



CARMA / NJ

County Archives and Records Management Association of New Jersey

Patrimonium acta nostra
"Our records are our heritage"

THURSDAY, May 22, 2014

MONMOUTH COUNTY ARCHIVES
Western Branch Library
125 Symmes Drive
Manalapan, NJ 07726

10:00 A.M. CALL TO ORDER

GARY DALINA
PRESIDENT

SALUTE TO OUR FLAG

DAN FREED
VICE PRESIDENT

WELCOME

CLAIRE M. FRENCH
Monmouth County
Clerk

SECRETARY'S REPORT

MICHELE EVERLY

TREASURER'S REPORT

LAUREN WILEY

NJ DORES REPORTS

DORES STAFF

NJ STATE ARCHIVES REPORT

ARCHIVES STAFF

PRESENTATION: *Preserving Your Vital Records: Collections Care for Records
Managers*

LAURA HORTZ STANTON
Director of Preservation Services

Conservation Center for Art & Historic Artifacts

****ADJOURNMENT****



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CARMA/NJ MEETING MINUTES

The May 22, 2014 meeting of the County Archives and Records Management Association of New Jersey was called to order by President Gary Dalina at the Monmouth County Archives in Manalapan, New Jersey at 10:10 am.

Ten Counties, two municipalities, representatives from the New Jersey State Archives and from the Division of Revenue & Enterprise Services were present along with other vendor members.

Christina Napolitano, Maria Lisa Bazela, Bergen County
Maria Efstratiades, Camden County
Diana Hevener, Dawn Sheeks, Cape May County
Michele Everly, Dave Brice, Nancy Richter, Gloucester County
Bor-sheng Tsai, Paul Paradise Hudson County
Lauren Wiley, Torey King, Mercer County
Gary Dalina, Middlesex County
Claire French, Mark Pizza, Gary Saretzky, Mary Hussey, Monmouth County
Vincent Giacomini, Allen Kurdyla, Somerset County
Dan Freed, Sussex County
Linda Cottrell, Freehold Borough
Elsalyn Palmisano, Borough of Rumson
Fred Pachman, Monmouth Medical Center
Don Cornelius, NJ State Archives;
Irwin Nadel, NJ Division of Revenue & Enterprise Services;
Joe Falca; Nick DiPalma, CBS, Inc.; Joanne McKinley, Access NJ/CNA Services;
James Thomas, Alternative Micrographics, Inc.; Mark Szemple, Sunrise Systems;
Drew Daley, Storage Systems USA; Laura Hartz Stanton, CCAHA

Call to order by President, Gary Dalina

Flag salute by Vice President, Dan Freed

Welcome by M. Claire French, Monmouth County Clerk

Secretary's Report: Michele Everly: The September Meeting will most likely be held at the Philadelphia City Archives on Market Street. CARMA is waiting for final confirmation. Lunch will be on your own. Further details will be forthcoming.

Treasurer's Report: Lauren Wiley: Copies are available of quarterly reports of expenses paid and membership dues received. If you have not paid your 2014 dues, please make your payment immediately. As of May 21, 2014, payment has been received from the following members: Atlantic County, Bergen County, Burlington County, Cape May County, Hudson County, Mercer County, Middlesex County, Monmouth County, Passaic County, Somerset County, Sussex County, Warren County, Borough of Freehold, and Borough of Norwood. Paying vendor members include: MRESC, Storage Systems, County Business Systems, Sunrise Systems, Polygon Group, Alternative Micrographics, Computer Square, Inc, Karen Perry, Access Systems, and the Crowley Company.

DORES' Report: Irwin Nadel discussed the circular letter regarding email reviewed at the April 2014 SRC meeting. DORES is moving forward with creating an email record retention schedule with a broadband seven year record retention period.

State Archives' Report: Don Cornelius reported that the Duke's Grant to Carteret and Berkeley, New Jersey's Birthday Certificate, is on display at the State House Rotunda in honor of New Jersey's 350th Anniversary. Brochures are also available for Jersey Roots, a Lecture Series, which consists of five evening lectures and other celebratory events.

Email Subcommittee Report: Dan Freed discussed particulars from the first committee meeting regarding email records management. There are six members of the committee, and the initial discussion consisted of members sharing ideas and the initial creation of a set of discussion topics to be addressed regarding email, email policies, and records management.

Presentation: Preserving Your Vital Records: Collections Care
for Records Managers
Laura Hartz Stanton
Director of Preservation Services

County Updates

Meeting adjourned

Next meeting will be in September of 2014.