

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
Members At Large
Richard Laycock
Gary D. Saretzky

CARMA MEETING MINUTES

The March 20, 1997 meeting of the County Archives and Records Management Association of New Jersey was called to order by President Tom Murphy at 10:14 a.m. Joseph J. Harding, Director of Management and Budget welcomed the group to Ocean County. He gave us a synopsis of Ocean County records management programs. Mr. Harding noted the different ways that counties are set up.

Representatives of eight counties, two county Superior Courts, and NJDARM were present:

- | | |
|----------------------|-----------------|
| Donna Lenzi | Atlantic County |
| Christine Ruttler | Bergen County |
| Rita Marie Fulginiti | Cape May County |
| Stuart Feldman | Hudson County |
| Larry Greene | Hunterdon |
| Tom Murphy | Middlesex |
| Gary Dalina | |
| Jerry Balasze | |
| Jane | |
| Larry Cella | Monmouth |
| Gary Saretzky | |
| Ed Small | Morris County |
| Joseph Harding | Ocean County |
| Richard Laycock | |
| Charlotte Bleier | |

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

Sheila Smith	Passaic County Probation
Eleanor Kidd	Salem County
Lillie Fischer	Union County Superior Court
Albin Wagner Joseph Falca	DARM
Roger Frost Christopher J. Parke	Garden State Office Systems VSE Corporation

Secretary Rita spoke about the ARMA Region VII Conference

For Treasurer Joe Meyers, Larry Cella reported a treasury balance of \$789.37. Larry Greene made a motion to accept the Treasurer's Report with a second by Charlotte Bleier and approval by the membership.

Vice President Larry Cella spoke about the fire at Iron Mountain in South Brunswick. He spoke about the situation with records management contracts between the counties and the courts.

A round table discussion about records management contracts with the counties took place. Mr. Harding, who served on the Ocean County Task Force for the State Court Takeover, gave the group some insight about how the contracts are negotiated. Currently Ocean County has service contracts with the courts for 1.) data processing, 2.) computer services, 3.) phone & mail and are negotiating a fourth for records management. Mr. Harding said he will make their contracts available to the group.

Vendor guests Roger Frost of Garden State Office Systems and Christopher J. Parke of VSE Corporation gave a presentation to the group.

NJ DARM Report:

- Joseph Falca distributed a revised schedule for the Prosecutor's Office. He spoke about the progress of the Superior Court Records Committees. Regarding NJLTA vs. Mooney et al: a court date has not yet been set. This case is regarding the retention of Notices of Settlement, Notices of Lis Pendens and Federal Tax Liens.

- Albin Wagner distributed the New Jersey Imaging Standards as published in the March 3, 1997 edition of the New Jersey Register. There are some editorial changes in this edition but it contains no substantial changes from the last version. There is a 30 day period for public review and comment. The final publication in the Administrative Code will be forthcoming. They are now working on some related standards for media storage and back file conversion. Mr. Wagner also spoke about Senate #332 *The Open Records Act* which is still pending in the legislature. This bill has a potential impact on local government. DARM has proposed a redraft of the title 47 to include provisions of confidentiality for personal records and a mandate for the State Records Management and Archives Program. There are three sources of grants in New Jersey: 1.) State Library, 2.) State Historical Commission and the 3) NHPRC (contact Karl Niederer).

County/Municipal Updates:

Each county and agency present reported on the progress of records and information management in their locality.

Atlantic County:

- Donna Lenzi reported on their progress of implementing a records program. They are researching imaging applications.

Bergen County:

- Christine Ruttler reported on their progress in implementing a computer index in the County Clerk's Office. They have applied for a grant to microfilm Naturalization Records.

Cape May County:

- Rita Fulginiti reported on Cape May County's on going progress with their records management program.

Hudson County:

- Stuart Feldman reported that funds are scarce for record management projects in Hudson County.

Hunterdon County:

- Larry Greene reported that construction is expected to begin in a few months for

their Records Storage Center. The construction is expected to take a year. Their Records Storage Center will have an archival vault.

Middlesex County:

- Jerry Balasze reported that they will be getting a new department head as Clerk of the Board Dorothy Powers has retired. Currently the Deputy Clerk of the Board heads their department. They have also applied for a NJ Historical Commission grant. Tom Murphy and Gary Dalina reported on the upgrade to the Local Area Network and the addition of the CRMS program of Assured Information Systems. They have added a new municipality, South Plainfield, as a customer to their records center.

Monmouth County:

- Gary Saretzky reported on some on going projects on organizing loose papers from the Civil and Criminal Courts and capturing that data in a database. They are also working on organizing Freeholders records. They are currently indexing the first volume of the Freeholders minutes. Their web site is shore.co.monmouth.nj.us/~archive/arch.htm

Morris County:

- Ed Small reported that they are a customer of Iron Mountain. He will share information about the disaster with us. He is putting together a procedures guide for their users. He asked for CARMA members to share their procedures guide with him. Morris County has been outsourcing micrographics work to NJDARM. It was noted by Albin Wagner that a good source from Micrographics cost analysis is William Saffady's book. He gave a report from Archivist David Mitros.

Ocean County:

- Richard Laycock reported on their on going progress with their records management program. He invited the CARMA membership for a tour of their records center. They are working on getting a vault.

Passaic County Probation:

- Sheila Smith reported that they have a new Register of Deeds. The county is no longer providing microfilming services to the courts.

Salem County:

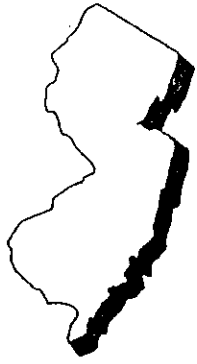
- Eleanor Kidd reported on her progress of indexing old records in Salem County.

Union County Superior Court:

- Lillie Fisher reported on her efforts to procure metal shelving and to get the resources to do microfilming.

The meeting was adjourned at 12:10 p.m. for lunch. The next meeting will be held on Thursday, May 22nd at the State Records Center in Trenton.

Submitted by,
Rita Marie Fulginiti, Secretary



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CARMA MEETING MINUTES

The May 22, 1997 meeting of the County Archives and Records Management Association of New Jersey was called to order by President Tom Murphy at 10:15 A. M. Karl Niederer, Director of NJDARM welcomed the group and gave a synopsis of Senate 332, pending legislation regarding records access. President Tom Murphy introduced his new department head, Clerk of the Board Margaret Pemberton.

Twelve counties, one municipality and NJDARM were represented:

Kimberly R. Turcotte Issac Boykin	Burlington County
Diana Hevener Violet Rixey	Cape May County
Stuart Feldman	Hudson County
Larry Greene	Hunterdon County
Harold Seigel*	Mercer County (newest member)
Margaret Pemberton Tom Murphy Gary Dalina Jerry Balasze Jane Smith	Middlesex County

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Larry Cella Gary Saretzky	Monmouth County
Ed Small David Mitros	Morris County
Rich Laycock	Ocean County
Gerard DiStefano	Passaic County
Eleanor Kidd	Salem County
Rudy Nowak Joe Meyers	Somerset County
Jeff Fabeck	Brick Township
Karl Niederer Joe Falca Albin Wagner Karen Perry	NJDARM

Treasurer Joe Meyers reported a treasury balance of \$1167.72. A motion to accept the report was approved.

For **Secretary Rita Fulginiti** (absent), Vice President Larry Cella requested a motion to accept the minutes of the last meeting. This motion was approved. He informed the group that the next meeting will be held on September 18, 1997. Isaac Boykin stated that Burlington County would host.

Vice President Larry Cella opened a round table discussion with regard to the CARMA/NJ Survey Results. Copies of the survey results were distributed. A correction was made by Salem County with regard to their response for microfilming family records before 1-1-95. The response should have been "no." A corrected copy of the survey results are made a part of these minutes.

Information was shared regarding the Burlington County Superior Courts

filming their own records, a flat fee agreement possibly \$1,000 with no volume specification, and the dangers of running out of space.

A suggestion was made that a letter be drafted and sent to the AOC and/or Donald Phelan, Clerk of the Superior Court on behalf of CARMA/NJ (by President Tom Murphy) listing concerns and posing possible solutions with regard to needed agreements between the Superior Court and the counties. It was also suggested that copies be sent to state legislators in an attempt to alert them to the implications of the Bifurcation Law. Since the State Court takeover of January 1, 1995 the Superior Court has made agreements for records storage and records management services with only two counties.

These issues are to be highlighted in the letter: 1) lack of records management agreements with most counties 2) the impending full capacities of county records centers 3) lack of microfilming or other acceptable back-up for vital court records such as criminal case files 4) disaster preparedness needs and 5) lack of revised retention schedules previously promised by the Superior Court. It was noted that the Judiciary Records Advisory Committee had not met in over a year and a half.

A motion was made by Gary Saretzky (Monmouth) that we draft and send this letter with copies to the Assembly, Senate and Chairmen of the Appropriation Committees, Clerks of the County Freeholder Boards, Court Administrators from each vicinage, Karl Niederer and CARMA Members and their Department Heads. A second was made by Isaac Boykin (Burlington) with unanimous approval from all present.

NJ DARM Report:

Joseph Falca commented on the pending NJLTA vs. Mooney et al lawsuit. Union County will be removed from the suit pending the microfilming of their records. Hunterdon County remains a part of this suit.

Joe Falca welcomed Harold Seigle of Mercer County as a new member.

The following revised records retention schedules were distributed:

- **General Records Retention Schedule for County & Municipal Agencies**
- **Emergency Management**

Albin Wagner reported on Senate Bill 1961 which was distributed at the meeting. This legislation seeks to delete a microfilming requirement when using optical imaging. NJDARM does not support this bill.

Final adoption of the Optical Image Standards was effective May 5 and a copy was published in the New Jersey Register with minor editorial changes. The expiration date and the revision process every five years was clarified by Mr. Wagner.

Mr. Wagner recommended having a Disaster Preparedness Seminar to be tentatively offered in the Fall (contact Mr. Wagner).

Albin Wagner reported on his meeting with the Senatorial Aide regarding Senate #332 and informed the group that the re-write will likely be introduced June 5, 1997. Copies were made available. He also recommended looking it over and expressing our opinions to local legislators along with a copy to Senator Martin (who introduced this legislation).

County/Municipal Updates:

The following county and agency representatives reported on the progress of records and information management in their locality.

Burlington County:

Isaac Boykin reported reaching 70% capacity and microfilming going at a snails pace. They are concentrating on financial records for the Treasurer's Office and progressing as quickly as they can with current equipment and staffing.

Cape May County:

Violet Rixey reported on the County Clerk's On-Line Indexing System and the anticipated integration with Imaging.

Hunterdon County:

Larry Greene distributed copies of a newspaper article which discussed changes the architect made to the plans for a vault without notification to the county. The result of Larry's intervention will move back the completion date a year but provide a larger Firelock Vault with Intergen as a replacement for Halon. NOTE the Records Analyst position is now under MIS.

Middlesex County:

Tom Murphy reported his new system was working well and his summer project will be labeling the boxes with barcoding. The completion target date is July 1.

Jerry Balasze reported they will be retiring some old cameras and replacing them with new cameras purchased with monies from the Clerk's Fund. His grant application to the New Jersey Historical Commission was denied.

Monmouth County:

Gary Saretzky reported on a microfilm project involving 1500 Deed Books with single copies being used by Searchers. He also reported that they will again be hosting Archives Day on October 18th and events will include lectures and information from Monmouth and Ocean County Historical Societies.

Morris County:

David Mitros reported receiving a \$6000 grant for a book of Civil War Archival Records. His manuscript is finished and is now looking for illustrations. He also reported that he will be meeting with the County Clerk in a few weeks for a discussion on storing maps.

Ed Small reported renewing the contract with Iron Mountain with no changes.

Salem County:

Eleanor Kidd reported on upgrading their storage area, highlighting the lack of a fire suppression system and having maintenance equipment stored next to 18th century records. She is working on a grant with the help of DARM. She offered a big THANKS to Cape May and Monmouth Counties as well as to Albin Wagner for their assistance.

Somerset County:

Rudy Nowak shared information and opened discussion regarding the Iron Mountain Disaster seminar sponsored by the Northern New Jersey ARMA Chapter May 20. 1000 boxes were destroyed during the first fire due to arson. The second fire sustained tremendous damage to the building however 82% of the records were restored. As a result of the third fire the entire building was lost and all of the contents - approximately 850,000 cubic feet of records. There was 4 ft of

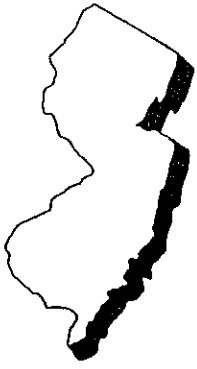
water. Only one company had back-up for their records, one hundred ninety-nine customers lost records and one-of-a-kind documents. The insurance company paid \$1.00 per box recovery costs.

Prior to adjourning Vice President Larry Cella reminded everyone of the next meeting September 18 in Burlington County and wished all a "nice summer."

President Tom Murphy commented on the ARMA Region VII Conference May 7-9 in Providence, Rhode Island. He said he was pleasantly surprised on how well trained the private sector was in Records Management.

The meeting was adjourned for lunch at 12:20 P. M.

Respectfully submitted,
Diana L. Hevener on behalf of
Rita Marie Fulginiti, Secretary



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Members At Large
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CARMA MEETING MINUTES

The September 18, 1997 meeting of the County Archives and Records Management Association of New Jersey was called to order by President Tom Murphy at 10:15 a.m. in the Burlington County Freeholder Board Room. Isaac Boykin, Burlington County Records Manager welcomed the group to Burlington County.

Nine counties, one municipality, New Jersey Department of State, Division of Archives and Records Management (DARM) and representatives from the Superior Court of New Jersey were represented:

Donna Lenzi
Frank Borino

✓ Atlantic County

Kimberly Turcotte
Isaac Boykin
Eileen Linn
Betty Keene
Tony Gall
Bob Zanomi

Burlington County

Steven Traub

Superior Court Burlington County

Rita Marie Fulginiti
Diana Hevener

✓ Cape May County

Larry Greene

✓ Hunterdon County

Harold Seigel

Mercer County

Tom Murphy
Gary Dalina
Jane Smith

✓ Middlesex County

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Larry Cella Gary Saretzky	✓ Monmouth County
Gilda Gill Eleanor Kidd	Salem County
Rudy Nowak Frank Bonfante	✓ Somerset County
Lilly Fischer	✓ Superior Court Union County
Jeff Faybeck	✓ Brick Township
Karl Niederer Albin Wagner Joseph Falca	✓ NJDARM
Donald Phelan Kate McCann	Superior Court Clerk's Office

Secretary Rita Fulginiti made a motion to accept the minutes of the May 22, 1997 meeting with a second by Jane Smith and membership approval. *Emergency Response and Salvage Wheels*, purchased by CARMA/NJ by the National Task Force on Emergency Response, were distributed one per county represented.

For **Treasurer Joseph Meyers** (absent) Larry Cella reported a treasury balance of \$1177.52. In the year 1997 CARMA has 18 paid members plus one being processed. Camden and Essex Counties are not members. Larry made a motion to accept the treasurer's report with a second by Rudy Nowak and membership approval.

Vice President Larry Cella reported a summary of CARMA's concerns regarding the counties' participating in the management of Superior Court Records leading to a letter sent to the Superior Court and Clerk Phelan's attendance at this meeting.

New Jersey DARM Director Karl J. Niederer reported on legislative issues and their budget. Since the last meeting DARM's budget was passed in June in an appropriation act. DARM's budget as a whole is \$80,000 short.

Mr. Niederer addressed Senate 1961 regarding the proposed elimination of the microfilming requirement for deeds mortgages and other land records. Indications are that sponsors in both houses are amenable to DARM's proposal which assigns the State Records Committee the duty of designating which records by record series which records need microfilm backup.

Senate 332 which addresses access to public records has not passed either house. The bill is being modified. It is unclear if it will advance in either house.

Albin Wagner of DARM reported that the New Jersey Standards for Imaging Processing were adopted May 5, 1997. The standards mandates other procedures such as certification of systems. The certification process is being submitted to the State Records Committee and is anticipated it should be effective by the end of the year.

Mr. Wagner said they are now drafting standards for media storage and back file conversion as well as preparing publications. He reported on three workshops scheduled throughout the state to introduce certification and implementation. Mr. Wagner asked CARMA/NJ to consider holding a workshop on Image Processing Certification and Implementation at an upcoming CARMA meeting. Mr. Wagner stated that if counties and local government agencies are already imaging DARM is interested in reviewing the system.

Joseph Falca of DARM distributed updated retention schedules for County Bridge Commission (partial) and the County Welfare Board. He reported that there is no update on the New Jersey Land Title Association litigation with the County Clerks, Registers and DARM since our last meeting.

Superior Court Clerk Donald Phelan addressed CARMA/NJ regarding Records Management in the Counties for the Superior Court. Mr. Phelan began by saying that since the state court takeover the general focus of the judiciary has been bringing over the 8500 county employees to the state and the transitional issues which were included.

The Court Administrators were appointed Deputy Clerks of the Superior Court in the vicinages. The new Chief Justice is now setting the tone for what is to come.

In January 1995 the Supreme Court adopted the first report with regard to records retention. The philosophy is based on the probable use of the item. The retention of paper records will rely heavily on automated information available. To the extent

possible they plan to eliminate the paper documents. They adopted a new retention schedule for civil case files and in order to implement the schedule there were several enhancements which had to be made to the automated system. The enhancements are complete and they are now running a pilot project in Burlington County. They are working toward the ability to bring up entire case records on the automated system. Currently they archive onto optical disk.

The Superior Court has acquired image link systems which allows them to microfilm the cases in Trenton and transfer the microfilm to the system. They plan to import that to other record types.

The Superior Court has begun to implement an electronic filing system, supplemented by an imaging system, in Monmouth County for one docket type in the Special Civil Part. There are five law firms participating.

There is an imaging system in Essex County Family Court for orders (high retrieval). They are back loading stored orders onto a COLD system.

The Supreme Court has appointed a Public Access to Court Records Committee, chaired by former Judge Herman Michaels. So far they have had several public hearings pertaining to electronic access to court records through remote terminals. All court records are public, open for public inspection with limits on those which have been deemed closed.

There is a task force dealing with the issue of what information should be available to the public vs. which information should not. Broader access to public information is proposed.

The Superior Court is currently working with county officials on clearing out court records eligible for destruction. Their records projects are impacted by budgetary constraints. Court staffing is down due to attrition.

The Judiciary Records Committee will receive a compilation of all records schedules which are proposed for revision (marry the electronic records with the paper records). The Committee will then make a recommendation to the Supreme Court to issue a comprehensive retention schedule

Mr. Phelan's address was followed by a question and answer period:

Larry Cella: Some counties are reaching maximum storage capacities in their records storage facilities. When we are unable to take any more records what will happen?

A: Unification legislation left the responsibilities for providing facilities to the counties. Several counties filed suit (Morris was one) and it was concluded. The Appellate opinion will be out early next year which will finally answer the question.

Gilda Gill: What is the court's position on who should bear the cost of the shelving with the building.?

A: The court does not have a position.

Joe Falca: There is a need to move the destruction request process along more. Currently there is a time lag which can exacerbate the situation. There is also a problem of not having up-to-date retention schedules.

A: Mr. Phelan reiterated that they will have a new set of retention schedules, many of which will be revised, to allow them to eliminate a lot of files. Under the new retention schedule in Law Division they will destroy 50-60 % of the files before microfilm.

Joe Falca: Has the Civil Section Retention Schedule been approved by Supreme Court?

A: Yes, and it will be promulgated to the counties when the enhancements to the automated system is debugged.

Joe Falca: Criminal stenographer notes are currently permanent unless transcribed. If court reporter is retired, deceased or otherwise not available the records are useless because they can not be read. Perhaps there could be a reduction in this area.

A: Court can address issues by special circumstance.

Karl Niederer: Once the judiciary promulgates the schedules we will see a change in the administrative procedure toward the disposal requests. There must be an appropriate level of review for archives.

Karl Niederer: Regarding imaging systems and pilot projects - what standards are applied to those systems?

A: They are aware of DARM'S standards and also follow the standards promulgated in December 1996 by the Federal Courts.

Gary Saretzky: Is it true that the Judiciary Records Committee has not met in the last few years?

A: Yes but there has been a lot of staff work. They are scheduled to meet again in late

October.

Gary Saretzky: It does not appear that the court has the budget to do the microfilming so therefore now they are now expecting the counties to take the paper records.

A: The interpretation that the counties have to provide only the amount of space they provided as of December 31, 1994 has fallen with respect to the recent opinion.

Gary Saretzky: Where will the public be able to access computer records?

A: The data entered by the Superior Court is available by any remote terminal which is connected to the court computer. 16 of the 21 counties have public access terminals in the Deputy Clerk's Office in addition to 150+ paid access terminals, plus others in the Superior Court Clerks Office in Trenton. Regarding the Internet, at the present time the position is it will not go out on the Internet.

Regarding those records that are microfilmed in Trenton are available in Trenton. Those microfilmed in the counties are available in the counties.

If imaging becomes a way of life, the Superior Court will provide public access terminals.

Gary Saretzky: Are future needs of historians being considered?

A: DARM will be notified of records to be destroyed to give archivists the opportunity to preserve the records.

Gary Saretzky: Regarding the audio and video tapes stored. Are any of these media being scheduled at permanent?

A: Kate McCann said she does not anticipate that they were scheduled permanent.

Gary Saretzky: Regarding the time limits on restrictions to access court records - it would be helpful if time limits were on these records such as 75 or 100 years.

A: If those records are closed by law it will take an act of the Legislature (Rule 1:38). This group can work to open up those records through legislative action.

Karl Niederer noted that DARM would encourage the passage of legislation of opening up records after a certain amount of time.

Tom Murphy: Space is running out. What is the immediate resolution offered by the Superior Court?

A: This is being addressed by revised retention schedules and the purging process.

President Tom Murphy thanked Donald Phelan for his address and input and asked him to come back in March to report on progress. Tom Murphy suggested that a committee from CARMA/NJ meet with a Superior Court committee to discuss in detail our concerns. Mr. Phelan said that the court personnel will be meeting with the county records managers.

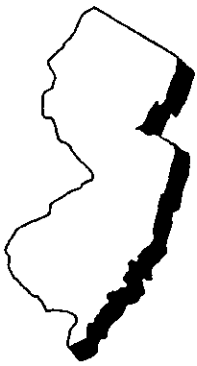
The meeting adjourned for lunch at 12 noon followed by a tour of the Burlington County Records Storage Center.

The next meeting is scheduled for Thursday, December 4, 1997 at the Middlesex County Department of Archives and Records Management.

Gary Saretzky announced the Monmouth Archives Day Celebration October 19 in the Monmouth County Library. Attendance is free. After September 29 they will have an exhibit featuring publications from archives and historical societies.

Submitted by,

Rita Marie Fulginiti, Secretary



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CARMA MEETING MINUTES

The December 4, 1997 meeting of the County Archives and Records Management Association of New Jersey was called to order by President Tom Murphy at 10:15 a.m. at the Middlesex County Department of Archives and Records Management in North Brunswick.

Nine counties, one municipality, New Jersey Department of State, Division of Archives and Records Management (DARM) and a representative from the Superior Court of New Jersey Union County were represented:

Christine Ruttler	Bergen County
Rita Marie Fulginiti Diana Hevener	Cape May County
Stuart Feldman	Hudson County
Larry Greene	Hunterdon County
Tom Murphy Gary Dalina Jerry Balasze Jane Smith	Middlesex County
Larry Cella Gary Saretzky	Monmouth County
Ed Small David Mitros	Morris County
Rudy Nowak Joe Meyers	Somerset County

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Dona MacMillan Don Woods	Sussex County
Lilly Fischer	Superior Court Union County
Jeff Faybeck	Brick Township
Albin Wagner Joseph Falca	NJDARM

Secretary Rita Fulginiti made a motion to accept the minutes of the September 18, 1997 meeting. A change was noted to page three, paragraph one by Larry Cella. The correction was made and the minutes were approved.

The following are the tentative CARMA/NJ meeting dates for 1998: **March 26, May 14, September 24 and December 3** annual meeting.

Treasurer Joseph Meyers reported a treasury balance of \$1152.52. For the year 1997 CARMA has 19 paid members (excluding Camden and Essex). Rudy Nowak made a motion to accept the Treasurer's Report with a second by Larry Cella and membership approval.

Vice President Larry Cella wished the membership a happy New Year.

Nomination and Election of Officers:

On behalf of the nominating committee consisting of Jerry Balasze and Diana Hevener, Diana Hevener made a recommendation that the following slate of officers be nominated and elected to serve another year:

Thomas P. Murphy, President
Lawrence J. Cella, Vice President
Rita Marie Fulginiti, Secretary
Joseph D. Meyers, Treasurer
Richard Laycock, Member at Large
Gary D. Saretzky, Member at Large

A motion by Dona MacMillan with a second by Rudy Nowak accepted the committee's nominees with a unanimous vote for approval by the membership.

New Jersey DARM representative Joseph Falca made forms available including the **Standards Order Form** to be used to request the following DARM publications:

- NJAC 15:3-3-4 Image Processing of Public Records - Adopted 5/5/97
- NJAC 15:3-6 Storage of Public Records - Draft to SCR 12/11/97
- NJAC 15:3-5 Certification and Annual Review Image Processing Standards -
Approved SRC 11/13/97
- NJAC 15:3-3.18 Disposition of Records of Extinct Agencies - Approved SRC
11/13/97
- NJAC 15:3 Retention Schedules (including Micrographics Standards) Adopted
10/19/97

Regarding the judiciary Mr. Falca reported that no meetings of the Judiciary Records Advisory Committee have been scheduled. Currently Dave Mazur reviews all requests for the destruction of court records. There is a need to speed up the process. The judiciary has not yet distributed revised retention schedules.

There was no update reported on the New Jersey Land Title vs. Mooney et al matter. In this regard Mr. Falca noted that all routine destruction requests for *Notices of Lis Pendens*, *Notices of Settlement* and *Federal Tax Liens* are frozen unless those records have been microfilmed.

Mr. Falca reported that he would be conducting a records management orientation in Atlantic County.

Albin Wagner of NJDARM reported that the Image Processing Certification and Annual seminars have been rescheduled to take place in the spring. The Image Processing Standards Certification Forms have been passed by the State Records Committee to be approved by the Secretary of State. A draft of the media storage standards will be presented to the State Records Committee December 11.

Mr. Wagner reported that the state's newspapers chose not to support S-332 (Right to Know) because of the amendments.

A discussion on imaging and microfilming took place. Gary Saretzky noted a report in the *Mid-Atlantic Archivist* which estimated the cost of maintaining an imaging system for 100 years at \$1.00 per page per year. Mr. Saretzky also pointed out that an imaging system creates more labor.

County/Municipal Updates:

The following county and agency representatives reported on the progress of records and information management in their localities.

Bergen County:

Christine Ruttler reported that they recently had a meeting with the New Jersey Land Title Agency. She asked if there was a state wide protocol for indexing. DARM informed her there is none. Albin Wagner suggested she look at the ARMA and ANSI indexing and filing standards.

Cape May:

Diana Hevener reported on the recent purchase of a Canon Digital Microprinter 400 which does an outstanding job clarifying hard to read images on microfilm.

Hunterdon:

Larry Greene reported that he recently transferred the Lindberg Trial information from microfilm to 15 volumes hard copy to accommodate research. They will be ready to begin construction of their Records Storage Center this spring.

Middlesex:

Tom Murphy reported that they added a new municipal customer to their Records Center - Edison Township.

Monmouth:

Larry Cella reported that they are out of space in the Records Center. He made a note of a meeting regarding Superior Court Records with Joe Barba, A.C.T.A.

Gary Saretzky reported on the success of their Archives Day festivities October 18. A renovation is taking place to the Monmouth County Library Building where the Records Center and Archives are located. Mr. Saretzky spoke of his involvement in a rather extensive disaster recovery project which includes a large quantity of precious historical documents.

Morris:

David Mitros reported on the project he is working on to transcribe records related to Morris County's involvement in the Civil War. The book is due out in a few weeks. He spoke of an archival preservation project needed to deacidify and encapsulate Surrogate papers.

Ed Small reported that they renewed their contact with Iron Mountain for another year. He recently completed a printed Records Management Guide and conducted coordinator's training. The Morris County Freeholder Board has recognized the efforts of CARMA.

Somerset County:

Rudy Nowak reported that they are close to capacity but can get by through 1998.

Sussex County:

Dona MacMillan reported that Erma Gormley was elected County Clerk to take office January 1. The county is making plans for a new Administration Building to be constructed with an archival facility. They are looking toward to future implementation of document imaging.

Don Woods spoke about indexing Naturalization records. Their on line index of land records dates back to 1964.

Union County:

Lilly Fischer reported on their project to purge matrimonial case files. There is cooperation with the Cultural and Heritage Commission to get Naturalization records microfilmed.

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

Submitted by,

Rita Marie Fulginiti, Secretary