

# CARMA / NJ

*County Archives and Records Management Association of New Jersey*

*Patrimonium acta nostra*

*"Our records are our heritage"*

*Thomas P. Murphy, President*  
*Lawrence J. Cella, Vice-President*  
*Rita Marie Fulginiti, Secretary*  
*Joseph D. Meyers, Treasurer*  
*Members At Large*  
*Richard Laycock*  
*Gary D. Saretzky*

## CARMA MEETING MINUTES

The March 23, 2000 meeting of the County Archives and Records Management Association of New Jersey was called to order by President Tom Murphy at 10:00 a.m. at the State Records Center in Trenton.

Twelve counties and representatives from the New Jersey Division of Archives and Records Management (DARM) were represented:

Christine Ruttler Monica Malinowski	Bergen County
Isaac Boykin	Burlington County
Rita Marie Fulginiti Diana Hevener	Cape May County
Gloria Noto Virginia Murray	Cumberland County
Larry Greene	Hunterdon County
Harold Seigel	Mercer County
Thomas P. Murphy Gary Dalina Jerry Balazse	Middlesex County
Larry Cella Gary Saretzky	Monmouth County
Ed Small David Mitros	Morris County

*Address correspondence to:*

*Records Manager, Middlesex County Division of Archives & Records Management  
P.O. Box 871, New Brunswick, N.J. 08903-0871*

Rich Laycock	Ocean County
Ellie Kidd	Salem County
Rudy Nowak Joseph Meyers	Somerset County
Karl Niederer Albin Wagner Joseph Falca	NJDARM

Secretary Rita Fulginiti made a motion for approval of the December 7, 1999 meeting minutes. A second was offered and approved. Forms were distributed for updates to the CARMA/NJ contact list. She noted that there are three more meetings for the year - *Thursday, May 11, Thursday, September 28 and Thursday, December 7 (at Middlesex County DARM)*. She asked for hosts for the May 11 and September 28 meetings. Monmouth has agreed to host the May 11 meeting.

Mrs. Fulginiti thanked Karl Niederer for setting up the tour of the New Jersey Archives and to Gary Saretzky for making arrangements.

Joseph Meyer provided a written and oral **Treasurer's Report** which stated a balance totaling **\$1251.83 with all 11 counties being paid members of CARMA/NJ and vouchers from most others.** A motion was made by Rita Fulginiti to accept the Treasurer's Report with a second by Harold Seigel and approved.

Vice President Larry Cella congratulated Rudy Nowak on his upcoming plans to retire.

***New Jersey DARM Report:***

Joseph Falca distributed updated retention schedules for Local Housing and Development, Human Services, County Board of Taxation, Local Insurance Commissions and Health Department.

Albin Wagner distributed copies of and spoke about Assembly 1309 (companion S 866) - legislation pertaining to public records. He urged the group to check the New Jersey Legislature web page for amendments. Mr. Wagner also spoke briefly about the Image Processing Certification process. Mr. Wagner announced the upcoming ARMA Mid Year Conference April 4 & 5 at College Park, MD.

*Tour of the New Jersey Archives in the Department of State Building, 225 West State Street, Trenton, NJ:*

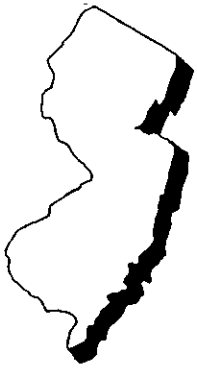
Karl Niederer gave the group an overview of the building status of the New Jersey Archives in the renovated Department of State Building. The group car pooled over to the facility to view the facility at the stage prior to the collection being moved in.

The meeting was adjourned at noon for lunch. *County/Municipal Updates were discussed during lunch.* The next meeting will be May 11, 2000 at the Monmouth County Archives.

Submitted by,  
Rita Marie Fulginiti, Secretary

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## CARMA/NJ MEETING MINUTES

The May 17, 2000 meeting of the County Archives and Records Management Association of New Jersey was called to order by President Tom Murphy at 10:00 a.m. at the Monmouth County Archives in the Monmouth County Library in Manalapan.

The group was welcomed by M. Claire French, Monmouth County Clerk.

Twelve counties, the Superior Court of New Jersey, 3 municipalities and the New Jersey Division of Archives and Records Management (NJ DARM) were represented:

Christine Ruttler	Bergen County
Monica Malinowski	
Isaac Boykin	Burlington County
Rita Marie Fulginiti	Cape May County
Stuart Feldman	Hudson County
Larry Greene	Hunterdon County
Harold Seigel	Mercer County
Tom Murphy	Middlesex County
Gary Dalina	
Jerry Balsasze	
M. Claire French	Monmouth County
Larry Cella	
Gary Saretzky	
David Mitros	Morris County
Ed Small	

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***County/Municipal Updates:***

**Christine Ruttler** of Bergen County spoke about their plans to relocate warehouse records.

**Isaac Boykin** of Burlington County reported that they are at their maximum storage capacity and are purging records as much as possible. He also reported that they have instituted a policy where no departments may store additional records until eligible records are purged.

**Rita Fulginiti** of Cape May County reported on their plans to implement a new recording and document imaging system.

**Larry Greene** of Hunterdon County reported on the change of plans in his county to move offices into the space where the records center was formerly allocated.

**Tom Murphy** of Middlesex County reported they are at 72% capacity in the warehouse and 50% in the archives.

**Claire French** of Monmouth County spoke about the use of the Clerk's Trust Fund for Archives and technology projects. **Larry Cella** spoke about purging Superior Court Records. **Gary Saretzky** spoke about records retrieval policies.

**David Mitros** of Morris County reported on the completion of their disaster plan and the \$9,800 grant to preserve Broadsides.

**Rudy Nowak** of Somerset County reported on their progress in identifying records for offsite storages.

**Richard Scaler** of Union County Vicinage discussed the space issue relating to records storage.

**Bob Gallagher** of Jersey City spoke about staff shortage.

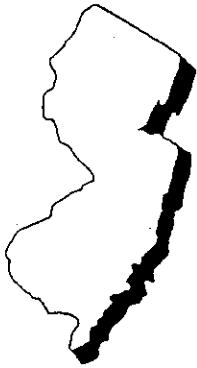
**James Callura** of Newark spoke about their disaster plan and working with the City Fire Department so they know where the vital records are located in case of salvage.

***Special Recognition:***

**Rudy Nowak** of Somerset County was recognized by **Larry Cella** and the group for his friendship and help to the CARMA/NJ membership/

Motions were made and the meeting was adjourned for lunch. The next meeting is scheduled for September 28, 2000.

Submitted by,  
**Rita Marie Fulginiti, Secretary**



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Rita Marie Fulginiti, *Secretary*  
Joseph D. Meyers, *Treasurer*  
Members At Large  
Richard Laycock  
Gary D. Saretzky

## CARMA/NJ MEETING MINUTES

The September 28, 2000 meeting of the County Archives and Records Management Association of New Jersey was called to order by President Tom Murphy at 10:00 a.m. at the State Records Center in Trenton. On behalf of NJ DARM Director Karl J. Niederer, the group was welcomed by Joseph Falca.

Eleven counties, two municipalities and the New Jersey Division of Archives and Records Management (NJ DARM) were represented:

Christine Ruttler Mark Tomko Monica Malinowski	Bergen County
Isaac Boykin	Burlington County
Rita Marie Fulginiti Diana Hevener	Cape May County
Stuart Feldman	Hudson County
Larry Greene	Hunterdon County
Harold Seigel	Mercer County
Tom Murphy Gary Dalina Jerry Balasze	Middlesex County
Gary Saretzky	Monmouth County
David Mitros Ed Small	Morris County
Ellie Kidd	Salem County

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## REPORT OF THE NOMINATING COMMITTEE

CARMA / NJ

1998

We the undersigned, as members of the Nominating Committee,  
offer the current officers:

Thomas Murphy, President  
Lawrence Cella, Vice President  
Rita Fulginiti, Secretary  
Joseph Meyers, Treasurer  
Rich Laycock, Member at Large  
Gary Saretzky, Member at Large

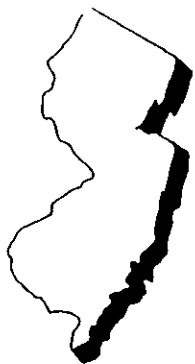
as our slate for the upcoming two year term.

Taking into consideration that the current officer's have expressed a desire to continue to serve; that they perform in an exemplary manner to deliver pertinent information to this body in an efficient format; and that there is no desire on any member's part to seek election from the floor, we respectfully request the secretary cast a single ballot and ask for a motion to accept same.

Respectfully submitted:

  
Diana L. Hevener  
Cape May County

  
Jerry Balazse  
Middlesex County



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Richard Laycock  
Gary D. Saretzky

## CARMA/NJ MEETING MINUTES

The December 7, 2000 meeting of the County Archives & Records Management of New Jersey (CARMA NJ) was called to order by President Tom Murphy at 10:15 a.m. at the Middlesex County Records Center in South Brunswick Township.

Ten counties, one municipality and the New Jersey Division of Archives and Records Management (NJ DARM) were represented:

Christine Ruttler Mark Tomko Monica Malinowski	Bergen County
Isaac Boykin	Burlington County
Stuart Feldman	Hudson County
Larry Greene	Hunterdon County
Harold Seigel	Mercer County
Tom Murphy Gary Dalina Jerry Balasze	Middlesex County
David Mitros	Morris County
Lawrence Cella Gary Saretzky Walt Gawron	Monmouth County
Richard Laycock	Ocean County
Joseph Meyers Rudy Novak (retired)	Somerset County
Robert Gallagher	Jersey City

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Lawrence Cella, Vice President  
Rita Fulginiti, Secretary  
Joseph Meyers, Treasurer  
Rich Laycock, Member At Large  
Gary Saretzky, Member At Large

Jerry Balasze presented the Report of the Nominating Committee (see attached) a motion was made to accept the report, seconded and approved. None were opposed.

### **For the Good of the Order Bergen County**

Christine Ruttler stated that the County Clerk's Office would be moving into a new building in February 2001 but that no allowance has been made for space for records storage. She also stated that the county would be receiving a CAPES (Caucus Archival Projects Evaluation Service) grant from Cultural Affairs and NJ Historical Commission. The microfilming project of the Naturalization records is continuing and an imaging system for their maps will be reviewed by DARM.

### **Burlington County**

Isaac Boykin stated that due to the over crowding of records in the records center, the Superior Court system utilized an outside private storage vendor. Isaac also stated that a 1785 Burlington County slave deed ledger was being offered for sale on eBay (see attached). This matter is being referred to the Burlington County Counsel and to Karl Niederer, Director, DARM for purposes of replevin.

### **Hudson County**

Stuart Feldman stated that documents 1988 to the present are being microfilmed and then destroyed in the Surrogate's Office. There is also an interest for the restoration of books by the county and vendors and quotes are being solicited. He also faxed a survey to other Surrogates in NJ to ascertain what has been done. It was recommended to Stuart that the microfilming of the documents continue and that the historical records be placed in archival storage boxes and access be allowed to the microfilmed records only. Statutory information regarding the Surrogate's duties regarding records will be subsequently sent to Stuart form DARM.

### **Hunterdon County**

Larry Greene stated that the county is moving records into the new records center and that the database is being updated. He hopes that it will all be completed soon.

### **Mercer County**

Harold Seigel stated that the Surrogate's office had removed records from the records center back to their office due to genealogical requests. Also, the Probation Office cooperated with a 300 cubic foot purge.

### **Middlesex County**

Jerry Balasze stated that they are still microfilming adult correctional center case files. At present, 29,000 cases have been completed along with various books of the County Clerk's Office totaling 486 volumes. Tom Murphy stated that several municipalities and police departments are storing records at the Middlesex County records center which is nearing capacity.

### **Monmouth County**

Larry Cella stated that the county and architects are discussing expansion plans for the records center/archives and the use of compact shelving as well as the new location for the Hall of Records. Also, the county clerk's office is currently microfilming 45,000 Lis Pendens records.

### **Morris County**

David Mitros stated that the county has been working on an archival preservation project involving historical land sales advertisement records of the Surrogate's office which is soon to be completed. He is also prepared a second edition of county slave records and an indexing building contracts project is on hold due to lack of personnel. Gary Saretzky indicated that the SAA can provide a private consultant vendor list for the county to select a replacement to complete the project.

### **Ocean County**

Richard Laycock stated that the county records center will expand an additional 20,000 square feet and that it is currently at 95% capacity.

### **Somerset County**

Joseph Meyers stated that the records center is nearing 100% capacity and that he submitted a budget for additional outside space. Also, they are getting a new computer and that the county clerk's office may be sending hard copy of records that have been scanned for imaging to the records center.

### **Jersey City**

Robert Gallagher is currently assisting the Police Department with initiating a records management program. He also stated that the city is meeting with the Page Box Company to purchase new boxes, possibly 1000 at a time. It was also suggested that CARMA as a group purchase large quantities of boxes in order to benefit from any volume discounts.

The meeting adjourned at 11:40 and the next meeting is scheduled for March 22, 2001 at the State Records Center in Trenton.

Submitted by  
Joseph Falca for Rita Fulginiti,  
Secretary

Albin Wagner  
Joseph Falca  
Sean Curry

## NJ DARM

Jerry Balasze presented the Secretary's report for Rita Fulginiti. The September 28, 2000 meeting minutes were mailed to all members on October 11 and a motion was made for their approval. The motion was seconded and the minutes were approved. A list of proposed meeting dates for calendar year 2001 was presented as follows:

Thursday, March 22, 2001  
Thursday, May 24, 2001  
(Thursday, September 20, 2001)  
Thursday, December 6, 2001

The dates were approved with one correction: change Thursday, September 20, 2001 to Wednesday September 26, 2001 because of a scheduling conflict for DARM representatives.

There was a suggestion for a program on the preservation and repair of books from the Secretary and Stuart Feldman of Hudson County. This will be pursued at the March 22, meeting.

Treasurer Joseph Meyers presented a written and oral Treasurer's Report which stated a balance totalling \$1100.84. A motion was made to accept the report, seconded and approved. Joe indicated that all counties except three (Bergen, Essex, & Passaic) had paid their dues.

Vice President Lawrence Cella printed a copy of a newspaper headline and the US President's address regarding the 1941 bombing of Pearl Harbor. He also presented a records storage box from "The Box Company" which meets all standards for records storage and costs 99¢ each. Monmouth County has ordered 700 of these boxes. He also introduced Walt Gawron of the Monmouth County Microfilm Unit.

### **NJ DARM Report**

Joe Falca provided Request and Authorization for Records Disposal forms for distribution. Albin Wagner stated that imaging system certifications for Atlantic and Middlesex Counties are to be reviewed for approval by the State Records Committee on December 14. He also mentioned that Cape May County has been approved and that he had attended the Somerset County Technology day in Somerville. Albin also stated that the new State Archives at 225 West State Street is now open on Mondays and an exhibit area and bookstore are soon to open.

### **Nomination of Officers**

A Report of the Nominating Committee offered the following officers for nomination for the upcoming two year term:

Thomas Murphy, President

Joseph Meyers	Somerset County
Elizabeth Kiss	East Brunswick
Bob Gallagher	Jersey City
Albin Wagner Joseph Falca Vincent Scardino Keith Betten	NJ DARM
Andrew Schreck Brian Salles Steven Warcola	Image Access Corp.

**Secretary** Rita Fulginiti made a motion for approval of the May 17, 2000 minutes. Isaac Boykin offered a second and the minutes were approved. She noted that at the December meeting there will be nominations and election of officers. Treasurer Joseph Meyers presented a written and oral **Treasurer's Report** which stated a balance totaling \$1184.59. A motion was made by Harold Seigel to accept the Treasurer's report. Isaac Boykin offered a second and the Treasurer's Report was accepted.

***New Jersey DARM Report:***

Joseph Falca distributed revised retention schedules for Emergency Management and the General Schedule for County and Municipal Agencies. Albin Wagner updated the group on the Imaging Certification process. Middlesex County's application consideration has been extended until December 14. It was noted that the title searchers have dropped their lawsuit there. There are pending applications for Monmouth and Ocean Counties with a new application recently received from Atlantic County.

***Image Access Inc. Presentation***

Andrew Schreck with Brian Salles and Steven Warcola from Image Access Corp. of Hackensack, NJ made a presentation and demonstration to the group. They showed the film "Into the Future" by the American Film Foundation and demonstrated scanning and micrographics hardware and software products.

Motions were made and the meeting was adjourned for lunch. The next meeting is the annual meeting on December 7, 2000 at the Middlesex County Department of Archives and Records Management.

Submitted by,  
Rita Marie Fulginiti, Secretary

Ellie Kidd  
Rudy Nowak  
Joseph Meyers  
Frank Benfante

Salem County  
Somerset County

Joanne Schwab  
Marie

Union County

Richard Scaler

Superior Court Union Vicinage

NJDARM

Albin Wagner  
Joseph Falca

Jeff Faybach  
John Hamilton

Brick Township

Bob Gallagher

Jersey City

James V. Callura

Newark

Secretary Rita Fulginiti made a motion for approval of the March 23, 2000 meeting minutes. Harold Seigel offered a second and the minutes were approved. Treasurer Joseph Meyers presented a written and oral **Treasurer's Report** which stated a balance totaling \$1329.33. A motion was made by Rita Fulginiti to accept the Treasurer's Report. A second was offered by Ellie Kidd and approved.

*New Jersey DARM Report:*

Joseph Falca distributed a course outline on Protecting Records - Vital Records Management and Disaster Recovery. He also distributed standards for the Storage of Public Records and Disposal Request Forms. Albin Wagner updated the group on the Imaging Certification process. Gloucester County is scheduled for certification review this month with the State Records Committee. Up next will be Ocean, Atlantic and Bergen Counties.

*Disaster Response Planning Presentation*

Gary Saretzky presented an interesting and informative overhead and video presentation on Disaster Response Planning.