



CARMA / NJ

County Archives and Records Management Association of New Jersey

Patrimonium acta nostra
"Our records are our heritage"

**THURSDAY, May 23, 2013
MONMOUTH COUNTY ARCHIVES
Western Branch Library
125 Symmes Drive
Manalapan, NJ 07726**

10:00 A.M. CALL TO ORDER

**GARY DALINA
PRESIDENT**

SALUTE TO OUR FLAG

**DAN FREED
VICE PRESIDENT**

WELCOME

**CLAIRE M. FRENCH
Monmouth County
Clerk**

SECRETARY'S REPORT

MICHELE EVERLY

TREASURER'S REPORT

LAUREN WILEY

NJ DORES REPORTS

DORES STAFF

NJ STATE ARCHIVES REPORT

ARCHIVES STAFF

PRESENTATIONS: *"Holdings of the Gloucester County Historical Library"*
Pat Hensinger & Eileen Shanahan

"Preserving the Ordinary"
Laura M. Poll, Librarian/Archivist
Monmouth County Historical Association

****ADJOURNMENT****



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CARMA/NJ MEETING MINUTES

The May 23, 2013 meeting of the County Archives and Records Management Association of New Jersey was called to order by President Gary Dalina at the Monmouth County Archives in Manalapan, New Jersey at 10:00 am.

Nine counties, one municipality, and three representatives from the New Jersey State Archives and from the Division of Revenue & Enterprise Services were represented along with other members.

Tony Ghaul, Greg Dixon, Burlington County
Diana Hevener, Laurie Thomas, Cape May County
Michele Everly, David Brice, Nancy Richter, Gloucester County
Bor-sheng Tsai, Paul Paradise, Hudson County
Torey King, Lauren Wiley, Yochin Duffell, Mercer County
Gary Dalina, Jerry Balazse, Douglas Aumack, Middlesex County
Claire French, Mark Pizza, Gary Saretzky, Tara Christiansen, Monmouth County
Allen Kurdyla, Vincent Giacomini, Somerset County
Dan Freed, Sussex County
Boniface Kiamue, Anna Maria Costiglia, Paterson, City of
Don Cornelius, NJ State Archives
Robert Benco, Barbara Goszka, NJ Division of Revenue & Enterprise Services;
Drew Daley, Storage Systems USA, Inc; Joanne Mckinley, Accses NJ/CNA Services;
Mark Szemple, Sunrise Systems; Laura Poll, Monmouth Historical Society;

Call to order by President, Gary Dalina

Flag salute by Vice President, Dan Freed

Welcome by Monmouth County Clerk, Claire M. French

Secretary's Report: Michele Everly

Treasurer's Report: Lauren Wiley: as of 5/20/2013 CARMA's account balance is \$3,023.37 with three memberships being paid totaling \$150.00.

Motion to accept Treasurer's Report

DORES' Report: **ARTEMIS** has approximately 507 municipalities on board out of 565. Camden County College has a certified EDMS.

The **Records Management Manual** is on DORES' website. This manual will be evolving overtime, and records management professionals are encouraged to use the interact buttons to submit electronic comments and suggestions regarding each chapter.

Revisions to the State Administrative Code regarding public records are still in the review stage. It is anticipated that it will take approximately six to seven months for the revisions to be finalized.

State Archives Report: The SRC voted to support Joe Kletts' suggestion regarding adopting the Electronic Archives Program within the New Jersey Department of State. There is no monetary funds set aside or budget yet, but the Archives is hopeful.

The Archives has also had discussions with **Superior Court** and the **Superior Courts Record Center** regarding early court records and the lack of storage space. Both entities are working together towards a solution regarding space shortages.

Presentations: Laura M. Poll, Librarian/Archivist, Monmouth County Historical Association
Preserving the Ordinary

Doug Aumack, Assistant Curator, Middlesex County Cultural and Heritage
From Paper to Program: Using Primary Documents to Develop A Civil War Educational Program

Pat Hensinger and Eileen Shanahan, Gloucester County Historical Society
Holdings of the Gloucester County Historical Society

County Updates

Meeting adjourned

Next meeting will be September 26, 2013 in Mercer County.