

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*

CARMA MEETING MINUTES

President Tom Murphy called to order the meeting of March 7, 1995 at 10:00 a.m. at the Division of Archives and Records Management in Trenton. Karl Neiderer, Director of the Division of Archives and Records Management welcomed the group.

Representatives were present from thirteen counties, one municipality, the Superior Court Clerk'S Office and the NJ Division of Archives and Records Management (DARM) of the Department of State namely:

Bruce White Lina Trasp Jeri Bogdovics Nancy Bittle	Burlington County
Mike Neri Pat Madden	Camden County
Rita Marie Fulginiti Diana Hevener	Cape May County
Gloria Noto Joanne Bowman Jennifer Barber	Cumberland County
Dorothy Tirpok Larry Greene	Hunterdon County
Thomas P. Murphy Jerry Balazse Gary Dalina	Middlesex County
Larry Cella Gary Saretzky	Monmouth County
Armand J D'Agostino David Mitros	Morris County
Marie Keenan	Passaic County
Joe Meyers Frank Benfante	Somerset County

Address correspondence to:

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

Don Woods	Sussex County
Dona MacMillan	
Pamela Burkart	
Paul J. O'Keefe	Union County
Jack Clegg	Warren County
Ron Simpson	Somerville
Kate McCann	Sup.Ct. Clerk's Office
Karl Neiderer	DARM
Joseph Falca	
Karen Perry	

Treasurer Joe Meyers reported a treasury balance of \$755.17. Payment has been received by four counties for 1995 dues. Membership looks good for this year. Last year 16 of 21 counties were members. We hope to increase that figure.

Secretary Rita Fulginiti reported on information she received attending the National Association of Counties Legislative Conference:

County Auditors (Recorders) in Washington are implementing direct filing via digitized image from title companies, attorneys and banks onto optical disk. The enabling legislation has already been passed. County recorders nationwide are implementing on-line imaging systems.

Electronic Commerce including EDI - Electronic Data Interchange is being used in county purchasing departments to save time and money. Fairfax County, VA implemented EDI on a test basis and estimated savings of \$10,000 purchasing through one major vendor.

The Computer Technology Committee of the New Jersey Assoc. of Counties chaired by Angela Pulvino has been formed and is looking into the use of computerization throughout New Jersey's Counties. The committee is open to records management concerns such as retention compliance, disaster planning and the ability to change records without a trail.

County/Municipal Updates

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

For Cape May County Rita Fulginiti reported the use of automation and barcoding for the destruction of records. Diana Hevener reported a quality control problem with a micrographics project. NJ DARM is available for help with micrographics standards, bid specs and special difficulties. For help contact:
Vince Scardino 609-530-3234 standards & procedures
Daniel Jones 609-984-3297 enhanced standards for archival records

Pat Madden of Camden County reported on the help they receive from the community service program through probation with the micrographics prep work and lifting.

Larry Greene of Hunterdon reported on the progress of building a new court house and record center.

Tom Murphy reported problems experienced as a result of budget cuts. The use of a new record search request form was implented and the form was passed out.

David Mitros of Morris County reported that the Heritage Commission is working on a project to compile a list of resources for research as well as documents relating to the county's involvement in the civil war. Armand D'Agostino reported that Jane Marie Schrader has been hired by the Superior Courts for Records Management. The court files have been moved into another facility freeing up space in the county facility.

Dona MacMillan of Sussex County reported that the facility which was being used for records storage has been closed. They will be renting space in a climate controlled area. Pam Burkhart is working on destruction.

Jack Clegg of Warren reported that for this time records management is servicing the administrative offices. They look forward to some expansion possible with the next budget.

DARM Report

Karl Neiderer reported on the status of Chapter 140, Use of Optical Imaging. The law, passed in November 1994 is scheduled to take effect July 1, 1995. DARM is responsible to set standards in all agencies outside the court area.

Later this spring DARM will be drafting the standards and rules. The state records committee welcomes participation at their meetings. They anticipate that

this fall a copy of the standards and rules will be forwarded to the Office of Administrative Law for submission to the Administrative Code.

Karen Perry reported that April 5 is designated National Records Management Day with support from V.P. Al Gore, President Clinton. There is a photo opportunity with Governor Whitman scheduled.

Superior Court

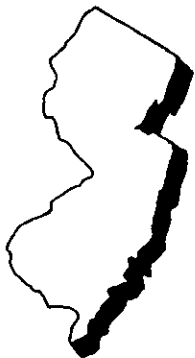
Kate McCann of the Superior Court Clerk's Office was available to answer questions from the group. There was concern from the membership on contracts for Records Management Services. The Superior Court is looking at retention schedules. A new civil schedule should be coming out soon.

The Judicial Records Committee is scheduled to meet on Thursday, March 9.

The next meeting will be held on Tuesday, May 16 at 10:00 a.m. at the Middlesex County Department of Archives and Records Management, North Brunswick.

The meeting was adjourned at 12:15 for lunch. Tours of the facility were conducted after lunch.

Respectfully submitted,
Rita Marie Fulginiti, Secretary



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Members At Large
Alice Buck
Richard Laycock

CARMA MEETING MINUTES

President Tom Murphy called to order the meeting of May 16, 1995 at 10:00 a.m. at the Middlesex County Department of Archives and Records Management. Karl Dorothy Power, Middlesex Clerk of the Board - DARM Department Head welcomed the group.

Representatives were present from twelve counties, one municipality, the NJ Division of Archives and Records Management (DARM) of the Department of State namely:

Christine Ruttler	Bergen County ✓
Alice Buck	Camden County
Angela F. Pulvino	Cape May County ✓
Rita Marie Fulginiti	
Diana Hevener	
Stuart Feldman	Hudson County
Dorothy Tirpok	Hunterdon County
Larry Greene	
Thomas P. Murphy	Middlesex County
Jerry Balazse	
Gary Dalina	
Larry Cella	Monmouth County
Gary Saretzky	
Armand J D'Agostino	Morris County
David Mitros	
Oscar Doyle	
Richard Laycock	Ocean County
Charlotte Bleier	
Rudy Nowak	Somerset County
Joe Meyers	
Honey Ackerman	Sussex County
Dona MacMillan	

Address correspondence to:

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Don Woods

Jack Clegg

Ron Simpson

Joseph Falca

Guests:

David Offenber

Louis Pinella

Warren County

Somerville

DARM

Alister Business Sys.
Panasonic Corp.

Treasurer Joe Meyers reported a treasury balance of \$1138.37. Payment has been received by six counties for 1995 dues.

Secretary Rita Fulginiti was awarded a plaque in recognition of her efforts as CARMA/NJ Secretary.

County/Municipal Updates

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

Alice Buck reported that Camden is involved in a 6 month microfilm services contract with the Superior Court.

On behalf of Angela Pulvino, Cape May County Rita Fulginiti made a report on their on-site microfilm inspection at the National Underground Storage in Boyers, PA. Diana Hevener reported on the preservation progress with book repair and their ongoing inventory automation of the active records and archives.

Larry Greene of Hunterdon reported on the progress of building a new court house and record center. They are also working on a master service agreement with the Superior Court.

Tom Murphy reported that their first quarter billing to the courts for records management and microfilm services was \$13,861.16, total including municipalities was over 16,000.00. Jerry Balasze reported that during the first quarter they filmed 435,000 images. They are contracting with a destruction vendor. The vendor picks up records from a dumpster and recycles the material at no cost to Middlesex.

Larry Cella of Monmouth reported that he and Gary Saretzky visited Ocean and were impressed with their

barcoding system. Regarding their contract with the courts - they are unable to accept any more records until destruction takes place. Gary Saretzky reported that the Archives is boxing all court minutes and indexing tavern applications.

Armand D'Agostino of Morris County introduced Oscar Doyle, the new Records Manager. David Mitros of the Heritage Commission is working on a project to compile a list of Morris County resources for research.

Rich Laycock reported they have compiled a new manual.

Honey Acerkman of Sussex County reported of their ongoing need for a records storage center. They are renting space in a climate controlled area. Don Woods is making progress conducting an inventory and with destruction.

Rudy Nowak of Somerset is interested in finding out how the counties have come up with the costs.

Jack Clegg of Warren reported that for this time records management is servicing only administrative offices. They look forward to some expansion when a permanent administrator is hired.

DARM Report

Joseph Falca reported that the Land Records Committee has recommended to the State Records Committee permanent retention of Notices of Lis Pendens, Federal Tax Liens and Notices of Settlement. DARM is looking at these items for practical usage. A survey is going out.

There was no significant change on the status of Chapter 140, Use of Optical Imaging. The law, passed in November 1994 is scheduled to take effect July 1, 1995. DARM is working to set standards in all agencies outside the court area. The Director has asked for additional staff to evaluate existing systems as well as new ones.

A letter from Director Karl Neiderer was distributed. The letter addresses the subject of court records administration and state takeover. DARM will continue their records management procedures for the Superior Court until further notice.

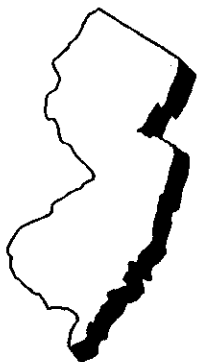
The Judicial Records Committee cancelled their meeting Thursday, March 9. That meeting was not rescheduled.

The Panasonic Electronic Filing System was demonstrated by Louis Pinella of Panasonic and Dave Offenbert of Allister Business Systems.

The next meeting will be held on Thursday, September 21 at the Monmouth County Archives.

The meeting was adjourned at 12:15 for lunch. Tours of the facility were conducted after lunch.

Respectfully submitted,
Rita Marie Fulginiti, Secretary



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CARMA MEETING MINUTES

President Tom Murphy called to order the meeting of September 21, 1995 at 10:00 a.m. at the Monmouth County Archives. Monmouth County Archivist Gary Saretsky welcomed the group.

Representatives were present from eleven counties, one municipality, the NJ Division of Archives and Records Management (DARM) of the Department of State namely:

Christine Ruttler	Bergen County
Isaac Boykin	Burlington County
Angela F. Pulvino	Cape May County
Rita Marie Fulginiti	
Diana Hevener	
Larry Greene	Hunterdon County
Thomas P. Murphy	Middlesex County
Jerry Balazse	
Gary Dalina	
Jane Smith	
Larry Cella	Monmouth County
Gary Saretzky	
Charlotte Bleier	Ocean County
Marie Keenan	Passaic County Sup. Ct
Rudy Nowak	Somerset County
Frank Benfante	
Dona MacMillen	Sussex County
Don Woods	
Pam Burkhardt	
Lilly Fischer	Union County Sup. Ct.
John Bilanin	
Betty Kiss	E. Brunswick Mun. Clk.

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Karen Perry

DARM

Secretary Rita Fulginiti made a motion to accept the minutes of May 16 with second by Marie Keenan and membership approval.

Rita distributed ARMA membership applications and revised CARMA mailing lists and NJ DARM contact sheets for Joe Falca.

Rita reported that the upcoming December meeting of CARMA is the annual meeting when election of officers - president, vice president, secretary, treasurer and two members at large are slated to take place. Rita suggested that VP Larry Cella assemble a nominating committee to make recommendation to the membership.

Rita reported the following upcoming education opportunities for Records Managers: October 22-26, 1995 - ARMA International Conference, Nashville, TN; November 9-11, 1995 - Mid Atlantic Regional Archives Conference, Wilmington, DE; Various dates in through 1996 - George Washington University Continuing Engineering Education Program, Washington, DC; October 13-16, 1996 - ARMA International Conference, Denver, CO.

On behalf of Treasurer Joe Meyers, Rita reported a treasury balance of \$1,118.37. Seventeen counties have paid their 1995 dues to join CARMA.

County/Municipal Updates

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

Christine Buttler of the Bergen County Clerk's Office reported on their efforts to computerize the elections function through the imaging application of signature verification. They plan to be implementing a document imaging system for land records.

Isaac Boykin of Burlington reported of their progress in implementing a records management system. They are now working on the inventory.

On behalf of Angela Pulvino, Cape May County Clerk, Rita Fulginiti reported on their upcoming change to their recording/microfilming procedure effective January 1996. They are planning to implement an on-line indexing system. Archivist Diana Hevener reported on the recent addition of a microfilm inspection station.

Larry Greene of Hunterdon reported that the move into the new court house is anticipated for June 1996 and they plan to break ground on the record center in the spring.

Tom Murphy of Middlesex County reported on problems they are having in obtaining audit verification for disposal requests. He also reported problems experienced with intermingled records series within boxes. Jerry Balasze reported on progress with microfilming tax lists and with temporary summer employees. Jerry reported that their shop filmed over 1 million images last year.

Gary Saretzky of Monmouth reported on their project to encapsulate the court records. Gary spoke about confidential issues which case them to segregate public accessible records from confidential records.

Charlotte Bleier of Ocean reported on their new Records Management Manual. They are now fully automated with their bar code system.

Marie Keenan reported that they have completed a large destruction of records and she has made a budget request for computerized indexing/imaging system.

Dona McMillen of Sussex County reported on their progress with their inventory and destruction.

Rudy Nowak of Somerset reported that they will soon be moving into a new facility. They offered for sale a variety of never used archival products.

Lilly Fisher of the Union County Superior Court reported on the status of records management in her area. She has been given the responsibility of setting up a records management system with training.

Betty Kiss of East Brunswick reported on her activities in teaching records management for local government courses to municipal clerks. The municipal clerks are recommending changes to their retention schedule to the State Records Committee.

DARM Report

Karen Perry reported no significant change on the status of Chapter 140, Use of Optical Imaging. The law, passed in November 1994 is scheduled to take effect July 1, 1995. DARM is working to set standards in all agencies outside the court area. The Director has received approval for additional staff to evaluate existing systems as well as new ones.

Karen reminded that group that imaging is not an archival medium. Contact DARM regarding imaging products. It is possible that existing systems may have to be retrofitted to meet standards.

The DARM record series numbers are subject to change. Karen recommends that county/court/municipal records managers do not base their automated systems on these numbers.

The Land Records Committee has recommended to the State Records Committee permanent retention of Notices of Lis Pendens, Federal Tax Liens and Notices of Settlement. DARM is looking at these items for practical usage.

The Judicial Records Committee was meeting that day.

Other Business

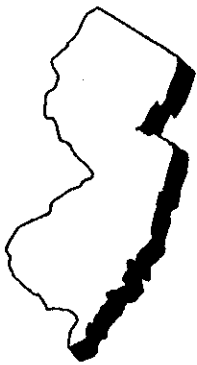
There was lively discussion on Superior Court Records Management and destruction of court records.

Gary Saretsky motioned with second by Rita and membership approval that the CARMA President circulate the law pertaining to the January 1, 1995 bifurcation act.

The next meeting is scheduled for Thursday, December 7, 1995 at the Middlesex County Department of Archives and Records Management.

The meeting was adjourned at noon for lunch. Tours of the archives were conducted after lunch.

Respectfully submitted,
Rita Marie Fulginiti, Secretary



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CARMA MEETING MINUTES

President Tom Murphy called to order the meeting of December 7, 1995 at 10:00 a.m. at the Middlesex County Department of Archives and Records Management.

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Isaac Boykin Kimberly Turcotte	Burlington County
Alice Buck	Camden
Rita Marie Fulginiti Diana Hevener	Cape May County
Larry Greene	Hunterdon County
Thomas P. Murphy Jerry Balazse Gary Dalina Jane Smith	Middlesex County
Larry Cella	Monmouth County
Oscar Doyle David Mitros	Morris County
Charlotte Bleier Rich Laycock	Ocean County
Rudy Nowak Joe Meyers	Somerset County
Dona MacMillen Don Woods Pam Burkhardt	Sussex County
Jack Clegg	Warren County

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Ron Simpson

Somerville

Joe Falca

DARM

Treasurer Joe Meyers reported a treasury balance of \$993.62. Eighteen counties are members of CARMA. Passaic, Salem and Mercer Counties have not yet joined. The group discussed contacting them. Membership renewal notices will be sent out in January/February 1996.

Vice President Larry Cella distributed an Associated Press news clipping entitled "Archivists Still Prefer Microfilm for Data."

On behalf of the nominating committee the current slate of officers were recommended for nomination:

Thomas Murphy	President
Lawrence Cella	Vice President
Rita Fulginiti	Secretary
Joseph Meyers	Treasurer

A motion to accept the above nominations was offered by Rudy Nowak, seconded by Alice Buck and approved by the membership.

County/Municipal Updates

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

Bergen:

Christine Ruttler of the Bergen County Clerk's Office reported on their need to microfilm Naturalization Records and their efforts to computerize the elections function through the imaging application of signature verification. Copy costs were discussed.

Burlington:

Isaac Boykin of Burlington reported on their progress in implementing a records management system. 15 departments are on board with the records center. Destruction of boxes containing comingled records' series was discussed.

Camden:

Alice Buck spoke about turning over a Religious Society Book to the State Archives. She also spoke about the upcoming consolidation of the County Clerk with the Register of Deeds in Camden.

Cape May:

On behalf of Angela Pulvino, Cape May County Clerk, Rita Fulginiti reported on managing Superior Court and County Government records. A new faster IBM advanced

36/AS400 was installed to accomodate their upcoming change to implement an on-line indexing system for land records. Archivist Diana Hevener reported on their 1996 plans to hold hands-on preservation workshops in Cape May County.

Hunterdon:

Larry Greene of Hunterdon reported that the move into the new court house is anticipated for March or April and the record center is moving along. A new computer was installed and the indexes to their records is being data entered.

Middlesex:

Jerry Balasze reported on their Naturalization Records microfilm project. Tom Murphy reported that as of 1996 they will have 4 municipalities and the Superior Courts as customers and expect revenue of \$65,000. Their 1996 operating budget was cut to \$32,000. 4,000 boxes were destroyed this year.

Monmouth

Larry Cella discussed the impact of keeping Criminal Homicide cases on permanent retention.

Morris:

Oscar Doyle discussed their recent destruction and the help given him by Joe Falca of NJDARM. David Mitros of the Historical Commission reported on their progress in compiling a Morris County Resource Directory. He also discussed an incident were Morris County Records were recovered from a private auction.

Ocean:

Rich Laycock reported on their recent meeting with their Department Records Coordinators. Out of 47 participating departments over 50 people attended.

Somerset:

Rudy Nowak of reported that they are approximately 1/3 finished moving 8,000 boxes and books into their satellite records center. They anticipate completion by April 1.

Sussex:

Don Woods reported on their continuing progress with inventory and destruction.

Warren:

Jack Clegg if Warren discussed anticipated growth with their records program in 1996.

Somerville:

Ron Simpson led a discussion on the issue of retention for electronic records.

DARM Report

Joe Falca reported his home phone number change to 609-278-9104 for emergency use. Joe distributed revised schedules for General Schedule, Public Library, Engineer, Human Services, Welfare/Social Services, Health and Health Care Facilities.

A NJDARM staff member was recently hired to write the standards on optical imaging. Until the standards become law Joe suggests contacting NJDARM for verbal consultations on proposed projects.

The Judicial Records Advisory Committee has recommended the adoption of various retention schedules. It is likely that the Family Division scheduled will be adopted, issued and promulgated. Significant work was done to prepare guidelines on what documents belong in a case file and what documents are to be purged out.

Joe discussed the issue of the New Jersey Land Title Association's lawsuit to extend the retention of Notices of Lis Pendens, Federal Tax Liens and Notices of Settlement to 60 years. DARM is looking at these items for practical usage. CARMA members are urged to write their comments and findings to the New Jersey Records Committee.

Other Business

Larry Cella asked for volunteers from the membership to work on programs and speakers for 1996.

The following tentative 1996 meeting dates were discussed: **Wednesday, March 27 at NJDARM,**

Thursday, May 23

Thursday, September 26

Thursday, December 5

Counties willing to host a CARMA meeting in 1996 were encouraged to contact Rita to arrange the details.

The meeting was adjourned at noon for lunch. Tours of the records center, archives and micrographics were conducted after lunch.

Respectfully submitted,
Rita Marie Fulginiti, Secretary