



# CARMA/NJ

County Archives & Records Management Association of New Jersey

PATRIMONIUM ACTA NOSTRA - "OUR RECORDS ARE OUR HERITAGE"

**THURSDAY, OCTOBER 12, 2023**

**MIDDLESEX COUNTY DIVISION OF ARCHIVES & RECORDS MANAGEMENT CENTER**

**95 Apple Orchard Lane**

**North Brunswick, NJ 08902**

10:00 AM CALL TO ORDER

President Gary Dalina

AND WELCOME

SALUTE TO OUR FLAG

Vice President Dan Freed

SECRETARY REPORT

Secretary Michele Everly

TREASURY REPORT

Treasurer Julia Telonidis

NJ STATE ARCHIVES REPORT

Carmen Biempica for Joe Klett

NJ DORES REPORT

Liz Hartmann

**PRESENTATION:** *Be It Remembered: A History of Middlesex County Record Keeping*

*Mark Nonestied, Middlesex County Historian &*

*Amanda McGrady, Archives Collections Specialist*

**\*CEUs provided**

COUNTY, MUNICIPAL & VENDOR UPDATES

Adjournment



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## CARMA/NJ MEETING MINUTES

The October 12, 2023 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 & Records Management Center in North Brunswick, New Jersey at 10:05 am.

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

Chandra Anderson, Atlantic County  
MariaLisa Bazela, Derek Keyes, Bergen County  
Michele Everly, Dave Brice, Gloucester County  
Bor-sheng Tsai, Hudson County  
Gary Dalina, Matthew Reiser, Maria Amore, Mark Nonestied,  
Amanda Mc Grady, Middlesex County  
Julia Telonidis, Monmouth County  
Kelly Ruffel, Passaic County  
Dianne Suraci, Stephanie Moriarty, Somerset County  
Dan Freed, Sussex County  
Stacy Proebstle, Toms River Township  
NJ State Archives; Carmen Biempica, DORES; Liz Hartmann; NJ Transit; Joan DePaolo, Argean Cook, Christopher Medina, Toi Warren, Adolfo Guerrero, Kalif Ritchards; Joe Falca, Bob Gallagher, Gary Saretzky, Retired

Call to Order and Welcome by President, Gary Dalina

Flag Salute by Vice President, Dan Freed

**Secretary's Report:** Michele Everly: Minutes and Invoices are available. Also, please contact the board if you are interested in hosting a meeting.

**Treasury Report:** Julia Telonidis, CARMA Treasurer: As of **October 12, 2023** the current balance in the CARMANJ bank account is **\$6,943.39 excluding today's meeting fees.**

Dues collected this quarter include first time membership for the County of Passaic, Department of Cultural and Historic Affairs, Friends of Dey Mansion, Inc. and Mercer and Hunterdon Counties.

The annual post office box caller fee for post office box 55 has been paid in the amount of \$176.00. Additionally, website updates and supplies have been procured for the quarter.

Copies of the report are available upon request.

**State Archives Report:** Carmen Biempica, Archivist: Since our last CARMA meeting, the NJ State Archives has dramatically increased the amount of research opportunities available to the general public. We have increased the number of days that researchers can schedule appointments in our microfilm room to four – Mondays through Thursdays. In addition, each day now has two sessions available per day: morning, from 9AM to Noon; and afternoon, from 1PM to 4PM. Also, there are more slots open each day – 10 in the morning and 10 in the afternoon, for a total of 20 per day for four days a week! We have also expanded another day for the manuscripts room. Researchers may book appointments ahead of time to research original documents on Tuesday, Wednesday, and Thursday afternoons, from 1PM to 4PM. Three appointments per open day are allowed.

We have successfully retrieved a few more items that were alienated from the State! The first is an important Enrolled Law believed to be the first legislation enabling a railroad: “An act to incorporate a company to erect a Rail Road from the River Delaware near, Trenton, to the River Raritan, at, or near, New Brunswick”. The law was signed 6 February 1815. Our friends from Sussex County will be happy to know that we have recovered a Docket Book of Sheriff William Darrah, from 1819-1821. In both cases, these documents were being listed for sale in the catalog entries of manuscript dealers/auction houses, but both parties were amenable to diplomatic solutions to the claim of the State Archivist for said documents.

For the past year, the State Archives has been featuring a rotating themed display of manuscripts and images in our Manuscript Reading room. Each month the display is curated by a different staff member, featuring our different interests and allowing for a demonstration of the breadth of our collections. This month’s theme is the Civil War Medal of Honor recipient John James Toffey and his service from NJ during the Civil War. If you are in the area or at the NJ State Archives, stop by to check out our rotating display!

The State Archives is increasing reference availability by increasing the number of microfilm machines available and expanding time slots. We will still only be open for appointments on Tuesdays, Wednesdays, and Thursday of each week, but the total availability of open slots on those days is doubled.

Likewise, the electronic archive unit is up and running. Our two EA archivists are establishing protocols and policies and are testing the ingest procedures on internal digital records. They hope to be able to start doing test ingests of records from agencies and we would like the program to be fully in place by the end of the current Gubernatorial Term.

Finally, the State Archives has received and is servicing expanded vital statistics. We now have available the Birth records to 1922; and Death and Marriage Records to 1940. This expands our holdings and reference responsibility by a full decade worth of records.

**DORES Report:** Liz Hartman: There will be a virtual SRC meeting on October 19, 2023. Please contact me or CARMA if you would like the link.

Artemis updates will roll out on January 1<sup>st</sup> 2024. Changes include the addition of autonomous agencies which allows them to set themselves up as independent agencies. Also, the state will begin electronic signatures for RMS users and the state auditor. The format of the disposition request will change and allow for more record series to fit per page. RMS' e-signature information will appear at the bottom of the form(s) with the authorization number and date.

**Presentation:** *Be It Remembered: A History of Middlesex County Record Keeping*

*By*

*Mark Nonestied, Middlesex County Historian &*

*Amanda McGrady, Archives Collections Specialist*

**ARTEMIS Update:** Mark Szemple is in Italy. We hope to see him next meeting.

## **County & Municipal Updates**

Meeting adjourned.

The next meeting will be in December 14, 2023.