

CARMA 25th Anniversary

State History of County Archives and Records Management

Atlantic County

Atlantic County Government was founded in 1837, formally part of Gloucester County. Over the years, a collection of operational records, maps, and historic documents dating back to 1837 filled various rooms in several county buildings.

In 1995, Atlantic County recognized and implemented a sound records management program that complied with State regulations for records maintenance and retention.

In 2000, as part of a solution to safeguard our permanent records, an electronic records management program was implemented. The County now has three certified imaging systems with 21 offices imaging documents along with the Clerks, Surrogates and Freeholder's records now available to the public.

In 2004, the county invested \$1 million dollar to retrofit an existing building as a centralized Records Center. The Records Center is now housing over 18,000 boxes of records.

In 2005, the county recognized the need to create a preservation program for our historic documents and has conserved approximately 6000 historic books.

In 2013, the county is in the planning stages of retrofitting a building to house our historic books and documents.

From the day I was appointed to today, I am grateful to CARMA and its members for providing the professional support and friendship that has helped me accomplish a successful records management program.

*Thank you,
Donna Lenzi, Records Manager.*

Bergen County

Bergen was one of the four original counties in New Jersey with its early borders reaching into what are now Passaic and Hudson counties. Today, Bergen County is a 239-square-mile parcel of land in the northeast corner of the state, with a population of 905,116 people. Although Bergen was designated a “judicial district” in 1675, it was not until 1683 that the Provincial Assembly passed an act creating the counties of Bergen, Essex, Middlesex, and Monmouth.

In 1710, Hackensack –a Lenni Lenape word believed to mean “stony ground” – was designated as the county seat. The oldest records of the Bergen County Board of Freeholders and Justices are date May 19, 1715. At that meeting, it was decided to build a combined courthouse and jail, which was erected on Hackensack’s historic Green in 1716.

Bergen County observed the 300th anniversary of its founding on March 7, 1983. In 1985, the voters approved a governmental change, which had been recommended by the Bergen County Charter Study Commission, elected the previous year, to assess the freeholder form of government. As a result of that study and a vote by the people of the county, in November 1986, Bergen’s form of government changed from a nine member Freeholder Board to a County Executive and seven member Freeholder Board. The County Executive would be elected to a four – year term and the seven members of the Board of Chosen Freeholders are elected at large to three-year staggered terms. All take office early in January following their election in November.

Cape May County

Cape May County’s modern day Archives and Records and Information Management (RIM) Support Program had its genesis in the Fall of 1985 when a gathering of county government “records” folks met at the New Jersey State Records Center to discuss county level records management. **Joseph Falca** was there to greet us as well as **Karl Niederer** and others from the Department of State Division of Archives and Records Management (DARM) ready to partner with us on our public records adventure.

I attended the meeting with **Angela F. Pulvino**, Cape May County’s 24th County Clerk (1972-2005). It was the beginning of Cape May County’s Archives and RIM program. In 1986 the County Clerk’s Office 1927 building was expanded with a new wing to house the County Clerk’s Record Room, Archives and Board of Taxation Office. Volumes of Deeds, Mortgages, Assignments, Discharges, Releases

and Maps were relocated from the 1926 Courthouse to the new **Hall of Records**. DARM Director **William Wright** was there in 1986 to cut the ribbon on our state-of-the art Archives, the first climate controlled archives facility operated by a New Jersey County Clerk's Office. Collections dating back to 1692 were moved from the Courthouse to the Archives. We participated in the New Jersey newspaper project preserving early local newspapers on microfilm. We were an early recipient of a Caucus Archival Projects Evaluation Services (CAPES) Survey Grant, a valuable preservation resource for us which provided the beginning structure of our archives program. Deputy County Clerk Diana Hevener came on the scene in 1990 to manage the Hall of Records. She was the recipient of an archives preservation training grant, which provided an immense benefit to our program. Today **Diana Hevener** oversees public records initiatives for the County Clerk.

Clerk Pulvino had the vision of a centralized records center for the cost effective management of inactive and semi active records. The renovation of the adjacent 1926 Courthouse (1988-1993) provided space for the envisioned Records Center in the basement level of the building. In 1993 the County Clerk's Office began providing records management services to county government departments and agencies and the Superior Court. We used an automated (DOS based) system to track inactive and semi active records from accession to destruction. Today we use the Records Mine software shared through a web based portal.

In August 2000 the County Clerk implemented a document management imaging system for land records. In 2001 the land records data base and images were available to the public on line. In 2004 we took it to the next level and joined a consortium of other County Clerks and Registers led by Monmouth County Clerk **M. Claire French** in developing and implementing the New Jersey DSMS recording portal enabling the e-Recording of land records.

We were poised and ready for the Public Archives and Records Infrastructure Support Grant Program (PARIS) when it came on the scene in New Jersey in 2004. With the assistance of PARIS funds Cape May County's RIM Program Office was established to protect, control and manage County information assets in an efficient and cost-effective manner and in compliance with applicable laws and regulations. Cape May County received \$5,053,069.000 in PARIS funds to develop and advance:

- Departmental Records Management
- Imaging and Electronic Information Management
- Records Management Shared Services

- Records Recovery Center/Wireless Wide Area Network (for which we received a PARIS Award of Excellence)
- Preservation and Conservation of Historic Records

The RIM Program utilized grant funds for studies, assessments, equipment, and training that have allowed the program to successfully meet County needs while satisfying grant requirements. A large component of all RIM projects was knowledge transfer: RIM staff worked side-by-side with consultants so that operational knowledge remained within the county long after the projects concluded. At the sunset of PARIS grant funding (August 30, 2010) our RIM staff moved on to other positions in related fields: **Lizabeth Shay**, who served as Records Manager for the County Clerk, spent a short time as CFO and jack of all trades at Cape May Point. She returned as Assistant County Clerk in January 2013. **Melissa Mystic** continues to work on RIM projects and oversees daily operations at the Records Storage Center. **Adrienne Kelly** transferred to the Cape May County Library where she performs imaging and electronic information management. **Jason Redman** works as a network engineer for a commercial enterprise.

Today with a smaller staff and constantly improving technology we continue to do good work with the management of public records. Under **Diana Hevener's** direction, **Dawn Sheeks** and **Laurie Thomas** oversee the day to day operations of the Archives and Hall of Records. Our RIM Office has transitioned into RIM Support for county offices/agencies. Our Records Recovery Center and wide area network continue to provide safe haven for critical back up data of local government records.

It all began for us over a quarter of a century ago when CARMA/NJ was born with a small nucleus of friendly folks gathering together at the State Records Center to discuss county level records management. Cape May County owes a debt of gratitude to CARMA.

Gloucester County

Gloucester County, New Jersey was incorporated on May 28, 1686 when a court was established at Arwames (present day Gloucester City, Camden County). At one point in time, Gloucester County encompassed both Atlantic and Camden Counties; Atlantic County was formed in 1837, while Camden County was formed in 1844.

The earliest records dating back to 1686 are housed at the county's historical society founded in 1903. In fact, over 100,000 historical documents are kept at the Gloucester County Historical Society via a deposit agreement as required by State Administrative Code. Pursuant to this agreement, the county retains ownership of the records, while the historical society simply houses and maintains the records.

One of the most important documents housed by the Gloucester County Historical Society is a deed dated July 5, 1776 between the Continental Congress stationed in Philadelphia and Margaret Paul, a widow from the Township of Greenwich. This deed is for the first property purchased by the United States government outside of Washington, D.C. Fort Billings was built on this land which was erected, along with Fort Mifflin, to protect Philadelphia during the Revolutionary War.

Records management for Gloucester County falls under the auspices of the County Clerk. The county has had a records manager since July of 2005. The records management division of the County Clerk's Office strives to ensure the integrity, preservation, and accessibility of all county public records while also focusing on shared municipal services and future innovations and industry changes. With the aid of the PARIS Grant, Gloucester County has been able to install and maintain four certified EDMS (Electronic Document Management Systems), conserve various historical records, upgrade network infrastructures, and install appropriate shelving throughout the county.

Hudson County

Prior to the establishment of the PARIS program, Hudson County had no records staff. In 2005, the Office of Archives and Records Management (OARM) was established as part of the first year's grant. The staffing positions were and continue to be: Archivist, Records Manager, Supervising Clerk, Clerk Typist, and Vault Clerk.

During the five years that the PARIS program was alive, Hudson County received approximately \$4.5 million. Hudson County received two State awards: One for Model Staffing, the other for a Shared Service with Cumberland County for electronic backup of scanned records.

The OARM has successfully completed many archival and records management projects for the divisions of the County Clerk, County Register, the County Surrogate, and other departments. The following is a summary.

Hudson County implemented an Enterprise-Wide Document Management System (EDMS). The County continues to expand the EDMS, which currently is used by the Freeholders, Law Department, Administrator, County Clerk, and Personnel.

The Hudson County Records Management Training program served 300 persons, including personnel from several municipalities. The training now includes training on ARTEMIS, which is done on a one-to-one level.

A shared service inventory and purge project involving several municipalities (Bayonne, West New York, Secaucus, Union City, Hoboken, Harrison and Weehawken). These municipalities pooled their grant funding with the County for the successful completion of these projects.

Disaster Recovery services in the wake of Hurricane Sandy included OARM assisting the Hudson County Correctional Facility. In addition, Hudson County OARM assisted the municipalities of Hoboken and Bayonne, to freeze and freeze-dry over three thousand boxes of records.

From November 2005 to October 2010, several PARIS grants, in a total of \$877,443, were awarded to the Hudson County's OARM for restoring the County's archival records. With the support of these grants, many archival restoration projects were completed. Five of these projects were supported by PARIS (23%), and the other five were respectively funded by the Hudson County's Clerk (60%), Register (9%), and Tax Administrator (8%). The completion of these projects empowered the OARM in building a solid foundation for developing archival collections and establishing electronic archives retrieval systems. Additional PARIS funds also advanced the OARM's training-consulting on archival records management, which in return re-strengthened the restoration of archival records and reinforced the development of archival collections

After the completion of the five-year PARIS-supported projects, the OARM continues to restore its archival collections in both paper and electronic formats including manuscripts, records and documents, newspapers, microfilms, videotape, CDs, and DVDs. The County's enterprise-wide electronic document management system (EDMS) has successfully transferred digital image data from CDs/DVDs into its system servers for the County Clerk's Public Records Division (397 incorporation books) and the County Register's Map Room (131 tax map books). Several in-house restoration/reorganization projects conducted by the OARM include:

- 1. Special Archival Collections Reorganization/Restoration**

(i) Hudson County Register's *Mortgage & Deed Pamphlets Restoration* (October-December 2008)

(ii) Hudson County Register's *Restored Map Book Collection Cataloging* (August-December 2009)

(iii) Hudson County's *Burial Records, Books, Videotape Conversion, and CD/DVD Collection Building, Indexing & Services* (August–December 2009, July-December 2012)

(iv) Hudson County Register's *Deed Book Collection Restoration* (2,650+) [Jan 2010–Nov 2013 (35% restored & project continues)]

(v) Hudson County Clerk's *Incorporation Books Reorganization* (September 2010-December 2011)

(vi) Hudson County Executive-Cultural Heritage & Tourism Office's *Documents, Newspapers, Atlases/Blueprints/ Maps Conservation, Digitization & Cataloging* (October 2009, May- December 2011 & August-December 2012)

2. Naturalization Microfilms, CDs and Index books Re-indexing and Reorganization (June 2009–December 2010)

3. Document Retrieval, Image Scanning & E-delivery Services (for Passport & Register, 2008-Current)

As of November 2013, the OARM's new archival collection has 133 *tax map books*, 397 *incorporation books*, 15 *public road books* and 53 *road maps*, and 71 boxes of *mortgage and deed* documents. This new series of collections adds to the existed 2,650+ *deed books*. Other new collections include: *19th Century Illustrated Newspapers; Cornerstone 1926 Hudson County Municipalities Newspapers; Hudson County's Burial Records; and Miscellaneous Atlases/Blueprints/Maps*. Two “*Rescue Priority-ranked and Color-coded Floor Maps*” for reflecting collection contents as well as for taking DPR actions were constructed in October 2010 and were revised annually to accommodate new collections.

Mercer County

As New Jersey's Capital County, Mercer County is a center for commerce, innovation and culture in the Garden State. Mercer County was founded in 1838 and named after General Hugh Mercer, a distinguished Revolutionary officer who lost his life from injuries sustained at the Battle of Princeton in 1777. 2013 heralds

the 175th Anniversary of the founding of the County with several events being hosted across the County from October through December. For more information of the programs please visit www.mercer175.org.

The County has a rich history that partook in the battles during the Revolutionary War in 1776 to playing a major role in the Industrial Revolution in 1847. The City of Trenton in particular, holds as an important harbinger to the development and evolution of the United States of America. Mercer County offers excellent education establishments such as Princeton University, Rider University, College of New Jersey, Thomas Edison State College and Mercer Community College; West Windsor-Plainsboro High School South has consistently been voted one of the top ranking high schools in New Jersey.

Mercer County has a well educated work force with diverse cultures from its various immigrant communities in 12 municipalities. Furthermore, it offers plenty of tourist attraction sites, beautiful architecture, parks, marshlands, rivers and canals.

The following timeline shows some of the significant events in Mercer County:

- 1600 Lenni-Lenape people
- 1609 European Explorations

- 1664 Province of New Jersey

- 1674 East & West Jersey

- 1699 Hopewell Township

- 1719 Trenton Township

- 1750 Windsor Township

- 1754 Princeton University

- 1776 Battle of Trenton

- 1776 General Washington's Crossing

- 1776 American Independence

- 1792 City of Trenton

- 1797 East & West Windsor

1813 Princeton Borough
1816 Lawrence Township
1838 Princeton Township
1842 Hamilton Township
1853 Hightstown Borough
1900 Growth of Government
1932 Lindbergh Kidnapping
1980 Pennington Borough
2008 Robbinsville Township
2013 Princeton Unification

The County Clerk's Office is planning an Exhibit to showpiece the 175th Anniversary of Mercer County and the 300th Incorporation of the State of New Jersey.

Mercer County's Office of Records Management (ORM) was established with PARIS Grant funds in December 2005 with the hiring of Lauren Wiley as Records Analyst III. Torey King was hired in January 2006, also as Records Analyst III, and Joseph Turek joined ORM in November 2006 as Records Retrieval Operator. As of December 2013, the ORM team is comprised of Torey King as Records Manager, Lauren Wiley as Records Management Analyst, and Joseph Turek as Records Analyst III.

Mercer County ORM is a sub-unit of the Office of Information Technology, which is supervised by the County Administrator. It serves all county agencies and oversees records management activities throughout county government. ORM coordinates storage of inactive records at the County Administration Building in Trenton. It also aids departments with storage areas at their own facilities and that utilize commercial storage vendors. Mercer County does not operate its own records storage center nor does it have an archival collections reading room open to the public. Researchers may access records directly through offices such as the County Clerk and Surrogate. Occasionally, ORM is asked by an agency to work directly with a researcher to access records. OPRA requests are received and processed by the County Counsel's office.

The history of records management at Mercer County before ORM's creation is unclear. For a period from the 1980s to about 2000, the Purchasing Department oversaw the storage of records in the Administration Building basement and coordinated occasional disposals. ORM inherited a file cabinet of transfer sheets for boxes received and shelved during this period. Some of these transfer sheets have accurate retention information although even those do not have record series numbers.

This system was abandoned sometime in the early 2000s and agencies were left to their own devices. When Lauren and Torey began at the county, many agencies had boxes of inactive records stacked in their offices and storage spaces. And, hundreds of boxes had been piled on the floor of the basement storage area. In addition, before the current administration, thousands of cubic feet of records had been sent to commercial storage facilities without being properly identified and tracked.

Therefore, ORM's biggest challenge has been to inventory and assign record series information to county records in various locations and to dispose of those that no longer need to be retained. Although this project is ongoing, ORM staff has made great strides in inventorying, tracking, and destroying records as well as centralizing records management activities. The sale of the Geriatric Center and closing of the Youth Detention Center have provided opportunities for ORM to review and inventory those agencies' records and to destroy outdated ones. Moreover, three of the five agencies using commercial storage facilities are in the process of retrieving and identifying stored records as well as carrying out disposals. ORM is working with the other two agencies to do the same.

Since its inception, ORM has improved records storage conditions and completed many projects, including those listed below. Most of these projects were funded solely by PARIS Grant monies.

- Needs assessments and records inventories for all county offices and participating municipalities
- Implementation of RecordsMine records management and scanning software, along with procurement of required equipment, at the county and five municipalities
- Helping to develop project requirements and bid specifications for other electronic records systems, including a new land records management system at the County Clerk's office
- Imaging of high-access and historic records
- Microfilming of long-term, permanent, and historic records for the county and participating municipalities

- Procurement of storage materials and furniture for the county and participating municipalities
- Serving on the committee to celebrate the county's 175th anniversary in 2013, including coordination of public scanning events, a map exhibit, an architecture symposium, and an innovation and technology conference
- Creation of an online archives of historic records, publications, and photographs, which is set to launch within the next few months

Middlesex County

The business of records management found its way to Middlesex County in 1986. The Board of Chosen Freeholders had Thomas Wild Associates submit a report on their findings of every department's inventory. They submitted their report to the Board in December of 1986.

The Board of Chosen Freeholders hired Herbert Southern Associates to prepare plans for the construction of a new facility for Middlesex County Departments to store their inactive records. Former Freeholder Stephen "Pete" Dalina was hired by the county as the first Records Manager. He worked with many of the county departments to have them transfer their records to either the "Annex" or Building 216 located near Middlesex County College. "Pete" was also one of the original pioneers for the beginning of CARMA/NJ.

Groundbreaking ceremonies were held on May 24, 1990. The builder, Richard A. Pulaski Construction Company was able to complete construction of the DARM in record time. The estimated cost of the building at that time was \$4.3 million. The official opening of the DARM is July 23, 1992. At that time "Pete" Dalina had taken the position of Freeholder. Thomas Murphy became Records Manager in 1991 and was in the position until his retirement in September of 2001.

The new facility housed both a central record storage warehouse and a micrographics facility. Jerry Balazse was the supervisor of the micrographic unit and still is to this day. The record center also has an archival vault for records that are permanent in nature. The warehouse has two separate security cages. One is for the adult corrections inmate case files, and the other is for the Prosecutor's Office. There are two aisles within the Prosecutor's cage that house evidence.

The records facility has been operating with several records management computer systems. We started with the Local Area Network System, and today we are using the Records Information Management System or RIMS.

After Thomas Murphy retired in 2001, Gary S. Dalina moved in as the facilities new record manager. The record center has had a few directors starting with Albert P. Kuchinskas of the Comptroller's Office. At the present time, Margaret E. Pemberton is the director and has been since 1997.

The success of the record center has been to provide quality service in the storage of department's inactive records and to access those records when departments request them. Many boxes are destroyed every year to provide room for the new boxes transferred to the DARM. The master copies of all documents filmed are stored in the archival vault. The DARM also houses inactive records for municipalities who wish to store their records offsite. The record center employs nine at the present time. The DARM will be celebrating its 25 years of operation in 2016.

Monmouth County

- 1984 Library Headquarters groundbreaking
- 1987 Jane Clayton, County Clerk, opened Archives in lower level of Library
- 1989 Records Manager hired
- 1994 Archivist / Department head hired
- 1996 First Annual "Archives Day and History Event." Open to the public with exhibits, lectures & videos. Now an annual event.
- 2001 New addition added to the Library with the Archives receiving additional space in the rear of Records Center creating larger storage area, break room, and conservation area with darkroom.
- 2002 Awarded Project Grant from New Jersey Historical Commission to copy and reformat 1,063 original ¾ inch U-Matic tapes donated by Cablevision (TV 34) local News casts (1981-1999) to preserve them before they become unusable due to aging and wear.

- 2003 Mobile shelving unit installed in new addition mentioned above, creating 4,000 new box spaces

- 2005 FY PARIS Grants planned and implemented by the Monmouth County Archives:
 - Mobile Shelving: Completed in 2006, this unit substantially increased storage capacity in the Archives, which was nearly full. The additional space enabled the Archives to begin the MR-MARC program allowing Monmouth County municipalities to store “permanent” historical records in the RC.
 - Stationary Shelving: Completed in 2005, this project established a small satellite records center which is used to store various agency records that are inactive to be stored in the Special Services building.
 - Disaster planning consultancy: This project completed an outside review of the Archives disaster vulnerability and response plan. As a result, landscaping was changed to improve water runoff near the RC.
 - Conservation consultancy: The grant funded a long-range program for the professional conservation of selected county records of historical value. The consultant (CCAHA) also prepared recommendations for a future project to train archives staff to do basic conservation treatments and a list of relevant equipment to be acquired.
 - Professional development: The grant enabled the archivist and records manager to attend several conferences and seminars.

- 2006 Paris Grant Awards:
 - Conservation of documents: Deed books ABC, and on. Miscellaneous Book B, which included slave documents.
 - Conservation supplies and equipment: The Archives acquired a HEPA vacuum cleaner, hand-held steamer, and other tools and supplies for cleaning and restoring damaged and soiled records.
 - Storage Cabinets: For microfilm. Installed in our vault providing us with the capability to store 9,000 additional rolls of microfilm.

- Video Surveillance: The Records Center is now monitored by a computer based security system.
- Professional Development: Enabled staff to attend conferences, workshops, and seminars.

➤ 2007 Paris Grant Awards:

- Conservation of documents: Conservation treatments performed on American Revolution Pension Requests & Slave Manumissions.
- On-site conservation training: CCAHA conservation technicians visited for several days to train three staff in cleaning and repair of documents, including mold removal using the HEPA vacuum. One technician also reorganized the Conservation room to improve functionality and work flow.

▶ 2009 Paris Grant Awards:

- Conservation treatment of Slave Births, 1790 Freeholders List (list of all property owners in Monmouth County); 1810-1811 Court of Common Pleas Minutes.

Somerset County

The Board of Chosen Freeholders created the Division in June 1988. The first Director was a person well known in the State Records community, Anthony “Tony” Mento; his assistants were John Buono and Arlene Kraus. According to records, Tony was also one of the founding members of CARMA. Joe Meyers, current Director of the Records Center came on board in April of 1979. After Tony’s retirement Joe became the Treasurer of CARMA, which position he held for twelve years.

It must be noted that when the Somerset County Division opened a new records center in 1989, one of the key players advising the team was Joe Falca. Rudy Novak replaced Tony as Director in 1991; Joe Meyers replaced Rudy in July of 2000. When the Record Center was originally opened the volume of records was in the range of 3,000 boxes, today the center manages over 18,000 boxes on site and in an offsite location.

In 2007, Steve Cozza was hired to become the Director of Archives and Records Management. Under Steve's direction the department was successful in obtaining PARIS grant funding to install an OnBase "EDMS", in addition to installing a Space Saver shelving system in the archive center and in the Prosecutor's record storage area. In 2012, Allen Kurdyla took Steve Cozza's place as Director. In addition to managing the Record Center and the OnBase EDMS, the records center staff manages Operation Secure Shred, which is a program for residents to shred family documents, this program has become extremely successful with a total of 229,840 lbs. of paper shred with 3,042 cars registered at eleven events this past year. The success of this shared service program has contributed to the creation of Co-op contracts for off-site record storage in addition to scanning and indexing services. Currently the team is working to bring additional County department on board with the EDMS, this includes requesting document retrievals and all records related activity.

Sussex County

Sussex County has a rich history dating back to its incorporation in 1753. Over the years the County's records management efforts were the responsibility of the individual Agencies. Key historical documents managed by the Clerk, Surrogate, Engineering/Planning, and others were housed locally at each Agency. As the County grew the challenge of managing and storing the increasing volume of documents became an issue. While there have been several initiatives focused on the organization and preservation of County documents, it was not until the PARIS Grant program helped fund the establishment of a full time Records Manager position that a focused effort began to take shape.

Over the last eight years the County has made significant strides in doing all the hard work to organize, inventory, purge, and establish long term records management plans for each Agencies. In conjunction with getting all these basics in place the County has taken a leadership position in implementing eDocument practices. With these new tools in place the County is satisfying the requirements for preserving our heritage for future generations while increasing the security and access to all information/documents produced and managed by the County.