



State of New Jersey

DEPARTMENT OF STATE
DIVISION OF
ARCHIVES AND RECORDS MANAGEMENT

RECORDS MANAGEMENT
(609) 530-3200

2300 STUYVESANT AVE., CN-307
TRENTON, NEW JERSEY 08625

October 19, 1988

Dear _____ :

You are cordially invited to attend the first meeting of the NJ County Records Managers/Archivists which is to be held at the State Records Center on November 29, 1988. The meeting will commence at 10:00 A.M. after a 9:30 - 10:00 coffee & registration period. This meeting is being held to provide an opportunity for County Records Managers to meet and exchange ideas concerning their records programs, microfilming operations and facilities. The State Records Center is located at 2300 Stuyvesant Avenue in Ewing Township just north of the Trenton City line.

Please call Joseph Falca at (609) 530-3208 before November 18 if you plan to attend with a count of how many people will be attending and an indication if you require directions.

The Division of Archives and Records Management is proud to host this meeting and hopes that this will be the first of many more.

Sincerely,

Joseph Falca
Records Analyst I

JLF/set

0450S

NEW JERSEY COUNTY RECORDS MANAGERS
NOVEMBER 29, 1988
PARTICIPANTS

SOMERSET COUNTY

Arleen Krauss ✓
Anthony Mento ✓

BURLINGTON COUNTY

Roy Beebe ✓
Donald Brauckmann ✓

HUNTERDON COUNTY

Phyllis D'Autrechy ✓

MIDDLESEX COUNTY

Pete Dalina ✓
Tom Murphy ✓
Jerry Balazse ✓
Albert Kuchinskas ✓

OCEAN COUNTY

Richard Laycock ✓
Charlette Bleier ✓
Joseph Harding

MORRIS COUNTY

Knute Seebohm ✓
David Mitros ✓

CAPE MAY COUNTY

Angela Pulvino ✓
Rita Fulginiti ✓



CARMA/NJ

County Archives and Records Management Association of New Jersey

Knute Seebohm, Acting President
Pete Dalina, Acting Vice-President
Tony Mento, Acting Secretary/Treasurer

CARMA MEETING MINUTES

The meeting of Monday June 5, 1989 was opened by Knute Seebohm Acting President at 10:30 A.M. The minutes were read. It was noted that there was one correction to be made. The correction is as follows instead of County Archives & Records Managers Association, it is County Archives & Records Management Association. The minutes were then accepted, motioned by Phyllis D'Autrechy, seconded by Roy Beebe. Motion carried.

The Records Managers of eight counties and one state representative were in attendance.

There were also guests, namely

- 1 - Karl Niederer - State Representative
- 2 - Don Brockman - Burlington County
- 3 - Rita Fulginiti - Cape May County
- 4 - Thomas Murphy - Middlesex County
- 5 - Al Kuchinskas - Middlesex County
- 6 - Arlene Kraus - Somerset County
- 7 - David Nitros - Morris County

For the first order of business President Seebohm asked for procedures we should follow for the approval of the By-laws. It was suggested we go article by article and approval for each.

Article I - Approved as written

Article II - Section A - F, Approved as written

Article III Section 1 & 2, Approved as written

Article III Section 3 To be reworded

Article III Section 4 To be moved to article 6

Article III Section 5 Approved as written

Article III Section 6 Take off the "T" in this to Read "his"

Article III Section 7 Approved as written



CARMA/NJ

County Archives and Records Management Association of New Jersey

Knute Seebohm, Acting President

Pete Dalina, Acting Vice-President

Tony Mento, Acting Secretary/Treasurer

Article III Section 8 Take out the word "her"

Article IV Section 1 Take out the word "her"

Article IV Section 2 Approved as written

Article V Section 1 Approved as written

Article V Section 2 Put in an "s" after representative

Article VI Take out the word "her"

Article VII Approved as written

Article VIII Rewrite

Article IX Section 1 Take out amount of money, change to \$30.00 and add a sentence about mailing of invoice in Jan.

Article IX Section 2 Approved as written

Article X Add in the word "written"

A discussion was held as to "Titles" of those belonging to the organization. It was suggested and agreed upon that whatever the title the county give a person, it will be accepted.

A discussion was held on future speakers and topics for our meetings. How we can advise counties to enhance record centers, was also discussed. Joe Falca mentioned we could also discuss any problems in record scheduling.

It was agreed that Acting Officers were to remain in office until the By-Laws were approved.

A discussion was held on whether or not to have the annual June meeting in conjunction with the Association of Counties Annual Meeting in Atlantic City. A vote was taken and three voted for, and five voted against going to Atlantic City. Afterwards Angela Pulvino invited everyone to meet Sept. 8, 1989 in Cape May County. She will notify us later as to the location.

Being no further business to be transacted, the meeting adjourned at 12:30 P.M. All those in attendance stayed for lunch.

Minutes respectfully submitted by Anthony Mento / Acting Treasurer Secretary.



CARMA/NJ

County Archives and Records Management Association of New Jersey

Knute Seebohm, *Acting President*
Pete Dalina, *Acting Vice-President*
Tony Mento, *Acting Secretary/Treasurer*

CARMA MEETING MINUTES

The meeting of September 8, 1989 was opened at 10:25 a.m. in Cape May by Knute Seebohm, Acting President. Corrected copies of the organization by-laws were distributed. The minutes of the June 5 meeting were read by Tony Mento, Acting Secretary/Treasurer. Roy Beebe of Burlington County made a motion to accept the by-laws as read, Angela F. Pulvino of Cape May County seconded that motion. Motion carried.

Members from six counties and one State representative were present, namely:

Roy Beebe Don Brockman	Burlington County
Alice Buck	Camden County
Angela F. Pulvino Rita Marie Fulginiti	Cape May County
Al Kuchinskas Thomas Murphy Jerry Balazse	Middlesex County
Knute Seebohm David Mitros	Morris County
Tony Mento Joe Myers	Somerset County
Joe Falca	State Representative

Under old business there was discussion on Article 5, Section 1 of the by-laws. It was discussed that each participating county was a member with one voting representative from each.

Al Kuchinskas of Middlesex County motioned to accept the by-laws as corrected; motion was seconded by Angela F. Pulvino.

Tony Mento said that Pete Dalina told him that if he was elected Freeholder in the November election he would like to remain as Vice President of CARMA through December.

Joe Falca of the State Division of Archives and Records Management was the speaker. Joe stated that since 1989 his department has been in the process of "fine tuning records retention schedules." He would welcome any input and suggests that any irregularities should be marked on the schedule and sent to him. Knute Seebohm added that it would be advisable to note the date of the last revision at the end of the schedule.

With regard to court records Joe Falca said that the good news is that the State Archives expects to have one bay with the shelving completed and in operation by November. The Administrative Office of the Courts will be able to store court records there, in turn taking the burden off counties because they can start sending Superior Court records which should be sent to Trenton. The contact person is John Mayson, Clerk of the Superior Court.

Joe Falca said the the Department of Civil Service is working toward the goal of consolidating 13,000 job titles down to 7,000. Angela Pulvino stated that that has been ongoing with Civil Service. Joe added that it may change after the November election when a new administration takes over.

Guest speakers from the State Division of Archives are available to CARMA/NJ namely: Carl Neiderer, Jim Fruscione, Caesar Iacovone and Joe Falca. On an aside note, Joe added that Carl Neiderer was working on an assessment for a disaster recovery in Carney's point where a sewer pipe backed up on some records.

The State, in conjunction with New Jersey Network, is working on a 12 to 15 minute video training film on records management. The film deals with all levels including state, county and municipal. A workbook is being developed to go along with the film. The film is to be worked into the certification requirements for municipal clerks. The completion date is set for January 1990. Knute suggested we try to view the film as part of the March 1990 meeting.

Joe Falca urged caution with regard to the new technologies being developed in records management, particularly the new optical laser disk systems. The legislation for records management is from 1953 and doesn't address the computer technology which is available. The retention schedule still applies and the medium must last. Joe suggests that we look at the application. Will it solve the problem? Will it do what it is needed to do? Is it cost effective. Knute asked, will the technology be

around? Joe said that when the systems first came out they had a 10 year longevity; now they claim 100 year longevity. He suggests that it is too early to know and he urges caution in substituting hard copies with an optical disk system. Angela suggested that a letter be issued by the State Archives to the County Clerks because of the money available through their trust fund and the many vendors going after that money.

There was further discussion on microfilm and hard copies -- when both must be kept and when microfilm only is kept. Joe said that the legislation for deeds and mortgages is in N.J.S.A. 46. Because no legislation exists on the retention of minutes of local government bodies the State Division of Archives directs that they be kept for historical reasons.

The opening of criminal expungements for the purpose of microfilming and destroying the originals was addressed by Tony Mento. Tony told the group that he had called Opal Palmer of the A. O. C. to address the subject of destroying criminal expungements. A memo was sent to Tony granting him the authorization to open the expungements to microfilm and destroy. Later Tony got a call from Palmer stating that the memo was sent in error and asking him to wait because the Chief Justice was in the process of revising a letter to authorize all 21 counties permission. The letter has since been held up.

Tony urged all county records managers to write to the Hon. Robert Lipscher, Chief Justice and/or Opal Palmer asking for a court order granting authorization to open expungements to microfilm and destroy. Tony also stated that he is also working on adoptions for the same reason.

During lunch Tony stated that he had been approached by a representative of Kodak asking to speak at a CARMA/NJ meeting. Kodak is interested in speaking on microfilming and on their reader-printer machines. Kodak said that they would pick up the tab for lunch. Knute said that he would be interested in hearing the vendor from Kodak explaining the updates in technology rather than sales of products.

Roy Beebe announced that the December 15 meeting would take place in Burlington County.

Knute advised those in attendance to join the local A.R.M.A. chapter.

Al Kuchinskas of Middlesex County made the motion to adjourn; Thomas Murphy seconded. The meeting adjourned at 12:51 p.m.

Respectfully submitted,
Tony Mento



CARMA/NJ

County Archives and Records Management Association of New Jersey

Knute Seebohm, *Acting President*
Pete Dalina, *Acting Vice-President*
Tony Mento, *Acting Secretary/Treasurer*

CARMA MEETING MINUTES

The meeting of December 15, 1989 was opened at 10:15 a.m. in Somerset by Knute Seebohm, President.

Pete Dalina was congratulated for his November election as Middlesex County Freeholder. It was his last meeting as an official member of CARMA.

The minutes of the September 8 meeting were revised to read ... "schedule after the item listed" at the end of paragraph four. The minutes were approved with the above correction. The treasurer's report was distributed and Knute Seebohm reminded those present that it is now time to send in vouchers for the 1990 dues.

Members from seven counties and one State representative were present, namely:

Don Brockman	Burlington County
Rita Marie Fulginiti	Cape May County
Phyllis D'Autrechy	Hunterdon County
Pete Dalina	Middlesex County
Al Kuchinskas	
Thomas Murphy	
Jerry Balazse	
Larry Cella	Monmouth County
Knute Seebohm	Morris County
Tony Mento	Somerset County
Joe Myers	
Joe Falca	State Representative

Also Present:

Brian Marks and John Roth of the Eastman Kodak Company.

Under new business Knute Seebohm requested the adoption of the Latin motto "Patrimonium acta nostra - Our records are our heritage" for CARMA letterhead. The membership was in agreement.

Don Brochman updated the membership on Roy Beebe's condition. On September 9, 1989 Roy was injured in an accident involving three motorcycles. He remains in the Cooper Hospital first in the Trauma Unit, now in the Therapy Section, 3 Cooper Plaza, Camden, NJ 08101. He was expected to lose his leg but is coming around with therapy. Don said he was still wearing a halo.

Just prior to the accident Roy had resigned from his position with Burlington County, sold his home and was ready to move to Florida with his family. He had no medical benefits.

Pete Dalina made a motion to send \$100.00 from the membership to Roy Beebe. Phyllis D'Autrechy seconded that motion. Some members presented the treasurer with checks to be sent along with that amount to the Beebes.

Joe Falca of the State Division of Archives and Records Management said that there are agencies now using Optical Disk applications. "The state looks at each application on a case by case analysis." Regarding Deeds and Mortgages, Falca said that the law states that a hard copy must be retained. Until the legislation is changed the optical disk application is not suggested for deeds and mortgages.

Brian Marks of Eastman Kodak presented the membership with a slide presentation of Optical Disk Systems. Marks said that "The Secretary of State, Bergen County, Department of Labor and the City of Newark Clerk's Office..." use Optical Disk applications.

According to Marks, Optical Disk Systems begin at a price of \$50,000.00 and go up. Kodak has recently introduced a system that will microfilm documents and scan for optical disk at the same time.

Knute Seebohm distributed a questionnaire to be filled out and returned to Knute who will forward to ARMA International for the purposes of a directory.

Tony Mento asked the membership to send him their facsimile machine numbers so the membership list can be updated.

Joe Falca reported that the State video/workbook project "New Jersey Records Control & Presentation Training

on Records Management" is nearing completion. If completed it will be presented at the March meeting of CARMA.

Knute Seebohm announced that the March 1990 meeting will be held in the new Hall of Records in Morristown. Joe Falca said that the State Division of Archives will be the site for the June annual meeting.

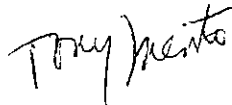
Phyllis D'Autrechy of Hunterdon County told the membership that she was experiencing problems with the "bundle wrapping" procedure for storing and shipping court documents as directed by the Administrative Office of the Courts. Phyllis explained that the 9" file folders are removed from their archival boxes and wrapped in plastic to await shipment to the A.O.C. She is experiencing problems because a relatively large amount of records are being stored a long time in this manner.

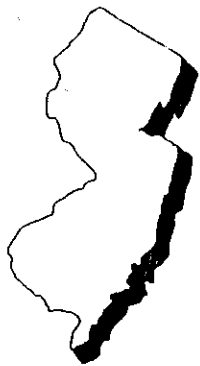
Knute Seebohm suggested that he and Joe Falca visit the center in Hunderton County. Joe also said that he would write a letter on Phyllis' behalf.

Al Kuchinskias motioned for adjournment. Phyllis D'Autrechy seconded and the meeting was adjourned at approximately 12:15 for Lunch.

Barney Wahl, Somerset County Freeholder, attended the lunch and welcomed C.A.R.M.A. to Somerset County.

Respectfully submitted,
Tony Mento





CARMA/NJ

County Archives and Records Management Association of New Jersey

Patrimonium acta nostra

"Our records are our heritage"

*Knute Seebohm, President
Tom Murphy, Vice-President
Rita Fulginiti, Secretary
Joe Myers, Treasurer*

CARMA MEETING MINUTES

The meeting of June 11, 1990 was opened at 10:30 a.m. in Trenton, the State Division of Archives and Records Management by Joe Falca.

Members from nine counties and three State representatives were present, namely:

Frank Barino Barbara Sanders Patricia Russell Ilene DeVinny	Atlantic County
Donald G. Brauckmann Jim Cosa (Freeholder Liaison)	Burlington County
Alice Buck	Camden County
Angela F. Pulvino Rita Marie Fulginiti	Cape May County
Phyllis D'Autrechy Dorothy Tirpok, County Clerk	Hunterdon County
Thomas Murphy Al Kuchinskas Pete Dalina Jerry Balazse	Middlesex County
Knute Seebohm David Mitros	Morris County
Larry Cella	Monmouth County
Tony Mento Joe Myers	Somerset County
Caesar Iacovone Joe Falca Jim Fruscione	State Representatives

Joe Falca opened the fifth quarterly meeting of CARMA by introducing the newcomers and guests to the organization and to the basic concepts of records management.

Caesar Iacovone welcomed CARMA to the State Division of Archives and Records Management and invited those present to return when the State Archives are moved to Stuyvesant Avenue.

He stressed the need for networking and communication between the counties and state in the area of record keeping. Mr. Iacovone said that "record keeping is not always viewed as a professional endeavor but (collectively) we are doing something about it."

Mr. Iacovone indicated that the Spring '86 Local Government Manual has brought much awareness to records management throughout the state. He now signs approximately 100 destruction requests per day.

Mr. Iacovone said that they now have introduced a Records Management Training Program. The program includes basic records management practices and a feasibility study design approach to purchasing technology to further enhance records management. It is designed for managers and administrators.

President Knute Seebohm said that it is the intention of CARMA that there be a County Records Manager in every county. He said other goals of CARMA are for county micrographics with all agencies cooperating in a county records management program to bring "records management at the county level on a par with the state."

Joe Falca said that as the counties' liaison with the state he it is his responsibility to check over the destruction requests. He said further that County Clerks have the bulk of the archival and historical....(largest) collections.

The background of records management on the state and local level, according to Falca, began in 1924 when public agencies were required to receive written authorization to destroy records. The creation of the State Records Commission came about in 1953 and is the predecessor of the State Division of Archives and Records Management.

He explained that "a public record is any information (regardless of the medium) of the activity of a public agency." He explained the process of completing the Request and Authorization for the Disposal of Records forms. He also explained the cost effectiveness in terms of space reclamation and removal of liability for destroyed records of a records management program.

Pete Dalina from Middlesex County said that another copy is necessary on the form to be kept by the County Records Manager.

The state produced slide program "Local Records, a Public Trust" was shown. The program featured the records centers of Morris County, Somerset County and the Cape May County Clerk. A disaster recovery program by the state was also featured. Falca said that the program will be updated to include the records centers of Monmouth and Middlesex Counties.

Don Brauckmann of Burlington County updated the membership on the condition of Roy Beebe. Roy has had about eight more operations since the last update. He is on crutches and goes back into the hospital about once per month.

Pete Dalina explained that he learned the job of Records Manager after he received the job.

Angela Pulvino of Cape May County said that it is up to the County Clerks and Records Managers to talk to the Freeholders. It is difficult to get a Records Management Program going, she said, unless there is a crisis.

Tony Mento of Somerset County said that the Records Management Program got started in Somerset as a result of a letter from the state sent in 1979 to the Board of Freeholders regarding bad records (keeping).

Tony Mento motioned to amend the bylaws to separate the offices of Secretary and Treasurer. Al Kuchinskas seconded the motion. A unanimous vote in favor of the motion was offered.

The 1990-1991 Officers were elected unanimously by ballot. They are as follows:

President	Knute Seebohm	Morris County
Vice President	Thomas Murphy	Middlesex County
Secretary	Rita Fulginiti	Cape May County
Treasurer	Joe Myers	Somerset County
Members at Large	Phyllis D'Autrechy	Hunterdon County
	Alice Buck	Camden County

CARMA of New Jersey

Treasurer's Report

Date: JUNE 11, 1990

Income

Source of Income	Date Paid	Purpose	Amount
LUNCHEON MONEY	3/3/90	EXTRA LUNCHEON MONEY	\$ 20.00
OCEAN COUNTY	4/3/90	CARMA DUES	30.00
HUNTERDON COUNTY	4/10/90	CARMA DUES	30.00
CAPE MAY COUNTY	3/27/90	CARMA DUES	30.00
MIDDLESEX COUNTY	5/11/90	CARMA DUES	30.00
MORRIS COUNTY	5/14/90	CARMA DUES	30.00
Total Income			\$170.00

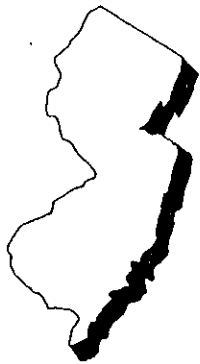
Expenses

Vendor	Check #	Date Paid	Purpose	Total Chec
				\$ 0
Total Expenses				\$ 0

Balance as of	<u>MARCH 30, 1990</u>	\$ 208.00
Income		\$ 170.00
Total		\$ 378.00
Less Expenses		\$ 0
Balance Brought Forward	<u>JUNE 11, 1990</u>	\$ 378.00

Submitted by *Anthony N. Mento*

Title _____



CARMA/NJ

County Archives and Records Management Association of New Jersey

Patrimonium acta nostra
"Our records are our heritage"

Knute Seebohm, *President*
Tom Murphy, *Vice-President*
Rita Fulginiti, *Secretary*
Joe Myers, *Treasurer*

June 26, 1990

UPDATE

The June meeting, held in Trenton at the State Records Center, to which we invited County Clerks, was well received by those who attended. As I stated there, our intent for 90/91 is to get representation from all 21 counties. County governments are generating millions of documents annually, and someone in each county needs to be concerned with the creation, use, filing and disposition of those documents. We can't afford to create and store records unnecessarily, using prime office space. Nor can all counties justify a county records center at this time. However, there are many options for storage of non-active records that are awaiting destruction. Each county needs someone looking at those options for all county departments. We all need to address the issue of state-generated retention schedules - their format, usefulness and adaptability to automated records management systems.

In order to plan for the coming year, I ask each of you to consider hosting one of our quarterly meetings. We have previously met in Cape May, Morris and Somerset counties. Our June '91 meeting will be at the State Records Center. If you would like to host a meeting, which could include a tour of facilities and a meeting with lunch, please choose an acceptable date in a month listed below. Briefly describe what (activity/operation) we might (visit/discuss) and return this form to me. The Executive Committee will then choose dates and locations and publish a schedule to be distributed in August.

Month/Day	Program
September _____	_____

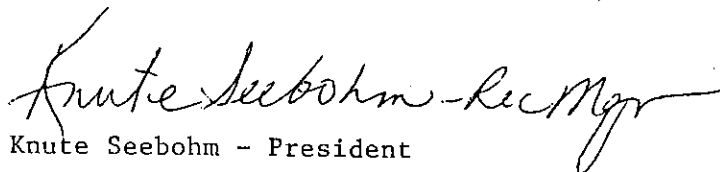
December _____	_____

March _____	_____

Tony Mento, Angela Pulvino and I distributed the enclosed brochure at the New Jersey Association of Counties annual conference on June 14th in Atlantic City. As of this time there has been no response, but I am hopeful that those counties that are not represented in our membership will respond.

Speaking of Atlantic City, the County of Atlantic was well represented at the June meeting. We met four interesting people from the County Clerk's office, and we learned that Cheryl Sullivan is doing records management at the county level. Hopefully they will become regular attendees at our meetings.

If you have questions or comments, please call me at (201) 285-1957. We welcome and need your input.

A handwritten signature in cursive script that reads "Knute Seebohm - President". The signature is fluid and extends to the right.

Knute Seebohm - President

The Treasurer's Report was distributed and attached to the minutes.

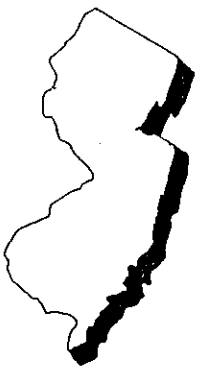
Tony Mento updated the issue of the opening of expunged records. Somerset County has received a letter permitting them to open expunged records in order to microfilm and destroy the originals. Another letter is forthcoming from the Justice to all 21 counties.

Phyllis D'Autrechy said that she has heard that another county is microfilming and destroying maps. Joe Falca said he would look into the matter.

The Haltman Trial material was also discussed by D'Autrechy. She asked if the State Police have the right to come in and take records. Joe Falca said that he would refer the question to Karl Neiderer. Pete Dalina said that a subpoena is necessary to the County Clerk for that action.

The meeting was adjourned at approximately 1:00 p.m. and lunch was served. Tours of the facility were conducted after lunch.

Respectfully submitted,
Rita Marie Fulginiti
Secretary



CARMA/NJ

County Archives and Records Management Association of New Jersey

Patrimonium acta nostra
"Our records are our heritage"

Knute Seebohm, *President*
Tom Murphy, *Vice-President*
Rita Fulginiti, *Secretary*
Joe Myers, *Treasurer*

CARMA MEETING MINUTES

The meeting of September 17, 1990 was opened at 10:20 a.m. in Flemington at the Hunterdon County Cultural and Heritage Commission with a welcome by Stephanie Stevens, Chairperson and a brief synopsis of the history of the Children's Choir School Building.

Representatives from ten counties, one municipality and the state were present, namely:

Lori Mooney, County Clerk	Atlantic County
Barbara Sanders	
Frank Barino	
Cheryl Sullivan	
Tony Watson	
Jim Cosa, Freeholder Liaison	Burlington County
Alice Buck	Camden County
Rita Marie Fulginiti	Cape May County
Phyllis D'Autrechy	Hunterdon County
Stephanie Stevens	
Dorothy Tirpok, County Clerk	
Susan Hoffman, County Surrogate	
Dorothy Perkins, County Administrator	
Thomas Murphy	Middlesex County
Al Kuchinskas	
Jerry Balazse	
Knute Seebohm	Morris County
David Mitros	
Larry Cella	Monmouth County
Richard Laycock	Ocean County
Tony Mento	Somerset County
Joe Myers	
Joe Falca	State Representative

Steve Miller
Bob Gallagher

Jersey City

President Knute Seebohm introduced Steve Miller and Bob Gallagher of Jersey City's Records Management Department. Steve explained that they are currently in the process of moving their municipal records (6,000 cu. ft. boxes and 2,000 ledgers) into five leased commercial trailers and their office into a sixth trailer. They came to CARMA for assistance.

Knute suggested they first become up-to-date on destruction. Outside storage, removing covers from the ledgers were also discussed.

Secretary Rita Fulginiti reported that she completed the ARMA "Introduction to Records and Information Management" correspondence course. She recommends the course as it gives a good overview of the Records Management field.

Al Kuchinskas of Middlesex County reported that they broke ground on their Records Center May 24. They have been offered aid from ARMA. They plan occupancy on June 1, 1991. It is a \$4.4 million project. Middlesex County plans to host the September 1991 quarterly meeting.

The next quarterly meeting will be hosted by Burlington County on December 3, 1990. The March 1991 by Monmouth and June 1991 tentatively by Atlantic.

Knute suggested having Records Coordinators at the department level who have an awareness of records management in relation to the Records Center. Phyllis also noted the need for administrative support.

Hunterdon County's Architect Frank J. Bell gave an overview of the proposed 20,000 square foot project including a records center. Members shared record center plans and offered help to Frank toward the project.

Jim Cosa of Burlington County reported that their active and inactive records (back to 1977) will be kept in the basement of the county jail in a 50' X 100' area. This facility is within walking distance to other county offices.

Cheryl Sullivan of Atlantic County reported that their inactive records are currently being stored in jail cells. They are in the process of sorting through the records to see which can be destroyed.

Knute said that one cubic foot records storage boxes can be obtained from the State Distribution Center in

bundles of 25 at a price of about \$16.00 per bundle or \$.64 each. Their phone number is 530-3300.

Joe Falca reported that David Mazur from the Administrative Office of the Courts was unable to attend the meeting. The A.O.C. is working on a new form to destroy and request transfer of records. There is a movement within the A.O.C. to eliminate the courts' dependence on the Department of Archives and Records Management thereby to accept all responsibility for records management for the courts in the the courts' statutory authority.

Joe said that the Division of Archives and Records Management is against this because of the possibility that historical records may be destroyed. CARMA/NJ is also in opposition to this. Joe said that he will invite a representative from the A.O.C. to the next meeting.

Joe brought up the subject of the destruction of court stenographer's notes. Currently the retention is Civil - after 5 years destroy, criminal - permanent unless transcribed. The problem is that these notes are illegible unless the stenographer is available for transcription. Joe suggests that the Records Managers have the Chief Stenographer, Supervisor or Court Administrator write a letter stating that the criminal stenographer's notes are illegible and request permission for destruction.

David Mitros of Morris County reported that a researcher was successful in finding information on the late 1700's coinage. Morris County will be acknowledged in his book.

Knute asked if any member had any problem with changing the bylaws to include Records Management people from municipalities. Larry Cella from Monmouth County pointed out that there was no need to change the bylaws. The Records Management people from municipalities can attend as guests.

The meeting was adjourned at approximately 12:20 p.m. and lunch was served.

Respectfully submitted,
Rita Marie Fulginiti
Secretary

CARMA of New Jersey

Treasurer's Report

Date: September 17, 1990

Income

Source of Income	Date Paid	Purpose	Amount
RMA MEETING	6/11/90	Luncheon Money	\$ 190.00
MERSET COUNTY	6/5/90	Carma Dues	30.00
Total Income			\$ 220.00

Expenses

Vendor	Check #	Date Paid	Purpose	Total Chec
NETIAN CATERERS	103	6/11/90	Catering of Meeting	\$ 270.00
Total Expenses				\$ 270.00

Balance as of	<u>6/11/90</u>	\$ 378.00
Income		\$ 220.00
Total		\$ 598.00
Less Expenses		\$ 270.00
Balance Brought Forward	<u>9/17/90</u>	\$ 328.00

Submitted by Joseph D. Meyers
 Title Secretary/Treasurer



CARMA/NJ

County Archives and Records Management Association of New Jersey

Patrimonium acta nostra
"Our records are our heritage"

Knute Seebohm, *President*
Tom Murphy, *Vice-President*
Rita Fulginiti, *Secretary*
Joe Myers, *Treasurer*

CARMA MEETING MINUTES

The meeting of December 3, 1990 was opened at 10:00 a.m. in Mount Holly at the Burlington County Special Services School with a welcome by Dr. Carmine DeSopo, Superintendent.

Representatives from nine counties, the state and one municipality were present, namely:

Barbara Sanders Frank Barino	Atlantic County
Jim Casa, Freeholder Liaison Donald Brauckmann Steve Traub Dr. Carmine DeSopo	Burlington County
Rita Marie Fulginiti Diana Hevener	Cape May County
Phyllis D'Autrechy	Hunterdon County
Thomas Murphy Pete Dalina, Freeholder Al Kuchinskas Jerry Balazse	Middlesex County
Knute Seebohm	Morris County
Richard Laycock	Ocean County
Tony Mento Joe Myers Rudy Nowak	Somerset County
John Miri, Court Administrator	Union County
Joe Falca David Mazur Tom Tokazewski	State Representative Superior Court of NJ Superior Court of NJ
Calvin Lester	Camden City

After the introduction Joe Falca welcomed Calvin Lester, Camden City Records Manager to the meeting.

Joe Falca introduced David Mazur and Tom Tokazewski of the Superior Court. They had been invited to speak on the retention, microfilming and packaging of the Superior Court case files.

David Mazur distributed the procedure "Guidelines: Destruction of CAMIS Files" which has been made a part of these minutes. Mr. Mazur explained that this procedure was instituted by Superior Court to manage the disposition of the CAMIS files which are the pre-ACMS direct filing case files. (Once an ACMS paper is made a part of a CAMIS file that file is considered an ACMS file.)

The procedure deals with closed CAMIS (pre-direct filing) case files. The status and dates of these files depends upon when each vicinage went on the direct filing system - ACMS. As of April 9, 1990 all counties were on direct filing except for the Family Division and the Foreclosure Unit of Chancery.

Mr. Mazur said that those counties which went on direct filing for Law Division from 1982-1986 and had previously sent their CAMIS files to Trenton for destruction--those files are now destroyed.

Those counties which went on direct filing in 1987-1988 will have an audit team sent to assess the CAMIS files. The audit team will do a random search. If a high percentage of the files are completely microfilmed then permission will be granted for destruction. If not, then the papers not marked "microfilmed" must be sent to Trenton for filming. All CAMIS files permitted for destruction must be shredded. The state vendor for shredding, Reliable Computer Service of Jamesburg, Middlesex County, 201-327-2900, can be contacted. There is no charge to the county for this service.

Joe Falca displayed the form which is used, along with the regular Request and Authorization for the Destruction of Records form. The smaller form is the form which is sent to Dave Mazur and a copy, supplied to the vendor as authorization to pick up and shred the CAMIS files.

Dave Mazur said that the Superior Court is presently microfilming all direct-filing cases. Mr. Mazur has directed counties to send any CAMIS papers not stamped "microfilmed" to Trenton for filming.

The Superior Court will supply counties with shrink wrap and labels for packaging and labeling the case files to be sent to Trenton for filming. Each county has already

had a demonstration from a representative from the Superior Court.

All CAMIS cases for matrimonial have not been destroyed.

Dave Mazur can be reached by calling 609-292-4974 or 292-4814; Tom Tokazewski 609-633-2583.

There was some discussion about the issue of electronic records and the members agreed that it is important that the records can be reproduced to paper, if necessary.

Knute spoke about the ARMA Industry Action Committee meeting for County and Municipal Government held at the ARMA Conference in San Francisco on November 5, 1990. This IAC is the largest in ARMA with over 800 members from County and Municipal Governments. Knute noted that most states leave retention schedules up to the individual governing body. The counties and municipalities in New Jersey are fortunate in this respect because the Division of Archives and Records Management administers the records retention schedules. The state is responsible for following the changes from the federal government which affects our records retention schedules.

Knute said that standardization is necessary in the field of County and Municipal Records Management. In many cases Records Management is not in a Records Management Department. The state of Texas has required every municipality and county to have a Records Management Officer.

Treasurer Joe Myers of Somerset County distributed the Treasurer's report. Each county's dues of \$30.00 are due for 1991 and notices will be going out to each county.

Congratulations were offered to Joe Falca for his much deserved promotion to Bureau Chief in the State Division of Archives and Records Management.

Congratulations also go out to Tony Mento, Director, Somerset County Records Management, for his upcoming retirement. Tony has done an outstanding job as Records Manager. His accomplishments in the Somerset County Records Management Department have helped to lead the way to promote the efficiency of controlled Records Management throughout the state. We all will miss Tony who was a charter member of CARMA/NJ. We thank him for his dedication and are honored to have had him as our founding Secretary/Treasurer.

Tony introduced Rudy Nowak who will become the new director.

The meeting was adjourned at approximately 12:15 p.m. Lunch was served in the dining room of the Burlington County Special Services School. After lunch a tour was conducted of the proposed Burlington County Records Facility on the ground floor of the jail.

The next quarterly meeting of CARMA/NJ will be hosted on March 26, 1991 at 10:00 a.m. by Larry Cella in Monmouth County.

Respectfully submitted,
Rita Marie Fulginiti
Secretary

GUIDELINES: DESTRUCTION OF CAMIS FILES

Introduction

The following guidelines are intended to be followed in the destruction of CAMIS files. These procedures are in compliance with approved records retention schedules and meet the requirements for records destruction. While the Superior Court Clerk's Office continued to utilize the CAMIS upfront microfilming until September 1989, the time frame for destruction of CAMIS files will vary from county to county depending on the date local filing was initiated in each county. Under this special file destruction program, an audit team from the Superior Court Clerk's Office must conduct a random file review to ensure that microfilming standards were complied with prior to files being destroyed.

Definition

CAMIS files are those defined as being subjected to upfront microfilming in the Office of the Superior Court Clerk in Trenton for the following years:

- Matrimony: September 1979 - September 1989
- General Equity: September 1980 - September 1989
i.e., Chancery, Probate
- Law: September 1982 - September 1989

PROCEDURES

Both the county and the Superior Court Clerk's Office will share responsibilities for the steps to take in destroying CAMIS files. Closed case files to be destroyed must be separated. The separation of cases should be done according to the following:

- Matrimony Cases - separate cases into three groups:
 1. closed cases bearing 1978 or earlier docket numbers can be

destroyed according to the existing records retention schedule as these cases contain "copies" of documents. The original documents are maintained by the Superior Court Clerk's office in Trenton.

2. closed cases bearing docket numbers M-79 through docket numbers M-86 (inclusive) should be separated for review by the Superior Court Clerk's Records audit team.
3. closed cases filed in court year 1987 (M-87) to present should be held in the county for future microfilming in Trenton.

■ **General Equity** - separate cases into four groups:

1. closed cases bearing 1980 or earlier docket numbers can be destroyed according to the existing records retention schedule. The original documents are maintained by the Superior Court Clerk's office in Trenton.
2. cases filed and closed between January 1, 1981 and December 31, 1986 should be separated for review by the Superior Court Clerk's Records Audit Team.
3. cases filed and closed between January 1, 1987 and the initiation of direct filing (see Appendix A for direct filing schedule) or September 1, 1989, whichever is earlier, separate for review by the Superior Court Clerk's Record audit team.
4. CAMIS cases closed after the direct filing effective date should be separated for review by the Superior Court Clerk's Record audit team.

■ **Law Division** - separate cases into four groups:

1. cases filed prior to January 1, 1983 can be destroyed according to the existing records retention schedule. The original documents are maintained by the Superior Court Clerk's Office in Trenton.
2. cases filed and closed between January 1, 1983 and December 31, 1986 should be separated for review by the Superior Court Clerk's Records Audit Team.

3. cases filed and closed between January 1, 1987 and initiation of direct filing (see Appendix A for direct filing schedule) or September 1, 1989, whichever is earlier, separate for review by the Superior Court Clerk's Record audit team.
 4. CAMIS cases closed after the direct filing effective date should be separated for review by the Superior Court Clerk's Record audit team.
- All closed cases should be grouped as noted above, arranged sequentially by docket number and separated by the year in which they were closed within each court division i.e. law, general equity, matrimonial, etc.
 - The case files should be packed in appropriate storage boxes or plastic wrap and each box should be labeled.
 - A typed list must be prepared for each box or wrap containing a list of all cases contained in the box or wrap listed sequentially by docket number.
 - Case files that appear on the reported case list for the county must be held separate from the cases to be destroyed. (A list of these cases appears in the Appendix.) Label reported cases as such and set aside for audit team to collect for Trenton.
 - After completion of the above steps, submit the CAMIS Destruction Request to:

Superior Court Clerks Office
Records Division
CN 971
Trenton, NJ 08625

Superior Court Clerk's Audit Team

- Upon receipt of Destruction Request from the county, an audit team from the Superior Court Clerk's Records Division will be assigned to the vicinage.
- The vicinage records liaison will be contacted to arrange a suitable date for the audit team to visit the site.
- During the site visit, the audit team will randomly select a sampling of the separated closed cases for review to ensure complete microfilming has occurred in compliance with approved standards.
- Based on the results of the records audit, approval will be given for destruction. Destruction can be arranged through a contracted State recycling vendor.
- Once approval for destruction has been given, county staff will have responsibility for removing the files to its loading platform or to a location agreed upon by the county and vendor prior to the vendor pick up time.

Civil & General Equity

Direct Filing Schedule

County	Effective Direct Filing Date
Atlantic	April 18, 1988
Bergen	November 6, 1989
Burlington	June 5, 1989
Camden	September 1, 1987
Cape May	April 18, 1988
Cumberland	December 5, 1988
Essex	January 17, 1989
Gloucester	December 5, 1988
Hudson	April 9, 1990
Hunterdon	April 9, 1990
Mercer	January 2, 1987
Middlesex	July 5, 1989
Monmouth	September 1, 1987
Morris	February 17, 1987
Ocean	September 1, 1987
Passaic	November 6, 1989
Salem	December 5, 1988
Sommerset	April 9, 1990
Sussex	April 9, 1990
Union	October 1, 1987
Warren	April 9, 1990

CARMA of New Jersey

Treasurer's Report

Date: Dec. 3, 1990

Income

Source of Income	Date Paid	Purpose	Amount
Carma Meeting	Sep. 17, 1990	Luncheon Money	\$ 180.00
Total Income			\$ 180.00

Expenses

Vendor	Check #	Date Paid	Purpose	Total Ch
Caterer	104	Sep. 17, 1990	Carma Luncheon	\$ 282.63
Total Expenses				\$ 282.63

Balance as of	<u>Sep. 17, 1990</u>	\$ 328.00
Income		\$ 180.00
Total		\$ 508.00
Less Expenses		\$ 282.63
Balance Brought Forward	<u>Dec. 3, 1990</u>	\$ 225.37

Submitted by

Joseph D. Meyers

Title

Treasurer



CARMA/NJ

County Archives and Records Management Association of New Jersey

Patrimonium acta nostra
"Our records are our heritage"

Knute Seebohm, *President*
Tom Murphy, *Vice-President*
Rita Fulginiti, *Secretary*
Joe Myers, *Treasurer*

CARMA MEETING MINUTES

The meeting of March 26, 1991 was opened at 10:15 a.m. in Manalapan at the Monmouth County Library with a welcome by Jane Clayton, County Clerk.

Representatives from ten counties, the state and one municipality were present, namely:

- | | |
|---------------------------------|----------------------|
| Cheryl Sullivan | Atlantic County |
| Tony Watson | |
| Jim Casa, Freeholder Liaison | Burlington County |
| Steve Traub | |
| Angela F. Pulvino, County Clerk | Cape May County |
| Rita Marie Fulginiti | |
| Diana Hevener | |
| Alice Buck | Camden County. |
| Phyllis D'Autrechy | Hunterdon County |
| Thomas Murphy | Middlesex County |
| Al Kuchinskas | |
| Jerry Balazse | |
| Larry Cella | Monmouth County |
| Knute Seebohm | Morris County |
| David Mitros | |
| Richard Laycock | Ocean County |
| Charlotte Bleier | |
| Tony Mento | Somerset County |
| Joe Myers | |
| Rudy Nowak | |
| Harold Neuschafer | Sussex County |
| Joe Falca | State Representative |

Bob Gallagher
Steve Miller

Jersey City

Al Kuchinskis of Middlesex County reported that their records center is 80-85% complete; completion date ahead of schedule for late June or July 1991. He is in the process of purchasing furniture. The problem they will experience at the onset is the lack of staff due to budgetary cutbacks. We will schedule our September meeting there.

Al also reported that they are using the ARMS Records Management software package and he recommends it. Through this program Middlesex County was able to provide the Div. of Archives and Records Management with a complete list of record series titles helping Joe Falca and staff update the county retention schedules.

Phyllis D'Autrechy of Hunterdon County was happy to report that a Record Center is now on the drawing board. She brought a sample of a custom made acid free archival box which was taught to her by Janet Reamer of Rutgers University Special Collections. Phyllis said that the personal instruction she received was a free service of Rutgers. Instructions are enclosed with these minutes.

Bob Gallagher of Jersey City reported that the shelving has been completed in three of the records storage trailers. They now have a computer system and labeling program for the records center.

Knute Seebohm honored Tony Mento for his service to CARMA/NJ and for his role in county-level records management. A plaque was presented and a resolution was offered by Knute, second offered by Rita Fulginiti and are made a part of the minutes.

Tony Mento thanked Knute and the membership. Tony thanked especially Knute and Joe Falca for their help over the years. He asked the membership to give his successor Rudy Nowak the cooperation that he has received. Tony's retirement dinner is schedule for Tuesday, April 30 and all are invited. Contact Rudy Nowak at 908-231-7000 x 7553 for details.

Rich Laycock of Ocean County reported that he and Charlotte Bleier have had success in their department by holding a County Department Meeting in the the records center. At the meeting they explained the policies and procedures for sending records to the center. They are still experiencing a lack of cooperation from some departments.

Knute welcomed Harold Neuschafer, Sussex County Library Director. Harold reported that he has recently

been given the task of surveying departments for the records they create and maintain and the physical locations of the county records.

Alice Buck of Camden County reported that her department just completed a large job of microfilming juvenile cards. She is having problems where the workers are coming down and entering information on the cards which are already filmed. Joe suggested that she direct the departments to not send any files for filming until the cases are closed.

Joe Falca spoke on behalf of the Division of Archives and Records Management on the retention schedules. He reported that the general schedule has been updated. The Records Manual will be ready soon and will be out to the county records managers.

Joe asked for any suggestions on the making the retention schedules clearer.

Rita Fulginiti of Cape May County suggested that the date of destruction be clearer on liens. Knute suggested that the statute be cited.

Larry suggested the possibility of an arbitrary procedure for some records such as maintain 5 years, microfilm, destroy original. Joe explained that this may present some future storage problems.

Larry also said that the directions on the schedules are unpractical e.g. "retain in agency x years, retain in records center x years." Larry said that because of space problems in the departments he is maintaining a large amount of active files. Joe explained that the retention period in agency/center is flexible. Joe also said that Larry should request help from the departments in pulling active files.

Tony asked about the retention for Arrest Card files which are noted as 75 years after last entry (Local Police schedule: 0007-0000). Joe said that this is an error. The intent was that the record be kept the lifetime of an individual; 75 years total. Joe also said that these records are ideal for microfilming after the files are closed.

Knute spoke about records kept where the filing sequence is different than the destruction date. He suggested to eliminate a large amount of time in the destruction process is to color code the files by using color label dots by year. For example, blue could represent all the files closed in 1991, red for 1992, green for 1993.....

Alice spoke about the Business Trade Name record series. She said that even though there is a destruction date allowed for those with dissolution she has been filming them as a complete series to save time. Joe suggested that Alice call Jim Fruscione at the Secretary of State's Office 530-6440 to see how the State has addressed this problem with corporations, etc.

Phyllis said that she doesn't feel it is her job to pull the records in the center to establish destruction dates in the records where the filing sequence is not the destruction sequence.

Knute spoke about the problems presented when the records series in the schedules are named one way and another name is used by the departments. Joe suggested that a sample document can be sent to him for clarification.

Bob Gallagher said that their real estate files are filed by lot and block but the destruction dates are by years. He said that his is the process of directing the departments to make changes.

Tony brought up the issue of criminal steno minutes where the stenographer is no longer available to transcribe. Joe said that the procedure is to put a destruction request in accompanied by a letter stating the circumstances. The Assignment Judge must sign off on the request. Tony also reported the success his department has had with inmates microfilming and prepping.

Bob asked about records damaged and illegible. Joe said that the procedure is to submit a destruction request stating the circumstances and have all department heads responsible for the records sign off. Bob explained that there is such a mixture of damaged records he is not sure to which departments they belong. Joe said that he and Carl Neiderer would go to the site to investigate.

Joe distinguished between general correspondence and administrative correspondence:

General correspondence is from the agency to the public or to another agency.

Administrative correspondence is from the administrator to others within the agency.

The meeting adjourned at 12 noon for lunch and a tour of the Monmouth County Library Archives and Records Storage facility.

The next quarterly meeting of CARMA/NJ will be hosted on Friday June 7, 1991 at 10:00 a.m. by Caesar Iacovone and Joe Falca at the Division of Archives and Records Management in Trenton .

Respectfully submitted,
Rita Marie Fulginiti
Secretary