



# CARMA / NJ

County Archives and Records Management Association of New Jersey

Patrimonium acta nostra  
"Our records are our heritage"

## CARMA/NJ MEETING MINUTES

We started the **April 1, 2004 Meeting** of the County Archives and Records Management Association of New Jersey with a Pledge of Allegiance to led by Vice President Gary Dalina at 10:00 a.m. in NJ Records Storage Center in Trenton, NJ.

Seventeen counties, four representatives from the New Jersey Department of State Division of Archives and Records Management (DARM), two representatives from LPS, and invited vendor guests were represented:

- |  |                       |
|--|-----------------------|
| Peggy LaMaina, John Piatt, Donna Lenzi                         | Atlantic County       |
| Christine Healey   | Bergen County         |
| Nichelle Stout, Linda Carr                                     | Burlington County     |
| Michael F. Mevoli  | Camden County         |
| Rita Fulginiti, Bunnie Morrison, Violet Rixey, Jeff Thomson    | Cape May County       |
| Etta Jane Heiser, Michelle Caple                               | Gloucester County     |
| Javier E. Inclan, Mary Jane Desmond, Stuart Feldman            | Hudson County         |
| Judy Whitman, Harold Seigel                                    | Mercer County         |
| Gary Dalina, Jerry Balazse, Pat Somer, Rita Gus, Susan Coakley | Middlesex County      |
| Mark Pizza, Gary Saretzky                                      | Monmouth County       |
| David Mitros   | Morris County         |
| Richard Laycock  | Ocean County          |
| Liz Suarez, Marie Dratch                                       | Passaic County        |
| Herb Stiles  | Salem County          |
| Joe Meyers, Scott Rodgers                                      | Somerset County       |
| Dona MacMillan, Dave Mortimer, Jennifer Luccetti, Wm Kosinetz  | Sussex County         |
| Terry Lee, Pat Kolb  | Warren County         |
| Keith Betten, Albin Wagner, Joseph Falca, Daniel Noonan        | NJDARM                |
| Grace Cunningham, Robert J. Campanelli                         | NJ LPS DCA            |
| Doug Brown, Bob Citrino, Paula Steger                          | ACS Inc.              |
| Michael Adams  | MPA & Assoc. Inc.     |
| Mitchell Darer, Dennis O'Brien                                 | NJIT                  |
| David Ewan, Nancy Koch   | NJ Land Title Assn.   |
| Noorali Sonawalla, Jay Ruperal, Venku Koduru                   | Sunrise Systems, Inc. |

Gary Dalina introduced NJDARM Assistant Director Keith Betten who welcomed the group to the State Records Center. Mr. Betton introduced **President Rita Fulginiti**

who introduced the panel on **E Recording – How It Works and Implementation Strategies for New Jersey.**

The first speaker was **Jay Ruperel of Sunrise Systems, Inc.** who spoke on the **Basics E. Recording.** The next speaker was **Paul Steger of ACS Inc.** who spoke on **What E Recording Means to the Real Estate Industry and Commerce.** **Mitchell Darer of the New Jersey Institute of Technology's Center for Information Age Technology** spoke on **Management Issues Relating to E Recording.**

**F. Robert Williams, Monmouth County's Chief Information Officer** spoke on **E Recording from a County Government Perspective.** Up next was **David E. Ewan of the New Jersey Land Title Association** who spoke on the **Private Industry Sector Perspective on E Recording.** Our final speaker of the day was **Daniel W. Noonan of the New Jersey Division of Archives and Records Management** who dealt with the **New Jersey Law Revision Recommendations.**

There was a question and answer roundtable discussion which followed. The meeting was adjourned at approximately noon.

**The next meeting will be held on May 27, 2004 at the State Records Center at 10:00 a.m. There will be a presentation by Albin Wagner of the Division of Archives and Records Management on the Preservation Fund Grant process.**

Submitted by,

Nichelle Stout



# CARMA / NJ

*County Archives and Records Management Association of New Jersey*

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

## **CARMA/NJ MEETING MINUTES** *May 27, 2004*

The May 27, 2004 meeting of the County Archives and Records Management Association of New Jersey was called to order by President Rita Fulginiti at 10:05 a.m. in the New Jersey Records Storage Center in Trenton, NJ. The Pledge of Allegiance was led by Vice President Gary Dalina. Karl Neiderer, NJDARM Director welcomed everyone to the State Records Center.

Sixteen counties, one municipality, four representatives from the New Jersey Department of State Division of Archives and Records Management (DARM), and guests were represented:

- |  |                       |
|--|-----------------------|
| John Piatt, Donna Lenzi  | Atlantic County       |
| Christine Healey   | Bergen County         |
| Nichelle Stout, Linda Carr, Danielle Cathcart, Pamela Crain    | Burlington County     |
| Michael F. Mevoli, Laura Paffenroth, Jeff Friedman             | Camden County         |
| Rita Fulginiti, Jeff Thomson                                   | Cape May County       |
| Etta Jane Heiser, Carolyn Huesser                              | Gloucester County     |
| Jim Caraballo, Stuart Feldman                                  | Hudson County         |
| Judy Witman  | Mercer County         |
| Gary Dalina, Jerome Balazse, Margaret Pemberton, Elaine Flynn, | Middlesex County      |
| Susie Coakley, Rita Geis                                       |                       |
| Mark Pizza, Gary Saretzky, M. Claire French, Deb Packard,      | Monmouth County       |
| Bob Williams   |                       |
| David Mitros   | Morris County         |
| Herb Stiles  | Salem County          |
| Joe Meyers, Scott Rodgers                                      | Somerset County       |
| Dave Mortimer  | Sussex County         |
| Joanne Rajoppi, Alan Falcone, JoAnn Schwab                     | Union County          |
| Terry Lee, Pat Kolb  | Warren County         |
| George Cevasco, Jeff Fabach                                    | Brick Twp.            |
| Karl Niederer, Albin Wagner, Joseph Falca, Daniel Noonan       | NJDARM                |
| Michael Adams  | MPA & Assoc. Inc.     |
| Mitchell Darer, Dennis O'Brien, E. Muro                        | NJIT                  |
| Trish Jarecke  | Funding Group         |
| Noorali Sonawalla, Jay Ruparel, Venku Reddy Koduru             | Sunrise Systems, Inc. |

Secretary Nichelle Stout moved to accept the minutes from the December 4, 2003 and April 1, 2004 meetings. Jerry Balasze offered a second and the minutes were approved. Treasurer Christine Healey reported a balance of \$640.14 with 18 counties paid for the year.

**New Jersey Preservation Fund Grant Program –  
*PARIS - Public Archives and Records Infrastructure Support***

Albin Wagner, Chief Bureau of Records Management gave a presentation regarding the New Jersey Preservation Fund Grant Process, which is currently in the planning stages.

DARM Director Karl J. Niederer reported that \$28 million is budgeted for grant awards in FY 2004-2005. The first year awards will go to the counties for conservation/preservation projects/programs and electronic records projects/ programs. The following year the municipalities will also be considered for grant awards.

*The following time line for the first year was discussed:*

**July, August, September 2004** Strategic Planning and Needs Assessment

DARM will be working with consultants to set up the program. The consultants will develop a guide for strategic planning to be utilized by counties during the application process. The consultants will be made available to help counties with pricing and prioritization. **Five Year Plans for the County Clerks Offices will also be used as part of the application process.**

**October 2004** Regulations published in the *New Jersey Register*

**November 2004** Adoption of the Regulations

**December 2004** Dissemination of Forms and Manuals, Training

December is the target month for distribution of the forms and manuals pertaining to the application process. Full day training sessions will be conducted.

**February 2005** Grant applications due

**March, April 2005** Review and Decision of Grant Applications

The State Records Committee will approve grants in April, 2005

**May 2005** Funds Disbursed

Mr. Wagner indicated that emphasis will be placed on projects for regionalized and shared services. An official press release dated May 19, 2004 was distributed and made a part of these minutes. Mr. Wagner stated that there would be plenty of help from

DARM and consultants with the grant process. Mr. Wagner also indicated that the grant application must address the totality of each county's needs. They will not be accepting separate grant applications from various agencies and departments within county government. He said that each of the 21 counties would receive a grant based on need and strategic planning.

Motions were made and the meeting was<sup>23</sup> adjourned at approximately 11:20 a.m. The next meeting will be held on September 24, 2004 at the State Records Center at 10:00 a.m. Strategic Planning with regard to submitting PARIS Grant Applications the and Check21 (Check Clearing for the 21<sup>st</sup> Century Act) will be discussed.

Submitted by,

Nichelle Stout

CARMA MEETING MINUTES  
SEPTEMBER 23, 2004

THE SEPTEMBER 23, 2004 MEETING OF THE COUNTY ARCHIVES AND RECORDS MANAGEMENT ASSOCIATION OF NJ WAS CALLED TO ORDER BY PRESIDENT RITA FULGINITI IN THE NEW JERSEY RECORDS STORAGE CENTER IN TRENTON, NJ.

FIFTEEN COUNTIES AND TWO REPRESENTATIVES FROM THE NEW JERSEY DEPARTMENT OF STATE DIVISION OF ARCHIVES AND RECORDS MANAGEMENT (NJDARM) WERE PRESENT.

DONNA LENZI, TAMMI ROBBINS	ATLANTIC COUNTY
CHRISTINE HEALEY	BERGEN COUNTY
NICHELLE STOUT, TONY GHAUL	BURLINGTON COUNTY
MICHAEL MEVOLO, LAURA PAFFENROTH	CAMDEN COUNTY
LIZ SHAY, RITA FULGINITI	CAPE MAY COUNTY
VICTORIA JOHNSON, GINGER MURRAY	CUMBERLAND COUNTY
STEPHANIE MOYER, MICHELE CAPLE	GLOUCESTER COUNTY
PATRICIA JARECKI, STUART FELDMAN	HUDSON COUNTY
JUDY WHITMAN	MERCER COUNTY
GARY DALINA, JERRY BALAZSE	MIDDLESEX COUNTY
GARY SARETSKY, MARK PIZZA	MONMOUTH COUNTY
DAVID MITROS	MORRIS COUNTY
GILDA GILL, HERB STILES	SALEM COUNTY
JOE MEYERS, HERB STILES	SOMERSET COUNTY
PAT KOLB	WARREN COUNTY
JOSEPH FALCA, ALBIN WAGNER	NJDARM

SECRETARY NICHELLE STOUT MADE MOTION TO ACCEPT THE MINUTES FROM THE MAY 27, 2004 MEETING AS WRITTEN. A SECOND MOTION WAS MADE AND REPORT WAS APPROVED.

TREASURER CHRISTINE HEALEY MADE MOTION TO ACCEPT TREASURERS REPORT. SECOND BY TONY GHAUL. REPORT APPROVED.

GARY SARETZKY SPOKE ON INPUT FROM CARMA MEMBERS ABOUT PROGRAM COMMITTEE. ALBIN WAGNER MADE A SUGGESTION TO HAVE AN EXPO FOR DIFFERENT VENDORS TO COME AND SPEAK WITH US ABOUT THEIR COMPANIES POSSIBLY AT THE DECEMBER MEETING.

JOE FALCA STATED THAT EVEN WITH THE PAST FLOODING THAT NOTHING IN TRENTON WAS DESTROYED.

RITA FULGINITI MADE AN ANNOUNCEMENT THAT WE WILL BE FORMING A CARMA WEBSITE THAT WILL HAVE ALL OUT INFORMATION AND LINKS TO DIFFERENT MEMBERS AND MINUTES AND DIRECTIONS. MONMOUTH COUNTY MEMBER BOB WILLIAMS WILL BE SETTING IT UP.

ALBIN WAGNER, NJDARM SPOKE ON THE PARIS GRANT PROCESS. THERE WILL BE A NEEDS ASSESSMENT FOR EACH COUNTY - FIVE HAVE ALREADY BEEN DONE. THE OTHER SIXTEEN WILL BE DONE BY THE SPRING. THERE IS ONE GRANT FOR EACH COUNTY. SUGGESTION WOULD BE TO HAVE EACH COUNTY FROM A COMMITTEE. EACH COUNTY SHOULD GET INITIAL DRAFTS AND PROPOSAL IN WAY BEFORE THE DEADLINE IN BEGINNING OF FEBRUARY. THREE THINGS NEED TO BE DONE NOW AND THE MEMO WILL BE GOING OUT TO THE CONSTITUTIONAL OFFICERS AND THE FREEHOLDERS:

- 1) MAKE A PROJECT MANAGER
- 2) FORM A COMMITTEE WHICH SHOULD INCLUDE CONSTITUTIONAL OFFICERS, RECORDS AND ARCHIVES MANAGERS AND ITS MEMBERS.
- 3) WORK ON PROPOSAL

DANIEL NOONAN NJDARM SPOKE ON CHECK 21. ON OCTOBER 28, 2004 THIS CHECK 21 GOES INTO EFFECT. CHECK 21 ALLOWS AN INSTITUTION TO MAKE A UNILATERAL DECISION TO TRUNCATE ALL PAPER CHECKS WITHOUT AGREEMENTS WITH ANY OTHER PARTY. CHECK 21 ENABLES THIS BY AUTHORIZING THE CREATION OF A SUBSTITUTE CHECK FROM ELECTRONIC RECORD IMAGES OF THE CHECK FOR THOSE BANKS AND CUSTOMERS WHO HAVE AGREED TO ACCEPT THE ELECTRONIC RECORD IMAGE.

COUNTY REPORT UPDATES:

BERGEN - NO IMAGING SYSTEM BUT WOULD LIKE TO HAVE ONE

ATLANTIC - WORKING OUT THE BUGS IN THEIR NEW E-FILING SYSTEM

BURLINGTON - LOOKING INTO GETTING A NEW BUILDING

CAMDEN - LOOKING INTO THE SCANNING PROGRAM

CUMBERLAND - SCANNING GOING WELL

GLOUCESTER - WORKING ON ELECTRONIC FILING

MERCER - LOOKING FORWARD TO ELECTRONIC FILING

MIDDLESEX - PERSONNEL FROM COURTS COMING IN TO GET RID OF THINGS - OPENING UP MORE SPACE IN WAREHOUSE ALSO NEW ROOF ON BUILDING

MONMOUTH - EXPANDED LAST YEAR AND GETTING A HIGHER VOLUME FROM COURTS. ARCHIVES AND HISTORY DAY OCTOBER 16 IN MONMOUTH CO

MORRIS - SURVEY DONE PROBLEMS WITH LEAKAGE LOOKING FORWARD TO POSSIBILITIES FROM THE PARIS GRANT

SALEM - LOOKING FORWARD TO E-FILING

SOMERSET - GETTING RID OF BOXES TO ELIMINATE STORAGE PROBLEMS

WARREN - WOULD LIKE TO GET A WEBSITE AND LOOKING FORWARD TO E-FILING

NEXT MEETING THURSDAY DECEMBER 9, 2004.



## CARMA, NJ MEETING MINUTES

The December 9, 2004 meeting of the County Archives and Records Management Association of NJ was called to order by President Rita Fulginiti in the Middlesex County Records Center in Middlesex, NJ at 10:00 am.

We had a salute to the flag by Gary Dalina, Vice President of CARMA.

There were 12 counties, 1 Municipality, 1 representative from NJDARM, 2 representatives from NJIT, and invited vendor guests.

John Piatt	Atlantic County
Christine Healey	Bergen County
Linda Carr, Nichelle Stout	Burlington County
Michael Mevoli, John McLaughlin	Camden County
Rita Fulginiti, Liz Shay	Cape May County
Michele Caple, Stephanie Moyer	Gloucester County
Trish Jarecke, Stu Feldman	Hudson County
Judy Whitman	Mercer County
Jerry Balazse, Gary Dalina	Middlesex County
Mark Pizza, Gary Saretzky	Monmouth County
Ethel Fentzlaff, David Mitros, Ed Small	Morris County
Joe Meyers, Scott Rodgers	Somerset County
Jeff Fabach, George Cevasco	Brick Twp
Dennis O'Brien, Mitch Darc	NJIT
Daniel Noonan	NJDARM

We had a welcome address by Gary Dalina, Vice President CARMA.

There was a consideration of minutes from the September 23, 2004 meeting. First motion by Mike Mevoli and second by Jerry Balazse, motion was granted.

President Rita Fulginiti made a proposal of meeting dates for 2005 as follows:

March 24, 2005  
May 12, 2005  
September 29, 2005  
December 8, 2005

Christine Healey gave the treasurers report.

Jerry Balazse made motion for election of officers as follows:

President - Gary Dalina  
Vice President - Mark Pizza  
Secretary - Nichelle Stout  
Treasurer - Christine Healey  
Members at large - Gary Saretzky, David Mitros

**First motion by Mike Mevoli and second by Jerry Balazse, motion granted.**

**There were presentations made by seven different vendors.**

**First up was Gary Stark from Large Doc Solutions who spoke on scanning and indexing.**

**Glen Ruzicka from Conservation Center for Art and Historic Artifacts spoke on preservation of original documents and the services they provide.**

**Diane Bednarski from OCLC Preservation Services Center spoke about online computer center, serving libraries and government agencies. She also spoke on providing database to ebase and preservation, microfilming and non-destructive scanning.**

**Tim Powers and Carl Lechliter from Spacesaver Systems spoke on High Density Mobile Shelving.**

**Noorali Sonawalla, Jay Ruparel and K. Venkureddy from Sunrise System spoke on e-recording.**

**Elinor Geller from TAB spoke on their imaging and professional services.**

**Finally yet importantly Mike Wilkinson from Country Business Systems, Inc spoke on back up disaster records.**

**Gary Dalina then gave a few words as out new president of CARMA and the meeting was adjourned.**

**The next meeting will be held on March 24, 2005 at the State Records Center in Trenton, NJ at 10:00 am.**