



CARMA / NJ

County Archives and Records Management Association of New Jersey

*Patrimonium acta nostra
"Our records are our heritage"*

**AGENDA
THURSDAY, December 6, 2012
MIDDLESEX COUNTY
DIVISION OF ARCHIVES AND RECORDS MANAGEMENT CENTER
Rt. 130 North & Apple Orchard Lane
North Brunswick, NJ 08902**

10:00A.M. CALL TO ORDER

**GARY DALINA
PRESIDENT**

SALUTE TO OUR FLAG

**MARK PIZZA
VICE PRESIDENT**

WELCOME

**GARY DALINA
Middlesex County Records Manager**

SECRETARY'S REPORT

MICHELE EVERLY

TREASURER'S REPORT

CHRISTINE HEALEY

PRESENTATION:

**Jim Fruscione, Director of NJ State Division of Revenue & Enterprise Services
*Reforming New Jersey Records Management
Program, Conceptual Foundation and 1st Year Action Plan***

**PRESENTATION & DISCUSSION: *NJ Records Management Disaster Recovery and Response:
Hurricane Sandy***

**Division of Revenue & Enterprise Services
&
New Jersey State Archives**

REVIEW/APPROVAL OF CARMA BY-LAWS

**INTRO OF NEW FORMAT: RECORDS MANAGEMENT UPDATE
IMAGING CERTIFICATION UPDATE
ARTEMIS UPDATE
NJ STATE ARCHIVES REPORT**

DISCUSSION 25TH ANNIVERSARY OF CARMA – FUTURE PROGRAMS

****ADJOURNMENT****



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CARMA/NJ MEETING MINUTES

The December 6, 2012 meeting of the County Archives and Records Management Association of New Jersey was called to order by President Gary Dalina at the Middlesex County Records Center in North Brunswick, New Jersey at 10:00 am.

Ten counties and eight representatives from the New Jersey State Archives and from the Division of Revenue & Enterprise Services were represented along with other members.

Rita Fulginiti, Diana Hevener, Cape May County
Michele Everly, David Brice, Nancy Richter, Gloucester County
Bor-sheng Tsai, Hudson County
Torey King, Joe Turek, Lauren Wiley, Mercer County
Gary Dalina, Jerry Balazse, Margaret Pemberton, Middlesex County
Mark Pizza, Gary Saretzky, Monmouth County
Cheryl Bryson, Passaic County
Ellie Kidd, Salem County
Allen Kurdyla, Joseph Meyers, Vincent Giacomini, Somerset County
Dan Freed, Sussex County
Joe Klett, Melissa Backes, Ellen Callahan, NJ State Archives
Jim Fruscione, Robert Benco, Barbara Goszka, Argean Cook, Howard Schwartz, NJ Division of Revenue & Enterprise Services; Bill Lennon, County Business Systems; Drew Daley, Storage Systems USA, Inc; Joanne Mckinley, Acces NJ/CNA Services; Steve Goodfellow, Access Systems Consulting; Jay Ruparel, Archut Collakota, Mark Szemple, Sunrise Systems; Joe Falca; Sister Catherine Thibault, Diocese of Trenton; Andy Schreck, The Crowley Company; Mitchell Darer, NJIT CIAT; Steve Warcola, Image Access Corp

Call to order by President, Gary Dalina

Flag salute by Vice President, Mark Pizza

Welcome by President, Gary Dalina

Presentation: Jim Fruscione, Director of NJ State Division of Revenue & Enterprise Services
*Reforming New Jersey Records Management Program, Conceptual Foundation
And 1st Year Action Plan*

Joe Klett, Chief of Archives, NJ State Archives
NJ Records Management Disaster Recovery & Response: Hurricane Sandy

Rita Fulginiti, Cape May County Clerk
Update on Title 46 Revisions: Recording Statute, County Clerks

Nominations and Elections: Report of the Nominating Committee: Diana L. Hevener, Cape May County and Jerry Balazse, Middlesex County

Motion to approve the following slate of CARMA Officers for two year terms:

Gary Dalina, President
Dan Freed, Vice President
Michele Everly, Secretary
Lauren Wiley, Treasurer

Motion approved by Secretary casting a single ballot

County Updates

Secretary's Report: Michele Everly, updated 2013 CARMA membership forms and invoices are available along with prior minutes.

Treasurer's Report: Michele Everly for Treasurer Christine Healey, as of November 28, 2012, CARMA has a balance of \$2,188.37. Membership dues must be made payable to CARMA/NJ for 2013.

Motion to accept Treasurer's Report

Introduction of new format: Records Management Update
Imaging Certification Update
ARTEMIS Update
NJ State Archives Report

Meeting adjourned

Next meeting will be in March of 2013. Happy Holidays.