



CARMA / NJ

County Archives and Records Management Association of New Jersey

Patrimonium acta nostra

"Our records are our heritage"

CARMA/NJ MEETING MINUTES

The September 21, 2006 meeting of the County Archives and Records Management Association of New Jersey was called to order by Treasurer, Christine Healey in Gloucester County's Ceremonial Court Room in Woodbury, NJ at 10:10 am.

Nine counties and one representative from the New Jersey Department of State, Division of Records Management (DARM) were represented along with one municipal representative and numerous private industry members.

Christine Healey, Bergen County

John D. McLaughlin, Maria Efsteatiades, Camden County

Diana Hevener, Marist Paris, Cape May County

Leslie Wright, Cumberland County

David Brice, Michele Caple, County Clerk James Hogan, Heather Pool, William Taylor,

EttaJane Heiser, Suzanne Trainor, Steven Sand, Gloucester County

Lauren Wiley, Torey King, Chuck Gregory, Mercer County,

Gary Dalina, Jerry Balazse, Middlesex County

Gary Saretzky, Monmouth County

County Clerk Gilda T. Gill, Salem County

Russ Dutcher, Woodbridge Township

Sean Curry, DARM

James Brown of AMCAD, Bob Citrino of Large Doc, Drew Daley & Tim Powers of SpaceSaver,

Bud McCullough of Crowley Micrographics, Rosary DeFilippis & David Gaines of MicroStrategies

We had our flag salute by Christine Healey. James Hogan, Gloucester County Clerk gave the welcome speech.

Motion was made for consideration of minutes from last meeting.

Christine Healey gave the treasurer's report. Currently, there is \$2,748.39 in the CARMA account.

Sean Curry, DARM representative spoke on staff changes, PARIS Update Forms, and changes in grant training. He also discussed bonus scoring and the competitive nature of year 3 PARIS Grant Application.

Four Vendor Presentations

- Allstate Business Archives
- AMCAD
- The Better Image
- docHarbor

County and Municipal Records Management Updates

Meeting adjourned.

Tours of the Gloucester County Clerk facilities were given after lunch.

Next meeting will be December 13, 2006 at the Middlesex County Division Of Archives And Records Management located in North Brunswick.



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AGENDA THURSDAY, JUNE 22, 2006 NJ/DARM

10:00 Call To Order

Gary Dalina
President

Salute To Our Flag

Mark Pizza
Vice President

Welcome

Karl Niederer
Director N.J. DARM

Secretary's Report
Consideration of March 23 Minutes

Nichelle Stout

Treasurer's Report

Christine Healey

NJ DARM Report

Joe Falca

Vincent Scardino, DARM

Microfilm Certification

Daniel Noonan, DARM

Image Certification

Adjournment



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CARMA/NJ MEETING MINUTES

The June 22, 2006 meeting of the County Archives and Records Management Association of New Jersey was called to order by President Gary Dalina in the State Records Center in Trenton, NJ at 10:00 am.

Ten counties and five representatives from the New Jersey Department of State, Division of Records Management (DARM) were representative along with four private industry members.

Jim Carney, Atlantic County

Joe Nietzberg, Shirley Ciprian, Burlington County

John D. McLaughlin, Maria Efsteatiades, Camden County

Leslie Wright, Cumberland County

David Brice, Michele Caple, Gloucester County

Toya Dubin, Paul Paradise, Bor-shemp Tsi, Hudson County

Paula Sollami-Covello, Walker M. Worthy, Jr., Anna Shifton, Torey King, Chuck Gregory, Mercer County,

Gary Dalina, Jerry Balazse, Middlesex County

Mark Pizza, Gary Saretzky, Monmouth County

Joe Myers, Scott Rodger, Somerset County

Dave Mortimer, Angela Thies, Jennifer Luchelti, Sue Brucker, Christine Logden, Sussex County

J Setter, Melissa Backes, Beth Colosino, Sean Curry, Dan Noonan, DARM

James Brown, Amcad, Arun Malhotra, Ardem, Dorothy Nicholson, Chris Mauldin, HCE

Anthony Bishop, Ray Shupak, Infinet Business Systems

We had our flag salute by President Gary Dalina. Joe Falca spoke on Retention Schedule Destruction. Then, we had an introduction of each person and county and or business they represented.

Motion was made for consideration of minutes from last meeting, and Gary Dalina announced the resignation of Nichelle Stout as CARMA Secretary. Michele Caple has replaced Nichelle.

Christine Healey gave the treasurer's report.

Vincent Scardino, Supervisor of Microfilm and Imaging Services gave a speech on microfilm specification and guidelines per Administrative Code. Also, he spoke on the importance of

writing proper specifications within bids and RFPs. Discussion on having a standardized bid specification and or RFP. A tour was given of his department after lunch.

Dan Noonan, Supervisor of Electronic Records Management gave a presentation on imaging certification, entitled "Digital Imaging and Records Management."

Sean Curry, Archivist gave a presentation entitled, "Year Three: A Sneak Peak." The PARIS Grant for 2007-2008 will become more competitive and have a strong emphasis on shared services.

Meeting adjourned.

Next meeting will be September 21, 2006 in Woodbury, NJ. Gloucester County will be hosting.



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AGENDA
THURSDAY, DECEMBER 13, 2006
Middlesex County
Rt. 130 North & Apple Orchard Lane
North Brunswick, NJ 08902

10:00 CALL TO ORDER

GARY DALINA
PRESIDENT

SALUTE TO OUR FLAG

MARK PIZZA
VICE PRESIDENT

WELCOME

GARY DALINA
MIDDLESEX COUNTY
RECORDS MANAGER

SECRETARY'S REPORT

MICHELLE CAPLE

TREASURER'S REPORT

CHRISTINE HEALEY

NJ DARM REPORT

JOE FALCA

NJDARM IMAGING CERTIFICATION

JOANNE SEITTER

NOMINATION COMMITTEE

JERRY BALAZSE
DIANE HEVENER

PROGRAM COMMITTEE REPORT &
VENDOR INTRODUCTIONS

GARY SARETZKY
COMMITTEE CHAIR

VENDOR PRESENTATIONS

ADJOURNMENT



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The December 13, 2006 meeting of the County Archives and Records Management Association of New Jersey was called to order by President Gary Dalina at Middlesex County Division Of Archives And Records Management at 10:06 AM

Flag salute was led by Mark Pizza , VP of CARMA

Introductions of Meeting Attendees

Treasurer's report: Christine Healey reported as of December 12, 2006 CARMA/NJ has a balance of \$2,439.73.

NJDARM report Joe Falca introduces Joann Seitter as newly appointed Imaging Certification official. Joe also announced the new State Microfilm Supervisor is Belinda McIntyre.

Nominating Committee : Jerry Balazse & Diana Hevener
Nominated the current slate of officers for another term
Nomination was voted for and seconded.

Motion was made by Nominating Committee to nominate Gary Saretzky to Chair Program Committee. Nomination was voted for and seconded.

Gary Saretzky, Program Committee Chairperson introduces Vendor Demonstrations

Adjournment