

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*

CARMA MEETING MINUTES

President Tom Murphy called to order the meeting of March 16, 1994 at 10:17 a.m. at the Ocean County Administration Building in Toms River.

Representatives were present from six counties and the New Jersey Division of Archives and Records Management (DARM), namely:

Angela F. Pulvino Rita Marie Fulginiti Diana Hevener	Cape May County
Thomas P. Murphy Jerry Balazse Gary Dalina	Middlesex County
Larry Cella	Monmouth County
Rich Laycock Joseph Harding Peggy Bruno M. Dean Haines M. MacGyver	Ocean County
Marie Keenan John Curran John Donahue	Passaic County
Jack Clegg Mike Hessig	Warren County
Joseph Falca	DARM

On behalf of Treasurer Joe Meyers, Rita Fulginiti reported a treasury balance of \$582.47.

The minutes of the December 2, 1993 meeting were accepted.

Secretary Rita Fulginiti announced that she attended a conference on March 15 at the National Archives on the Preservation of Acetate Microfilm. She said she will share this information with CARMA at a later date.

Address correspondence to:

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

Joe Falca of DARM announced that the new Acting Director of their agency is Karl Niederer, who has been with DARM since 1978. Joe said pertaining to the State Court takeover the Judicial Records Advisory Committee is expected to meet next week. They will be discussing records retention and request for destruction, duplicating the efforts of DARM. There is legislation in effect whereby the Supreme Court has the authority to administer records management for the judiciary.

Tom Murphy said that his budget in Middlesex has been cut by 34%. He has had three retirees and is unable to replace them. Currently they are not providing new microfilm services to the courts.

John Curran of Passiac County is in the process of setting up a Records Management System in the Administration Building in Paterson.

Rich Laycock of Ocean County is researching the possibility of barcoding their storage boxes. Joe Harding Director of Ocean County Department of Management and Budget offered their facility as a meeting place for CARMA. Mr. Harding noted that each county will negotiate an individual contract with the courts for services.

Ocean County Clerk Dean Haines welcomed CARMA to Ocean County. He said they have undertaken a fully comprehensive records management program and the focus of CARMA was helpful in bringing records management to the forefront. Mr. Haines said that they have implemented Landtrack an imaging system for land records.

Jack Clegg of Warren county said they are making progress in setting up their record center. They are using Cape May as a model.

Cape May County Clerk Angela Pulvino said they too are having a problem having enough personnel. She said they utilize the services of retired senior citizens from the Retired Senior Volunteer Program of Cape May County. She said they also hire high school students for after school work through the cooperative office education program. Mrs. Pulvino said that she also promotes records management in her department by providing outside training to her staff.

Rita Fulginiti of Cape May said they celebrated their first anniversary in their record center, on the ground floor of the rennovated court facility. They have 12,000 square feet of floor space to manage records for the Clerk, courts and other county departments on a non-mandatory basis. They are planning to furnish shelving in a second

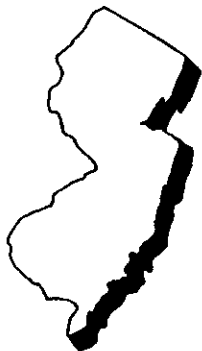
room in the records center and begin a micrographics unit to film case files.

Larry Cella of Monmouth said they are working hard to open their archives to the public. They recently hired an archivist, Gary Saretsky with high credentials from Rutgers, to help bring this to fruition. They are close to completing their microfilm vault.

At 10:47 a.m. the meeting was adjourned and an Ocean County Department of Transportation bus transported the group to the Ocean County Records Center for a tour of the facility conducted by Rich Laycock. At noon the bus transported the group back to the cafeteria for lunch.

The next meeting will be held on Wednesday, May 18 at the Middlesex County Department of Archives and Records Management. The group is considering to have the September meeting on Friday, September 23 in Cape May County.

Respectfully submitted,
Rita Marie Fulginiti, Secretary



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CARMA MEETING MINUTES

President Tom Murphy called to order the meeting of May 17, 1994 at 10:15 a.m. at the Middlesex County Department of Archives and Records Management in New Brunswick.

Representatives were present from eight counties, two municipalities, NJ Division of Archives and Records Management (DARM) of the Dept. of State and County Business Systems, Inc. of Feasterville and Mt. Laurel namely:

Rita Marie Fulginiti	Cape May County
Lorraine Harmon	Hudson County
Henry Williams, Stuart Feldman	
Thomas P. Murphy	Middlesex County
Jerry Balazse, Gary Dalina, Steven Dalina	
Larry Cella	Monmouth County
Jane Marie Schrader	Morris County
Lee Burian	
Marie Keenan	Passaic County
Honey Ackerman	Sussex County
Dona MacMillan, Don Woods	
Jack Clegg	Warren County
Harvey Minchin, Pat Moon, Mary Jane Finkbiener	
Ron Simpson	Somerville
Elizabeth Kiss	E. Brunswick
Joseph Falca	DARM
Joe Lennon, Jr.	County Business
Mark Town	Systems, Inc.

On behalf of Treasurer Joe Meyers, Rita Fulginiti reported a treasury balance of \$767.45. The minutes of the March 16, 1994 meeting were accepted. Correspondence was read as received from the Governor's Office to CARMA NJ

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

stating that Governor Whitman was unable to attend our meeting.

Judicial Advisory Records Committee

Joe Falca of the DARM reported that the Judicial Advisory Records Committee will meet again May 25. Robert Lipscher from the AOC has directed that existing retention schedules will be in effect until superseded by new guidelines set by the committee. The committee is working to establish their own records management system apart from the Legislative or Executive forms of government. They will need DARM's assistance in some areas.

A 972 Bill on Optical Imaging

Joe Falca led a discussion on the legislation pending in the Assembly this week on optical imaging. The applications at the Division of Pensions, Taxation and Commercial Recording were discussed.

In Support of DARM

Vice President Larry Cella reported that a letter was sent from CARMA to the Governor in support of DARM. Letters were also sent from individual CARMA members and county and municipal governments and agencies.

Issues for Records Managers

President Tom Murphy led a discussion on the following topics of importance for Records Managers:

- 1.) accessioned records which are incorrectly identified
- 2.) public research at records centers
- 3.) public records containing certain information which must be kept confidential.
- 4.) The maintenance and disposition of Superior Court of New Jersey case files and records.
- 5.) Selection and separation of those records which have historical and long term value from those which are to be destroyed.
- 6.) The procedures and recommendations for disbinding books and storing pages in ph balanced paper.
- 7.) Fire protection: Halon gas vs. H2O sprinklers
- 8.) Take photographs of your records management project before you begin. This will aid in justification.
- 9.) The case for destroying long term records after microfilming.
- 10.) What to do when you have no space for a records program.

The next meeting will be held on Friday, September 23 at 10:00 a.m. at the Cape May County Court House in the town of Cape May Court House. This meeting is scheduled to be at the completion of the County Officers' Association of NJ Conference and just prior to the start of the NJ Municipal Clerks' Conference both to be held in Cape May City. In addition to the regular meeting a tour of Cape

May County's new Records Center as well as the Clerk's Active Record Room and Archives is planned.

The meeting was adjourned at 12:15 p.m. for lunch.

Respectfully submitted,

Rita Marie Fulginiti, Secretary