

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
Alice Buck
Richard Laycock

CARMA MEETING MINUTES

President Tom Murphy called to order the meeting of March 27, 1996 at 10:20 a.m. at the New Jersey Division of Archives and Records Management in Trenton.

DARM Director Karl Niederer welcomed the group to the State Records Center.

Representatives were present from eleven counties, the Superior Court of New Jersey and the Division of Archives and Records Management (DARM) of the Department of State namely:

Isaac Boykin	Burlington County
Anita Wheeler Betty Pardee	Superior Court Camden
Rita Marie Fulginiti Diana Hevener	Cape May County
Gloria Noto Jennifer Mann	Cumberland County
Stuart Feldman	Hudson County
Larry Greene	Hunterdon County
Thomas P. Murphy Jerry Balazse Gary Dalina Jane Smith	Middlesex County
Larry Cella	Monmouth County
Rudy Nowak Joe Meyers	Somerset County
Honey Ackerman Dona MacMillan Don Woods	Sussex County
Jack Clegg	Warren County

Address correspondence to:

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

Harvey Minchin

Kate McCann

Superior Court

Karl Niederer

NJDARM

Joe Falca

John Berry

Karen Perry

Villarie Perry

Secretary Rita Fulginiti said that information about records problems or programs is gladly accepted for the CARMA newsletter. Rita made a motion to accept the minutes of December 7, 1995. Gloria Noto offered a second. Minutes were accepted with one change to NJDARM's report regarding to their agency not yet hiring an individual to write and promulgate the imaging standards.

Treasurer Joe Meyers reported a treasury balance of \$940.12. Currently there are eight paid county members. Second notices for dues are going out.

Vice President Larry Cella asked if there was any county microfilming court records. It was noted that the Camden County Clerk's Micrographic section was taken over by the Superior Court.

County/Municipal Updates

Each county and agency present reported on the progress of records and information management in their locality.

Burlington:

Isaac Boykin reported that 28 county departments are on board with the records center. They are currently working on a document imaging project.

Cape May:

On behalf of Angela Pulvino, Cape May County Clerk, Rita Fulginiti reported on their progress in implementing an on-line indexing system for land records. Cape May County is also working on a county Web site on the Internet. Archivist Diana Hevener reported on their preparation to hold hands-on preservation workshops. They will host the MARAC Caucus in June.

Cumberland:

County Clerk Gloria Noto reported that they plan to move back into the court house building. They are working on a microfilm project for 1920 and prior records.

Hunterdon:

Larry Greene reported that the move into the new court house is now anticipated for June. He is making progress on data entering indexes into their computer system.

Middlesex:

Tom Murphy reported that they plan to implement a the CRMS records management software from Assured Information Systems. They have added two additional municipalities as customers to their records center. Jerry Balasze reported on that they filmed 1,614,000 images in 1995.

Monmouth

Larry Cella reported that with the upcoming expansion of the County Library they expect to receive more space. An 1857 time capsule was discovered intact in a local church. A project will begin to sort out unmicrofilmed records from 800 family court boxes otherwise eligible for destruction.

Somerset:

On Monday, April 1 they will open their new satellite records center giving them 2 1/2 years of space unless they implement a micrographics program. Rudy Nowak proposed that counties look into the economy of destruction of records through a private vendor.

Sussex:

County Clerk Honey Ackerman reported their needs to have the Hall of Records accessible to the disabled. She has made repeated attempts to contact the courts regarding her continued custody of Superior Court records.

DARM Report

Joe Falca introduced the records management staff - Karen Perry, John Berry and Villarie Perry. Descriptions of local government records programs in New Jersey have been submitted to NAGARRA for their next issue which highlights local government records management.

Court retention schedules are being promulgated and will supercede previous schedules.

Regarding the privatization of the Morris County Records program Joe reported that the archives of the Heritage Commission will remain intact. Micrographics for the County Clerk and Surrogate will move to those departments. Other micrographics projects are expected to be outsourced. A county program analyst

will oversee the outsourcing of the storage, retrieval and destruction of non archival records.

The State Records Committee is tentatively scheduled to meet on April 18. On the agenda is their decision regarding the retentions of Notices of Real Estate Settlement, Notices of Lis Pendens and Federal Tax Liens. This was brought about by the lawsuit filed on behalf of the New Jersey Land Title Association.

Karl Niederer said that a joint circular letter from the Secretary of State and Treasurer to State agencies is being developed. It will contain a policy statement regarding the management of government records by outside organizations for privatized services. This can be used as a model by local governments for program specifications, etc.

The slot for the person to prepare the imaging standards has been readvertised. The slot is expected to be filled and the standards drafted this year.

The Department of State is establishing their homepage on the Internet. They plan to make available various regulations and procedures.

State Budget Impact on Records Management

Rita made a motion that CARMA/NJ as an organization take a public stand against the proposed 25% budget cut FY 1997 for the Division of Archives and Records Management. Larry Cella offered the second and the organization was unanimously in favor. CARMA's position is that this cut in NJDARM funding puts local government records programs in jeopardy because we depend upon them for the following:

- Research and development of retention schedules
- Help in disasters
- Guidance on the management and care of public and historic records
- The development of statewide imaging standards
- Advice and leadership on new record keeping technologies
- Microfilming and direction relevant to statewide standards for microfilming
- Records storage and retrieval services

The organization encouraged all members to write and phone in opposition of the cut to the Governor, Secretary of State, Chairmen of the Assembly and Senate Appropriations Committees, Speaker of the Assembly, President of the Senate and local district legislators. Copies of the correspondence are requested by CARMA's secretary.

President Tom Murphy executed letters on behalf of the organization to Governor Whitman, Chairman Kavanaugh - Assembly Appropriations, Chairman Littell - Senate Appropriations, Speaker Collins and Senate President DiFrancesco.

Other Business

A discussion ensued on how the organization shall handle requests by vendors who wish to speak to the membership at a regular meeting.

The next meeting is scheduled for Thursday, May 23 at the Middlesex County Department of Archives and Records Management.

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

Respectfully submitted,
Rita Marie Fulginiti, Secretary



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CARMA MEETING MINUTES

The 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 on Thursday, September 26, 1996 at the State Records Center in Trenton. Representatives of 10 counties, two municipalities NJ DARM and the Superior Court Clerk's Office were present, namely:

- | | |
|--|-------------------|
| Donna Lenzi | Atlantic County |
| Bruce White
Isaac Boykin | Burlington County |
| Rita Fulginiti
Diana Hevener | Cape May County |
| Larry Greene | Hunterdon County |
| Judy Whitman | Mercer County |
| Tom Murphy
Gary Dalina
Jane Smith
Jerry Balasze | Middlesex County |
| Larry Cella
Gary Saretzky | Monmouth County |
| David Mitros
Ed Small
Armand D'Agostino | Morris County |
| Rich Laycock
Charlotte Bleier | Ocean County |

Address correspondence to:

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Rudy Nowak	Somerset County
Joe Meyers	
Betty Kiss	East Brunswick
Calvin Lester	Camden
Karl Niederer	NJ DARM
Joe Falca	
Albin Wagner	
Kate McCann	Superior Court Clerk's Office

Secretary Rita Fulginiti reported that she is co-chairing the ARMA Region VII Conference May 7-10, 1997 in Providence, Rhode Island. Rita made a motion that the minutes of the May 23, 1996 meeting be approved as written. A second was offered by Gary Saretsky and approved by the membership.

Treasurer Joe Meyers reported a treasury balance of \$1024.87. There are 18 paid county members of CARMA/NJ.

Gary Saretzky presented a video on the building of the National Archives II in College Park, Maryland.

Joe Falca of the Division of Archives and Records Management welcomed and introduced Albin Wagner, recently hired Bureau Chief. Mr. Wagner was formerly with the Missouri State Archives and State of Rhode Island.

Optical Imaging Standards:

- Mr. Wagner spoke about his progress in drafting rules and standards for the use of electronic document imaging systems. The first draft will be introduced to the State Records Committee meeting October 24, and will be distributed thereafter to all members of CARMA/NJ. The State Records Committee plans to take public comment and suggestions concerning the draft at subsequent meetings, and hopes to approve rules and standards by the end of 1996. These in turn will be proposed to the Office of Administrative Law for adoption into the *New Jersey Administrative Code* sometime next year. Mr. Wagner indicated that the general purpose of the rules and standards will be to encourage appropriate use of electronic document imaging by public agencies, while avoiding the technology's

numerous pitfalls. He underscored that DARM's emphasis in drafting the standards would be on ensuring uniform record-keeping and retention practices by agencies, rather than on specific technological standards. Mr. Wagner offered illustrations of some of the different imaging processes in use, and responded to numerous questions from those present.

- NJ DARM Director Karl Niederer explained the process and expected time table for having the rules and standards adopted and written into the Administrative Code. He anticipates that the process will take up to nine (9) months once the draft standards are available. He emphasized the fact that P.L. 1994, c . 140 requires that all imaging systems used by public agencies be in compliance with the adopted standards, regardless of when the systems were acquired or put into operation.
- Joe Falca advised local governments to contact NJ DARM for guidance concerning proposed imaging applications or system purchases until the rules and standards are adopted.

County/Municipal Updates:

Each county, municipality and agency present reported on the progress of records and information management in their locality.

Atlantic County:

- Donna Lenzi spoke about implementing their program and setting up their records center.

Burlington County:

- Isaac Boykin reported that they passed 51% capacity in their records center.

Cape May County:

- Rita Fulginiti reported the addition of new shelving expanding another 2,000 cubic feet of space to their records center. Diana Hevener reported a hands-on Preservation Workshop on October 25.

Hunterdon County:

- Larry Greene reported that their Justice Center is completed.

Middlesex County:

- Tom Murphy spoke about the implementation of a new computer system with Assured Information Systems CRMS software. They will be expanding their archives by 540 cubic feet.

Monmouth County:

- Gary Saretzky reported that they are at 90% capacity. They have participated in planning an event in their facility for Archives Week. They have been able to remove Family Court records.

Morris County:

- Dave Mitros reported that Records Management has left the Cultural Center allowing them to expand the research area for archives. Armond D'Agostino reported on the transfer of county records to a commercial records center. Ed Small is the Records Coordinator.

Ocean County:

- They are at 75-80% capacity. There are plans to connect Central Supply with the Records Center. Charlotte Bleier asked about the specifications for microfilm vaults and electronic records vault.

Somerset County:

- Rudy Nowak reported that their satellite records center was opened in April. They have experienced unprecedented growth.

East Brunswick:

- Municipal Clerk Betty Kiss reported about her involvement in putting together two teaching videos on Records Management for local governments.

City of Camden:

- Calvin Lester reported on a dismantled record room and the project to move the records from that room.

NJ Division of Archives and Records Management:

- Karl Niederer reported on the status of Senate Bill # 332, introduced by Senator Robert Martin to repeal *N.J.S.A. 47:1A* (the public records "Right to Know Law") and substitute new and expanded legislation on access to public records to be called the "Open Public Records Act." The bill includes a broader definition of

records that should be open to public scrutiny, as well as a process for obtaining access to them. NJ DARM is preparing comments on the bill for submission to the Department of State and the Governor. There is a concern about provisions in the bill that may have an adverse impact on the administration of public records in the counties and municipalities.

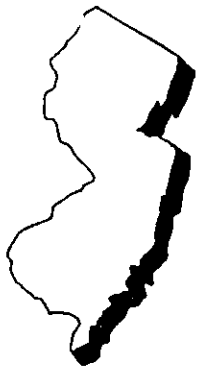
- Mr. Niederer reported on the outcome of the State's FY 1996 budget with respect to DARM's funding. He stated that language was inserted in the bill at the last minute by Senators Robert Littell and Peter Inverso granting DARM the authority to recover costs for records storage services. State departments which are clients of the State Records Center will be required to transfer to DARM a total of \$303,000-- the exact amount that was cut in the original budget bill.
- Mr. Niederer mentioned that plans are progressing for the relocation of the State Archives to new, renovated quarters in the Department of State Building at 225 West State Street, Trenton, and that the archives should move sometime in 1998. The facility will be 250-300% larger than the archives' current space in the State Library Building.
- Mr. Niederer urged CARMA/NJ members with archival responsibilities to join the Mid-Atlantic Regional Archives Conference (MARAC). He mentioned that MARAC's Fall 1996 meeting would take place in nearby Wilmington, Delaware, November 7-9.
- Ms. Kiss asked NJ DARM to consider revising and reissuing the *Local Records Manual* as soon as possible. Mr. Niederer responded that such an undertaking was part of NJ DARM's 5-year long-range plan.

Superior Court:

- Kate McCann reported on the activities at Superior Court Clerk's Office Records Center.

The meeting was adjourned at 12:20 p.m. The next meeting will be held on Thursday, December 5 at the Middlesex County Department of Archives and Records Management. This will be the annual meeting with the election of officers.

Submitted by,
Rita Marie Fulginiti, Secretary



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CARMA MEETING MINUTES

The 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 on Thursday, December 5, 1996 at the Middlesex County Department of Archives and Records Management.

Representatives of eleven counties, two municipalities and NJ DARM were present, namely:

Christine Ruttler	Bergen County
Kim Turcotte Isaac Boykin	Burlington County
Rita Fulginiti	Cape May County
Stewart Feldman	Hudson County
Larry Greene	Hunterdon County
Tom Murphy Gary Dalina Jane Smith Jerry Balasze	Middlesex County
Larry Cella Gary Saretzky	Monmouth County
David Mitros Ed Small	Morris County
John Curran Denise Roe	Passaic County
Rudy Nowak Joe Meyers	Somerset County

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Harvey Minchin
Jack Clegg

Warren County

Jeff Faybeck
Ron Simpson

Brick Township
Somerville

Joe Falca
Albin Wagner

NJ DARM

Secretary Rita Fulginiti made a motion to accept the minutes of September 26, 1996; second by Larry Cella and approved by the membership. Rita proposed the following meeting dates for 1997: (all on Thursdays) March 20, May 15, September 18 and the annual meeting on December 4. Rita commented that the New Jersey Historical Commission is accepting grant applications for New Jersey history projects. For a grant application call (609) 292-6062 or fax (609) 633-8168.

Treasurer Joe Meyers reported a treasury balance of \$954.87. CARMA/NJ has 18 paid members. The three counties who are not yet members are: Gloucester, Hudson, and Salem. Dues notices will be going out in January.

Vice President Larry Cella spoke about the history of the term "Records Manager."

Nomination and Election of Officers:

The nominating committee recommended the following slate for the upcoming term:

Thomas Murphy, President
Lawrence Cella, Vice-President
Rita Marie Fulginiti, Secretary
Joseph Meyers, Treasurer
Richard Laycock, Member-At-Large
Gary Saretzky, Member-At-Large

Rudy Nowak made a motion to accept the slate, Larry Greene seconded and the vote was unanimous.

NJ DARM Report:

- Albin Wager reported that the Imaging Standards have been widely distributed throughout the state. The State Records Committee is scheduled to be reviewing comments at their meeting next week and expect to be approving them with any changes. These standards incorporate National and International Standards in place. Mr. Wagner expects that there will be no substantive changes approved. A mailing of the revision is going out today. After approval DARM will be revising the Local Records Manual.

- Senate #332 *Open Records Act* is still alive and moving slowly. It has been referred to the State Records Committee for comment. As it stands the legislation, if approved, would impact local governments adversely. DARM is recommending that the bill be replaced with something else.
- Joe Falca reported the Police and Emergency Management will be updated with 911 call records. The Prosecutor, Probation and Superior Court retention schedules will also be updated regarding sexual offender and files related to Megan's Law.

There was discussion about the status of Superior Court contracts with the counties and charge back by NJ DARM.

County/Municipal Updates:

Each county, municipality and agency present reported on the progress of records and information management in their locality.

Burlington County:

- Isaac Boykin reported that they passed 65% capacity in their records center.

Bergen County:

- Christine Ruttler reported that they are continuing the microfilm Naturalization Project and imaging trade names and voter signatures.

Cape May County:

- Rita Fulginiti reported the completion of their automated land records index. They further automating other areas of their office and are planning for the implementation of document imaging. There are two projects which are moving ahead positively - GIS and the Internet.

Hudson County:

- Stewart Feldman of the Hudson County Surrogate's Court reported the progress that they have made with records management.

Hunterdon County:

- Larry Greene reported that the final plans have been signed for their record center. They are in the process of consolidated one of their vaults where previously there had been water damage.

Middlesex County:

- Tom Murphy spoke about the implementation of a new computer system with Assured

Information Systems CRMS software. They signed agreements with two additional municipalities. The county is implementing more advancing technology - Internet, E-mail. Jerry Balasze reported their continuing Micrographics program.

Monmouth County:

- Larry Cella reported that County Clerk Jane Clayton will be retiring and a new County Clerk will be coming on board. Gary Saretsky reported that they are waiting to hear from the Superior Court with regard to the microfilming of criminal records. On October 1st the County Clerk has implemented an imaging system which combines scanning and microfilming (16mm) for land records and trade names. The system cost was 1 million. They are moving forward with the Internet. Most the web page has been built. They have started a database of Naturalization names. It now has over 3000 names.

Morris County:

- Dave Mitros reported that he has been re-inventorying County Clerk records in the Archives. He recently finished a publication on Historic Sites of Morris County. He will now have the opportunity to work on another publication on Morris County and the Civil War. Ed Small is the Records Coordinator working with the departments and the off site records center - Iron Mountain. So far the service has been good. Pick and deliveries take place three days per week with emergency service available. The vendor does provide them data base access where he can generate and send reports via E-mail.

Passaic County:

- John Curran reported the progress with their records program. They are opening up 5,000 square feet of space for records storage.

Somerset:

- Rudy Nowak reported that their satellite records center was opened in April. They have have had more records boxes come in than ever before. They are attempting to extend the microfilm department to reduce the number of boxes and conserve space. He talked about the need of records programs to be cost effective. The Northern New Jersey ARMA Chapter had an interesting presentation on crimes related to electronic records.

Warren:

- Harvey Minchin reported that their program continues. Space is a problem.

Brick Township:

- Jeff Faybeck reported on the organization of their records program. They will be implementing the Excaliber Imaging System.

Somerville:

- Ron Simpson commented on his borough's Internet access. Their vocational school has a

server and provides assistance such as constructing and maintaining the home page on their server.

The meeting was adjourned at 12:10 p.m. for lunch courtesy of CARMA/NJ. The next meeting will be held on Thursday, March 20, 1997.

Submitted by,
Rita Marie Fulginiti, Secretary