondence to:
Records Manager, Middlesex County Division of Archives & Records Management
P.O. Box 871, New Brunswick, N.J. 08903-0871*

Richard T. Scaler	Union County Vicinage
John Hamilton	Brick Township
Superior Court Clerk's Office	Donald Phelan, Clerk Kate McCann
Albin Wagner Joseph Falca	NJDARM

Secretary Rita Fulginiti announced a luncheon/workshop entitled "Effective Technology Solutions" presented by Susan Goodman, CRM on April 9 at Resorts Casino Hotel. The minutes from the December 3, 1998 were accepted.

Joseph Meyers reported a treasury balance of \$1,119.66. To date 19 counties have renewed their memberships with CARMA/NJ for 1999.

Joseph Falca reported a change in the retention of records for records concerning the excuses and deferrals from jury services pursuant to NJSA 2B:20-12. A revised schedule for Utilities and Authorities was distributed. A new schedule for municipal prosecutor is also available.

Albin Wagner gave an update on the public records initiative. A new piece of legislation is expected soon. DARM's position is that guidelines are needed. It is suggested that DARM maintain a registry.

As of the meeting date no agencies in the state are completely certified for use of document imaging systems. Mr. Wagner said he is reviewing lots of applications but none are finalized. A schedule for certifying imaging systems will appear in the May Register.

A brief discussion took place about the need for targets on computer output to microfilm (COM). Mr. Wagner said the requirements for microfilm stand with targets (except for microfiche). A discussion also took place on the progress of S1130 revision of the Public Records Act.

The Hon. Donald Phelan, Clerk of the Superior Court, addressed the group on the status of records management in the Superior Court:

Mr. Phelan reported that the Judiciary Records Advisory Committee has been

actively working. He referred to the 1993 Supreme Court report with recommendations giving forth a philosophy for the courts - to marry paper records with automation and destroy paper records in favor of automated statewide docket systems which contain more information than the old manual dockets. The work they have been doing to address electronic imaging, electronic entry of text and the revision retention schedules has been done with an eye toward this philosophy.

Mr. Phelan reported the following four achievements on the computer side:

1. The civil retention schedule has been adopted. The Judiciary Records Advisory Committee has designed the programmed management for archiving civil case files. This procedure has been implemented in 17 counties so far, moving toward implementation in all 21 counties.
2. The Superior Court will only be keeping keeping certain classes of criminal cases identified by the court as those which should be kept. Those cases which are retained will be microfilmed. Pertinent case information is available on line.
3. On March 1 an electronic filing pilot project was implemented in Monmouth County using a single docket type within the Special Civil Part. The pilot is reported to be working well. Attorneys file directly from computers which are directly linked to mainframe. All of the processing in the court office is done electronically in the JEFIS system. Papers which can not be electronically transfer are sent in paper format to the office for processing.
4. There is an intense planning process going on in Middlesex County for the filing of mass tort cases (asbestos, implant). They will be subcontracting with vendors who handle filings electronically. This system will reside on vendors' systems tied to courts computers.

The Superior Court retention schedules are now going out for review. They are expected back from committee by July 1. They are getting away from permanent retention of everything. Once implemented they will be proceeding with fairly vigorous program of managing these records.

The Superior Court has embarked on a comprehensive microfilming project focusing on civil and criminal cases. They have targeted the elimination of 1 million court files in storage by June 30, 2000. This is intended to provide some relief to local storage.

Mr. Phelan also addressed the unresolved issue of whose responsibility it is to pay for Superior Court records management storage and services. The court takes the position that it is the counties' responsibility. The Supreme Court should render a decision in the Morris County case decision this term.

Larry Cella of Monmouth County asked about Family dissolution case files. Mr. Phelan replied that the Central Clerk's Office has always been responsible for dissolution cases by bringing older cases in to the Superior Court Clerk's Office for storage and microfilming. The ultimate goal is to not have paper files stored period.

Cases concluded by judgment, name change judgment and condemnations will continue to be retained long term. They are relying on the computer data base to separate out the keep cases from the discard cases. Prior to destruction the appropriate judges are provided with a list of all cases to be discarded. Judges have the option to keep certain cases for historical purposes.

ACMS local filing was discussed. Before docket year 1988 the prior retention schedules apply. This date overlaps because each county has a different start up date on ACMS.

There was a discussion on public access available in each court house at no charge. There are also subscribers to the system.

Rita Fulginiti of Cape May County asked about any anticipated change to the retention of criminal indictment files. Mr. Phelan said they have proposed graduated retention with capital cases kept as permanent, 1st and 2nd degree cases 40 years, 3rd and 4th degree offenses 20 years. Joe Falca confirmed that records will have to be microfilmed as back up if the courts implement document imaging systems and request permission for destruction of the paper files. However, the current microfilming project anticipates the security microfilming and destruction of 600,000 cases.

The retention of court reporter tapes is expected to be reduced to 20 years.

Isaac Boykin of Burlington County expressed his problems resulting from their inactive records storage center used for Special Civil Part case files which remain quite active for a long period of time. The new retention schedules will be increasing the retention of these cases from 15 to 20 years. The judgments in these cases are good for 20 years and may be renewed. The trend is now for individuals and companies to purchase judgments.

Tom Murphy of Middlesex County also commented that active records from the courts are being stored resulting in heavy retrievals. Non dissolution cases are being kept past their retention of 23 years. Mr. Phelan replied that Probation is in the process of closing those cases allowing them to be processed for destruction. Microfilm will eliminate a number of criminal files in storage.

Joe Falca asked about the disposal requests being processed by the judiciary. Currently they are using two procedures - some are processed by the old method and others use the new Superior Court forms. He asked if there is a target date when they will all be done via the new procedure. Mr. Phelan replied that they will be gradually easing in on the new forms for Superior Court destruction.

County/Municipal Updates

Bergen County:

Christine Ruttler of the County Clerk's Office reported on the creation of a committee to look at records storage.

Burlington County:

Isaac Boykin of reported on full capacity in his county's records center.

Cape May County:

Rita Fulginiti of brought up the issue of privacy of information and the increasing requests to provide records in a number of different format for sale or free. There was also further discussion of the New Jersey Press Association's efforts to change the Public Records Act and current events to this issue in the news.

Hunterdon County:

Larry Greene of announced the groundbreaking scheduled there next month for Records Storage Center. The anticipated completion is 11 months away.

Mercer County:

Harold Seigel reported on the opening of a new youth detention center and his efforts in working with departments on destruction.

Middlesex County:

Jerry Balasze reported on their ongoing microfilming project for correction facility records with 3 years to anticipated completion. Tom Murphy noted that the new Administration Building has a September 1999 move in date. Destruction is continuing.

Monmouth County:

Larry Cella reported that they are at maximum capacity at the Records Center there. He notified all departments that there is no room left. Currently a Civil Law task force is creating space by purging 13 boxes each Saturday. Due to expansion of their building an empty room work is being redesigned for more office space.

Gary Saretzky reported on a favorable visit to Philadelphia City Archives open house. They are conveniently located at 31st & Market Street one block from 30th Street Station. Monmouth County continues to be involved with outreach activities, including a workshop offered to the Municipal Clerks Association and a Murders in Monmouth exhibit.

Somerset County:

Rudy Nowak reported the lowest cost yet for records destruction at \$.04 per pound. He reminded the group that it can be more cost effective to store dead records for long periods than microfilming. Presently in Somerset the courts use 38% of storage space and 78% of retrievals. They are developing chargebacks for other services.

Richard Scaler of the Union County Vicinage and John Hamilton of the Brick Township Police Department was with us.

The next meeting is scheduled for Thursday, May 13, 1999. Rita said she would follow-up with the Philadelphia Archives to request a tour there for our group on that date.

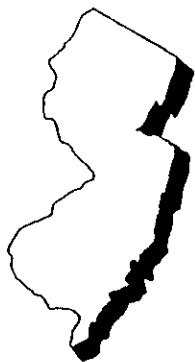
A motion was made by Larry Cella, with a second by Harold Seigel and the meeting was adjourned for lunch.

Submitted by, ,

Rita Marie Fulginiti, Secretary

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CARMA MEETING MINUTES

The May 13, 1999 meeting of the meeting of the County Archives and Records Management Association of New Jersey took place at the Philadelphia Archives and Records Center, 3101 Market Street in Philadelphia.

Deputy Commissioner of Records David Weinberg provide our group a personalized guided tour of their new facility which has been operational for the past 4-5 months. The scope of their records program is impressive with an archival collection dating back to the 1600's and 130,000 cubic feet of inactive records storage space in the Records Center. Mr. Weinberg gave us a behind the scenes look at the many pitfalls in planning and moving to a new facility. It was an enjoyable morning for those of us in attendance.

We held no formal meeting that day. The Treasurer's report, provided in advance is included. The following were in attendance.

Isaac Boykin, Kim Mattson
Rita Marie Fulginiti, Diana Hevener
John Hogan, E.J. Heiser
Larry Greene, Susan Hoffman
Margaret Pemberton, Gary Dalina, Jerry Balasze
Larry Cella
Richard T. Scaler
Albin Wagner, John Berry

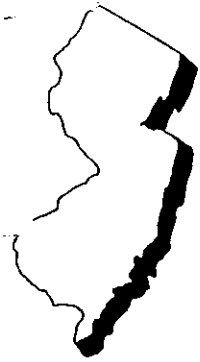
Burlington County
Cape May County
Gloucester County
Hunterdon County
Middlesex County
Monmouth County
Union County Vicinage
NJDARM

The tour concluded at noon and we adjourned to lunch at 30th Street Station. A letter of thanks was sent to the Honorable Joan Decker, Commissioner of Records.

Submitted by,

Rita Marie Fulginiti, Secretary

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CARMA MEETING MINUTES

The September 22, 1999 meeting of the County Archives and Records Management Association of New Jersey was called to order by President Tom Murphy at 10:00 a.m at the State Records Center in Trenton.

Nine counties, two municipalities, representatives from the Superior Court and the New Jersey Department of State Division of Archives and Records Management (DARM) were represented:

Christine Ruttler	Bergen County
Isaac Boykin Kim Mattson	Burlington County
Diana Hevener	Cape May County
Larry Greene	Hunterdon County
Thomas P. Murphy Gary Dalina Jerry Balazse	Middlesex County
Harold Seigel	Mercer County
Larry Cella Gary Saretzky	Monmouth County
Ed Small	Morris County
Eleanor Kidd	Salem County
Richard T. Scaler	Union County Vicinage

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Jeff Fabach
Frank Czaplinski

Brick Township

Bob Gallagher

Jersey City

Kate McCann

Superior Court Clerk's Office

Karl Niederer
Albin Wagner
Joseph Falca

NJDARM

In Rita Fulginiti's absence Diana Hevener attended and took the **Secretary's** notes. Larry Cella made a motion to accept the minutes from the May 13, 1999 meeting. The motion was seconded and approved. Gary Saretzky commented that Philadelphia's Deputy Commissioner of Records David Weinberg has moved to the National Archives in Washington, D.C.

In Joseph Meyer's absence the **Treasurer's Report** was read by Larry Cella. The treasury balance was reported to be \$1,389.66 with all 21 counties being paid members of CARMA/NJ. A motion was made by Diana Hevener to accept the Treasurer's Report with a second by Isaac Boykin and approved.

There was no Vice President's Report.

New Jersey DARM Report:

On behalf of the Department of State Division of Archives and Records Management the group was welcomed by **Director Karl Niederer**. Mr. Niederer spoke about the upcoming move of the New Jersey State Archives to new expanded quarters and invited CARMA to hold their March 2000 meeting there. Mr. Niederer distributed the Preliminary Draft of the *New Jersey State Historical Records Advisory Board Strategic Plan for 2000 and Beyond* and announced three upcoming public hearings: Saturday October 16 at the Monmouth County Archives (11-12:20 p.m.), Saturday, October 23 at Seton Hall University (1-2:30 p.m.) and Tuesday, November 9 at the Woodstown Presbyterian Church (7-8 p.m.)

Joseph Falca announced the availability of a new Records Retention Schedule for Municipal Prosecutor. The County Tax Board Schedule is up for approval in October and Mr. Falca anticipates it's distribution to CARMA at the December meeting. Mr. Falca discussed a Course Outline for Protecting Vital Records which was distributed to the

membership. This information was timely in the wake of statewide floods from Hurricane Floyd. Gary Saretzky explained a new recovery method called "vacuum pack drying" which can be used as an alternative to freeze drying.

Mr. Falca distributed a copy of a memo he received listing three state developmental centers as sites for shredding staffed by developmentally disabled people.

Albin Wagner updated the group on the status of Image Processing Certification and distributed a copy of the proposal published July 19, 1999 in the New Jersey Register. He noted that DARM has 23 working days to respond to requests for certification. A discussion ensued about the problems associated with local governments who do not apply for certification.

Report of the Microfilming Initiative of the Superior Court Clerk's Office:

Kate McCann of the Superior Court Clerk's Office gave a status report on their microfilming initiative. They expect to film 1 million files statewide over the next six months. They are currently concentrating on civil records from 1977 to 1981 and criminal records from 1950 to 1993. It is the local county vicinage's responsibility to box, prep, log and inspect the film upon receipt. If the film meets the prescribed standards the next step is to fax authorization to Vince Scardino at NJDARM for destruction. Each court house has received a reader printer and a cabinet for storing the use copies of the film. The project is now 30% completed. Their goal is to be fully completed by June 2000. Ms. McCann stressed that the project allocation is a one time allotment. She recommends that the county vicinages budget to keep this project going.

County/Municipal Updates:

Christine Ruttler of Bergen County reported on the development of their Records Retention Task Force. They expect to be in a new administrative facility in two years.

Diana Hevener of Cape May County spoke about the Preservation Procedures Manual being developed by SAA/ARMA. She encouraged CARMA members to submit copies of preservation forms, policies and procedures by October 15 to the Society of American Archivists, Preservation Section, Education Committee. She highlighted two tours she attended on the recent SAA Conference - one to Bookkeeper Preservation Technologies, Inc. on a new gentler method of deacidification and to Iron Mountain/National Underground Storage in Boyers, PA. She shared her thoughts about some pitfalls to watch out for when sending records to an offsite facility.

Larry Greene of Hunterdon County reported that completion of their records center is expected for February 2000. He encouraged the group to view photos of the construction on their website. Mr. Greene expressed his concern to Ms. McCann about the destruction of county court records. Ms. McCann commented that any person desiring an appeal to records destruction for Superior Court should contact her (609-984-3235).

Jerry Balazse of Middlesex County commented about the trip to the Philadelphia Archives and updated the group on their Corrections Microfilming project. **Gary Dalina** announced the upcoming October 5th ceremony for the Middlesex County Administrative Center.

Gary Saretzky of Monmouth County invited the group to attend Monmouth County's Archives Day (free) events on Saturday, October 16 at the Monmouth County Archives.

Ed Small of Morris County announced that they had a cost savings in a recent bid for offsite storage. He asked Diana Hevener to read a report from David Mitros of the Morris County Heritage Commission on his progress with projects documenting manumissions and preserving broadsides.

Rich Scaler of the Union County Vicinage reported that each vicinage will be appointing a Records Committee and a Records Coordinator.

Jeff Fabach of Brick Township commented on a grant program entitled "Save America's Treasures" by the National Trust for Historic Preservation.

The group was happy to see **Bob Gallagher from Jersey City**.

At approximately 12:15 p.m. Isaac Boykin made a motion to adjourn the meeting for lunch. Harold Seigel made the second. **The next meeting will be December 7, 1999 at the Middlesex County Department of Archives and Records Management.** There is no charge for lunch at this meeting.

Submitted by,
Diana Hevener for Rita Marie Fulginiti, Secretary