



CARMA / NJ

County Archives and Records Management Association of New Jersey

Patrimonium acta nostra
"Our records are our heritage"

**AGENDA
THURSDAY, March 28, 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

SECRETARY'S REPORT

MICHELE EVERLY

TREASURER'S REPORT

LAUREN WILEY

NJ DORES REPORTS

**DORES STAFF
Records Management Update
Imaging Certification Update
ARTEMIS Update**

NJ STATE ARCHIVES REPORT

ARCHIVES STAFF

PRESENTATIONS: *Hurricane Irene September 2011: Disaster to Records
Management Success
Dan Freed, Sussex County Records Manager*

*Monmouth County, Open Public Tax Records, and Super Storm
Sandy: Disaster Recovery Collaboration
Jay Ruparel, Director, Project Services, Sunrise Systems*

****ADJOURNMENT****



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CARMA/NJ MEETING MINUTES

The March 28, 2013 meeting of the County Archives and Records Management Association of New Jersey was called to order by President Gary Dalina at the Records Storage Center in Trenton, New Jersey at 10:00 am.

Ten counties and eight representatives from the New Jersey State Archives and from the Division of Revenue & Enterprise Services were represented along with other members.

Tony Ghaul, Greg Dixon, Burlington County
Michele Everly, David Brice, Nancy Richter, Gloucester County
Bor-sheng Tsai, Paul Paradise, Hudson County
Dena Sanna, Yochin Duffell, Torey King, Lauren Wiley, Mercer County
Gary Dalina, Jerry Balazse, Margaret Pemberton, Middlesex County
Patrick Caiazzo, Gary Saretzky, Monmouth County
Steve Lindhorst, Ocean County
Cheryl Bryson, Passaic County
Allen Kurdyla, Joseph Meyers, Vincent Giacomini, Somerset County
Dan Freed, Sussex County
Don Cornelius, NJ State Archives
Robert Benco, Barbara Goszka, NJ Division of Revenue & Enterprise Services;
Drew Daley, Storage Systems USA, Inc; Joanne Mckinley, Accses NJ/CNA Services;
Jay Ruparel, Mark Szemple, Sunrise Systems; Joe Falca;
Sister Catherine Thibault, Diocese of Trenton; Colleen Ward, Easter Seals;
Alan Guglielmi, NJIT CIAT

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: Lauren Wiley: as of 3/27/2013 CARMA's account balance is \$3,147.37

Motion to accept Treasurer's Report

DORES' Report: ARTEMIS has approximately 495 municipalities and counties registered. Applications for imaging certification are now in PDF and can be found on DORES' website.

Changes to Title 15 have been approved and are now in the public comment portion of approval. DORES' will keep CARMA apprised of each step of approval. DORES is creating a web enabled records management manual in which suggestions are encouraged.

State Archives Report: The Archives aided governments, private institutions and other entities with data gathering and providing verbal advice and onsite assistance regarding disaster recovery services related to Super Storm Sandy. Specific aid and assistance was given to the NJ National Guard Museum since it suffered extensive damage from the storm.

Presentations: Dan Freed, Records Manager, County of Sussex,
Hurricane Irene September 2011: Disaster to Records Management Success

Jay Ruparel, Director, Project Services, Sunrise Services
Monmouth County, Open Public Tax Records, and Super Storm Sandy: Disaster Recovery Collaboration

Motion made and approved to accept revisions to CARMA's By-laws.

Joe Falca gave a brief speech on the history of CARMA, naming the original sixteen members and reminding the organization that the official 25th Year Anniversary is on November 29, 2013. (The first CARMA meeting was on November 29, 1988).

County Updates

Meeting adjourned

Next meeting will be May 23, 2013 in Monmouth County.