

## CARMA / NJ MEETING MINUTES

The March 22, 2001 meeting of the County Archives and Records Management of New Jersey (CARMA NJ) was called to order by President Thomas Murphy at 10:05 A.M. at the State Records Center in Trenton.

Eight counties, one municipality and the NJ Division of Archives and Records Management (NJ DARM) were represented:

Issac Boykin Tony Ghaul	Burlington
Stuart Feldman	Hudson
Larry Greene	Hunterdon
Thomas Murphy Gary Dalina Jerry Balasze	Middlesex
Gary Saretzky Larry Cella	Monmouth
David Mitros	Morris
Ellie Kidd	Salem
Joseph Meyers	Somerset
Dona McMillam Don Woods Cheryl Marquay Joseph Buiso	Sussex
Robert Gallagher	Jersey City
Joseph Falca Karl Niederer	NJ DARM

Kristin St. John, Conservator for Special Collections and University Archives at Rutgers University Libraries.

Joe Falca welcomed the members to the State Records Center and presented the NJ DARM Report. Joe distributed an updated General Records Retention Schedule for County & Municipal Agencies as well as Records Disposal Request forms. Joe stated that there are plans to put all County and Municipal records retention schedules on the Internet. A date for implementation is undetermined at this time. Joe also indicated that DARM has approved a number of agencies for imaging system certification. Tom Murphy indicated that there are still outstanding issues with

the system in Middlesex County which should be referred to Albin Wagner, Chief, DARM at a future meeting.

Thomas Murphy presented the Secretary's Report on behalf of Rita Fulginiti. Tom stated that the next meeting will be on May 24, 2001 at a place to be determined.

Treasurer Joseph Meyers presented a written and oral Treasurer's Report which stated a balance of \$1058.34. A motion was made to accept the report, seconded and approved. Joe indicated that ten member counties had paid their dues.

Vice President Larry Cella stated that Issac Boykin of Burlington County is resigning as records manager and will be the records manager for the Burlington County Superior Court Vicinage. He introduced Tony Ghaul as his replacement for the County.

President Thomas Murphy stated that he is experiencing problems with the storage of Land Conveyance books and the reference activity associated with these records. Tom then introduced the guest speaker, Kristen St. John, Conservator for Special Collections and University Archives, Rutgers University Libraries. Ms. St. John provided an excellent presentation on the storage of bound volumes, their preservation techniques, their salvage techniques, storage equipment and supplies and problems encountered and their solutions (see attached resource listing provided).

#### **For the Good of the Order**

##### **Burlington County**

Issac Boykin announced that he will be employed by the Burlington County Superior Court and he introduced Tony Ghaul as the new records manager.

##### **Hudson County**

Stuart Feldman stated that microfilming and destruction of the records of the Surrogate's Office is proceeding and he also thanked the guest speaker for her presentation.

##### **Hunterdon County**

Larry Greene stated that the transfer of the records to the new records center is proceeding and is about half completed.

##### **Middlesex**

Jerry Balasze stated that the Division is involved with many large microfilming jobs, most notably with the County Clerk, Correctional Center, Tax Board, etc.

##### **Monmouth**

Larry Cella stated that records storage box that the county purchased from the Box Company does not work well with his shelving configuration. The box type used previously was constructed more sturdily. Gary Saretzky stated that the microfilming of County Clerk records is proceeding and in the new addition to the records center, plans for space-saver shelving have been approved along with a research area. He announced that the Archives is planning an Archives week in October along with an exhibit for Molly Pitcher. There are also workshops available for training teachers on archival materials and collection development for local agencies. The County Clerk's office is also moving to a new facility.

**Morris**

David Mitros stated that the Surrogate's Office completed the Broadside Conservation Grant Project. The county also republished a book on slave records with additional information on manumissions in Morris County.

**Salem**

Ellie Kidd stated that the County Clerk required information for Black History month and she also provided an address for a small book binding company in South Jersey:

Branko Book Binding & Printing Shop  
2070 South Delsea Drive  
Vineland NJ 08360  
Phone 1-856-691-3529

**Somerset**

Joe Meyers indicated that the Superior Court may issue new schedules for the courts. At this time, it is anticipated they will be available in the near future.

**Sussex**

Dona McMillian stated that the County had hired a new vault clerk, Cheryl Marquey. Joseph Buiso stated that the county is renovating a records storage area that was substandard for storage and has relocated many records to alleviate overcrowding. He stated that the county has purchased a new MIS package to manage the storage area and that everything is proceeding along schedule.

**Jersey City**

Robert Gallagher stated that the city is building a new Municipal Court building.

The meeting adjourned at 12:15 and the next meeting is schedule for May 24, 2001 at a location to be announced.

Submitted by

Joseph Falca for Rita Fulginiti, Secretary

# 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 May 24, 2001 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 Middlesex County Department of Archives and Records Management.

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

Christine Healey	Bergen 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	Middlesex County
David Mitros	Morris County
Joseph Meyers, Rudy Nowak (retired)	Somerset County
Jeff Faybach, George Cevasco	Brick Township
Bob Gallagher	Jersey City
Karen Perry	NJDARM

Secretary Rita Fulginiti spoke about the Judiciary Retention Schedules on line at [www.judiciary.state.nj.us/recmgt/dir301.htm](http://www.judiciary.state.nj.us/recmgt/dir301.htm). Harold Seigel made a motion to accept the minutes of March 22, 2001. A second was offered by Stuart Feldman with membership approval.

*Address correspondence to:*

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

**Treasurer Joseph Meyers** presented a report stating a Treasury balance of \$1255.84 with 18 paid up members of CARMA/NJ. Stuart Feldman made a motion to accept the Treasurer's report. A second was offered by Larry Greene with membership approval.

**Karen Perry** offered a report on behalf of the Department of State, Division of Archives and Records Management (NJDARM). She brought with her a revised retention schedule for the Local Planning Board & Zoning Board of Adjustment. She led a discussion of revision to the **Public Access to Government Records law - A1309, S2003** expected to signed by the Governor in June. Copies were made and distributed courtesy of Jeff Faybach. A motion was made by Joseph Meyers, seconded by Larry Greene and approved by the membership to oppose the following points of the legislation:

1. Necessary compliance by providing records in any media requested
2. Accountability of the custodian of the records
3. The speed (right away) in which records must be provided

Secretary Rita Fulginiti was directed to speak to the New Jersey Association Counties Legislative Director in this regard.

Representatives of the counties and municipalities present updated the group on the progress of records management, vital records and archival initiatives around the state. David Mitros reported on a course he attended by the NE Document Conservation center on document preservation techniques, including document splitting. Larry Greene provided an informative article from the Judiciary Times entitled "More Space, Less Waste: Supreme Court Directive to Speed Up Disposal of Old Court Records."

#### **President Tom Murphy will retire in August**

On behalf of the vacationing **Vice President Larry Cella**, Secretary Rita Fulginiti read his prepared report:

*"Today is both a happy day and a sad one. Happy for Tom who will be retiring in August and sad for the rest of us who will truly miss a good associate and an even better friend.*

*For those of you who may not be aware of CARMA's roots, it was on November 29, 1988 that our organization was founded. Tom, along with Rita, Joe Falca, Knute Seehohm of Morris County, and Tony Mento of Somerset were the charter members. Joe spread the word to the other counties and we expanded rapidly. On September 16, 1991, Tom replaced Knute as President and he will have had an almost, to the date, ten year term.*

*A few words about the Murphy administration. We, and I include myself, have had an energetic, pro-active and honest ten years. Our Treasurer, Joe Meyers, has for the most part, been as above board as, well like the Clinton*

*Administration's dealing with campaign contributions. Except for a couple of questionable vacations, the balance of the treasury funds seem to be handled properly. What can one say negatively about our "angel of CARMA" Rita, at least publicly. I, on the other hand, don't do anything, so what can I be other than honorable. Finally there's Tom. We're all going to miss your county-by-county roll call even when there are only ten counties present and the meeting is running late, but hey, that's what makes life interesting.*

*I'm sorry I can't be thee tom, but this is my first vacation trip in ten years and my wife mumbled something about divorce if I didn't go and since I know her longer than I know you, well you get the idea.*

*Once again all the best from all of us."*

On behalf of the membership of CARMA/NJ President Tom Murphy was presented with a wooden book clock with the inscription "The membership of CARMA/NJ congratulates Thomas P. Murphy upon his retirement from Middlesex County DARM and recognizes his service to CARMA/NJ as a charter member (1988) and President 1991-2001, May 24, 2001 Patrimonium acta nostra.

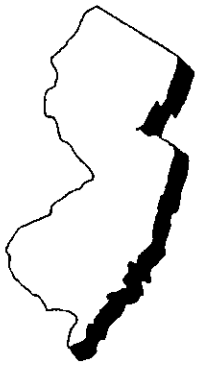
Secretary Rita Fulginiti announced that our bylaws Article III Section 7 provide that "If a vacancy occurs in the office of the President, the Vice-President shall become President." **It was announced that Larry Cella would take over as President for the next scheduled meeting.**

President Tom Murphy thanked everyone and said he will miss everyone.

Motions were made and the meeting was adjourned at 11:45 a.m.

Submitted by,

Rita Marie Fulginiti, Secretary



# 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 September 6, 2001 meeting of the County Archives and Records Management Association of New Jersey was called to order by President Larry Cella at 10:05 a.m. in the offices of Sequedex in Cranbury, NJ. Rick Mayer of Sequedex welcomed CARMA to the facility.

Nine counties, one municipality and a representative from the New Jersey Department of State Division of Archives and Records Management (DARM) were represented:

Christine Healey Monica Malinowski	Bergen County
Wade Hale Tony Ghoul	Burlington County
Rita Marie Fulginiti, Diana Hevener Sabrina Riddle	Cape May County
Stuart Feldman	Hudson County
Larry Greene	Hunterdon County
Harold Seigel	Mercer County
Gary Dalina, Jerry Balasze	Middlesex County
Larry Cella, Gary Saretzky, Mark Pizza	Monmouth County
Ed Small, David Mitros	Morris County
Maria Dios	City of Newark
Joseph Falca	NJDARM
Tom Murphy	Retired member

*Address correspondence to:*

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

Harold Seigel made a motion to accept the minutes of the May 24, 2001 meeting. A second was offered by Jerry Balasze with membership approval. On behalf of **Treasurer Joseph Meyers**, Secretary Rita Fulginiti presented the Treasurer's Report stating a treasury balance of \$1,071.69. Stuart Feldman made a motion to accept the Treasurer's Report. A second was offered by Gary Dalina with membership approval.

CARMA/NJ's annual meeting will take place in December. According to the bylaws officers were elected last December for two year terms. The retirement of Tom Murphy has caused Vice President Larry Cella to move up to fill the unexpired term as President leaving a vacancy for Vice President. Members of the nominating committee - Diana Hevener and Jerry Balasze were directed to report their nominations for Vice President at the December meeting.

**Joseph Falca** offered a report on behalf of the Department of State, Division of Archives and Records Management (NJDARM). He brought with him revised retention schedules for the Local Planning Boards and the General Schedule for County and Municipal Agencies. On behalf of Albin Wagner he distributed a sheet listing the certification status of Image Processing Systems in counties throughout the state.

He led a discussion concerning revision to the **Public Access to Government Records law – A1309, S2003** which has passed the Senate but not in the Assembly. Members were encouraged to go to the site [www.njleg.state.nj.us](http://www.njleg.state.nj.us) to review the latest version of the bills.

- Secretary Rita Fulginiti restated CARMA/NJ's objections to the legislation:
1. Necessary compliance by providing records in any media requested
  2. Accountability of the custodian of the records
  3. The speed (right away) in which records must be provided

After an informative tour of the Sequedex offsite storage facility and lunch representatives of the counties and municipalities present updated the group on the progress of records management, vital records and archival initiatives around the state.

Christine Healy of Bergen County reported on a project to restore microfilm by Image Access Corp. The microfilm was stored in a warehouse affected by flooding caused by Hurricane Floyd. There was a discussion on Data Tree's efforts to scan microfilm in the counties.

Gary Saretzky of Monmouth County reported on a project to duplicate a special collection of videos funded by a \$20,000 New Jersey Historical Commission Grant.

Tony Ghaul of Burlington County discussed their need for records storage space. Currently when a department requests storage space it is necessary for destruction to take place.



David Mitros of Morris County reported on a project to index Victorian Era Building Contracts.

Diana Hevener of Cape May reported on success using the Kodak Digital Archive Writer for writing TIFF images to 16mm microfilm. Rita Fulginiti discussed plans to make land records data and images available on the web.

Motions were made and the meeting was adjourned at 12:50 p.m.

Submitted by,

Rita Marie Fulginiti, Secretary

# CARMA / NJ

## County Archives and Records Management Association of New Jersey

Patrimonium acta nostra

"Our records are our heritage"

### CARMA MEETING MINUTES

The December 6, 2001 Annual Meeting of the County Archives and Records Management Association of New Jersey was called to order by President Larry Cella at 10:09 a.m. in the Middlesex County Department of Archives and Records Management in North Brunswick. Our host, Middlesex County DARM Director Gary Dalina welcomed the group to Middlesex County.

Ten counties, two municipalities, a representative from the New Jersey Department of State Division of Archives and Records Management (DARM) and one guest from Rutgers University were represented:

Christine Healey	Bergen County
Rita Marie Fulginiti, Diana Hevener	Cape May County
Stuart Feldman	Hudson County
Harold Seigel	Mercer County
Gary Dalina, Jerry Balasze Freeholder Pete Dalina	Middlesex County
Larry Cella, Gary Saretzky, Mark Pizza	Monmouth County
Ed Small	Morris County
Rich Laycock	Ocean County
Joseph Meyers	Somerset County
Dona MacMillan, Cheryl Marquez	Sussex County
Joseph Falca	NJDARM
Jeff Faybeck, George Cevasco	Brick

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

Bob Gallagher

Jersey City

Steven Dalina

Rutgers University & ARMA

**Secretary Rita Fulginiti** made a motion to accept the minutes of the September 6, 2001 meeting. A second was offered by Harold Seigel with membership approval. Rita suggested the following meeting dates for 2002:

- Thursday, March 21
- Thursday, May 23
- Thursday, September 26
- Thursday, December 5

**Treasurer Joseph Meyers** presented the Treasurer's Report stating a treasury balance of \$1,071.69. Eighteen of the state's 21 counties are paid members. Dues notices will be going out in January. Gary Dalina made a motion to accept the Treasurer's Report. A second was offered by Stuart Feldman with membership approval.

Diana Hevener, on behalf of the **Nominating Committee** consisting of Diana Hevener of Cape May County and Jerry Balasze of Middlesex County, nominated **Gary Dalina as CARMA Vice President** to fill the unexpired term of Larry Cella who became the President when Tom Murphy retired in August. Diana Hevener made the motion to close nominations and accept the nomination and election of Gary Dalina. A second was offered by Jerry Balasze with membership approval. **Congratulations Gary.**

**Joseph Falca** offered a report on behalf of the Department of State, Division of Archives and Records Management (NJDARM). He brought with him updated sheets listing the certification status of Image Processing Systems in counties throughout the state. He reported the hiring of Daniel Nunan by the Department of State and led a discussion about the approved retention schedules of the State Judiciary.

**President Larry Cella** reflected upon the 60<sup>th</sup> Anniversary of Pearl Harbor on December 7 and the recent September 11 tragedy.

Under **new business** Diana Hevener made a motion that CARMA/NJ form a program committee chaired by Gary Saretzky of Monmouth County. Dona MacMillan offered a second. Under discussion it was noted that educational programs at each CARMA meeting will benefit the membership. The membership voted in favor. **Congratulations Gary.** Christine Healy and Monica Malinowski of Bergen County will serve on the committee.

Also under new business Rita Fulginiti and Joseph Falca led a discussion about disaster planning for electronic records. It was discussed that proper backup and storage procedures are made a part of the New Jersey Standards for the Storage of Public Records and Image Processing. Rita spoke about her visit to Sungard of Philadelphia. Organizations can contract with Sungard, a disaster recovery company with facilities all

over the country. The contract allows testing three times a year and provides the appropriate hardware to support your organization's vital functions. It was discussed that backups need to be tested for recovery. Another option is to back up your data at a vendor's site. It was suggested that we schedule an educational program about this issue.

**Christine Healy of Bergen County** reported that the Bergen County Clerk's Office will be getting a storage space for records. She spoke about the project to duplicate the restored microfilm. The microfilm had stored in a warehouse affected by flooding caused by Hurricane Floyd. She also reported on a project to microfilm and index Immigration and Naturalization records.

**Stuart Feldman of Hudson County** spoke about the World Trade Center disaster. He reported that 1430 Hudson County residents were dead or missing. He worked in the Family Center located in Liberty State Park. He spoke about his experiences in working on behalf of Surrogate Don De Leo with the families of victims.

**Harold Seigel of Mercer County** reported that they are at maximum capacity and are purging records.

**Gary Dalina of Middlesex County** reported that they are at 85% capacity and will be performing a large destruction after January 1. **Jerry Balasze** spoke about the volume of microfilm work as a result of the County Clerk's rise in real estate recordings.

**Gary Saretzky of Monmouth County** reported that they are at 97% capacity. They have received several bids on a compact shelving project which will increase capacity. **Larry Cella** noted that the Superior Court purging project has helped decrease the amount of court records. **Mark Pizza** spoke regarding the Criminal Purge Project which, when completed, was sent to Trenton to be microfilmed.

**Ed Small of Morris County** spoke about his anticipated conversion to a new electronic Records Management reporting system by Iron Mountain.

**Rick Laycock of Ocean County** reported that his department gained an additional 20,000 square feet of records space. He has two new people making the staff total six.

**Dona MacMillan of Sussex County** reported that their Archival Center has started in the Civil Defense Building.

**Bob Gallagher of Jersey City** discussed his recent experiences with ordering boxes by the State distribution center. **Joe Falca** said he would look into it.

**Steven Dalina** invited CARMA members to join the Northern New Jersey Chapter of ARMA and distributed a meeting notice for December 11.

**Freeholder Pete Dalina**, a CARMA founding member, joined the group and reminisced about our beginnings.

Motions were made and the meeting was adjourned at 11:45 a.m. for a holiday luncheon.

Submitted by,

Rita Marie Fulginiti, Secretary