



CARMA / NJ

County Archives and Records Management Association of New Jersey

Patrimonium acta nostra
"Our records are our heritage"

THURSDAY, September 26, 2013

STATE RECORDS CENTER
2300 Stuyvesant Ave
Ewing, NJ 08618

10:00 A.M. CALL TO ORDER

GARY DALINA
PRESIDENT

SALUTE TO OUR FLAG

DAN FREED
VICE PRESIDENT

WELCOME

GARY DALINA
PRESIDENT

SECRETARY'S REPORT

MICHELE EVERLY

TREASURER'S REPORT

LAUREN WILEY

NJ DORES REPORTS

DORES STAFF

NJ STATE ARCHIVES REPORT

ARCHIVES STAFF

PRESENTATION: *Disaster Preparedness: Preplanning, Recovery
Options, and Moving Forward*
Rob Schmidt
Polygon US Company

****ADJOURNMENT****



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CARMA/NJ MEETING MINUTES

The September 26, 2013 meeting of the County Archives and Records Management Association of New Jersey was called to order by President Gary Dalina at the New Jersey State Records Center in Ewing, New Jersey at 10:00 am.

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

Maria Lisa Bazela, Donna Cierllo, Bergen County
Michele Everly, David Brice, Gloucester County
Bor-sheng Tsai, Paul Paradise, Hudson County
Torey King, Joe Turek, Yochin Duffell, Paula Covello, Mercer County
Gary Dalina, Middlesex County
Claire French, Gary Saretzky, Monmouth County
Steven Lindhorst, Ocean County
Allen Kurdyla, Vincent Giacomini, Somerset County
Dan Freed, Sussex County
Boniface Kiamue, Anna Maria Castiglia, Paterson, City of
Don Cornelius, Ellen Callahan, NJ State Archives
Barbara Goszka, Beth A. Whetstone, Steve Crescenzi, NJ Division of Revenue & Enterprise Services;
Joe Falca; James Thoms, Alternative Micrographics; Bill Lennon, Nick DiPalma, CBS, Inc.

Call to order by President, Gary Dalina

Flag salute by Vice President, Dan Freed

Welcome by President, Gary Dalina

Secretary's Report: Michele Everly

Treasurer's Report: Given by Michele Everly for Lauren Wiley: as of 8/30/2013 CARMA's account balance is \$2,552.87. Upon Lauren's return, CARMA will review paid membership. Members should verify that they have paid for 2013.

Motion to accept Treasurer's Report

DORES' Report: The state's report will focus on what is changing within records management instead of providing **ARTEMIS** user numbers and EDMS certifications. Barbara Goszka introduced two new staff members: Beth A. Whetstone, Records Management Supervisor and Steve Crescenzi, Chief, DORES.

The **Records Management Manual** on DORES' website has an interactive button which allows users to add comments and begin discussions regarding different chapters of the manual. Everyone is encouraged to use this site and begin discussions, especially email retention which the state is reviewing. A municipality within Somerset County questioned the retention schedule of items on the server after the user deleted the message, in particular, with OPRA requests.

DORES is currently working on a retention schedule for electronic records and adjusting the General Schedule regarding in and out bound recordings from call centers.

DORES will also be at the League of Municipalities providing **ARTEMIS** training.

State Archives Report: Ellen reported that the SRC discussed creating a task force to support and plan the implementation of an Electronic Archives Infrastructure so the concept can move forward.

The **Archives** is also evaluating over 6,000 c.f. of pre 1948 court records from the state's judiciary for possible accessioning.

The **State Archives** is also preparing for the **350th Anniversary of New Jersey Celebration**. The Archives is creating panels which trace the history of New Jersey.

The State Museum currently has an exhibition on maps from 1635-1950. The exhibit also provides information on cartography and early colonial map making. Pamphlets are available.

Presentation: *Disaster Preparedness: Preplanning, Recovery Options, and Moving Forward*

*By Rob Schmidt
Polygon US Company*

County Updates

Meeting adjourned

Next meeting will be in December at Middlesex County Records Center. CARMA will be celebrating its 25th Anniversary.