

# CARMA / NJ

## County Archives and Records Management Association of New Jersey

Patrimonium acta nostra

"Our records are our heritage"

Thomas P. Murphy, *President*  
Rita Marie Fulginiti, *Secretary*  
Joe Myers, *Treasurer*

### CARMA MEETING MINUTES

President Tom Murphy called to order the meeting of May 19, 1993 at 10:35 a.m. at the Middlesex County Department of Archives and Records Management in New Brunswick.

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

Alice Buck	Camden County
Angela F. Pulvino Rita Marie Fulginiti	Cape May County
Johnny Hampton Frank	Hudson County
Phyllis D'Autrechy	Hunterdon County
Thomas P. Murphy Jerry Balazse Albert P. Kuchinskas Stephen J. Dalina Gary Dalina	Middlesex County
Larry Cella	Monmouth County
Jane Marie Schrader David Mitros	Morris County
Richard Laycock Charlotte Bleier	Ocean County
Marie Keenan	Passaic County
Rudy Nowak Joseph Meyers	Somerset County
Honey Ackerman Dona MacMillan Pam Burkart	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*

Robert Gallagher  
Steve Miller

Jersey City

Joseph Falca

DARM

Guests:

Paul Dansbury  
Joe Piazza

File-Safe, Inc.

Treasurer Joe Meyers reported that sixteen of the state's 21 counties are members and the treasury balance is \$1202.00.

Secretary Rita Fulginiti had no report. A motion to approve the minutes of the March 24, 1993 meeting was offered by Rita Fulginiti with a second by Larry Cella. There were no objections.

Each county representative updated the group on their records management activities and progress:

**Cape May** - Rita Fulginiti reported that Cape May County's Record Center opened in March and they were making progress entering their data into the CRMS software by Assured Information Systems, Inc.

**Hunterdon** - Phyllis D'Autrechy asked to address the group at an upcoming meeting with regard to their recent disaster with respect to records kept in a non-records center.

**Middlesex** - Al Kuchinskis reported that they are now providing records management services to municipalities within their county.

**Morris** - Jane Schrader reported that they are running out of space because their second storage facility was utilized as an annex to the county jail.

**Monmouth** - Larry Cella reported that they are continuing on their archival preservation project.

**Ocean** - Rich Laycock (recently received his title as Records Manager) reported that they are beginning to provide storage for microforms.

**Passaic** - Marie Keenan reported that the Probation Department anticipates a possible move due to the upcoming State takeover of the Superior Courts.

**Somerset** - Rudy Nowak reported that they have completed their inventory and reorganization and have 98 cubic feet of space available. They are looking into outsourcing options.

**Sussex** - Dona MacMillan reported that they are into a new judicial complex and starting a records management program. They are considering a move.

**Warren** - Jack Clegg reported that they have formed a committee and are making progress in conducting their preliminary research for an implementation of a county record center.

**Jersey City** - Steve Miller reported that they have begun renovations on their record center. They will be in their new building consisting of 12,000 cubic feet capacity this summer.

**NJ DARM** - Joe Falca reported that the Supreme Court of New Jersey has ruled that each Assignment Judge or his designee may authorize for the unsealing of expungements for the sole purpose of converting records to microfilm.

Joe also reported of three recent records management disasters - Salem, Mercer and Ocean Counties.

**Under Old Business** - Rudy Nowak moved to re-elect the entire slate of the organization's officers. Phyllis D'Autrechy offered a second. The vote was unanimous to re-elect the following slate of officers:

Thomas P. Murphy, President  
Lawrence J. Cella, Vice-President  
Rita Marie Fulginiti, Secretary  
Joseph D. Meyers, Treasurer  
Alice Buck, Member at Large  
Phyllis D'Autrechy, Member at Large

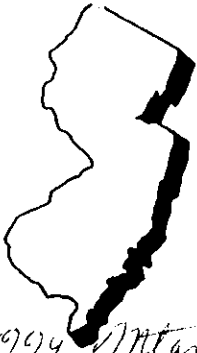
The cost of luncheon was discussed. Honey Ackerman offered a motion that \$10.00 from each person attending be paid to cover the cost of registration and lunch. Motion was seconded by Alice Buck and approved by the membership.

**Joe Piazza of File-Safe, Inc.** spoke on the topic "What to Look for in an Outside Service Provider."

Meeting was adjourned at 12:30 p.m. for lunch. Tours of the facility were conducted after lunch.

Respectfully submitted,

Rita Marie Fulginiti, Secretary



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**Rita Marie Fulginiti, Secretary**  
**Joe Myers, Treasurer**

## CARMA MEETING MINUTES

President Tom Murphy called to order the meeting of September 23, 1993 at 10:35 a.m. at the New Jersey Department of Archives and Records Management in Trenton.

Director Caesar Iacovone welcomed the group and announced that he would be retiring.

Representatives of fifteen counties, three municipalities and the New Jersey Division of Archives and Records Management (DARM), namely:

- |                        |                  |
|------------------------|------------------|
| Frank Borino           | Atlantic County  |
| Julia Smith            |                  |
| Michelina Calandriello | Bergen County    |
| Marlene Gutierrez      |                  |
| Alice Buck             | Camden County    |
| Angela F. Pulvino      | Cape May County  |
| Rita Marie Fulginiti   |                  |
| Diana Hevener          |                  |
| Alan Falcone           | Essex County     |
| Phyllis D'Autrechy     | Hunterdon County |
| Thomas P. Murphy       | Middlesex County |
| Jerry Balazse          |                  |
| Stephen J. Dalina      |                  |
| Gary Dalina            |                  |
| Larry Cella            | Monmouth County  |
| David Mitros           | Morris County    |
| Charlotte Bleier       | Ocean County     |
| Rich Laycock           |                  |
| Marie Keenan           | Passaic County   |
| Marie Barnhart         |                  |
| Jean Hanrahan          |                  |

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1994 Mtgs  
Jan 27 Flat  
(P. Moran)  
Mar 16 - Ocean  
(M. ...)  
May 18 Middlesex  
(W. ...)

Rudy Nowak	Somerset County
Dona MacMillan Pam Burkart	Sussex County
Ann P. Conti	Union County
Jack Clegg Mike Hessig	Warren County
Calvin Lester Rachel Thomas	Camden
Ronald Simpson	Somerville
Joseph Falca	DARM

Treasurer Joe Meyers was absent because of his recent marriage. He sent a report indicating a treasury balance of \$1005.86.

Secretary Rita Fulginiti offered a motion to approve the minutes of May 19, 1993 with the change indicating that Alice Buck from Camden was in attendance and made a report and that Ocean County was looking into storage of microforms, not providing microfilm services. Larry Cella seconded and the minutes were approved.

Vice President Larry Cella said he was encouraged to see CARMA/NJ's recent growth and encourages members to reach out to give assistance where needed.

The remainder of the meeting was a roundtable discussion with each county, agency or municipality contributing reports of progress, problems and solutions.

Frank Borino of Atlantic County brought with him several examples of filed Circuit Court documents for identifying their retention. Rita Fulginiti said that records of former courts are permanent.

Alice Buck of the Camden County Clerk's Office reported that their microfilm-based imaging system by Kodak Image Link has been implemented. Their goal is to have a fax enhancer installed by the Fall of 1994.

Angela F. Pulvino, Cape May County Clerk reported that their records center which was implemented in March of this year is working out well. She also reported their disaster plan has been well received by Emergency Management and other department. Rita Fulginiti reported that they are beginning to work with the staff within the departments on conservation from records creation and forms management. Diana

Hevener reported that they are writing an education grant for \$5,000 in order to purchase the equipment to flat file some 5,000 maps dating from the last 1800's to present.

Rita Fulginiti and Diana Hevener shared some professional development meetings and courses available for records management, preservation and conservation.

**Alan Falcone** of the Essex County Register's Office discussed the bill pending sponsored by Dorsey to sanction and legalize optical disk.

Joe Falca stated that the NJDARM's position is to be ware of optical imaging as a substitute for paper as a storage medium for records to be maintained for periods longer than 10 years.

Ann Conti, Surrogate of Union County said that the New Jersey Surrogates support this bill because of the savings in time and staff and that it is costly to run dual systems.

David Mitros of the Morris County Heritage Commission said that the track record for optical imaging has not been good made evident through the sound recording industry.

Calvin Lester of Camden City said that the case for standardization in the field of imaging has been made.

**Phyllis D'Autrechy** of the Hunterdon County Cultural and Heritage Commission said that she began working 10 years ago on managing her county's records. This spring Karl Neiderer will be there to break ground for their record center.

**Tom Murphy**, Records Manager for Middlesex County reported that they have been accepting records into their record center from the municipalities within their county. They have four new employees because of additional microfilm work. In a recent survey he completed for the A.O.C. prior to the state court takeover he estimated that in his county the annual cost for storage and retrieval for court records is \$40,000.

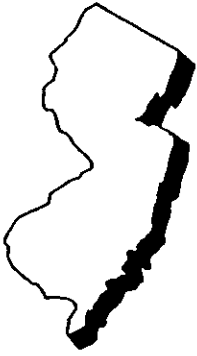
**Larry Cella** of the Monmouth County Clerk's Office reported that after three years of problems with their microfilm vault they are finally making progress in finding solutions.

Middlesex County Department of Archives and Records  
Management. Date to announced later.

Meeting was adjourned at 12:30 p.m. for lunch. Tours  
of the facility were conducted after lunch.

Respectfully submitted,

Rita Marie Fulginiti, Secretary



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Joseph D. Meyers, *Treasurer*

### CARMA MEETING MINUTES

President Tom Murphy called to order the meeting of December 2, 1993 at 10:15 a.m. at the Middlesex County Department of Archives and Records Management in North Brunswick.

Representatives of thirteen counties, two municipalities, the New Jersey Division of Archives and Records Management (DARM), namely:

Julia Smith	Atlantic County
Alice Buck	Camden County
Scott Yazajian	
Rita Marie Fulginiti	Cape May County
Diana Hevener	
Stuart Feldman	Hudson County
Phyllis D'Autrechy	Hunterdon County
Thomas P. Murphy	Middlesex County
Herbert Lashomb	
Jerry Balazse	
Stephen J. Dalina	
Gary Dalina	
Bob Taggart	
Larry Cella	Monmouth County
David Mitros	Morris County
Charlotte Bleier	Ocean County
Joseph Harding	
Marie Keenan	Passaic County
Catherine Pierce	
John Curran	
Joe Meyers	Somerset County
Pat Stetson	
Mae Trowbridge	Union County

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Maryanne Kincaid

Jack Clegg  
Terry Lee  
Mike Hession

Warren County

Betty Kiss

East Brunswick

Ronald Simpson

Somerville

Joseph Falca  
Karl Neiderer

DARM

Dave Mazur  
Tom Tokazewski

Superior Court Clerk's  
Office

Jose Vegerano

Recycled Paperboard,  
Inc. of Clifton

Treasurer Joe Meyers reported a treasury balance of \$970.01.

Phyllis D'Autrechy of Hunterdon Cultural & Heritage Commission made a slide presentation highlighting their disaster which took place in December 1992 and what was done in the recovery process.

Diana Hevener of the Cape May County Clerk's Office made a presentation on "Making Your Disaster Plan."

Jose Vegerano of Recycled Paperboard, Inc. of Clifton made a presentation which included a seven minute video on the paper recycling process.

Rita Fulginiti made a motion to accept the minutes from the September 23 meeting. Motion was seconded by Joe Meyers and approved.

The following meetings were tentatively approved for 1994:

Thursday, January 27, 1994 at the NJDARM, Trenton  
Wednesday, March 16, 1994 at Toms River  
Wednesday, May 18, 1994 at Middlesex County DARM

Rita Fulginiti said Cape May would like to host the September 1994 meeting and if possible in conjunction with the County Officers meeting to be held in Cape May September 20-23. Betty Kiss said the Municipal Clerk's Association would be meeting in Cape May beginning September 23 and perhaps Thursday September 22nd would be a good meeting date to get maximum participation.

Betty Kiss announced that NAGARA has received a Federal Grant for teaching Records Management curriculum to local government records personnel. She is on the committee and said the preliminary plans reveal some offerings at Rutgers.

Tom Murphy reported that Middlesex County is now receiving records from municipalities.

David Mitros of the Morris County Heritage Commission announced the publishing of his book Jacob Green and the Slavery Debate.

Marie Keenan of the Passaic County Probation Department said they are preparing to move into another facility and they are microfilming. She had questions on automated records systems including imaging and computer assisted retrieval systems.

Charlotte Bleier of Ocean County said they are researching bar coding to implement this technology in their records center.

Dave Mazur said that the Superior Court Clerk's Office uses barcoding on foreclosure case files. For more information contact Donald Phelan, Clerk of the Superior Court at 984-4200.

There was discussion on the Superior Court takeover by the State from the counties and what will happen to the records in the transition. Terry Lee, Warren County Clerk, announced that the Governor recently signed the bill into law whereby the State will takeover the Superior Courts in January 1995.

Larry Cella announced that Phyllis D'Autrechy of Hunterdon County will be retiring before the year-end. Phyllis was a charter member of CARMA/NJ and has been involved in the group since November 1988. Larry congratulated Phyllis on her accomplishments in managing Hunterdon's records and in leading the path for their new record center.

The meeting was adjourned at 12:05 p.m. After lunch tours were conducted of the Middlesex Records Center.

Respectfully submitted,

Rita Marie Fulginiti, Secretary