

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 26, 1998** 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 Monmouth County Hall of Records Annex in Freehold. The **Hon. Claire French, Monmouth County Clerk** welcomed the group.

Thirteen counties, two municipalities, New Jersey Department of State, Division of Archives and Records Management (DARM) and a representative from the Superior Court of New Jersey Union County were represented:

- | | |
|--|-------------------|
| Frank Borino
Peggy LaMaina
John Piatt | Atlantic County |
| Christine Ruttler | Bergen County |
| Isaac Boykin | Burlington County |
| Angela F. Pulvino
Rita Marie Fulginiti
Violet Marie Rixey | Cape May County |
| James Hogan
Etta Jane Heiser
Michelle Everly | Gloucester County |
| Dorothy Tirpok
Larry Greene
Carrie Cioppi
Karla Lamendola | Hunterdon County |
| Elaine Flynn
Tom Murphy | Middlesex County |

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

Gary Dalina
Jerry Balasze

Middlesex County (cont.)

Claire French
Felicia Santaniello
Larry Cella
Gary Saretzky

Monmouth County

Ed Small
Armand D'Agostino

Morris County

Rich Laycock

Ocean County

Ken Hirman
Betty Rodger
John Curran
John Donahue

Passaic County

R. Peter Widin
Bret Radi
Rudy Nowak
Joe Meyers

Somerset County

Erma Gormley
Dona MacMillan
Don Woods
Tina Sorenson

Sussex County

Lilly Fischer

Superior Court Union County

Jeff Faybeck
Fran Smith

Brick Township

Steve Williams

East Brunswick

Joseph Falca

NJDARM

Secretary Rita Fulginiti made a motion to accept the minutes of the December 4, 1997 meeting, Larry Cella offered and second and the minutes were approved. She announced the next meeting of CARMA to be held on Thursday, May 14 at the State Records Center, Stuyvesant Avenue in Trenton. The September 24 meeting will be hosted by Somerset County and the December 3 annual meeting will be hosted by Middlesex.

She announced the Mid Year Seminar April 7-8 at the National Archives in College Park, MD sponsored by the Association of Records Managers and Administrators International Industry Specific Groups including County and Municipal Government.

An updated CARMA/NJ communication list was distributed.

Treasurer Joseph Meyers reported a treasury balance of \$1,198.00. Rudy Nowak made a motion to accept the Treasurer's Report with a second by Larry Cella and membership approval.

New Jersey DARM representative Joseph Falca distributed updated retention schedules for 1) County Board of Elections & Superintendent of Elections and 2) Local Engineering Department.

Mr. Falca reported that the Judiciary Records Committee met on March 3 and March 18 and went over every judicial retention schedule. A representative of the Superior Court will be the final approval for requests for destruction for Superior Court records.

The State Records Committee met on March 16 regarding the scheduling of records of extinct municipalities.

Information regarding the certification of imaging systems was distributed and the upcoming DARM sponsored workshops addressing the image processing standards and certification on April 1, 20, and 27 were announced.

There was no update reported on the New Jersey Land Title vs. Mooney et al matter.

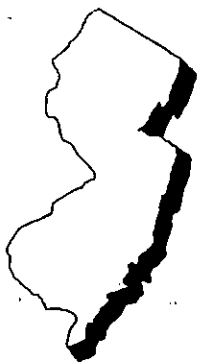
The assembly broke up into four groups led by **Claire French, Felicia Santaniello, Larry Cella** and **Gary Saretzky**. Tours and demonstrations were

conducted of the County Clerk's recording/document imaging system. Before the tours began Ms. French explained that implementation of the system cost over \$1 million in hardware and software.

The meeting adjourned for lunch at 12:15 p.m.

Submitted by,

Rita Marie Fulginiti, Secretary



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CARMA MEETING MINUTES

The **May 14, 1998** meeting of the County Archives and Records Management Association of New Jersey was called to order by **President Tom Murphy** at 10:10 a.m. at the State Records Center in Trenton.

Thirteen counties and the New Jersey Department of State, Division of Archives and Records Management (DARM) were represented:

Christine Ruttler	Bergen County
Isaac Boykin Kimberly Mattson	Burlington County
Rita Marie Fulginiti	Cape May County
Stuart Feldman	Hudson County
Larry Greene	Hunterdon County
Harold Seigel	Mercer County
Tom Murphy Gary Dalina Jerry Balasze Jane Smith	Middlesex County
Larry Cella Gary Saretzky	Monmouth County
Ed Small David Mitros	Morris County
Rich Laycock	Ocean County

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Ellie Kidd	Salem County
Joe Meyers	Somerset County
Joan Kennelly	Union County
Albin Wagner Joseph Falca	NJDARM

Secretary Rita Fulginiti made a motion to accept the corrected minutes of the March 26, 1998 meeting, Larry Cella offered and second and the minutes were approved. She announced the next meeting of CARMA to be held on Thursday, September 24, 1998 in Somerset County.

Treasurer Joseph Meyers reported a treasury balance of \$1,174.56. Larry Cella made a motion to accept the Treasurer's Report with a second by Isaac Boykin and membership approval. There are 20 paid county members to date. Associate membership for municipalities were discussed.

New Jersey DARM representative Joseph Falca distributed the handouts prepared for the recent workshops given on Image Processing. Mr. Falca reported on NJLTA vs. Mooney et al. On February 23 arguments and briefs were submitted regarding the retention of Notices of Lis Pendens, Federal Tax Liens and Notices of Settlement. The final retention time will be decided by a formal opinion.

There was no update on the revised retention schedules for the Superior Court.

State and Local Records Manuals are currently undergoing revision and will be distributed soon. The County Tax Board Retention Schedule is now being revised.

DARM representative Albin Wagner reported on several items to be addressed in the June 1st edition of the *New Jersey Register* including the certification procedure for image processing systems, the disposition of records of extinct agencies and records storage standards for all media. The Image Processing Workshops were well attended. They can be repeated for groups including CARMA if needed.

County/Municipal Updates:

County representatives reported on the progress of records and information management in their localities:

Bergen:

Christine Ruttler of the County Clerk's Office reported that their on line land records indexes are complete for 1997 with work begun on backloading. The naturalization records microfilm project has been completed.

Burlington:

Records Manager **Isaac Boykin** reported their Records Center is now full with over 9,100 items. There was a discussion of how to encourage departments to be more timely with approving destruction requests.

Cape May:

Deputy County Clerk **Rita Marie Fulginiti** reported their Records Center is currently at 62% of capacity. They have plans to install an AS 400 this year and are working on becoming Year 2000 compliant.

Hudson:

Special Deputy Surrogate **Stuart Feldman** was present and gave greetings from Hudson County Surrogate Donald De Leo.

Mercer:

Harold Seigel reported on the progress of Mercer's records program. A discussion took place on the destruction of records with intrinsic value.

Middlesex:

Records Manager **Tom Murphy** reported that they are nearing 50% capacity and they continue to take on municipal clients.

Monmouth:

Records Manager **Larry Cella** reported that their Records Center has only 700 cubic feet of storage space left. They are meeting with their Court Administrator to work out some problems related to storage, destruction and microfilming. The good news is they have a construction project underway to expand the facility to gain more storage space.

Archivist **Gary Saretzky** reported on their plans for the Third Annual Archives Day Celebration on October 17 - *Monmouth and Ocean Preserving History for the Future*. Contact Mr. Saretzky for a copy of an article from the *American Archivist* on records with intrinsic value.

Morris:

Archivist **David Mitros** reported on the completion of the book on Morris County in the Civil War. The book is at the printer and is expected to be available by the next CARMA/NJ meeting. They are updating the directory of historical resources for Morris County. This information will be published on the internet. He showed a reproduction of a broadside from the Surrogate's records and spoke about a preservation project underway.

Ocean:

Records Manager **Rich Laycock** reported that they are at 80% capacity. They have expansion plans underway for more storage space and a new voting technology warehouse. Mr. Laycock described a disaster resulting from a damaged sprinkler head. 1200 boxes of records were affected. They mobilized a quick response and tarping the area. The containers purchased from the State Distribution Center held up well - only 250 boxes needed to be changed.

Salem:

Ellie Kidd of the County Clerk's Office reported the progress they are making with the implementation of computers and the cataloging and preservation of archival records.

Somerset:

Joe Meyers of the Records Management Department reported that they will be outsourcing the storage of 1000 boxes to a nearby Pierce Leahy Archives. They will be hosting the September 24 meeting of CARMA.

Union:

Deputy County Clerk **Joan Kennelly** introduced herself to the group. She spoke about the recent consolidation of the County Clerk's Office and the Register of Deeds and Mortgages.

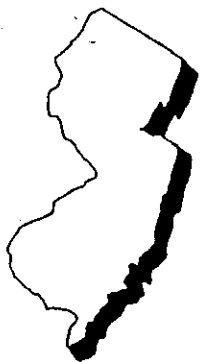
Following the County Updates there was a brief demonstration of the Minolta MIMS software by Dave Offenber and Lesbeth Meroni of Allister Business Systems

Inc. of Morganville NJ. This software is currently under New Jersey State Contract.

The meeting adjourned for lunch at 12:30 p.m.

Submitted by,

Rita Marie Fulginiti, Secretary



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Members At Large
Richard Laycock
Gary D. Saretzky

CARMA MEETING MINUTES

The September 24, 1998 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 Somerset County Administration Building. **Freeholder Director Peter S. Palmer** welcomed the group to Somerset County.

Twelve counties, one municipality, a vendor guest and the New Jersey Department of State Division of Archives and Records Management (DARM) were represented:

- | | |
|-----------------------|---------------------|
| Christine Ruttler | ✓ Bergen County |
| Isaac Boykin | ✓ CAMDEN CTY. |
| Rita Marie Fulginiti | ✓ Burlington County |
| Diana L. Hevener | ✓ Cape May County |
| Larry Greene | ✓ Hunterdon County |
| Margaret E. Pemberton | ✓ Middlesex County |
| Thomas P. Murphy | |
| Gary Dalina | |
| Jerry Balasze | |
| Harold Seigel | ✓ Mercer County |
| Larry Cella | ✓ Monmouth County |
| Gary Saretzky | |
| Ed Small | ✓ Morris County |
| David Mitros | ✓ OCEAN CTY. |
| John Curran | ✓ Passaic County |
| Elaine Faller | |

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Rudy Nowak Joe Meyers	✓ Somerset County
Dona MacMillan Don Woods Cheryl Talmage	✓ Sussex County
Joan Kennelly	✓ Union County
Ronald Simpson	✓ Somerville
Patsy Ragonese III	X President, Shredding Inc.
Joseph Falca	✓ NJDARM

Secretary Rita Fulginiti reported on upcoming Fall 1998 and Spring 1999 Preservation Workshops offered by Rutgers University. She also reported on and passed around a Records Management Workshop Catalog distributed by the New York Division of Records. It was suggested by Gary Saretzky that NJDARM consider providing a similar program to local governments. Rita made a motion to accept the minutes from the May 14, 1998 meeting, Rudy Nowak seconded the motion and it was approved.

Treasurer Joseph Meyers reported a treasury balance of \$1264.56 with 20 paid county members. Camden County is the only county not currently a member of CARMA/NJ. Rudy Nowak made a motion to accept the Treasurer's Report; Diana Hevener seconded the motion and it was approved.

Vice President Larry Cella started introductions around the room.

NJ DARM representative Joseph Falca distributed updated retention schedules for the *Board of Elections* as well as changes to the *Health Department* schedule. He also provided copies of the new standards for the storage of records. Included in that document is an article about alternatives to the use of halon which was discussed by the group. He indicated that the *Board of Taxation* schedule is currently under revision.

Mr. Falca reported that a decision has been issued in the New Jersey Land Title Association vs. Mooney et als civil case. The court decided it is up to DARM to issue a retention time for the affected records: Notices of Settlement, Notices of Lis Pendens and

Federal Tax Liens. The State Records Committee is scheduled to meet in a open public meeting October 22 on the retention periods for these items. The proposed retention times are likely to be 40 years for Notices of Settlement and 60 years for both Lis Pendens and Federal Tax Liens with recommendation for microfilming all three series. After these records are microfilmed application may be made to destroy the hard copy. Attorneys for both the County Clerks and the Land Title Association have indicated their desire to meet to discuss increasing the fees for these records to cover the cost of microfilm.

Mr. Falca noted that requests to destroy court records are forwarded by him to the state auditor for audit approval. He reported that Carol C. Cronheim was appointed the new acting Secretary of State effective July 1, 1998.

County/Municipal Updates:

Bergen:

Christine Ruttler of the County Clerk's Office reported they are on line with their land records index 1997 to date with 1996 records being back loaded. They use the Eisenberg Associates software on a Novell LAN with PC workstations. Their Naturalization project is currently going out to bid.

Burlington:

Isaac Boykin reported that their records center is at full capacity. He is experiencing difficulties because departments are slow in approving destruction requests. They are looking into a satellite facility for permanent records storage. It was suggested that he compare the costs of long term storage to the costs of microfilming.

Cape May:

Rita Fulginiti reported a recent experience with roaches being sent with records which had previously been stored open on the floor. She spoke about her visit and trial of the Canon Rotary Filmer Scanner 1000 for the microfilming and scanning of land records.

Hunterdon:

Larry Greene reported that the bids are due in December from prospective contractors for the construction of the records storage center. Work may begin as early as January.

Mercer County:

Harold Seigel spoke about an ongoing court purging project

Middlesex County:

Clerk of the Board and DARM Department Head **Margaret Pemberton** reported they are having success in training and retraining department records coordinators. They are helping departments in their own facilities. A new County Administration Building is under construction and departments are being urged to purge their records now before they prepare to move. Jerry Balasze reported that DARM has filmed over 1 million images the first day of the year first half of year. Tom Murphy reported that their upcoming destruction will be 8000-9000 boxes.

Monmouth County:

Larry Cella reported having recent success with getting approval for destruction of records. **Gary Saretzky** reported on the upcoming annual Archives Day Program October 17 with 40 exhibitors participating. There is a game designed for attendees to play while going through the exhibit.

Morris County:

David Mitros of Morris County circulated the book he wrote regarding Morris County's involvement in the Civil War. The book is entitled *Gone to Wear the Victor's Crown* which is a compilation on newspaper articles, letters, diary accounts all relating to Morris County's involvement in the Civil War. Copies may be purchased for \$12.00.

Passaic County:

John Curran reported their progress with a 5000 square foot area set aside for the storage of records. He introduced Elaine Faller who is heading up their recycling program.

Union County:

Joan Kennelly reported that Union County has had success with the storage vendor Pierce Leahy who has facilities in Elizabeth. The fees are \$2.00 per box annually, \$2.00 to retrieve, \$2.00 to refile. They are considering using Pierce Leahy for the storage of microfilm.

Somerset County:

Rudy Nowak of Somerset County spoke about his positive experience with Allstate Archives as an offsite vendor. He introduced his shredding vendor Patsy

Ragonese from Shredding Inc. who recently destroyed 1000 boxes of records for him.

Sussex County:

Dona MacMillan reported they are currently looking at a storage site. Their Naturalization records index has been completed. They are now purchasing a Minolta reader-printer. This equipment will help them regain some room by moving records which have been microfilmed out of the vault to another location. They are having success in utilizing community service workers. They are now working on a computer index for military discharges.

In other business:

Diana Hevener made a motion to elect officers for two year terms. Jerry Balasze seconded with unanimous approval.

The meeting was adjourned at 12 noon for lunch and a tour of the records storage facility. The next meeting will be the annual meeting on December 3, 1998 at the Middlesex County Department of Archives and Records Management. There is no charge for the luncheon.

Submitted by,

Rita Marie Fulginiti, Secretary

CARMA MEETING MINUTES

The December 3, 1998 a meeting of the County Archives and Records Management Association of New Jersey was called to order by **President Tom Murphy** at 10 A.M. at the Middlesex County Div. Of Archives and Records Management Center.

Twelve Counties , two Municipalities, and the New Jersey Department of State Division of Archives and Records Management (DARM) were represented.

Christine Ruttler	✓ Bergen County
Terri Benson Marlene Hainsworth	✓ Camden County
Stuart Feldman	X Hudson County
Larry Greene	✓ Hunterdon County
Harold Seigel	✓ Mercer County
Tom Murphy, Gary Dalina Jerry Balasze, Jane Smith	✓ Middlesex County
Larry Cella, Gary Saretsky	✓ Monmouth County
Ed Small. David Mitros	✓ Morris County
Rich Laycock	X Ocean County
Ellie Kidd	✓ Salem County
Rudy Nowak, Joe Meyers and Frank Benfante	✓ Somerset County

Connie Robinson

✓ Union County

Joe Falca

✓ DARM

Ron Simpson

Somerville Borough

Jeff Fabach

Brick Township

Jane Smith read the Secretary Report in the absence of Rita Fulginiti. Jane made a motion to approve the minutes from the September 24, 1998 meeting, Larry Cella second the motion and it was approved. The following dates were proposed for the CARMA meetings for the calendar year 1999:

Thursday, March 25

Thursday, May 13

Thursday, September 23

Thursday, December 7

Treasurer Joseph Meyers reported a treasury balance of \$1,154.16 with 20 paid county members.

Vice President Larry Cella welcomed Camden County to the meeting, and assured them they would find the organization very helpful if they had any questions concerning their records. He wished all very Happy Holidays.

Jerry Balazse, a member of the Nominating Committee, offered the present officers as our slate for the upcoming two year term. A copy of the report is attached as submitted by Jerry Balazse and Diana L. Hevener. The motion was made to accept the report and it was second and approved by all.

NJ DARM representative Joseph Falca distributed an updated retention schedule for the County Clerk. It is unsigned at this time but soon as he receives a signed copy he will distribute them to the counties. Among the changes were three major extensions, Notices of Settlement, Lis Pendens

and Federal Tax Liens. This is a result of a settlement of the NJLTA law suit in regard to the retention of these items. The State Records Committee approved these changes at their meeting on October 22, 1998.

Joe Falca also spoke about the Judiciary Record schedules that are pending final approval. He is still reviewing records destruction requests from the Courts. Certain County Civil Divisions are being submitted directly to the Superior Court and then are reviewed by the State Archives as part of the sign-off procedure.

Tom Murphy asked Joe Falca about the County Clerk Registry Div., concerning Optical Disk -how many Counties have been certified . He answered None - Burlington is almost there.

County /Municipal Updates:

Bergen:

Christine Ruttler of the County Clerk's Office announced that they have accepted a bid from Xerox for Map Imaging System which has a printer-copy. They are breaking ground in March for a new building which should take about 2 years. Unfortunately they have not made provisions for a Record Center. They are also planning to microfilm their Immigration and Naturalization records and a bid has been accepted.

Camden

Marlene Hainsworth stated they have no Record Center. Their records are stored with outside vendors and some are in an old empty jail cell. They have no Record Manager. Their County Clerk oversees their department. Tom Murphy along with Larry Cella, Joe Falca, and Gary Saretsky offered some advice to Marlene about initiating a program and finding a central place to put all of their records. She was also informed of the existence of the Camden County Historical Society.

Hunterdon

Larry Greene stated that bids have gone out for a new Record Center and ground breaking should begin in March.

Middlesex

Tom Murphy spoke about a new vendor for record destruction called Accurate Document Destruction & Recycling Inc. A trailer is provided with a lock, 100 pallets and shrink wrap. The trailer holds 792 boxes. When it is full they retrieve it. The records are recycled and Tom gets a certificate stating the records have been shredded. This service is **free**.

A vendor called Cost Cutters was here to review our Department and was very impressed with our Records Retention and the Micrographics Department.

Tom also stated the County was building a new Administration and Law Building in New Brunswick.

Jerry Balazse spoke about the problems the County Clerk is still having with their imaging system. He stated there is a newly appointed MIS Director who should improve the system, along with better communications.

Monmouth

Larry Cella announced that construction is almost completed on the addition to their new building and it can be used.

A Superior Court Judge visited the Center and was impressed with the operation of the County Center. Larry is also responsible for sorting and arranging the County Freeholder's records dating back to the 1930's

Morris

Ed Small reported that their new storage facility with a private vendor, is working out very well.

David Mitros reported that he received a phone call from a person claiming to have papers on Manumissions. He tried to convince the person to donate the papers to Morris County. Possible legal action may be taken. He will keep us posted on the results. David also completed another book for the Heritage Commission on the Civil War.

Ocean

Rich Laycock reported they are starting construction on a new building and one of the using agencies are moving out. As a result, Rich will get 20,000 square feet of storage space. He also stated that any records received at the center are recycle ready.

Salem

Ellie Kidd is working full time in the Clerk's Office and less time arranging historical files some of them dating from the 1700's.

Somerset

Rudy Nowak spoke about the private storage facility they are now using and the off-site procedures.

Union

Connie Robinson of the Criminal Case Management Division of the Courts reported every department is responsible for their own records as there is no central record center. She is hoping that her department will be able to retain the basement for their records.

The meeting was adjourned at 12 noon for the Christmas lunch and a tour of the records storage facility. The next meeting is scheduled on Thursday March 25, 1999 at a location as yet to be determined.

Respectfully submitted by:

Jane Smith
for Rita Fulginiti, Secretary