



# **CARMA / NJ**

*County Archives and Records Management Association of New Jersey*

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

## **AGENDA**

**THURSDAY, December 11, 2008**  
**Middlesex County**  
**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**  
**Records Manager**  
**County of Middlesex**

**SECRETARY'S REPORT**

**MICHELLE CAPLE**

**TREASURER'S REPORT**

**CHRISTINE HEALEY**

**NJ DARM REPORT**

**JOE FALCA**

**2009 WORKSHOP/SEMINAR PARTNERSHIP**  
**DISCUSSION**

**DARM STAFF**

**ADJOURNMENT**



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## **CARMA/NJ MEETING MINUTES**

The December 11, 2008 meeting of the County Archives and Records Management Association of New Jersey was called to order by President, Gary Dalina in North Brunswick, New Jersey at the Middlesex Records Center at 10:00 am.

Eight counties, one municipality, and five representatives from the New Jersey Department of State, Division of Records Management (DARM) were represented along with a few private industry members.

Christine Healey, Bergen County  
Leslie Wright, Cumberland County  
Pam Robinson, Laman Williams, Essex County  
Michele Caple, David Brice, Gloucester County  
Joseph Turek, Lauren Wiley, Eric Miller, Mercer County  
Gary S. Dalina, Jerry Balazse, Middlesex County  
Gary Saretzky, Monmouth County  
Peg Shultz, David Mitros, Morris County  
Bryan Dickerson, Wayne Azzarello, Township of Brick  
Karl Niederer, Jo McKinley, Donald Cornelius, Howard Schwartz, Joe Falca, DARM  
Stephen Monaghan, Allstate Information Management  
Bob Citrino, LargeDoc

Call to order by Gary Dalina, President

We had our flag salute by Gary Dalina, President

Welcome by Gary Dalina

Secretary's Report: Michele Caple

Treasurer's Report: as of December 10<sup>th</sup> CARMA has a balance of \$2,246.27  
Motion to accept Treasurer's Report

Discussion on Membership Dues and potential 2009 CARMA dates and locations

NJ DARM Report by Joe Falca: includes status of Artemis

Karl Niederer, Director of DARM, discussed 2009 Workshop/Seminar Partnership between CARMA and DARM. Open discussion: Vendors could possibly sponsor the events. A joint committee will be created to organize the seminars/events. An online survey will be created to assess members' interest in specific topic areas to be covered. DARM will update and enhance their mailing lists to maximize participation in both CARMA and the upcoming workshops. MARAC, specifically Dale Patterson, should be able to provide additional contacts. CARMA will continue the process of becoming an incorporated Non-profit entity.

#### County Records Management Updates

Presenter, 1-800-GOT-Mold of Princeton, NJ did not show because he could not access his appointments on his Palm Pilot.

Meeting adjourned.

Next meeting will be in March 2009. Date to be announced



# CARMA / NJ

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## CARMA/NJ MEETING MINUTES

The May 22, 2008 meeting of the County Archives and Records Management Association of New Jersey was called to order by President, Gary Dalina in Manalapan, New Jersey at the Monmouth County Library at 10:00 am.

Seven counties, three municipalities, and two representatives from the New Jersey Department of State, Division of Records Management (DARM) were represented along with numerous private industry members.

Christine Healey, Bergen County

Leslie Wright, Cumberland County

Melissa Scott, Essex County

Michele Caple, David Brice, Gloucester County

Paul Domboski, Eric Miller, Mercer County

Gary S. Dalina, Jerry Balazse, Middlesex County

Gary Saretzky, Mark J. Pizza, Connie Rosseel, Pat Carlson, Rosemarie Peters, Joya Anderson,  
Monmouth County,

Albin Wagner, Joe Falca, DARM

Robert Bowden and Beth Kara of Colts Neck, Debra Sopronzi and Dana Tyler of Upper Freehold Township, Greg Horbock of Toms River, Teresa Sgro of Long Beach Township, Linda Cottree of Freehold Borough, JoAnn Meany of Edison Township, Elsaly Palmisano of the Borough of Rumson

Blair Brenner of Integrated Data Solutions, Eleanor Sabo and Chris Mauldin of Metro Scanning, Caroline Christensen and Ernest Murdo of NJIT/CIAT, James A. Brown of Amcad, Brent Atwood and Drew Daley of SpaceSaver, Alan Michaels of Inner Armor Industries, Roger Frost of Garden State Office Systems,

Call to order by Gary Dalina, President

We had our flag salute by Mark Pizza, Vice President

Welcome by Gary Saretzky. Tour offers.

Treasurer's Report: as of May 21<sup>st</sup> CARMA has a balance of \$3,047.43.

NJ DARM Report by Joe Falca: includes updates to retention schedules.

Albin Wagner of DARM briefly discussed the Special Purpose Grant which automates the retention schedules. Introduced Mike Adams as the vendor working on this pilot project.

County Records Management Updates

Program Committee Report and presenter introductions by Gary Saretzky, Committee Chair.

*Vendor Presenters/Exhibitors*

*Timothy M. Powers, SpaceSaver Systems*

*Jim Brown, AmCad*

*Ernie Muro, NJIT/CIAT & CMIS New Jersey Chapter*

*Alan Michaels, Inner Armor Industries, Inc.*

*Blair C. Brenner, Integrated Data Solutions, Inc.*

*Dorothy Nicholson, Metro Scanning*

Meeting adjourned.

All enjoyed a delicious lunch!

Next meeting will be October 6, 2008 in conjunction with DARM's 25<sup>th</sup> Anniversary Conference and the second annual PARIS Awards for Excellence at the Lafayette Yard Marriot in Trenton, NJ.



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## **CARMA/NJ MEETING MINUTES**

The March 13, 2008 meeting of the County Archives and Records Management Association of New Jersey was called to order by President, Gary Dalina in Trenton at the State Division of Archives and Records Management at 10:00 am.

Eleven counties, three municipalities, and eight representatives from the New Jersey Department of State, Division of Records Management (DARM) were represented along with numerous private industry members.

Christina Napolitano, Bergen County  
Leslie Wright, Cumberland County  
Michele Caple, David Brice, Gloucester County  
Sidney King, Jr., Paul Paradise, Hudson County  
Bob Thurgarland, Hunterdon County  
Lauren M. Wiley, Kate Bilby, Eric Miller, Mercer County  
Gary S. Dalina, Jerry Balazse, Middlesex County  
Gary Saretzky, Mark J. Pizza, Rosemarie Peters, Felicia Santaniello,  
Claire French, Monmouth County,  
Susan Pinto, Ethel Fentzlaff, Carrie Fellows, David Mitros, Morris County  
Ellie Kidd, Kirk Harker, Salem County  
Kathleen Knaack, Elizabeth Wilson, Patricia Kolb, Warren County  
Sean Curry, Albin Wagner, Joanne Seitter, Argean Cook, Donald Cornelius, Kenia Nunez,  
Joe Falca, Karl Niederer, DARM  
Toni Jackeman, Township of Haddon, Greg Horback, Toms River Township  
Juanita M. Joyner, Shirley Lapreate, Trenton  
Dara Orsini of MicroStrategies,  
Stephen Monaghan of Allstate Information Management  
Eleanor Sabo of Metro Scanning,  
Marc Schwariz of GRM

Call to order by Gary Dalina, President

We had our flag salute by Mark Pizza, Vice President

Welcome by Karl Niederer, DARM Director

Attendee introductions

Secretary's report

Treasurer's report: As of March 5, 2008 there is \$2,725.43 in CARMA's account.

NJ DARM Report by Joe Falca: discussion on updated retention schedules and the current PARIS shared service project regarding retention schedules.

Albin Wagner of DARM briefly discussed email retention policies

Sean Curry of DARM discussed the 2008-2009 PARIS Grant Applications received

Karl Niederer, Director of DARM discussed the 25 year celebration of DARM and the upcoming celebration. Albin Wagner will be the Program Chair, and the conference will be called "Great Expectations." CARMA's September meeting will be moved to the same day, as well as the PARIS Grant Awards and reception.

CARMA's May 22nd meeting will be a vendor presentation at the Monmouth County Library.

Speaker Introduction by Gary Saretzky:

M. Claire French and Gary Saretzky spoke on MR-MARC (Municipal Records at Monmouth County Archives and Records Center.

Karl Niederer spoke on the importance of Shared Services.

County Records Management Updates

Sean Curry discussed PARFAC, subcommittee of SRC. The goal of the sub-committee is to seek state and local advice on the best way to utilize PARIS (and other) funding to encourage construction of appropriate archives and records storage facilities throughout New Jersey.

Meeting adjourned.

Next meeting will be a vendor exhibit on May 22, 2008 at the Monmouth County Archives.