



CARMA/NJ

County Archives & Records Management Association of New Jersey

PATRIMONIUM ACTA NOSTRA - "OUR RECORDS ARE OUR HERITAGE"

THURSDAY, MARCH 23, 2023

STATE RECORDS CENTER

2300 Stuyvesant Avenue

Ewing, NJ 08618

10:00 AM CALL TO ORDER

President Gary Dalina

AND WELCOME

SALUTE TO OUR FLAG

Vice President Dan Freed

SECRETARY REPORT

Secretary Michele Everly

TREASURY REPORT

Treasurer Julia Telonidis

NJ STATE ARCHIVES REPORT

Joe Klett/Don Cornelius

NJ DORES REPORT

Liz Hartmann

PRESENTATION: STEALING THE SHOW

BY AUTHOR, JOHN BARELLI

A HISTORY OF ART & CRIME IN SIX THEFTS

*CEUs provided in Records & Information Technology

COUNTY, MUNICIPAL & VENDOR UPDATES

Adjournment



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CARMA/NJ MEETING MINUTES

The March 23, 2023 meeting of the County Archives and Records Management Association of New Jersey was called to order by President Gary Dalina at the State Records Center in Ewing, New Jersey at 10:00 am.

Eight counties, one municipalities were present along with representatives from the New Jersey State Archives and Division of Revenue & Enterprise Services, NJ Transit and other various members.

MariaLisa Bazela, Derek Keyes, Bergen County
Michele Everly, Dave Brice, Gloucester County
Bor-sheng Tsai, Frank Lorenzo, Hudson County
Yochin Duffell, Madeliene Giesel, Joe Torek, Torey King, Mercer County
Gary Dalina, Middlesex County
Julia Telonidis, Monmouth County
Dianne Suraci, Stephanie Moriarty, Somerset County
Dan Freed, Sussex County
Patrice Bassett, Camden City
NJ State Archives; Don Cornelius, DORES; James, Jenkins, Karen Perry, NJ Transit;
Joan DePaolo, Argean Cook, Daniel Corpeno, Chris Medina, NJ Mtg. & Housing
Finance Agency; Mary Miller, Michelle McKnight, Sylvia Allen, County Business
Systems; Nick DiPalma, Bill Lennon, Sunrise Systems; Mark Szemple, Access NJ;
Joanne McKinley, Lenora Miko, Storage Systems; Steve Earley, Retired; Joe Falca,
Nancy Richter

Call to Order and Welcome by President, Gary Dalina

Flag Salute by Vice President, Dan Freed

Secretary's Report: Michele Everly: Welcome back to in person meetings as our last in person meeting was March 5, 2020. Minutes are available from prior meetings as always, as are 2023 invoices and the annual membership letter.

Treasury Report: Julia Telonidis, CARMA Treasurer: As of **March 20, 2023** the current balance in the CARMANJ bank account is **\$7,625.88**

The following Counties have paid their **2023 dues:** Cape May, Gloucester, Hudson, and Somerset. Purchase orders have been received from the following counties: Bergen,

Burlington, Mercer, Monmouth, and Morris.

Additionally, the following Municipalities have paid their 2023 dues: Edison Township, Township of Nutley, Toms River, Point Pleasant Beach Borough, Colts Neck Township, Borough of West Wildwood, and Borough of Paulsboro, and purchase orders have been received from the following municipalities: the Borough of Freehold and the City of Camden.

Finally, the following vendors have paid their **2023 dues**: County Business Systems, Sunrise Systems, and Alternative Micrographics.

Copies of the report are available.

State Archives Report: Donald Cornelius, Archivist: The State Archives is increasing reference availability by increasing the number of microfilm machines available and expanding time slots. We will still only be open for appointments on Tuesdays, Wednesdays, and Thursday of each week, but the total availability of open slots on those days is doubled.

Likewise, the electronic archive unit is up and running. Our two EA archivists are establishing protocols and policies and are testing the ingest procedures on internal digital records. They hope to be able to start doing test ingests of records from agencies and we would like the program to be fully in place by the end of the current Gubernatorial Term.

Finally, the State Archives has received and is servicing expanded vital statistics. We now have available the Birth records to 1922; and Death and Marriage Records to 1940. This expands our holdings and reference responsibility by a full decade worth of records.

DORES Report: Karen Perry for Liz Hartman: At the State Records Committee (SRC) meeting on March 16, 2023, DORES Director, James Fruscione issued a new guideline regarding the retention and deposition of records produced by electronic messaging systems. The document was subsequently placed on the Records Management Services (RMS) website.

Likewise, the SRC adopted three (3) record retention schedules which include: Municipal Clerk, County Clerk, and County Counsel. And, in the upcoming SRC meeting, a revision of the School District Schedule will be presented.

On March 21, 2023 Karen Perry conducted virtual training for the Municipal Clerks at the NJMCA 2023 Annual Conference.

Presentation: *STEALING THE SHOW*

BY AUTHOR, JOHN BARELLI

A HISTORY OF ART & CRIME IN SIX THEFTS

ARTEMIS Update: Mark Szemple reported that there will be internal changes to the system regarding workflow for the state. He also spoke on NJ Transit's project where their EDMS will integrate with Artemis. This was part of the initial buildout of Artemis to provide agencies an API that would allow them to create disposal request from any EDMS.

There will be updates on this pilot project.

County & Municipal Updates

Meeting adjourned.

The next meeting will be on June 22, 2023.